

Mother Teresa Academy Reopening Plan 2020-2021



Table of Contents

Mother Teresa Academy Mission Statement	3
Responsible Parties	4
Health Screening & Hygiene	4
Personal Protective Equipment	5
Management of Ill Persons	5
Social Distancing Measures	6
Student Cohorts	6
Classroom Disinfecting	7
School-Wide Disinfecting	7
School Lunches and Snacks	7
Classrooms	8
Whole School	8
Specials	8
Fire Drills	8
Lockdown Drills	9
Fiscal	9
Arrival/Dismissal	9
Attendance	10
Report Cards	10
School Schedules	10
In-class	
Remote	
Special Education	11
Social Emotional Well Being	11
Before School Program	12
After School Program	12
School Closures	12
COVID-19 Testing Sites	13
Contact Tracing	13



MTA believes in an educational philosophy that challenges our students and nurtures a lifelong love of learning. We believe in a combination of academics, hands-on, and experimental learning to create an interactive learning process. The faculty and staff at MTA understand not all students learn the same way, and strive to teach each child in a manner that fits their needs. Whether your child is an auditory, tactile or interactive learner, our low student to faculty ratio ensures that each student is given the attention and instruction they need to learn and grow.

Responsible Parties:



- 🌸 The school Director will be the named responsible party and will ensure that the Reopening Plan is made available to all staff and parents. The Director will also be responsible for assigning duties as needed to ensure that the Plan is being followed.
- 🌸 Students and staff will be educated in the new safety expectations as provided by CDC and the DOH regarding COVID-19, to include the proper use and removal of a face mask, social distancing, proper hygiene/hand washing, classroom/school sanitizing and cleaning polices as well as all other COVID-19 policies. This education will be ongoing and shared with parents.
- 🌸 New York State Travel Advisory will be followed and communicated to all staff and school families, requiring the 14-day quarantine prior to returning to school

Health Screening & Hygiene



- 🌸 Student and staff's temperature will be taken daily upon arrival
- 🌸 Staff will be trained on how to properly screen themselves and the students (proper use of thermometers, looking for signs and symptoms)
- 🌸 Parents will complete a COVID-19 exposure screening before drop-off
- 🌸 Staff will complete a COVID-19 exposure screening before entering the building
- 🌸 Students and staff will wash hands with soap and water upon entering the school, after restroom use, before handing foods, and before reentering a classroom. If soap and water are unavailable, hand sanitizer using 70% alcohol will be used
- 🌸 Staff will model and educate proper hand washing daily

Personal Protective Equipment

- 🦋 Face masks will be worn in all common areas, such as entrances, exits and hallways
- 🦋 Face masks must cover both nose and mouth
- 🦋 Acceptable face coverings will be provided and made available at no cost to faculty and staff as well as to any student without one. The supply will be closely monitored and reordered when needed
- 🦋 Staff will be trained on proper use of PPE equipment
- 🦋 Social distancing to at least 6 feet between all individuals when feasible will be enforced and using a physical barrier and/or a face mask when not feasible
- 🦋 Scrubs and face shields will be provided to a staff member when interacting with a student who may be ill



Management of Ill Persons

- 🦋 A student or staff member with a temperature above 100* will be sent home for the day. They may not return until a negative COVID-19 test or 14 days since onset of symptoms
- 🦋 A student or staff displaying any signs of COVID-19 (fever, cough, shortness of breath, sore throat, runny nose, fatigue, vomiting, diarrhea, or loss of taste or smell) will be sent home for the day and require a negative COVID-19 test before returning to school. If a test is not performed, they are required to stay home for 14 days since onset of symptoms
- 🦋 Symptomatic students or staff will isolate in a designated area in the building until they are picked up



Social Distancing Measures

- 🦋 Social distancing to at least 6 feet between all individuals when feasible will be enforced and using a physical barrier and/or a face mask when not feasible
- 🦋 Parents will not be allowed inside the building without prior approval, temperature check, and COVID-19 exposure screening
- 🦋 Staggered drop-off/pick-up times at 2 specific locations will be created (Front door will be for the Nursery classes and Ms. Marissa's Pre-K Class. The side door will only be for Ms. Ali's Pre-K class and the kindergartens.)
 - 7:30 Kindergarten
 - 7:45 Pre-K
 - 8:00 Nursery



Student Cohorts

- 🦋 No class will have more than 14 students and 2 teachers (cohorts)
- 🦋 Social distancing to at least 6 feet between all individuals when feasible will be enforced and using a physical barrier and/or a face mask when not feasible. This applies to the set-up of classrooms as well
- 🦋 Students will remain within their class and teachers (cohorts) until social distancing measures are lifted
- 🦋 Students will eat snack, lunch, and nap (if applicable) in their classroom
- 🦋 Nap time for younger students will utilize individually marked mats for the school year and be sanitized after each use.
- 🦋 Student's nap blankets will be kept in a closable plastic bag to avoid cross contamination
- 🦋 During recess, student cohorts will rotate each day to utilize the playground or blacktop area

Classroom Disinfecting

- 🧼 Staff will wipe or spray down tables, toys and furniture used
- 🧼 The school will be cleaned and sanitized by a professional commercial cleaning company prior to reopening. This company will continue to clean the school on a regular basis. A log of date, time and scope of cleaning will be maintained
- 🧼 Toys will rotate week by week to ensure thorough cleaning
- 🧼 Nap mats will be sanitized daily after nap
- 🧼 Water bottles and lunch boxes will be stored in student backpacks, away from others
- 🧼 Hand sanitizer, disinfectant wipes and spray disinfectant will be kept in the classrooms for staff use



School-Wide Disinfecting

- 🧼 The school will be cleaned and sanitized by a professional commercial cleaning company prior to reopening. This company will continue to clean the school on a regular basis. A log of date, time and scope of cleaning will be maintained
- 🧼 Bathrooms will be sprayed down between use
- 🧼 All staff will be trained on proper cleaning procedures



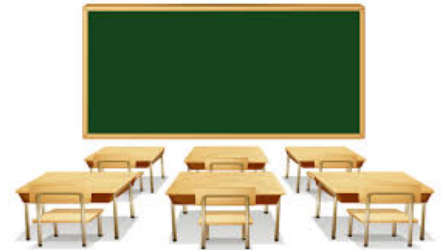
School Lunches and Snacks

- 🧼 Hot lunch will be offered to all students and prepared onsite
- 🧼 Kitchen area will be cleaned and disinfected prior to and after preparing food.
- 🧼 Staff will wear face covering and gloves.
- 🧼 Utensils and plates will be disposable.
- 🧼 All surfaces (desks, delivery trays, counters etc.) will be disinfected prior to and following usage
- 🧼 The milk program will continue as usual
- 🧼 The Communal snack program will be paused until further notice



Classrooms

- 🦋 Classrooms will be arranged to inhibit the students from gathering in large groups together
- 🦋 Each child will receive personal supply case for their use only
- 🦋 Classrooms will be limited to a small predetermined number of manipulatives and toys, which will be cleaned immediately after each use
- 🦋 Students will have designated spots to sit that allow for appropriate distancing
- 🦋 Rugs and soft toys have been removed from all rooms to decrease possible contamination and increase ease of sanitizing and cleaning



Whole School

- 🦋 Use of communal areas will be designated to one class at a time and cleaned after each use
- 🦋 Use of playground equipment will rotate by class
- 🦋 Upgraded filters will be installed on ventilation systems and replaced as recommended by supplier. A log of date and time of installation and replacement will be kept



Specials

- 🦋 Physical Education will be incorporated during the school day, outdoors, weather permitting
- 🦋 Students will remain in their classroom for the day. "Specials" will be conducted in the classroom

Fire Drills

- 🦋 Each classroom will follow their designated fire exit plan
- 🦋 Staff will ensure masks are within reach and secured when students are less than 6' apart



- 🧑‍🎓 Students will remain in their cohorts and will stay 6' from other classes when meeting at their designated safe spot outside
- 🧑‍🎓 Students will wash hands after returning from a fire drill

Lockdown Drills

- 🧑‍🎓 Students will wear masks during lockdown drills
- 🧑‍🎓 Students will wash hands after the drill has been lifted

Fiscal

- 🧑‍🎓 Mother Teresa Academy is a 501 (c) (3) organization
- 🧑‍🎓 TAX ID NUMBER: 680599791
- 🧑‍🎓 Mother Teresa Academy is fully funded by tuition and donations

Arrival/Dismissal

- 🧑‍🎓 Upon arrival, students will be met by designated staff member and escorted into the school building. Face masks will be required. Temperature check will be done. Those with a temperature of 100°F will be asked to stay home and be advised to contact their physician. They may not return until a negative COVID-19 test or 14 days since onset of symptoms
- 🧑‍🎓 At dismissal, students will again be escorted to their parent/ride, outside the school, by a designated staff. Face masks will be worn.
- 🧑‍🎓 Those entering the school will be limited to staff, students and cleaning staff. All those entering the building will wear a face mask and a health assessment will be conducted by a designated staff member. Temperature check will be conducted. Anyone with a temperature 100°F or exhibiting COVID-19 symptoms, will be asked to leave and contact their physician. They may not return until a negative COVID-19 test or 14 days since onset of symptoms



- 🌸 Ongoing health assessment (screening)/communication will be in place with staff and student families regarding COVID-19. Anyone indicating COVID-19 symptoms at home, will be advised to contact their physician. They may not return until a negative COVID-19 test or 14 days since onset of symptoms

Attendance

- 🌸 Attendance will be taken daily
- 🌸 Parents are required to call, e-mail, or text administration and/or the classroom teacher when their child will be absent
- 🌸 If a student is absent for 14 days or longer, the classroom teacher will provide individualized instruction for remote learning
- 🌸 The Director will be in charge of contact tracing



Report Cards

- 🌸 Students will be assessed formally and informally three times a year
- 🌸 Grading and assessments will be reevaluated in the event of remote learning



School Schedules

In-class

- 🌸 Mother Teresa Academy has planned for daily, on-site instruction
- 🌸 Students will remain with their cohort throughout the day and utilize space inside their classrooms as well as designated outside areas
- 🌸 Daily specials outside the classroom including art, Physical Education, music, Spanish and religion will be postponed until deemed safe

Remote

- 🧩 If Mother Teresa Academy is required to deliver remote instruction, lessons will be sent home daily via e-mail
- 🧩 Teachers will utilize online technology to send recorded and live lessons 5 days a week
- 🧩 Live lessons will be in whole and small groups
- 🧩 If school remain “in-class”, but a family opts for remote learning, lessons will be shared on a case by case basis

Special Education

- 🧩 Mother Teresa Academy serves students throughout New York’s Capital Region. Many of these students receive specialized services through their county and resident school district. Mother Teresa Academy will maintain a strong professional partnership with these providers and assist them in reaching out to students
- 🧩 Any area the service provider uses in the building will be cleaned and disinfected after use. Service providers will not be allowed inside the classrooms
- 🧩 Facial coverings and/or appropriate social-distancing will be required by service providers
- 🧩 All service providers will be required to complete a COVID-19 exposure questionnaire and temperature screening at sign-in

Social Emotional Well-Being

We recognize that the social emotional well-being of our students and staff during these challenging times is critically important. The school has made available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instructions. The school has done this, and will continue to do so, by providing these resources:

- 🧩 Using our current social-emotional curriculum to provide support to students on a daily basis

- 🦋 Virtual Chapel each morning with a focus on social-emotional health
- 🦋 Teachers and Staff will remain in close contact with parents through email, phone or education apps to ensure all families are emotionally supported

Before School Program

- 🦋 Before care runs from 7:00 am to 7:45 am
- 🦋 Students will remain at tables 6' apart while completing an independent activity (e.g. coloring, table toys, or an educational movie)
- 🦋 Students will be seated in their cohorts



After School Program

- 🦋 An after-school program runs from 3:00pm – 6:00pm
- 🦋 All supplies will be rotated by day and week
- 🦋 Students will remain at tables 6' apart while completing an independent activity

School Closures

- 🦋 Daily attendance rates will be monitored as well as county metrics to determine if a closure needs to occur. Particular notice will be made of attendance rates in each cohort to determine if a partial closure would be necessary. Saratoga County Department of Health will be consulted for their guidance throughout this process. The school may choose to modify operations prior to closing to help mitigate a



rise in cases. The school will consult its school nurse and/or the local health department when making such decisions

- 🧑‍🚒 Essential materials will be provided to students
- 🧑‍🚒 The Remote Learning Guide will direct instructions
- 🧑‍🚒 Post-closure cleaning/sanitation will occur to prepare the building for reopening

COVID-19 Testing Sites

🧑‍🚒 Well Now Clifton Park

- 1694 U.S. 9, Clifton Park, NY 12065
- Appointment not required, referral not required, testing for all patients

🧑‍🚒 CVS Clifton Park

- 1544 Crescent Rd, Clifton Park, NY 12065
- Appointment required, referral not required, test limited to certain patients

🧑‍🚒 Quest Diagnostics Malta

- 2106 Ellsworth Boulevard, Malta, NY 12020
- Appointment required, referral not required, testing for all patients



Contact Tracing

- 🧑‍🚒 The Mother Teresa Academy contact tracer will work with the Department of Health to determine closure and cleaning procedures