

Growing Up Green Charter School and Growing Up Green Charter School II (collectively, “GUGCS” or the “School”) form a small group of schools located in Queens, New York. As the COVID-19 pandemic began to unfold in Spring 2020, it quickly became clear that Queens was a hotspot within a hotspot; while New York quickly became the geographic area ravaged by the virus, Queens became the geographic area within New York most greatly affected.

The experience of the GUGCS community confirms this assessment. The effects of COVID-19 on the School community are deep and widespread. Members of the community became ill. Many community members lost family members to the virus. While the School was able to maintain employment for all current employees, members of the parent community and family members of employees lost their jobs. The School anticipates that having lived through the center of a global pandemic will have psychological and social emotional effects on students and staff.

GUGCS began planning for reopening in April 2020 and recognized that the deep impact of COVID-19 on the School community would shape reopening efforts. After forming a Reopening Committee, the School adopted the following reopening Mission Statement:

*As we plan to reopen our buildings, Growing Up Green will keep the safety and health of our school community - students, staff and families - at the center of everything we do. We acknowledge the shared trauma our community experienced, and will lead with patience, compassion, comfort, understanding, and collaboration. We will use this opportunity to reflect, and rebuild as a stronger, more equitable, and vibrant learning community.*

The Reopening Committee recognized the need to engage the broader School community in any reopening plan. Towards the conclusion of the 2019-2020 school year, surveys were sent to families and staff members. These surveys assessed both the effect of COVID-19 on the School community and gave community members an opportunity to share their thoughts and opinions on reopening.

Surveys of the community revealed that approximately 75% of the School’s families and 50% of staff members would like the School’s reopening plan to include some sort of in-person instruction. Approximately 24% of staff members would like to continue with solely remote instruction.

Using the guidance provided by NYSED, as well as the input from the School community, GUGCS has decided to begin the 2020-2021 school year fully remote, and transition to a blended learning model in late September. Through the blended learning model, the School plans to offer families a choice of:

- (1) 100% Remote Learning: students learn all online, from home 100% remotely; or

- (2) Blended Learning: students utilize the Remote Learning platform, but are able to supplement that learning with in-person attendance 1-2 days per week. Students will be placed in a cohort that attends school 1-2 days per week and learns from home the rest of the week.

Details of the plan in accordance with the New York State Education Department ("NYSED") guidance are outlined herein.

## **I. Reopening**

### *Responsible Persons*

The School has identified the following individuals as the Responsible Persons who will ensure that this plan is followed and abided by:

- Executive Director
- Senior Director of Operations
- School Leader, Growing Up Green Charter School ES
- School Leader, Growing Up Green Charter School MS
- School Leader, Growing Up Green Charter School II ES
- School Leader, Growing Up Green Charter School II MS

### *Summer Professional Development Days*

The School recognizes that reopening is a community effort. The School will use the summer professional development days of August 17 - September 4, 2020 to train staff members on the policies and procedures contained in this plan, so that staff members are fully prepared to resume instruction, and begin in-person instruction in late September. The School will also use professional development to share best practices, set up schedules, and make sure that everyone is comfortable with the Remote Learning platform.

Staff professional development for the weeks of August 17 & August 24 will be remote. For the week of August 31, portions of staff professional development may be in person to allow teachers time to set up classrooms and learn health & safety protocols. Any in-person professional development will abide by all reduced capacity requirements, social distancing, and health and safety guidelines described herein.

### *Instructional Model*

Growing Up Green will begin the school year on Tuesday, September 8th, 2020 with Remote Learning for all students. All GUG schools will use Google Classroom and Zoom as Remote Learning platforms to deliver instruction. These platforms will be the foundation of the School's instruction until full-time in-person instruction resumes.

The School learned a great deal in the Spring about making Remote Learning successful, and plans to incorporate these lessons into this years Remote Learning in the following ways:

- GUGCS will be providing all students with a laptop. The School expects the new laptops to arrive in early October. Until then, students will use the devices they currently have in their possession or School devices they borrowed and used last year. New families will be provided with technology the School currently has in reserve.
- Remote Learning will include daily live interaction with a classroom teacher, at every grade level.
- In addition to the live interactions facilitated through Zoom, students will be engaging in lessons and activities through Google Classroom in an asynchronous manner.
- Students will be able to communicate with teachers through Google Classroom, email and Office Hours in order to receive individualized support and actionable feedback.
- Assessment will play a much more critical role in Remote Learning and help shape the School's instruction for students.
- Like GUG in-person learning, Remote Learning will include project-based learning, a focus on the arts, music, physical education, science, and community meetings.
- Responsive Classroom (ES) and Developmental Designs (MS) will continue to be the foundation for learning at GUGCS.

The School recognizes and agrees with NYSED's guidance that in-person instruction is critical, especially for students with the highest needs, such as students with disabilities and English language learners. With that in mind, the School plans to transition to a Blended Learning model in week 3 of the School Year, late September 2020.<sup>1</sup>

Any students that opt into Blended Learning will still use the Remote Learning platform. However, Blended Learning will allow students the opportunity to spend 1-2 days per week in the School building to supplement and support that learning in the following ways:

- Scheduling will prioritize students who are highest-need in order to provide students with support that is geared towards equity.
- Teachers will be present to help guide instruction.
- Learning Specialists and ELL teachers will support the highest-needs students.
- Counselors and Deans will be available to support students one-on-one and in small groups.

GUGCS recognizes that students with disabilities were particularly impacted by the closure of schools in Spring 2020. GUGCS acknowledges that it will need to continue to work with the Local Educational Agency to ensure the provision of a free appropriate public education to all students, while balancing the need to protect the health and safety of students with disabilities and those providing special education and services. In Spring 2020, the School worked with the Committees on Special Education (collectively, the "CSE") to ensure that to the greatest extent

---

<sup>1</sup> The transition to Blended Learning will be contingent upon the number of COVID-19 cases in New York City in late September 2020. If the caseload increases beyond the acceptable threshold set by New York State, the School will remain engaged solely in Remote Learning. The School will defer to the guidance of the New York City Department of Health ("NYCDOH") and NYS in making this decision.

possible, each student with a disability was provided the special education and related services identified in the student's individualized education programs ("IEP"), consistent with the Office of Special Education ("OSE") guidance.

The School will continue to work with the CSE to ensure that to the greatest extent possible, each student with a disability is provided the special education and related services identified in the student's IEP, consistent with OSE guidance, in the 2020-21 school year, by:

- Continuing to meaningfully collaborate and communicate with parents regarding the provision of services in the parent's preferred language or mode of communication;
- Continuing to hold annual review IEP meetings via teleconference or video conferencing with classroom teachers, providers, and families in attendance until such time when it is safe to resume in-person meetings;
- Continuing to collaborate with the CSE and program providers to ensure there is an understanding of the provision of services consistent with the recommendations on IEPs, including sharing plans for monitoring and communicating student progress, and committing to sharing resources;
- Providing special education academic program services (ie. ICT, SETSS) within our Blended Learning model with flexible delivery in order to ensure maximum student engagement, instructional efficacy, and adherence to health and safety protocols (e.g. flexibility with respect to mode and/or manner; group or individual sessions; specific group size for related services, frequency, duration and location of related services, etc.);
- Ensuring the implementation of specially designed instruction, allocation of supplementary aids and services, differentiation of instructional content, and accessibility of instructional materials for all students with disabilities;
- Ensuring the assessment of student progress, as well as the collection of data and documentation relating to student IEP goal mastery;
- Continuing to document programs and services provided to students with disabilities, student attendance, as well as communications with parents. The School will continue to work with parents to ensure that communication is provided in their preferred language or mode of communication;
- Continuing to obtain parental consent for any services provided via teletherapy; and
- Working with the CSE to ensure access to necessary modifications, accommodations, supplementary aids and services, and technology to meet the unique disability related needs of students.

The School recognizes the need to ensure that students with disabilities are given opportunities for instruction with students without disabilities to the greatest extent possible (the "Least Restrictive Environment" or "LRE"). If students with disabilities are receiving in-person instruction, the School will ensure that any health and safety requirements do not result in the unnecessary separation of students with disabilities from their non-disabled peers. GUGCS will work with the CSE to document efforts to ensure that students with disabilities are placed in the LRE, and will ensure that parent voice is documented.

The School will take into consideration all factors that may have influenced a student's progress during school closures due to COVID-19 prior to considering a referral for special education. GUGCS will continue to implement an RTI framework for struggling learners, providing targeted interventions for students who are not demonstrating adequate academic growth within the classroom, and assessing students regularly to measure progress. GUGCS will work in coordination with the Committee on Special Education to provide all necessary documentation so that initial evaluations or reevaluations may be conducted within the required timelines.

The School will not be participating in field trips or reopening extracurricular activities at this time. The School will await NYS guidance before reopening interscholastic sports.

The School will not be holding in-person assemblies until the community can safely gather in one space for an extended period of time.

The School will not be reopening its in-person after-school program at this time. The School is considering how to turn the existing after-school program into a remote program to further support families. If possible, remote after-school will launch in mid-Fall 2020. More information will be provided via the School's website and social media.

The School will adopt the following guidelines for each campus regarding in-person instruction. In addition to the Responsible Parties outlined above, the School will train a member of the Operations team at each campus to monitor compliance with health and safety protocols.

### *Capacity & Cohorting*

In order to begin operations in School buildings, GUGCS accessed the capacity and utilization of all four School buildings. School buildings will reopen at reduced capacity. Given capacity restrictions, the School will not resume full-time in-person instruction until it receives guidance from NYS that it is permitted to do so.

Working with an architectural firm, the School determined the capacity of its buildings in light of social distancing guidelines. The School used 65SF/person as a benchmark, in accordance with guidance provided by the NYC Department of Education. This capacity analysis takes into account both social distancing and circulation, and revealed that approximately  $\frac{1}{3}$  of the School community can be in School buildings safely.

The Operations & Facilities Team examined each room for proper ventilation. If rooms are not up to standard, the School will not use these rooms for any in-person activities until receiving clearance to return to full capacity. The team also measured existing, permanent furniture in the rooms when determining capacity. Using these calculations, the School determined the number of staff and students that can safely be in a room at one time. The School will not exceed these caps until receiving guidance from NYS permitting the School to relax social distancing guidelines.

Classroom furniture and fixtures are being rearranged to accommodate social distancing guidelines. Sharing of school materials amongst students and staff will be limited and ventilation will be increased throughout the building by opening all available windows and doors, and upgrading the HVAC system when necessary.

Outdoor space will be utilized to the extent practicable. All School buildings have access to exclusive outdoor space. Technology distribution and set up will take place outdoors, as will any School orientation. Medical screenings & attendance checks, discussed below, will be conducted outside the school buildings at the start of the school day. Classes will rotate through outdoor classrooms.

In order to address reduced capacity, GUGCS will be “cohorting” or grouping both staff and students for any in-person instruction to the extent practicable to limit potential exposure to the COVID-19 virus.

Staff will be grouped in cohorts and will be assigned days to be in-person. Staff will be expected in the building as necessitated by the needs of the community. On school days when staff are not in-person, they will work remotely. Staff interaction with each other will be limited while on School premises, and staff will be required to abide by social distancing guidelines at all times when on School premises.

Students will be grouped together in cohorts that will meet in school 1-2 days per week. The School is currently surveying families to determine how many families will choose to be fully remote. Once the School determines how many families will choose to be fully remote, it will be able to determine how many days/week a cohort will be able to be in-person.

Movement of student cohorts will also be limited; while the School recognizes the value in giving students an opportunity to move and circulate throughout the day, traditional movement is not possible given social distancing guidelines. In light of that, movement around the building will be carefully planned to avoid interaction amongst cohorts. Student cohorts will interact with a limited number of staff members.

For the time being, only staff and students will be permitted inside GUG buildings, absent an emergency situation or a student being picked up by a parent due to illness, as described below.

School safety drills will be conducted with modifications to ensure appropriate social distancing.

#### *Social Distancing Protocols*

All GUG staff and students must practice social-distancing and maintain six feet of distance from other individuals while on school grounds and in school facilities to the extent practicable. By

limiting capacity, the School anticipates that all staff and students in School buildings and on School grounds on a given day will be able to practice social distancing.

If students are unable to social distance safely, staff will support them in a designated break room, allowing them time to collect themselves and assess whether or not they are able to return to the classroom and social distance safely. Designated break rooms will be clearly marked by signage and the School will abide by capacity requirements in these rooms. School Leadership will communicate with families whose students are unable to follow social distancing guidelines to make sure that parents are reinforcing expectations with their children at home.

### *PPE & Face Coverings*

Students, staff, and visitors will be required to wear face coverings in order to gain access to School buildings and premises. The School will be providing staff and students with reusable school-branded cloth face coverings (a face mask or a neck gaiter) prior to the first day of in-person instruction. While reusable cloth masks will be used primarily, 3 ply surgical masks will be made available if needed, and will be provided to a student or staff member if they forget their cloth mask on a given day. Two types of shields will also be available for students/teachers to supplement cloth masks if needed.

School administration or staff will be stationed at entry points throughout each campus to remind students to wear face coverings prior to entering School premises. In instances where reusable masks are left at home, a disposable mask will be provided for the day. Students who repeatedly do not wear a mask on school grounds will be educated on the importance of face coverings, and follow up conversations with parents will occur to reinforce expectations. In addition, the School will:

- Distribute, at a minimum, 2 reusable masks to each staff member and student;
- Keep extra disposable face coverings on site;
- Remind students and faculty to not to touch the face covering and to wash hands frequently;
- Require staff and students to wear masks at all times unless removing it briefly for meal times;
- Provide gloves for staff to wear when cleaning classrooms or touching shared items; and
- Give all community members guidance around sanitation of face coverings and re-use.

The School will also allow Staff and Students to wear their own face coverings, as long as they fit within the guidelines promulgated by NYS.

### *Hygiene, Cleaning and Disinfection*

School buildings and premises will be cleaned daily, focusing on high-touch entry points in common areas such as doorknobs, handles, elevator buttons, stairwell railings, light switches and soap dispensers. Custodial staff, overseen by the Operations and Facilities team, will clean cafeteria tables and classrooms throughout the day on a set schedule. If a space is open with

no students present, it will be cleaned and disinfected on a 30 minute interval so that students can return to a disinfected space.

Every GUGCS campus will be regularly and thoroughly cleaned with solvents that eliminate 99% of bacteria and are lethal to COVID-19, including Germicidal Bleach, Consume ECO-LYZER, and NABC Disinfectant Bathroom Cleaner, with an emphasis on high-contact surfaces and high traffic areas.

Throughout the workday, the custodial staff will implement a routine of surface cleaning in the high-touch areas discussed above, including restrooms. Staff and students will report at staggered times depending upon hours of operation to ensure consistent disinfection practices while primary building employees are present. Evening custodial shifts will apply the full standard cleaning of all areas to be ready for the next day. Additional disinfecting will be performed prior to the arrival of staff in high-traffic areas. Custodial staff will wear face masks and gloves at all times and additional protective equipment if needed (gowns, goggles, shields, etc.)

If a positive COVID-19 case is determined within a School building, School staff will use an approved chemical and fogging machine to disinfect any area deemed appropriate by contract tracing processes.

All School buildings will be stocked with needed supplies for good hygiene, including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings. Schools will maintain stock to last 60-90 days.

Each classroom and all frequently traveled spaces will have an installed hand sanitizer machine.

Custodial Staff, as overseen by Operations and Facilities team, will be trained on and follow the below practices to ensure the cleaning of the space daily:

- Wear disposable gloves, masks and other PPE that is needed to disinfect indoor and outdoor spaces.
- Wash hands often with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a person who is sick.
  - If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, hands must be washed with soap and water
- Clean all surfaces using soap and water first, followed by a disinfectant
- Frequently clean high-touch spaces such as doorknobs, handrails, tables, faucets, soap dispensers, etc.



- Ensure proper air flow in spaces by opening windows, shades, turning on HVAC or window unit air conditioning, and strategically using fans.
- In outdoor spaces, clean and disinfect high touch surfaces made of plastic, metal, and wood surfaces (play structures, benches, tables). This includes school materials used by students and staff. These items will be left aside to be cleaned, disinfected and dried prior to being put away with other equipment.

If a staff or student becomes sick the custodial team will:

- Close off any areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning and disinfecting the space.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment.
- Use a vacuum equipped with a HEPA filter.

Students and staff will have training on proper hand washing routines at the start of the school year. There will be frequent reminders at the start of the year and routinely throughout the year to ensure these practices are continuing efficiently.

Students and staff will wash their hands using the following method:

- Turn on clean, running water to a comfortable temperature.
- Moisten hands with water and apply liquid soap to hands.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds. Rub areas between fingers, around nail beds, under fingernails and jewelry, and on back of hands.
- Rinse hands under clean, running water that is at a comfortable temperature until they are free of soap and dirt.
- Dry hands with the clean, disposable paper or single-use cloth towel.
- When running water is unavailable or impractical, alcohol-based hand-sanitizer will be available. Hand-sanitizer stands will be available in hallways, classrooms, offices, entryways, outdoor spaces and shared spaces like the gym and cafeteria

Signage regarding proper handwashing or hand-sanitizing procedures will be posted in classrooms, hallways, inside and outside of restrooms

#### *Vulnerable Populations*

GUGCS will follow all State and Federal regulations with regards to providing accommodations for vulnerable populations.

The School will follow the following guidance regarding accommodations for students and families:

- All families will have the option to opt into fully Remote Learning at any time.
- Students will be able to access all instruction via Remote Learning.
- If families seek additional accommodations beyond Remote Learning, GUGCS will engage in a dialogue with the family. GUGCS will work to accommodate families' requests to the extent practicable, balancing all requests with the health and safety of the School community.

The School made staff aware of their rights under FFCRA (which includes federal earned paid sick leave and expanded FMLA leave), FMLA, New York Sick Leave and/or New York Paid Family Leave in Spring 2020. The School will communicate these rights to staff again in August 2020, following Governor Cuomo's announcement on reopening NYS schools for in-person instruction.

The School will invite staff to communicate with HR if they are requesting a COVID-19 related accommodation. The School will assess staff accommodations in accordance with NYS and Federal law, and will distinguish between (1) COVID-19 related disability accommodations requests under NY & Federal Law & (2) COVID-19 related accommodations requests not on the basis of disability.

(1) COVID-19 Related Disability Accommodations Requests under NY & Federal Law:

Under the Americans with Disabilities Act (ADA) and the New York State and City Human Rights Law the School must provide an employee who has a disability with reasonable accommodations to allow such employee to perform the essential function of their job, absent undue hardship. The School will:

- Promulgate a policy document outlining how the School will handle the accommodation request process for COVID-19 related disabilities in August 2020.
- Disseminate the most recent version of the list of health conditions recognized by the Center for Disease Control ("CDC") which may place someone at a higher risk of serious complications if they contract COVID-19.
- Engage in a cooperative dialogue (also referred to under the ADA as the interactive process) with employees that submit an accommodation request or that the School knows or has reason to know may require a reasonable accommodation for a disability.
  - This will require the School to make an individualized assessment of the employee's condition and can include requesting and reviewing medical documentation. The School will determine whether providing such accommodation would result in undue hardship to the School as the employer.
- Once a determination is made, communicate the granting or denial of the accommodations to the employee in writing.

(2) COVID-19 Related Accommodations Requests Not on the Basis of Disability:

- Even if an employee is not entitled to a reasonable accommodation under the ADA or New York State and City human rights laws (e.g. if the serious health condition of a family member or the need for child care results in the need of an accommodation), the School may:
  - Grant the request for one or more accommodations provided these accommodations can be provided to staff members in a consistent, non-discriminatory manner.
  - Determine if the employee is eligible for paid or unpaid leave under any of the following: FFCRA (which includes federal earned paid sick leave and expanded FMLA leave), FMLA, New York Sick Leave and/or New York Paid Family Leave.

### *Transportation*

The School relies on the NYC Department of Education's Office of Pupil Transportation (the "NYCDOE" and "OPT", respectively) for busing. At this time, the School has not received any information from the NYCDOE regarding busing in the 20-21 School year.

The School will rely on the NYCDOE OPT to ensure that school bus companies and personnel follow all appropriate guidelines for safety. Those families relying on NYC public transportation will be provided with full information and guidance for using public buses, subways, and taxis according to NYCDOH rules.

The School will rely on the NYCDOE OPT to ensure that school bus companies and personnel follow all appropriate guidelines for cleanliness and disinfection. Any school buses contracted directly by the School will meet the same guidelines as provided by NYCDOH.

The School will rely on the NYCDOE OPT to ensure that school bus companies and personnel follow all appropriate guidelines for safety as recommended by the NYCDOH.

### *Food Services*

GUGCS provides food services through NYCDOE SchoolFood. The School will rely on NYCDOE SchoolFood to ensure that service personnel follow all appropriate guidelines for safety as recommended by the NYCDOH. The school will train school staff as needed to reinforce the protocols adopted by food services to ensure healthy, safe meals and the least disruption to the instructional day.

Students will eat meals in classrooms. Teachers will wear gloves and distribute lunches to each student requesting a meal.

Students will remove masks to eat. Prior to meals, teachers will provide each student with a disinfectant wipe to clean off the table after eating. After the meal, teachers will send each student, one-by-one, to dispose of garbage in the garbage can.

Following meals, and once students are resettled in seats, the custodial team will remove garbage from the rooms. All rooms will have additional cleaning supplies if needed for small messes or spills. If a larger mess occurs, custodians will be available to support. Teachers will continue to maintain a list of food allergies, food sensitivities and/or food restrictions for all students in their classrooms.

### *Mental Health and Behavioral Supports*

During summer professional development days, the Counseling department will run workshops including, but not limited to, *The Impact of Trauma on Students* and *Reconnecting and Rebuilding with Your Students*. Counselors will also assist School Leaders in creating and establishing practices for staff members to reflect, communicate, and bond as a community of adults before supporting students.

Counselors will continue to service all students with IEP counseling mandates both fully remotely and throughout a blended learning model. Counselors will also receive referrals from teachers, administrators, and family to hold sessions with targeted at-risk students who can benefit from counseling in light of stress and/or trauma. Sessions will occur using Zoom for tele-therapy only after consent forms are signed by a student's guardian.

The Counseling department will have daily office hours built into each Counselor's schedule to review specific cases with teachers if and when teachers are concerned about specific students. During this time, Counselors will complete outreach calls to gather more information from families and send electronic consent forms for tele-therapy.

The Counseling department will create and circulate a list of mental health agencies that can provide services to the School's families and staff members for a reduced cost. The HR department will promulgate information provided by the School provided medical insurer around mental health coverage under the School's plan.

GUGCS will be utilizing blocks of Advisory time to speak and reflect on the feelings and experiences of students and staff. The School will also be using the *Second Step* curriculum in elementary schools. Second Step has an online forum to allow meaningful conversations amongst staff and students.

### *Communication*

GUGCS has communicated with families and staff throughout the summer, providing updates via direct written communication, social media posts, video communication and surveys of families and staff.

In August, the School will hold a series of virtual Town Halls with families and staff to outline the plan for the beginning of the School Year. These Town Halls will allow families and staff to ask questions and seek clarity regarding policies & procedures.

Communication with families before the school year begins will include more detail regarding social distancing, PPE, and hand washing procedures for all in-person instruction. Families will be provided with a supplement to the Family Handbook that outlines new policies and procedures in light of COVID-19.

Once school begins on September 8, 2020, the School will communicate with families via:

- Direct written communication
- Social media posts
- Video communication
- Surveys of family and staff
- Weekly Newsletters
- Community Meetings/Town Halls

Additionally, each student will have a staff member assigned as a point person. This staff member will communicate regularly with students and their families. Families and students will be updated around progress of students on a weekly basis, at a minimum.

Staff will receive a supplement to the Staff Handbook outlining new policies and procedures in light of COVID-19.

Prior to the resumption of in-person instruction, signage will be placed throughout the building, outlining health & safety requirements in the school building in accordance with NYCDOH and CDC guidance.

## **II. Monitoring**

GUGCS recognizes that in order to keep the community safe, the School will need to actively monitor and assess health conditions. This includes the health of individual staff members and students, as well as the health of the broader community, New York City.

All students and staff will have mandatory daily health screenings, including temperature checks. This will help the School identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus.

The School is creating its own screening protocol, as described below, but understands that NYCDOH is creating a questionnaire for schools that it may use.

### ***Staff Health Screenings***

Staff must fill out a health questionnaire 24 hrs in advance of entering a School building.

- Based on the answers provided in the health questionnaire, a staff member will be approved or denied entry to the School building.
  - This notification will be sent via email.
  - Only staff members with approvals can enter the building.

- School security staff will have a daily list of approved staff and will monitor entry.
- All staff members must wear a face covering to enter the building.
- Staff members conducting the health screening will wear appropriate PPE, including a face covering and face shield.
- Security guards will be trained on and complete temperature checks using a forehead thermometer.
  - Temperature must be below 100 degrees to enter the building.
  - If a staff member has a temperature above 100 degrees, the staff member will not be able to enter the building and will not be able to return without affirming in writing that they have been without a fever for 48 hours without the assistance of fever reducing medication.
- If temperature is in the approved range, Staff must sanitize their hands using the hand-sanitizer stands at the entrance. This must be done in view of the security guard.
- After completing the mask check, temperature screening, and hand sanitation, the staff member will proceed directly to the room assigned for them for that day.

#### *Student Health Screenings*

- Only students assigned to come into the building for that particular day will be allowed in the building.
- The main office will send families a health questionnaire 24 hours before a student is scheduled to be in the building.
  - Based on the answers provided in the health questionnaire, a student will be approved or denied entry to the School building.
    - This notification will be sent via email.
    - Only students with approvals can enter the building.
    - School administrators and security staff will have a list of students scheduled to be in the building on that day. The list will indicate whether or not they filled out the health questionnaire and are cleared for entry.
- Students will have staggered arrival times.
- The sidewalk outside of the building will indicate appropriate distances for social distancing for families and students to line up.
- Staff members will supervise students who are waiting their turn. While waiting, students must be socially distanced.
- Staff members conducting the health screening will wear appropriate PPE, including a face covering and face shield.
- All students must don a face covering before entry.
- Trained staff members will complete a temperature check of all students using a forehead thermometer. Temperature must be below 100 degrees to enter the building.
- Students must sanitize their hands using the hand-sanitizer stands at the entrance. This must be done in view of the staff member completing the health screening in order to gain access to the building.
- If a student fails any portion of the entry requirements, parents will be asked to take their student home.

- If a student fails any portion of the entry requirements and their parent is not present, the student will be escorted to a quarantine room. Parents will be called immediately to pick the student up.
  - If a student is unable to enter because they have a temperature above 100 degrees, the student will not be able to return to school without a parent affirming in writing that the student has been fever free for 48 hours without the assistance of fever reducing medication.

Staff will monitor student health and conduct wellness checks on students during the day. Staff members will be trained on taking a student's temperature, and will take student's temperatures at a designated mid-point during the school day.

#### *Testing Responsibility & Protocols*

The School will consult with their assigned NYCDOH nurse to determine which staff and students presenting symptoms should be referred for COVID-19 tests. COVID-19 testing is available across New York City and unless determined otherwise by NYCDOH, students and staff will continue to use their own doctors or clinics/hospitals of their choice.

If the School students and staff need access to large scale testing, the School will follow directions from NYCDOH regarding where testing should happen and communication to the school community.

Any staff or students returning from out of state or outside of the United States will be required to follow all quarantine procedures mandated by New York State before entering the building.

Staff have been alerted that they may need to be in the school building from August 31 onward for portions of professional development and were advised to make sure their travel plans accounted for a two week quarantine period if they are traveling from restricted states or outside of the United States.

Families will be alerted that they may need to complete a two week quarantine before in-person instruction begins and will be advised to make sure their travel plans account for a two week quarantine period if they are traveling from restricted states or outside of the United States.

GUGCS will follow all metrics as set by NYCDOH if cases in NYC are increasing beyond an appropriate level and modify in-person instruction as necessary.

### **III. Containment**

NYCDOH will provide all PPE and supplies necessary for outfitting the school health office, including but not limited to eye protection, gloves, gown, and masks.

In addition to the school health office, each campus will have an isolation room or area where students and staff who exhibit COVID-19 symptoms can be kept apart from others. All isolation rooms will be identified with appropriate signage. The isolation room or area will have its own sink or portable sinks. Privacy screens will be accessible to keep people separated. If a student exhibits symptoms of COVID-19, the student will be placed in an isolation room, separate from the school health office, and parents will be notified immediately.

Staff will follow the following procedures to send a student to the school health office:

- If a staff member feels that a student needs to be seen by the school nurse, they will provide a pass stating the concern and send the child directly to the school health office.
- If there is a concern that the student is unable to go directly to the health office alone, a staff member will accompany the student. No student escorts are permitted at this time. A member of the main office staff will be designated to escort students.
- When a student exhibits any symptoms of illness or complains of not feeling well, the staff member will call the nurse prior to the arrival of the student.
- Having been informed of the imminent arrival of an ill student, the nurse may don additional PPE to meet the student for assessment.
- If other students or staff are already present in the school health office and an ill student is expected, the nurse should accompany the ill student to the isolation area for assessment. Another staff member will need to monitor the non-ill student. No student will be left unattended.
- The nurse's door may remain open unless the nurse is addressing an ill student or staff member, in which case the nurse will close the door. Anyone approaching a closed school health office door should knock and wait for a response before entering.
- If a student or staff member is isolated for possible COVID-19, a separate bathroom will be designated for their use. Signage will be posted prohibiting access for other staff and students. Custodial staff will disinfect all areas of possible contamination following the student's or staff member's exclusion.

The nurse will ensure that social distancing is maintained between students who may be in the health office at the same time. Ventilation of open windows and/or air conditioning will be used in the school health office. No fans may be used in the school health office.

Custodial staff will clean the health office with proper disinfecting cleaner after closure of the office every school day. Custodial staff will clean the health office and student isolation area immediately after a student or staff member who is excluded for possible COVID-19 symptoms exits the school building.

If a student has to be picked up because they are exhibiting symptoms of COVID-19, parents and guardians will be expected to pick up within 30 minutes of parent notification. Once the parent arrives at the door, they will be expected to follow all procedures regarding mask wearing, temperature check, and hand sanitization.



Security will contact the main office. The main office will let Security know the student's location. Parents/guardians will not be permitted to pick up students in the school health office. A specific area in the school will be designated for COVID-19 related dismissals.

The nurse will refer Parent/Guardian to their health care provider and state the need for medical clearance documentation before the child can return to school. Parents will be advised to call a healthcare provider before going to the office. Parents/guardians will be advised to call 911 if a student's symptoms become worse.

Students or staff who are sent home for COVID-19 related symptoms will need a doctor's note with a medical clearance and/or a negative COVID-19 test result to return to the building.

#### *Infected Individuals*

Any staff or student that tests positive for COVID-19 will be required to quarantine for at least 10 days or until symptoms end per the guidance of the NYCDOH.

#### *Exposed Individuals*

Students or staff that have been exposed to COVID-19 will be required to stay out of school for 14 days. The School will consult with NYCDOH or NYC Trace to determine who is an "exposed" individual and must stay out of school. The Operations Team will work with NYC Trace to make sure that affected students and staff are contacted.

#### *Contact Tracing*

The School will keep COVID-19 incident reports for all confirmed cases at GUGCS schools.

The School will cooperate with NYC's Test and Trace Corp. program and any other mandates required by the NYCDOH. The School will assist public health departments in knowing who may have had contact at School with a confirmed case by:

- keeping accurate attendance records of students and staff;
- ensuring student schedules are up to date;
- keeping a log of any visitors which includes date, time and where in the school they visited; and
- assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.

The School will maintain confidentiality as required by federal and state laws and regulations.

#### *Communication*

The School will share all plans and safety protocol, including plans for containment, with staff and families, via the School website, social media outlets, monthly newsletters, emails, phone calls and text messages.

#### **IV. Closure**

GUGCS will work with the NYCDOH to determine what conditions (e.g. number of positive COVID-19 cases in the building) would trigger a cohort, section, or full school closure and the amount of time of the closure.

Communications regarding closure or modification of operations will be communicated with the School community via direct written communication, virtual staff meetings, social media posts, robocalls, and virtual Town Hall meetings for families.