

***Leonard E. Burket Christian School  
Plan for Re-opening for the 2020-21 School Year***

The Leonard E. Burket Christian School is a ministry of the Assembly of God of Center Moriches. We are expecting to have between 70 to 80 students enrolled for the 2020-21 school year. We meet in three large buildings with more than enough space to distance students from one another and follow all the current state and local protocols for preventing the spread of COVID-19. Unlike larger, public schools, we do not anticipate any problems with re-opening in September in a way that will promote the safety and good health of all our students and staff.

The following plan is based on re-opening guidelines from the New York State Department of Education's Non-Public Schools Division (*received 7.5.2020 from Christina.Coughlin@NYSED.gov*).

**Preparation**

1. Faculty, staff and families will be informed by mail and through social media platforms about the school's plans for cleaning/disinfecting buildings, schedule changes, lunch/recess changes, use of personal protective equipment by students and staff, arrival/dismissal procedures, and support for students who may need to catch up on work they missed at the end of last school year.
2. We will schedule an orientation session for staff and parents before the school year begins to address reopening guidelines and to answer questions.

**Health Education**

1. During our annual staff orientation we will go over protocols for physical distancing, monitoring the health of students, hand washing, respiratory etiquette, and mask requirements.
2. We will prepare handouts addressing all these issues for substitutes and special ed/ resource room teachers.
3. We will post notices in all buildings re: hand washing, mask requirements and physical distancing, and encourage teachers and staff to reinforce these hygiene protocols throughout the day.
4. All students and staff will be required to stay at home if they are sick, and we will immediately notify our entire school family as well as local health officials in the event of any report of someone testing positive for COVID-19.
5. The principal and the elementary administrator will be primarily responsible for responding to COVID-19 concerns.

**Building Procedures**

1. In classrooms, desks and seating will be rearranged to provide adequate physical distancing between students.
2. Visual aids will be used to illustrate traffic flow in hallways and appropriate spacing requirements.
3. Specialist teachers (music, art, etc.) will go to individual classrooms rather than having students go to a shared space.
4. Classroom groups will sit together in the cafeteria and maintain adequate physical distancing from each other and from other students. Students will bring their own meals from home and will not share food or drink with other students.
5. Hand sanitizer and tissues will be available to all students and staff throughout the buildings.
6. Only one student at a time will be permitted to use the restroom.
7. Hallway movement will be restricted, and students will be reminded to space themselves out when walking in a line from one location to another.
8. Use of the playground equipment, field trips, assemblies, performances, and large school gatherings will be based on state and local guidelines.
9. At arrival and dismissal times only students will be permitted to enter the buildings; parents will be encouraged to communicate with teachers by phone/text or via virtual conferencing.
10. Non-essential visitors will be restricted from entering the buildings, and those who do enter will be required to wear masks and maintain physical distancing requirements.
11. All buildings will be thoroughly cleaned and disinfected each night after all students and staff have vacated the premises.

### **Personal Property**

1. Students will be encouraged to bring their own water bottles, supplies, headphones, etc. and to not share those items with other students.
2. Any community supplies that are used (art supplies, scissors, paint brushes, etc.) will be regularly disinfected and students will be instructed to wash their hands after using these supplies.

### **Instructional Program Considerations**

1. Students in Pre-K to 4<sup>th</sup> grade will continue to use the *A Beka* curriculum and the *A Beka ProTeach* videos in the event of a school closure.
2. Students in grades 5-12 will be enrolled in online courses through an approved online academy which will allow them to continue their course work at home if necessary.
3. All students will be responsible for obtaining their own technology equipment and internet access for working at home.
4. If school is closed for an extended period of time, teachers will communicate with students on a regular basis throughout the week to help them keep up with their studies and answer any instructional questions they may have.

### **Staffing Considerations**

1. As a small private school we will continue to maintain a high level of communication with all our faculty and staff regarding updated policies and procedures.
2. Staff will be encouraged to monitor their own health and remain at home if they show any symptoms of illness.
3. Staff will be required to obtain their own PPE, but we will have masks available for those who need them.
4. In the event of absence, teachers will be covered by our current sick/personal time policies; in addition we will comply with FFCRA.
5. Students and staff will continue to have access to the pastoral staff for counseling as needed.

### **Personal Protective Equipment (PPE)**

1. Students and staff will be asked to bring in their own PPE from home (i.e. masks).
2. LEBCS will have a supply of masks on hand for those who forget to bring one or find themselves in need of a replacement during the school day.
3. Masks will be required for entering or exiting the buildings and while individuals are moving through the hallways for any purpose.
4. Once students are seated at desks that are physically distanced from one another, they will be permitted to remove their masks.
5. Masks can be removed for eating and drinking and during P.E. classes where physical distancing will be encouraged.

6. Gloves will be available in every classroom for teachers and staff to use in the event they must assist a student who is sick, clean up any area that needs to be disinfected, or distribute items to students.

### **Cleaning/Disinfecting Protocols**

1. All buildings will be cleaned and disinfected each night after staff and students leave.

2. Students who become sick during the school day will be isolated in a designated area which will be closed off once they leave and not used until it is thoroughly cleaned and disinfected.

3. Soft surfaces which cannot be removed (e.g. carpeting, furniture) will be cleaned and disinfected with agents appropriate for use on these surfaces.

4. All cafeteria materials will be disposable (cups, plates, utensils, etc.) and tables will be thoroughly cleaned after each use.

### **Transportation**

1. As a small, private school, LEBCS does not own or operate vehicles used to transport students back and forth to school.

2. We will encourage students to maintain physical distancing requirements when they are on their school buses.

3. We will restrict the use of school-owned vehicles for field trips or other purposes in line with local and state guidelines.