

# The Epiphany School

## 2021-2022: Opening Our School Buildings for In-Person Learning

### STRATEGIC COVID-19 MITIGATION

- Face Masks are required for all students, staff, and essential visitors to our school buildings.
- All students and staff will undergo temperature screening before entering the classroom.
- Staff and students are encouraged to stay home when experiencing symptoms of any illness.
- Signage will be posted at all entrances and hallways to encourage social distancing and directional traffic flow.
- Classroom furniture has been arranged to optimize space and ensure that students are at least 3 feet apart.
- Contact between classes will be limited, helping to reduce the number of contacts students have during the day. Classes will remain together throughout the day in the same classroom or other designated area. Teachers will travel to the classroom to help reduce traffic in hallways and the potential mixing of student groups.
- Student lockers & cubbies will be used primarily for coat storage.
- Hand washing/sanitizing is required before and after eating snack or lunch, as well as encouraged throughout the day. The additional sinks and hand sanitizer stations installed last year remain in place and are ready for active use. Instruction about proper hand washing technique will be reinforced by signs in all restrooms.
- Students will have time outside each day, unless prevented by bad weather.
- Vaccination is strongly encouraged for all eligible staff and students (12+), but is not mandatory . Those considering COVID-19 vaccination are encouraged to view this [video message from Pope Francis](#) and information from the [NYSDOH](#) and [CDC](#).

### CLEANING, DISINFECTION, & VENTILATION

- Our school buildings will be cleaned and disinfected daily using EPA and CDC approved cleansers and procedures. High touch surfaces (ex: bathroom fixtures, handrails, doorknobs) in common areas will be cleaned continuously during the school day. Bathrooms will be cleaned and sanitized several times each day.
- New filters have been installed in all air conditioning units. Filters will undergo routine clearing & replacement.
- We are committed to incorporating as much fresh air as possible into our school buildings. Windows and interior doors will remain open to increase cross ventilation. Fresh air settings will be used on all air conditioning units. Exhaust fans will help to promote fresh air circulation.

### INSTRUCTIONAL MODEL

A traditional model will be used in 2021-2022, with students attending in-person lessons 5 days per week (Toddler Twos: 3 days). We are excited to welcome students to our classrooms without the need for hybrid schedules or remote learning. If state, city, or Archdiocesan officials deem it necessary to enact more stringent COVID health and safety rules, we will adapt our instructional method and schedule accordingly.

## FACE MASKS & UNIFORMS

### **Face Masks**

- Face Masks are required to be worn by all students and adults attending and working at Epiphany, regardless of vaccination status.
- Face masks with following will not be permitted:
  - exhalation vents or valves
  - inappropriate graphics or text, including political statements
  - sequins, zippers, or other decorations that may encourage students to touch their mask repeatedly
  - neck gaiters are not recommended
- Parents are to supply face masks for their child(ren). Extra disposable masks will be available at school if a student's mask breaks or becomes soiled.
- Face shields are optional, but do not eliminate the need for a face mask.
- Cloth masks should be laundered daily.
- A lanyard or storage container to hold the child's mask while s/he eats is recommended.

Face mask policies are subject to change based on guidance from CDC, NYS and NYC Health Department, and the Archdiocesan Health and Safety Task Force.

### **Toddler Twos, Nursery, and PreK Dress Code**

- Weather appropriate play clothes should be worn for both in-school and remote learning days
- When in-school, please select clothing with fasteners that your child can manipulate independently when using the restroom.
- Clothes that can be laundered easily are recommended.

### **Kindergarten - Grade 8 Uniforms**

- Please adhere to our preexisting [uniform policy](#).
- Boys: Ties are required in 2021-2022
- A uniform sweater, fleece, or blazer is strongly recommended during cooler weather. K-8 students can wear non-uniform items during lunch and recess, but they cannot be worn in the classroom during lessons. Classroom windows will be partially open, even in cold weather, to promote increased fresh air ventilation

## ATTENDANCE

- Conduct a [symptom screening](#) *before* leaving the house each morning. Common symptoms of illness in children include: fever, chills, shortness of breath, cough, congestion, nausea/vomiting/diarrhea, muscle/body aches, sore throat, loss of taste/smell, fatigue & headache. *If symptoms exist or if you have recently been exposed to COVID-19, stay home.*
- If symptoms of illness develop during the school day, the student will be sent to the Guardian Angel isolation room, must be picked up by a caregiver within 45 minutes, and seek the advice of a medical professional. The severity of symptoms will determine when the student may return to the classroom.
- Attendance will be taken by the teacher during Homeroom each school day.

## ABSENCE

- Notify your child's homeroom teacher by email or phone when your child will be absent from school. Please include the reason for absence and an anticipated return date. A child is legally absent from

school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather. All other absences are unexcused, including travel.

- Remote learning will not be available to students who are absent. If your child is experiencing mild symptoms of illness, s/he should complete assignments posted in GoogleClassroom to the best of her/his ability. If your child is experiencing more significant symptoms of illness, we encourage her/him to use the time to rest and recuperate. Key assignments can be made up at a later date in consultation with your child’s teacher.

### ARRIVING AT SCHOOL

- Face masks required for students and unvaccinated adults dropping off. Face masks are recommended for vaccinated adults that are in close proximity to others.
- Line up at the entrance designated for your class. Use the markers on the ground to help maintain social distance.
- Before entering, students will use hand sanitizer and have their temperature screened. Parent/caregiver must be present until the student is cleared for entrance to school. Those with a temperature of 100.0 and above will not be permitted to enter the building.
- Students will proceed directly to their classroom. Staff will help to direct students and provide reminders about social distancing.
- The early drop-off and breakfast programs are not available at this time.

### ENTRANCE/EXIT DOORS

At each school building, we will utilize both sets of entrance/exit doors to help expedite arrival and dismissal from school. Use the markers on the ground to maintain appropriate social distance.

**Early Childhood Center** - 152 East 29th Street

- Stroller/Scooter parking will *not* be available during 2021-2022

**Lower School** - 234 East 22nd Street

- 2nd Avenue Side: Kindergarten and Grade 2
- 3rd Avenue Side: Grades 1 and 3

**Upper School** - 141 East 28th Street

- 3rd Avenue Side: Grade 5, 6
- Lexington Avenue Side: 4, 7, 8

### SCHOOL HOURS

	Arrival Window	School Hours	Dismissal Time & Location
Toddler Twos	8:30-9:00am Faculty will escort students to the classroom.	9:00am - 12:00pm Tues/Wed/Thurs	12:00-12:10pm Faculty will escort students outside and dismiss them directly to a caregiver.
Nursery	8:10-8:30am Faculty will escort students to the classroom.	8:30am - 11:30am Mon-Fri	11:30-11:40am Faculty will escort students outside and dismiss them directly to a caregiver.
PreK	8:10-8:30am Faculty will escort students to the classroom.	8:30am-2:30pm Mon-Fri	2:30-2:40pm Faculty will escort students outside and dismiss them directly to a caregiver.

Grades K-3	8:10-8:40am Students should proceed to their classroom independently following their temperature screening.	8:40am-2:30pm Mon-Fri	K - 2:30pm in front of the Church Plaza 1st - 2:35pm in front of School Yard 2nd - 2:35pm near 2nd Avenue 3rd - 2:40pm in front of Lower School building
Grades 4-8	8:00-8:30am Students should proceed to their classroom independently following their temperature screening.	8:30-2:45pm Mon-Fri	4th - 2:55pm via Lex Avedoors 5th - 2:55pm via 3rd Ave doors 6th - 3:00pm via 3rd Ave doors 7th - 3:00pm via Lex Ave doors 8th - 2:50pm via Lex Ave doors

### **Late Arrivals**

Students arriving at school after the times indicated above must report to the school office before proceeding to their classroom. Lateness will be noted on the student's record.

### **Late Pick-Up**

Parents are strongly encouraged to ensure prompt pick-up of their child(ren). Students who are not picked up on time will wait for their caregiver in the school yard (weather permitting).

## **SCHOOL CALENDAR**

The School Calendar can be viewed [here](#).

## **LUNCH & SNACK**

Hands will be washed/sanitized before and after each snack and lunch period. Glass containers are not permitted. Refrigeration and heating are not available. We recommend that students have a designated container, bag, or lanyard to hold their face mask during snack or lunch. Students are not permitted to share food or drinks.

### **Early Childhood**

- Toddlers & Nursery: Students will bring an individual snack to school each day. Lunch is not part of the school day.
- PreK: Students will bring an individual snack and lunch to school each day.
- Snack and lunch will be eaten in the classroom. All snack and lunch items must be nut-free.

### **Grades K-8**

- Students will have access to school lunch, but are encouraged to bring home lunch due to the logistical challenges of distributing school lunch under COVID protocols. Menu offerings are subject to change based on availability of ingredients. Scheduled [Hot Express Lunch Menu](#)
- Fair Weather - Students will eat a "picnic lunch" outside in the school yard. Students will sit on a towel, mat, or small blanket to be provided by their family.
- Inclement Weather - Students will eat inside in the cafeteria or classroom.
- When multiple classes are present in the cafeteria, there will be a distance of at least 6 feet between students from different classes and at least 3 feet between students in the same class. HEPA air filters will be used in addition to fresh air ventilation provided by open doors & windows.
- Kindergarten: Students will bring an individual snack and lunch to school each day. All snack and lunch items must be nut-free.

## ***Birthday Snacks***

- Homemade birthday snacks are not permitted. Students may bring individually wrapped, store bought items to share with their classmates. Nut-free is strongly encouraged. Those with summer birthdays are welcome to celebrate on their half birthday. Please contact your child's homeroom teacher prior to her/his birthday for more information.

## **AFTER SCHOOL ACTIVITIES**

Please review our program description and policies, [After School Info](#), then continue on to our online [AFTER SCHOOL REGISTRATION FORM](#). Registration due by September 8th for participation in September 2021.

## **TRANSPORTATION**

- Stroller & Scooter Parking will not be available.
- School Bus service is available to students in Kindergarten - 6th grade who live near a bus stop designated by the NYC Office of Pupil Transportation. Students must be registered for the school bus in advance. Those riding the bus are required to wear masks and will be supervised by the bus driver. Students using the School Bus are not eligible for a MetroCard.
- MetroCards (Grades 1-8) also fall under the purview of NYC-OPT. Eligible students will receive MetroCards during the 1st week of school.
- The [Upper School Walk](#) will be available. Students must be registered in advance. Please register by September 7th for participation in September.

## **EVENTS**

School sponsored in-person social gatherings and events are not permitted until further notice.

## **VISITORS & VOLUNTEERS**

Visitors are not permitted to enter the building during operating hours, with the exception of emergency or law enforcement officers in their official capacity, authorized inspectors from governmental agencies, and persons providing emergency repair services that cannot reasonably be delayed until non-operational hours. All authorized visitors & volunteers will be required to wear a mask.

## **SYMPTOMATIC STUDENTS & ISOLATION PROCEDURES**

Symptomatic students will be brought to the Guardian Angel isolation room where the school nurse will conduct an evaluation, including a temperature screening. The student will be provided with additional PPE. Student's parent will be notified by phone. The student will remain in the GA room until picked up by a parent. The student will be supervised by the school nurse or a trained staff member wearing appropriate PPE. Upon the parent's arrival the student will be escorted for dismissal outside of the building.

Symptomatic students will be encouraged to undergo COVID testing and will not be permitted to return to the school building until they have met the CDC criteria to discontinue home isolation. If symptoms are mild enough to allow comfortable participation, students may use remote learning during the home isolation period.

The Guardian Angel isolation room will not be used by any other individuals until 24 hours have passed and thorough disinfection has been completed. Back-up GA rooms have been identified.

## **POSITIVE COVID-19 READING PROTOCOL**

If and when a situation arises, Regional Superintendent Anthony Biscione will be notified ASAP with all vital information. Mr. Biscione will advise us on next steps that must be taken based on NYC-DOH guidelines. Those who have been in contact with the infected individuals will be notified. The individual's identity will not be disclosed. The school will actively work to protect the identity of the individual. Classrooms and building spaces used by the infected individual will be deep cleaned & disinfected before returning to use.

## **REMOTE LEARNING RESPONSIBILITIES FOR STUDENTS AND PARENTS**

During 2021-2022 we intended to rely upon a fully in-person instructional model. In the event that NYS, NYC, or Archdiocesan officials determine that more stringent COVID protocols are necessary and we must transition to a remote or hybrid learning model, the following guidelines will go into effect:

- Identify and use a dedicated Study Space that has:
  - proper writing surface & chair - ideally at a desk or table
  - access to technology - a reliable WiFi signal, headphones, and a charger
  - minimal distractions
  - access to school supplies and learning tools
- Log on to Zoom sessions promptly.
- Behavior & engagement during Zoom sessions
  - No food, toys, cell phones, or other personal electronic devices.
  - Camera/Video is on
  - Sit up straight. Be in the camera's view. Use an iPad stand, if needed.
  - Mute yourself when the teacher or another student is talking.
  - Use headphones whenever possible
  - Be kind and considerate.
  - Be a focused, attentive, active participant in the lesson.
  - Bathroom breaks should take place between Zoom sessions, whenever possible.
- Students and parents are prohibited from recording video or audio and taking photos or screenshots of Epiphany staff or students during remote learning. Though it should not need to be said, inappropriate use of video/audio recordings, photos, and screenshots taken during remote learning will result in disciplinary action.
- Check SeeSaw (TT, N, PK) or Google Classroom (Grades K-8) and your student email daily for information on assignments and resources. Upper School students are encouraged to check these platforms 2-3 times per day.
- Engage in all learning activities and assessments with academic honesty and integrity.
- Ensure social emotional balance by keeping healthy habits including physical activity, prayer, daily reflection, conversation, and play.

## **SUMMARY STATEMENT**

The policies contained in this document exist in addition to those in our Family and Faculty Handbooks. Policies and procedures are subject to change by The Epiphany School's administration, the Archdiocese of New York, or other governing agencies. All members of The Epiphany School community will be notified of policy changes.