



SCHOOL REOPENING PLAN: JULY 31, 2020

Mission

Cristo Rey New York High School is a Catholic, co-ed, college-prep school, part of the national Cristo Rey Network. We serve students of all faiths who have demonstrated the potential and motivation to achieve success and who do not have the educational background or financial means to attend another private, college-prep school. Guided by the spirit of care for the individual, *cura personalis*, we challenge all our students with a rigorous academic curriculum and a demanding work-internship program. Our ultimate goal is that our students will graduate from college and become professionals for others, transforming the world for the good of their families and society.

Overview

To fulfill the mission of Cristo Rey New York High School (CRNYHS) during the COVID-19 pandemic will require the commitment and cooperation of all members of the Cristo Rey community. The unity and strength of our community will sustain us.

CRNYHS's plan for the 2020-21 school year (SY21) is grounded in our care for each person in the community, as described in the mission statement. The plan is informed by the most recent guidance from the [New York State Department of Health \(NYSDOH\)](#), the [New York State Education Department \(NYSED\)](#), the [Centers for Disease Control \(CDC\)](#), and the [New York State Association of Independent Schools \(NYS AIS\)](#).

CRNYHS will begin SY21 teaching and learning remotely. We anticipate working remotely throughout the first trimester of SY21 which concludes on Nov. 25 (the day before Thanksgiving). A list of important dates is provided later in this document.

While educating remotely, we believe it will be possible for a limited number of people to use the school building safely. The capacity of the building is limited by the requirement that all people maintain a safe physical distance from one another.

- A. Our first priority will be to enable faculty and staff to work from CRNYHS when necessary and desirable.
- B. Our next priority will be to provide a place for students who need a suitable environment to thrive while learning remotely (e.g. a supervised room with reliable internet access that is free from distractions) and/or need specific in-person academic support.
- C. We will also support our students' participation in CRNYHS's Corporate Work Study Program (CWSP), which may include remote work for CWSP clients conducted at CRNYHS and, eventually, the students' safe return to CWSP work placements at clients' locations.

As conditions change and New York State releases new guidance, CRNYHS will update our plan and communicate revisions to our community.

Health Protocols

No plan or set of safety measures can guarantee absolute prevention of COVID-19 transmission or completely eliminate any risk of contracting the virus. CRNYHS is committed to following the guidelines issued by the NYSDOH and the CDC to help protect against the spread of COVID-19. Complying with these expectations will be a requirement for students and adults to be able to enter the school building.

There are five basic components to this phase of our reopening plan to which all individuals (adults and students) must adhere to protect our community:

1. Screening

Individuals who are sick must stay home or return to their home if they become ill at CRNYHS.

Prior to arriving at CRNYHS, individuals will be asked to complete an electronic screening. Individuals who cannot complete the screening electronically, will be asked to verbally answer the following questions.

Within the past 14 days have you:

Tested positive for COVID-19?

Been in close or proximate contact with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?

*Traveled within any of the designated regions/states with significant community spread (a/k/a "Restricted States"), as updated periodically by the NYSDOH?
(<https://coronavirus.health.ny.gov/covid-19-travel-advisory>)*

Experienced any symptoms of COVID-19? COVID-19 symptoms include:

Fever or chills

Dry Cough

Loss of taste or smell

Shortness of breath or difficulty breathing

Muscle pain

Nausea, vomiting, diarrhea

Sore throat or runny nose

Upon arrival at CRNYHS, individuals will submit to a temperature check at the designated entrance to the building. Proper distancing of 6' apart will be maintained during this screening process

Individuals with temperatures of 100 degrees or higher (per NYSDOH guidelines), OR who answer "yes" to any of the questions above will not be allowed in the building, and will be asked to return to their home, contact their healthcare provider, and follow CDC protocol. Individuals' health data will not be recorded, and only confirmation that a daily health screening was performed will be maintained.

Individuals who pass the screening process will be allowed into the building and will be asked to follow proper protective equipment (PPE), physical distancing, & hygiene guidelines outlined below.

2. Protective Equipment (PPE)

Individuals should be wearing a mask while traveling to and from CRNYHS, especially while using public transportation. Individuals are expected to follow the NYS guidelines for wearing masks/face coverings.

Individuals arriving at the school must be wearing a mask upon entering, and always while in the building except when eating or when in a completely enclosed office which is only occupied by them.

Acceptable face coverings include cloth homemade sewn, surgical masks, or other masks approved and provided by the school.

Face coverings must be clean, replaced regularly and may not be shared.

The school will provide face coverings at no cost to any individual who does not arrive with a covering.

Limit the sharing of objects such as tools, laptops, telephones, writing utensils, etc. When sharing of such objects is unavoidable, wear plastic gloves provided by the school to avoid personal contact with shared objects and disinfect such objects after use.

3. Physical Distancing

The capacity of the building is limited to what is specified by New York State guidelines. A distance of at least 6 ft. must be maintained between individuals while in the building when possible.

Employees who can work remotely continue to be asked to do so. Other employees who are unable to work remotely are encouraged to limit their days and times in the building to those that are necessary to accomplish their job tasks. Each department manager is responsible for approving on-site work schedules for their staff that will ensure proper physical distancing requirements are met.

Individual office doors should remain closed when possible. When approaching someone's office, knock and wait to enter for the occupant to affix their face covering and invite you in. Do not go beyond the door threshold unless invited to do so by the office occupant, and only if necessary to accomplish your work.

When moving between floors in the building, use the stairs near the lobby area (A stairs) to go up, and the set of stairs in the east wing (B stairs) to come down, if able.

When walking through corridors on each floor, keep to the right as close to the wall as possible, and always maintain proper distancing between you and the person in front of you. Never walk in pairs.

Use of the elevator is discouraged, however, if necessary, a maximum of one individual at a time may use the elevator. Face coverings and physical distancing measures are required.

Interpersonal contact and congregation at arrival and departure times and during the day is discouraged unless proper distancing can be maintained. Individuals must not gather in common areas.

4. Hygiene, Cleaning, and Disinfection

The School Facilities team is responsible for cleaning the building in keeping with CDC and NYSDOH guidelines, and for maintaining cleaning logs on site that document the date, time, and scope of all cleaning. Individuals should report any situation where additional cleaning is needed to the Director of Facilities.

Additional cleaning and disinfection will be completed when necessary, and in consultation with the local health department.

Personal workspaces shall be cleaned and maintained by everyone using school provided wipes to disinfect their workspace and all workspace equipment before, during, and at the end of each workday.

Regular hand washing using soap and water for 20 seconds is one of the most effective ways to keep you and others healthy and should be done frequently during the day.

Alcohol based hand sanitizer stations are installed throughout the building and should be used regularly when soap and water is not available. Report empty sanitizer stations to the Director of Facilities.

Whenever possible, increase the circulation of outdoor air by opening windows to promote ventilation.

Do not share food or beverages.

5. Communication

Individuals who are specifically responsible for screening and cleaning/disinfecting activities are provided with specific instructions and guides for these functions.

Any individual who either tests positive for COVID-19, or is in close contact with others who have tested positive for the virus, agrees to notify the school as well as the local health authorities immediately of their status, or of any probable exposure to the virus.

All individuals understand and agree that they, as well as the school, will do their best to ensure everyone's safety and security, and to cooperate with local health officials in their contact tracing efforts.

Reminders will be posted throughout the building for individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning/disinfecting protocols.

Updates from the NYSDOH, NYC Department of Health, and the CDC will be incorporated into these guidelines and recirculated as needed.

Mitigation of Illness

Individuals who are restricted from entering the building, or are sent home due to COVID-19 symptoms or positive testing will not be allowed to return to the school until:

At least 14 days have passed since symptoms first appeared (or since the first positive test if one remains asymptomatic), and at least 24 hours have passed with no fever without fever-reducing medications, and symptoms have improved (e.g. cough, shortness of breath).

- Depending on the advice of one's healthcare provider and availability of testing, one might get tested to see if one still has COVID-19. If tested, one can return to school when one has no fever, respiratory symptoms have improved, and one receives two negative test results in a row, at least 24 hours apart.

Individuals who are restricted from entering the building, or are sent home due to close contact with a person with COVID-19 and who are not experiencing COVID-19 related symptoms, may return to school upon completing 14 days of isolation at home.

College-Preparatory Academic and Corporate Work Study Program

During SY21, CRNYHS will continue to deliver a rigorous college-preparatory education paired with robust workplace preparation. We will maintain our high standards for college readiness, college access and college success for all students. CRNYHS will continue to provide opportunities for physical, spiritual, social and emotional development. We will support our students as they encounter and overcome the challenges presented by COVID-19 as well as the underlying inequities that diminish our society.

CRNYHS will begin SY21 teaching and learning remotely. We anticipate working remotely throughout the first trimester of SY21 which concludes on Nov. 25 (the day before Thanksgiving). Every student will have a full program each school day and attendance will be recorded. Four days will be spent in academic classes. The fifth day of the week will be dedicated to CWSP. During this period of remote learning, the academic classes and CWSP will be delivered both synchronously and asynchronously. [“Synchronous” means students and teachers meet online at the same time. “Asynchronous” means teachers post assignments online for students to complete independently under the direction of the teacher.]

The days on which students have academic classes will be designated as “A” days or “B” days. One half of a student’s classes will meet synchronously on “A” day and the other half of the student’s classes will meet synchronously on “B” day. Classes that meet synchronously on “A” day will meet asynchronously on “B” day. Classes that meet synchronously on “B” day will meet asynchronously on “A” day. On a student’s work day, CWSP classes will be delivered using both synchronous and asynchronous methods. The schedule will follow this chart:

Grade Level	Monday	Tuesday	Wednesday	Thursday	Friday
9th (Monday Workers)	Work	A	B	A	B
9th (Tuesday Workers)	A	Work	B	A	B
10th	A	B	Work	A	B
11th	A	B	A	Work	B
12th	A	B	A	B	Work

Daily Schedule

To maximize student engagement, synchronous classes will meet between 10:00 AM and 3:00 PM each day. Hours before 10:00 AM and after 3:00 PM will be devoted to asynchronous learning, academic support programs (ASP), tutoring, office hours and extracurricular activities. The same basic schedule would be used on “A” days, “B” days and work days. A sample schedule is below:

Activity	Time Period
Asynchronous learning / ASP / Tutoring / Office Hours / Extracurricular activities / Etc.	8:00 AM - 10:00 AM
1st Period (synchronous classes)	10:00 AM - 11:00 AM
2nd Period (synchronous classes)	11:10 AM - 12:10 PM
Lunch	12:10 PM - 12:50 PM
3rd Period (synchronous classes)	12:50 PM - 1:50 PM
4th Period (synchronous classes)	2:00 PM - 3:00 PM
Asynchronous learning / ASP / Tutoring / Office Hours / Extracurricular activities / Etc.	3:10 PM - 5:00 PM

Spiritual Life of CRNYHS

One of the long standing strengths of CRNYHS is our generous spirit grounded in selfless concern for other people and service to the broader community. Inspired by Christ, and the three Catholic religious congregations that endorse CRNYHS (Jesuits, Lasallian Christian Brothers, Society of the Holy Child Jesus), we will seek novel ways to deepen our faith during the period of remote learning. We remain committed to putting faith into action through service in safe and productive projects.

Social and Emotional Support

The social and emotional health of our faculty, staff and students is a prominent concern. The stress of the pandemic and the disruption of familiar routines may cause additional mental health issues. CRNYHS's school counselor, social worker and school psychologist remain available to support individuals who require their assistance. Students are encouraged to speak to any trusted adult at CRNYHS if they need help so they can be referred to the person best able to support them.

Food Service

Students travel to CRNYHS from across the NYC metro area. During remote learning in the spring, students and families met their needs for breakfast and lunch (meals served at CRNYHS when in person) more effectively in their home neighborhoods rather than by coming to CRNYHS. To the extent possible, CRNYHS assisted families experiencing food insecurity with grants and groceries provided by donors. We will seek to continue this effort and families are encouraged to communicate their needs to a trusted adult at CRNYHS.

Transportation

Faculty, staff, and students generally rely on public transportation to travel to CRNYHS. We expect public officials to assure riders that using public transportation (trains, subways, buses, etc.) is safe and healthy. Students and families should be familiar with the [state-issued public transit guidance](#) and continually

monitor it for any further requirements on trains, subways, and buses including the wearing of face masks, physical distancing and proper hygiene.

Visitors

Visitors to CRNYHS are limited to those who must conduct essential business at school. Whenever possible, individuals are encouraged to use phone or video calls to conduct meetings, including parent - guardian/teacher conferences. Visitors conducting essential business at CRNYHS will be required to complete the screening process described above and comply with the health protocols in place at the time of their visit.

Criteria for Closing School Facilities

During the coming year, there may be times when the governor orders schools to close based on the metrics New York State has established. There may also be times when local conditions prompt New York City authorities to require schools to close. We will follow the directions of the governing authorities.

Since we will begin the school year learning remotely, CRNYHS will be able to continue our program without interruption if New York State or New York City closes schools. When we return to in-person learning in the future, we will be prepared to revert to remote learning if necessary. If an individual at CRNYHS tests positive for COVID-19 or presents symptoms of COVID-19, those people who were in close contact with the individual will be directed to self-quarantine at home for 14 days. Individuals in self-quarantine will continue working remotely if possible. During in person learning, students will be grouped in cohorts. If two or more cohorts of students in a grade are required to self-quarantine simultaneously, that grade will revert to online learning. CRNYHS will also revert to remote learning if we are not able to staff our in person school programs properly due to faculty/staff illnesses.

Important Dates

August 24-28: SAT boot camp for the Class of 2021

August 25: Leadership retreat

August 26-28: New faculty/staff orientation

August 29: SAT for Class of 2021

August 31: Academic Council meeting

September 1: Faculty/Staff retreat

September 2-4: Faculty/Staff orientation

September 8: Faculty/Staff orientation

September 9: Student orientation for Class of 2022 and Class of 2023

September 10: Student orientation for Class of 2021 and Class of 2024

September 11: Intro classes for Classes of 2022, 2023, 2024; CWSP for Class of 2021

September 14: Trimester 1 begins