

## **In-Person Reopening Plan - Science Language & Arts**

The following reopening plan for Science, Language & Arts (“SLA” or “the School”) outlines the responsibilities, protocols, and instruction plans for the facility at 9 Hanover Place, Brooklyn, NY, 11201, for as long as state governments mandate interim COVID-19 protocols to be set in place. All individuals attending school at SLA, as well as all visitors, families, vendors, and employees, are subject to this protocol when using the facility for any purpose.

### **RESPONSIBLE PARTIES**

The **Operations and Finance Manager** is responsible for developing the plan and ensuring compliance with guidelines and regulations issued by the New York State Department of Health (DOH) and the New York State Education Department (NYSED) during SLA’s reopening, in coordination with the **Head of School** and the **Parent Coordinator**.

The **Head of School** shall ensure that protocols and procedures are communicated and complied with by all staff and faculty. In partnership with the **Parent Coordinator**, information about school policies related to containment and prevention of COVID-19 outbreak shall be communicated to students and parents/legal guardians of students. In partnership with the **Operations and Finance Manager**, these protocols shall also be communicated to administrators, faculty, staff, *local health departments, local health care providers, and, where appropriate, affiliated organizations.*

### **PEOPLE**

#### **Social Distancing and Face Covering**

##### *Social Distancing*

During the school day, staff and faculty should maintain a distance of no less than six feet apart from each other as much as possible, unless safety of the core activity requires a shorter distance, or individuals are of the same household (such as siblings).

Office spaces shall be organized so that admin staff members can maintain a distance of six feet apart as well. The **Operations and Finance Manager** may also provide physical barriers between employee workspaces in accordance with United States Department of Labor’s Occupational Safety and Health Administration (OSHA) guidelines, including strip curtains, cubicle walls, plexiglass or similar materials, or other impermeable dividers or partitions.

Faculty shall design lesson plans and class activities such that children maintain social distancing as much as possible. Where feasible, faculty should ensure that students do not share classroom supplies and materials for activities.

The **Operations and Finance Manager** should ensure that in-place measures are put in place to reduce bi-directional foot traffic in hallways and that communal spaces have tape or stickers designating standing space of six feet apart. In classrooms, teachers should also put in place measures to designate standing or sitting space of six feet apart for students.

### *Face Coverings*

Any time or place that individuals cannot maintain appropriate social distancing, individuals must wear acceptable face coverings, as well as in common areas such as hallways, lobbies, and shared restrooms, where they may unexpectedly encounter individuals.

Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose.

Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering.

SLA shall provide face coverings to all employees. Employees are also permitted to wear their own personal face coverings. Where possible, employees should re-use face coverings by disinfecting them before re-use.

SLA families shall provide face coverings to their students to bring with them upon arrival to the school building each day. When in the lobby, stairwell, or school hallways, students shall wear face coverings. During classroom instruction, it is not required for students to wear face coverings, but SLA may provide appropriate face shields to improve virus outbreak prevention. In this case, families are responsible for ensuring the face shield is regularly cleaned, disinfected, and brought to school with the child. Faculty members are responsible for ensuring children are able to adapt to the wearing of a facemask or face shield, and will coordinate with families to ensure child comfort.

In general, faculty members may allow students to remove their face covering during meals, instruction, and for short breaks. However, faculty must ensure that students maintain proper social distancing during the entirety of face covering breaks.

If a face covering is damaged, contaminated, or otherwise unusable, staff and faculty shall see the **Operations and Finance Manager** for a replacement.

If a child is unable to wear a face covering, or has significant difficulty adapting to use of face coverings, SLA shall communicate with the impacted family to accommodate the child's needs.

This may include asynchronous or virtual learning to prevent the child from exposure to COVID-19.

Contractors and vendors are required to source and wear their own face masks when on-site at all times. However, the School may provide face coverings to contractors and vendors as needed.

### *Social Distancing for Certain Activities*

For all activities where individuals participating in activities are required to project their voices (e.g. singing), playing wind instruments, or aerobic activity that may induce heavy breathing, staff and faculty should ensure that students maintain a distance of no less than 12 feet apart from one another.

In the event of a school field trip, children and faculty are required to wear face coverings during the entirety of the field trip, including while outside, within transportation such as subways and buses, and in other buildings.

Faculty members should not employ student safety measures for travel which require physical contact, such as a hand holding buddy system. The **Operations and Faculty Manager** shall provide items which will reduce the need for physical contact between students during travel, such as walking ropes.

Faculty members are discouraged from sourcing parent / guardian volunteers for chaperones to school trips.

### *Space Configurations*

In general, visitors and parents or guardians are not permitted entry to other floors of the building. Visitors and parents or guardians who wish to enter the upper floors must first check in at the security desk. The security guard will then notify School reception, who shall confirm whether the visitor, parent or guardian may be permitted access to the upper floors of the building.

The school security guard on duty shall ensure that no more than 25 individuals are located in the first floor school lobby at one time. Excess individuals must wait outside the school building to either pick-up / drop-off children, or to be seen. All individuals in the school lobby must maintain social distancing unless they are of the same household.

Classrooms at SLA range between 425 and 525 square feet. Depending on the size of the classroom, faculty and staff are to ensure that classroom occupancy does not exceed more than 12 students at any time.

SLA faculty shall ensure that classroom spaces are reconfigured to allow for students to maintain social distancing during classroom activities, including ensuring that student desks are

placed adequately far apart, and child standing or sitting room is sufficient to allow for social distancing between children.

Where possible, faculty members shall coordinate hallway traffic so that movement is unidirectional.

Shared classroom spaces, such as art studios or language studios, shall be cohorted in use, and disinfected between use by each class group.

### *Schedules*

SLA plans a full re-opening of Pre-K through Grade 5 operations, at SLA's usual operating schedule of 8 AM to 6:30 PM. All students will be permitted to come to school for in-person instruction each day beginning on September 9.

SLA shall stagger drop-off and pick-up times to prevent excessive congregation outside the school building or in the school lobby that would impede effective social distancing. These schedules shall be designed to prioritize access of the building to younger students, and communicated to SLA families by the **Parent Coordinator**.

### *Signage*

The **Operations and Finance Manager** shall post signs throughout the school and, in coordination with the **Head of School** and **Parent Coordinator**, regularly share similar messages with the school community, consistent with DOH COVID-19 signage regarding public health protections against COVID-19. This signage shall be selected to be legible to children, and shall remind individuals to stay home if they feel sick, use face coverings when unable to maintain social distancing, properly store and discard PPE, adhere to social distancing instructions, report symptoms of, or exposure to, COVID-19, follow hand hygiene, cleaning, and disinfection protocols outlined in "**Hygiene, Cleaning, and Disinfection**," and to follow respiratory hygiene and cough etiquette.

### **Gatherings**

#### *Meals*

SLA requires families to provide a cold lunch for their children each day.

If children are provided with snacks from SLA, these snack items shall be individually packaged for each child.

Children are not permitted to share food during lunch or snack time. Faculty members supervising student meal times shall ensure children do not share meal items. Additionally, events at SLA shall not include shared / buffet-style meals.

Children, staff, and faculty should maintain social distancing at all times when eating. Faculty members shall ensure seating for students is appropriately spaced.

### *Small Spaces*

Gathering in small spaces such as elevators, supply rooms, and faculty offices is restricted. When a small space is not restricted to one individual, all individuals in the small space must maintain social distancing.

Elevators may be occupied by no more than two individuals, or one household, at a time. All individuals in elevators must wear face coverings.

The faculty lounge may be occupied by no more than four individuals at a time.

Supply rooms may be occupied by no more than one individual at a time.

Student restrooms may be occupied by no more than two students at a time. Adults may not use urinals, and only one child may use any set of adjacent urinals at a time. However, students are also encouraged to use stalls.

### *Faculty and Staff Meetings*

The **Head of School** is responsible for ensuring that SLA shall take appropriate steps to mitigate the congregation of staff and faculty in individual rooms. Faculty meetings shall be held in open, well-ventilated spaces when possible, ensuring individuals maintain social distancing and are wearing face coverings.

When possible, faculty members shall be permitted to video or teleconference instead of attending a faculty meeting in person.

### *Ventilation*

When weather permits, faculty should open classroom windows and doors to allow for maximal air ventilation in classrooms.

The HVAC units shall be maintained under the supervision of the **Operations and Finance Manager**, who shall ensure that filters are regularly replaced and that the units are in working order, providing air circulation throughout the building.

## *Common Areas*

The **Operations and Finance Manager** is responsible for ensuring that hand sanitizer stations shall be made available in close proximity to shared amenities, such as water fountains, water coolers, restrooms, shared office space, and the faculty lounge. For amenities used only by adults (e.g. the faculty lounge), the **Operations and Finance Manager** may also make disposable disinfectant wipes available for staff and faculty use.

In spaces where water fountains are adjacent, more than one student is not permitted to use adjacent water fountains at a time.

The **Head of School** shall stagger faculty lunch schedules to avoid congestion in faculty lounges. SLA faculty are encouraged to take lunch in empty rooms or outside where possible.

To ensure restrooms are not excessively occupied, SLA shall use designations for bathroom occupation. These may include bathroom passes or occupied signs posted at restrooms.

## **Operational Activity**

### *Cohorts*

Students shall remain cohorted throughout the day, meaning that faculty should ensure that students stay with their preassigned, fixed classroom group throughout the course of the day and do not intermingle with other groups. Student cohorts shall remain fixed for the duration of the COVID-19 emergency, with the exception of newly enrolling students. This policy shall include field trips, auxiliary programming, lunch, and park time.

Faculty may instruct more than one cohort throughout the day, so long as social distancing is maintained.

Faculty members are responsible for ensuring cohorts do not intermingle. Cohort assignments are designated by the SLA administrative team, directed by the **Head of School**.

### *In-Person Instruction*

SLA plans a full re-opening of Pre-K through Grade 5 operations, at SLA's usual operating schedule of 8 AM to 6:30 PM. All students will be permitted to come to school for in-person instruction each day beginning on September 9.

However, SLA shall prepare hybridized and remote learning schedules in the event of a mandated government closure, or in the event that SLA determines independently that the level of community transmission has elevated to such an extent that full in-person instruction is no longer safe for SLA community members. The schedule and structure for hybridized or remote

instruction shall be released to families upon final development, but shall be developed with respect to feedback sourced by the **Parent Coordinator** from enrolled student families, as well as with respect to best practices recommended by state education agencies, such as the preliminary re-opening plan issued by NYSED:

<https://cdn-blob-prd.azureedge.net/prd-pws/docs/default-source/default-document-library/school-buildings-reopening-principal-meeting-07072020-for-posting.pdf>

In the event that full in-person instruction is not possible due to an increased level of community transmission of COVID-19, or due to changing state regulations, SLA shall prioritize access to in-person learning for younger students.

In the event that a child in a class has tested positive for COVID-19, following quarantine of that student pending recovery, the class may be temporarily moved to a virtual learning model until all contacts have been identified, notified, tested, and cleared, as well as until the facility has been cleaned and disinfected.

Administrative staff shall work at a staggered schedule under the direction of the **Head of School** for in-person operations, such that administrative staff are not on-site unless necessary (e.g. to complete facilities tasks, conduct info sessions or professional development trainings requiring in-person presence, oversee enrichment operations, conduct reception, etc.) in order to reduce building occupancy and the risk of transmission.

Where possible, the **Head of School** shall stagger faculty schedules to allow more time between classes in order to reduce hallway, lobby, stairwell, or building entrance/exit congestion during park and lunch times.

SLA may provide a private bussing service, at additional cost, to families who would otherwise have to take public transportation during the COVID-19 pandemic. If deemed applicable, implementation shall be coordinated between the **Parent Coordinator** and the **Operations and Finance Manager**.

#### *Use of Facility During Non-School Hours*

Any use of the school facility outside of school hours or the school sessions, such as by volunteers, vendors, parent committees, renters, etc. must follow school guidelines for social distancing and hygiene.

#### *Continuity of Learning*

In the event that the school moves to a remote or hybridized model of instruction, the **Head of School** and **Parent Coordinator** shall communicate changes to class schedules to families.

Curriculum content shall be distributed to families and instruction facilitated by teachers via an online virtual classroom platform such as Google Classroom, Schoology, etc. Remote and hybridized models of instruction shall include daily live instruction with faculty members via a

video teleconference solution. SLA currently uses Zoom for remote instruction. Additionally, SLA shall implement Oral Language Practice schedules for families whose households do not speak the target language of French and Mandarin in order to facilitate language proficiency for students, either once or twice a week.

For questions about individual class meeting schedules and curriculum content, families should contact their students' head teacher, either via that teacher's school email (provided to families by the **Parent Coordinator**) or via their child's virtual classroom messaging board.

Questions about technical issues related to remote instruction, such as accessing video teleconference meetings, the virtual classroom, or school email accounts, should be directed to the **Operations and Finance Manager** at [operations@slaschool.org](mailto:operations@slaschool.org).

Other general questions, such as when a return to in-person learning is planned, or questions about the school session schedule, academic calendar, etc. should be directed to the **Parent Coordinator** ([parentcoordinator@slaschool.org](mailto:parentcoordinator@slaschool.org)).

#### *After-School Care and Enrichment*

The **Assistant Director, Outreach and Enrichment** is responsible for ensuring on-site enrichment programs may transfer to an online learning model if required due to mandated government closure of the facility, in partnership with the School's vendors. To reduce foot traffic and student occupancy in the building during after-school hours, enrichment courses may increasingly be offered online instead of on-site, or hybridized at staggered schedules.

All School policies regarding face coverings also apply to children attending SLA's After-School Care and Enrichment programming, as well as their families. The **Assistant Director, Outreach and Enrichment** is responsible for ensuring compliance with partner Vendors and after-school staff.

Vendors and contractors in partnership with SLA are required to train their staff as well as their students in the proper use of PPE, including how to properly put on, take off, clean (as applicable), and discard PPE or face coverings.

#### **Movement and Commerce**

##### *Regular Student Drop-Off and Pick-Up*

The designated area for student drop-off and pick-up is the first floor lobby. In general, visitor and parents or guardians are not permitted entry to other floors of the building. Visitors and parents or guardians who wish to enter the upper floors must first check in at the security desk.

The security guard will then notify School reception, who shall confirm whether the visitor, parent or guardian may be permitted access to the upper floors of the building.

The school security guard on duty shall ensure that no more than 25 individuals are located in the first floor school lobby at one time. Excess individuals must wait outside the school building to either pick-up / drop-off children, or to be seen. All individuals in the school lobby must maintain social distancing unless they are of the same household.

Faculty members shall escort children in their cohorted groups to be dismissed in the lobby.

#### *After-School Drop-Off and Pick-Up*

The **Assistant Director, Outreach and Enrichment** is responsible for training after-school staff to ensure that all students wear face coverings when traveling between schools for walkover. Walkover students should be cohorted where possible, and students from different schools should not mix with other cohorts.

After-school enrichment classes on-site should be scheduled to allow for sufficient time for after-school staff to escort students in cohorted groups to the lobby to be dismissed. Non-authorized adults shall not be permitted access to upper floors of the school building.

#### *Deliveries*

Deliveries may be placed either near the service elevator in the lobby or brought up to the third floor office by delivery persons. The security guard on-duty shall direct traffic away from the elevator area in the lobby.

#### *Faculty/Staff Entrances and Exits*

Because there is only one main entrance/exit from the building, the security guard on duty should maintain traffic flow in the lobby so that egress flows through one set of front doors and entrance to the building flows through the other, to reduce the risk of contact between individuals entering and exiting the building.

Staff and faculty members are encouraged to leave the building during periods of low foot traffic in the school lobby.

#### *Shared Objects*

As much as possible, students shall be provided with their own curriculum materials, including notebooks, textbooks, writing utensils, colored pencils, etc. The **Operations and Finance Manager** is responsible for maintaining an adequate supply of such materials.

Faculty shall ensure that students do not share toys and that students do not excessively touch shared surfaces such as tables and chairs. Faculty shall also disinfect shared surfaces after use and ensure that students and staff perform hand hygiene after use of shared materials.

## **PLACES**

### **Fire Code Compliance and Evacuation / Lockdown Drills**

The **Operations and Finance Manager** shall ensure that the School facility remains in compliance with the Fire Code at all times. The **Operations and Finance Manager** is also responsible for ensuring that the School completes Fire Evacuation and Lockdown drills as required by Education Law and the Fire Code.

The **Operations and Finance Manager** shall schedule dates for fire and lockdown drills in coordination with the **Head of School**. On the day of the drill, faculty shall be informed of the impending drill by the **Operations and Finance Manager**. The **Head of School** may also choose to notify teachers in advance if the drill may impact their lesson plans, field trips, or outdoor activity plans.

During fire drills, faculty shall ensure that students wear face coverings for the duration of the drill, especially during the portion of the drill spent outside of the building following evacuation. Faculty shall also encourage students to maintain social distancing where possible, even if this necessitates slowing down the speed of the drill. As SLA is a shared facility, this process may include allowing co-tenants to evacuate first, before SLA evacuates, in order to reduce congestion during egress (and reentry).

During lockdown drills, faculty shall ensure that students maintain social distancing for the duration of the lockdown drill, even if this means that students may not be able to shelter as a group in one corner of the classroom as usual.

The **Operations and Finance Manager** is responsible for maintaining all drill logs.

### **Personal Protective Equipment**

The **Operations and Finance Manager** shall ensure that all staff and faculty are trained on the proper use of personal protective equipment (PPE) and hygiene protocols.

Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose. Face shields worn without other face coverings are not considered adequate protection or source control against COVID-19 and should not be used.

For instruction, SLA faculty shall use face coverings that are transparent around the mouth so that children can perceive teachers' facial expressions and lip/mouth movements for language

instruction. The **Operations and Finance Manager** is responsible for ensuring that faculty and staff members have adequate supplies of these face coverings on hand, at no cost to employees, pursuant to Executive Order 202.16, as amended and extended.

The **Operations and Finance Manager** shall survey staff regularly to determine their supply needs related to cleaning, hygiene, and personal protective equipment.

SLA requests that all families provide face coverings to their students before sending them to school. If a family is unable to provide their student with a face covering, SLA shall provide face coverings to the student at no additional cost to the student's family, pursuant to state guidance. Face coverings may also be provided to students if needed as a replacement for family-provided face coverings during the school day if the original is lost or otherwise unusable.

All staff members and faculty must advise other students, faculty, staff, and visitors that they are required to wear face coverings in common areas or situations where social distancing may be difficult to maintain, such as riding in elevators, entering/exiting classrooms or student centers, walking in hallways, and traveling around school buildings.

Face coverings should be cleaned or replaced after use and must not be shared. Students and parents/legal guardians should take responsibility for maintaining their face coverings. Please consult CDC guidance for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning.

## **Hygiene, Cleaning and Disinfection**

### *Hygiene*

All staff, faculty, and students shall be required to wash their hands upon entry and exit from the building, as well as before and after meals, sneezing, coughing, or nose blowing, after using the restroom, touching or cleaning surfaces, and using shared equipment or technology supplies. Faculty shall ensure that children are taught bathroom hygiene and proper handwashing procedures.

Visibly soiled hands must be washed with soap and water before using hand sanitizer. Hand sanitizer is not effective on soiled hands.

All staff, faculty, and students must practice respiratory hygiene, including covering sneezes and coughs with tissues or the corner of the elbow, and disposing of soiled tissues immediately after use. Faculty members are responsible for ensuring children learn proper respiratory hygiene.

The **Parent Coordinator** shall provide updates as needed to SLA families regarding best practices for reinforcing respiratory and hand hygiene at home with students.

The **Operations and Finance Manager** shall ensure that adequate supplies of non-alcohol-based hand sanitizer are available in convenient locations throughout the school,

including in classrooms, bathrooms, and the faculty lounge. This protocol shall include wall-mounted, touchless hand sanitizer stations shall be installed in key communal locations such as restrooms and entrances.

The **Operations and Finance Manager** is responsible for ensuring that adequate waste receptacles are placed around the building for disposal of PPE, tissues, disinfectant wipes, and other disposable cleaning and hygiene supplies.

At least one faculty member should accompany and supervise children during bathroom time in order to ensure children follow proper hand hygiene and social distancing protocols when using the restroom.

### *Cleaning and Disinfection*

The **Operations and Finance Manager** shall, in coordination with contracted custodial staff, ensure the School facility is cleaned on a nightly basis, and shall also ensure sufficient supplies of soap, disinfectant wipes, hand sanitizer, tissues, and paper towels are available on-site. Nightly cleaning shall include removal of trash, cleaning restrooms, wiping heat and air conditioner vents, spot cleaning walls and carpets, dust and wet mopping floors, vacuuming doorways, dusting horizontal surfaces and light fixtures.

Additionally, the **Operations and Finance Manager** shall ensure that linens are regularly cleaned and laundered by contracted cleaning services.

Individuals should use PPE, including gloves, as directed on product labels when disinfecting or cleaning during the school day. All cleaning products used must be “green” cleaning products, per NYS regulations. The **Operations and Finance Manager** shall ensure that supplied cleaning products are compliant according to the list provided by the state:

[http://www.dec.ny.gov/docs/materials\\_minerals\\_pdf/covid19.pdf](http://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf). Cleaning and disinfection products shall be combination products where possible.

Immediately following any routine cleaning, employees should discard PPE in a waste bin, in compliance with protocols for removing PPE per training.

Faculty and staff shall be responsible for disinfecting their classroom, faculty lounge, or workspace each day between class activities School-provided supplies, and maintaining a log of each disinfection, including the date, time, and scope of cleaning. The **Operations and Finance Manager** is responsible for confirming compliance with this policy for each staff and faculty member. Faculty should ensure that frequently touched areas such as desks, chairs, counters and tables are disinfected, and that any spills during the class day are also cleaned.

Staff members are responsible for ensuring that high-risk locations such as first aid stations, high-contact points in restrooms such as handrails, surfaces, door and light fixtures, and flush levers, are disinfected at least once during the day, also maintaining a log of this cleaning. This

policy also includes non-classroom high-contact points in the building such as stairway handrails, elevator buttons, and front door handles.

If at any time a workstation or classroom must be shared or swapped between employees or classes, the most recent staff or faculty member to use the classroom or workspace must ensure that it is disinfected and cleaned between the use of each group or individual.

Faculty shall disinfect napping materials after each student's use.

#### *Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Cases*

Following suspected or confirmed COVID-19 cases, the **Operations and Finance Manager** is responsible for contracting professional custodial services to fully clean and disinfect all exposed areas of the facility, including, at minimum, all heavy transit areas in the facility, as well as all high-touch surfaces.

If someone is confirmed or suspected to have COVID-19, SLA shall close off affected areas until disinfection and cleaning is completed. Typically, affected areas shall remain closed when possible for at least 24 hours before being cleaned, or as long as possible if 24 hours is not feasible.

Once the area has been appropriately cleaned and disinfected, the area may be reopened for use following confirmation by the **Operations and Finance Manager**. However, only individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection. Individuals or cohorts that have been in close proximity to the individual confirmed to have COVID-19 should stagger their return to the facility until at least 7 days following the individual's last visit to the facility, in order to evaluate potential transmission. Remote instruction shall be provided to remote cohorts during this time by the regular teachers of that cohort, or supplementary staff, at the direction of the **Head of School**.

The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department shall be contacted by the **Operations and Finance Manager** if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.

If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine. However, if the employee is deemed essential for the operation or safety of a workplace, upon a documented determination by their supervisor and the **Operations and Finance Manager**, in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee continues to self-monitor and document temperature, symptoms of COVID-19,

wear face coverings, maintain social distancing, clean and disinfect their use of workspaces, and maintain quarantine when not at the workplace. Adherence to these protocols must be documented by the employee and the **Operations and Finance Manager**.

If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.

Depending on the situation, and in consultation with healthcare professionals SLA may elect to close on-site operations following a confirmed COVID-19 case. This may occur in situations where a confirmed case of COVID-19 impacts many individuals (e.g. a rotating teacher), wherein a significant number of staff and students have had close proximate contact with the individual confirmed to have COVID-19.

If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning, disinfection, or closure is not necessary, but routine cleaning and disinfection shall continue.

### **Coordination and Phased Reopening**

The designated COVID-19 safety coordinator is the **Operations and Finance Manager**. The Operations and Finance Manager shall ensure that SLA maintains continuous compliance with all aspects of the school's reopening plan, as well during any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels, either before the planned reopening or following a mandated closure, in coordination with the **Head of School**.

The **Parent Coordinator** is responsible for contacting families to determine if their child or a member of their household may have a complicating condition that might designate them as especially vulnerable to COVID-19. In this scenario, the **Operations and Finance Manager** and **Head of School** will coordinate with the family to determine an alternate solution for instruction, such as virtual instruction or other asynchronous learning models.

### **Communications Plan**

#### *Responsibilities*

The **Operations and Finance Manager** is responsible for affirming that the School has reviewed and understands any and all State-issued industry guidelines, including submitting and updating compliant reopening plans, prior to the School's reopening.

The **Operations and Finance Manager** is the main point-of-contact upon the identification of positive COVID-19 cases, and is responsible for ensuring subsequent communications related

to positive COVID-19 cases and measures are communicated to stakeholders. Immediately upon receiving notification of a positive COVID-19 case, the **Operations and Finance Manager** shall take appropriate action according to the isolation and quarantine protocols, and then notify the **Parent Coordinator** and **Head of School**.

The **Head of School** and **Parent Coordinator** are responsible for notifying the SLA Community about developments related to confirmed COVID-19 cases within the student body or SLA Community (if applicable), and shall also disseminate information regarding changes to school schedules and instruction models.

With respect to communications to individual households with a confirmed COVID-19 case, the **Operations and Finance Manager** is responsible for ensuring that communicating regarding required documentation and timelines for the child's return to school are sent to the family from the Student Affairs office.

The **Operations and Finance Manager** is responsible for engaging school stakeholders and community members when developing reopening plans with respect to co-tenants and sublessees, administrators, currently enrolled and incoming families, vendors, local health departments (including the DOHMH and NYSED) and other affiliated organizations. The **Parent Coordinator** and **Head of School** are responsible for engaging school stakeholders with respect to staff, faculty, administrators, and currently enrolled and incoming families in development and review of the reopening plan.

#### *Timeline*

Between July 27, 2020 and August 6, 2020, the **Operations and Finance Manager** is responsible for drafting and updating the reopening plan in compliance with NYSED and DOHMH regulations regarding independent schools. At the same time, the **Parent Coordinator** and **Head of School** are responsible for auditing the reopening plan to ensure it has been reviewed by key stakeholders within the SLA Community on an ongoing basis. Based on the feedback of stakeholders and review by healthcare professionals, the **Operations and Finance Manager** shall update the reopening plan accordingly, including after submission to NYSED on August 7, 2020.

On the week of August 10, 2020, the **Parent Coordinator** shall distill relevant aspects of the School's reopening plan as part of the Parent Handbook, and ensure the finalized reopening plan is communicated to the SLA Community, including appropriate hand and respiratory hygiene practices for children. This communication shall include any preparatory measures that SLA requests parents complete prior to the planned reopening of the school, including the purchase of PPE supplies for children, completion of self-screening, medical release, and other mandatory student forms, and a request to notify the **Parent Coordinator** and **Operations and Finance Manager** of any complicating conditions in the household that may prevent a child's full return to on-site schooling in consideration of COVID-19 risks.

On the week of August 10, 2020, the **Operations and Finance Manager** is responsible for designing and finalizing PPE use and COVID-19 prevention trainings for SLA faculty, administrators, and staff, including the protocols outlined in the school's reopening plan. This training plan shall be submitted to the **Head of School** for approval.

No later than August 14, 2020, the **Operations and Finance Manager** and **Parent Coordinator** shall ensure that the school's webpage is updated with these protocols, and that it remains updated with additional protocols or protocol changes during the school year. The **Parent Coordinator** shall also ensure that the school's Community Google Groups and social media pages are updated with information regarding the School's COVID-19 protocols and recommended best practices for children.

On the week of August 17, 2020, the **Operations and Finance Manager** is responsible for conducting a training on COVID-19 protocols and proper PPE use with all faculty and staff. The **Head of School**, in coordination with faculty members, shall devise methods for training students to comply with social distancing, respiratory and hand hygiene, and face covering protocols (if applicable). These methods shall then be communicated to SLA families by the **Parent Coordinator**.

No later than the week of August 24, the **Operations and Finance Manager** and **Parent Coordinator** shall ensure that adequate and signage legible to all ages is posted throughout the school to ensure hand and respiratory hygiene compliance and social distancing. The **Operations and Finance Manager** shall ensure that posters disseminating information to employees about sick leave and best practices for self-quarantine are posted conspicuously in faculty lounges and staff offices.

On September 9, 2020, SLA shall open for full operations and school service at its 9 Hanover Place location, following the above communication responsibilities as designated.

### **Residential Living Considerations**

SLA does not provide residential living on campus, and as such, state regulations regarding residential living considerations do not apply.

## **PROCESSES**

### **Attendance**

The **Student Affairs Office** is responsible for maintaining records of student attendance using the School's student database, Sandbox. Pre-K and K students comply with DOHMH regulations for school-based child care programs, and parents are required to sign in their students at drop-off on a daily basis. Grades 1 through 5 student attendance tracking shall be performed by faculty via daily roll call. The Student Affairs Office reconciles records on a weekly basis.

## **Pupil Transportation**

SLA will continue to provide pupil transportation via MetroCards provided by the Office of Public Transportation. Families should continue to wear face coverings when taking any form of public transportation to and from the School, and should maintain social distancing from other individuals in any form of mass transit.

## **Screening and Testing**

### *Health Screening and Temperature Checks*

All enrolled families shall be required to complete a self-screening statement attesting that they will check their children for COVID-19 exposure and symptoms before bringing their children to school. All screenings shall confirm that the child or individual, within the past 14 days, has not had a positive diagnostic test for COVID-19, does not have symptoms of COVID-19 nor has had any symptoms of COVID-19, has not traveled to a location impacted by COVID-19 outbreak per the New York State Travel Advisory (<https://coronavirus.health.ny.gov/covid-19-travel-advisory>) and NYS Executive Order No. 205 (<https://www.governor.ny.gov/news/no-205-quarantine-restrictions-travelers-arriving-new-york>), and has not been exposed to COVID-19 outside of work or in their household via close proximity to another individual confirmed to have COVID-19.

All students shall be screened on arrival in the building lobby by manually by faculty using touchless thermometers upon morning drop-off. Students with a temperature reading greater than 99.6 F, to accommodate margins of error, shall not be permitted to attend school that day. Following completed screenings, students shall be escorted in groups to the upper floors to be supervised by their teacher, who shall oversee morning hand hygiene protocols.

Families are not permitted to send their children to attend school if their child has had a temperature greater than 100.0 F in the past 14 days, even if using temperature-reducing medication and the student no longer has a fever.

Throughout the school day, faculty members, staff, and employees should screen students for symptoms of COVID-19, as provided by the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. School employees must note that Please note that the manifestation of COVID-19 in children, although similar, is not always the same as that for adults. Children may be less likely to present with fever as an initial symptom, and may only have gastrointestinal tract symptoms, which should be taken into consideration during the screening process.

SLA may mandate remote screening if necessary, in consideration of traffic control on-site during on-site screening protocols. In this event, families will be required to take their child's

temperature at home and report the readings electronically to the school using an automated system.

### *Questionnaires*

The **Operations and Finance Manager** is responsible for electronically disseminating a self-screening questionnaire to all staff and faculty reporting to school, which shall confirm that staff do not have symptoms of COVID-19. This questionnaire must be completed daily by staff *before* reporting for duty and can be completed remotely. With respect to after-school enrichment and auxiliary programs vendors, the **Operations and Finance Manager** shall coordinate with the **Assistant Director, Outreach and Enrichment** to ensure that vendors also complete a self-screening before reporting to campus.

The **Student Affairs Office**, under supervision of the **Operations and Finance Manager** and **Parent Coordinator**, is responsible for electronically disseminating a self-screening questionnaire to enrolled students' families on a biweekly basis to enrolled families and confirming compliance.

The **Student Affairs Office**, under supervision of the **Operations and Finance Manager** and **Assistant Director, Outreach and Enrichment**, is responsible for electronically disseminating a self-screening questionnaire to students' families on a biweekly basis to families participating in SLA's on-site enrichment programming, and for confirming compliance.

The **Operations and Finance Manager** shall designate an HR representative for retaining records of dates of completion of the questionnaire by each employee and student and pass/fail statuses, but the actual health information shall not be retained, and cleared regularly from school records.

As able, the on-duty security guard may be responsible for implementing health screening practices for unscheduled visitors who are permitted entry to school grounds, using the questionnaire and temperature screening processes provided above.

### *Positive Screen Protocols*

Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home with instructions to contact their health care provider for assessment and testing.

In the event that a child develops a fever while at school or other symptoms of COVID-19, or if the child's family is not available during drop-off, the child shall be sent to a designated area for isolation while supervised by a staff member until the child's family is able to be picked up from school. Once the authorized pickup arrives, the child shall be escorted to the lobby by the staff member, to be taken home by the family member.

The **Operations and Finance Manager** must be notified by the staff member who took the flagged temperature reading or observed the development of COVID-19 symptoms, and must log the student's name, and the date and time of their reading, as well as the name of the reporting employee. SLA may also elect to install automated systems for temperature-reading, such as touchless thermographic panels.

SLA families, staff and faculty members, and vendors are required to notify the **Operations and Finance Manager** and **Parent Coordinator** (if a member of the regular school day community) and/or **Assistant Director, Outreach and Enrichment** (if a member of the afterschool or auxiliary programs community) immediately if their responses to questionnaires changes, such as if an individual develops COVID-19 symptoms or is exposed to a confirmed case of the virus, including inside and outside of school hours.

Individuals who have screened positive for COVID-19 symptoms or exposure must provide documentation from a healthcare professional indicating that they have tested negative for COVID-19 and have symptom resolution.

The **Operations and Finance Manager** is responsible for reviewing all screening activities during the regular school day.

The **Assistant Director, Outreach and Enrichment** is responsible for reviewing all screening activities during the afterschool shift. During off-schedule auxiliary programs, such as weekend workshops or Baby and Toddler classes, the **Assistant Director, Outreach and Enrichment** must require vendors or contractors to provide proof of self-screening completion, as well as screening of attendees.

### *In-Person Screening*

The **Operations and Finance Manager** is responsible for training personnel performing in-person screening activities in properly protecting themselves from exposure to potentially infectious individuals entering the facilities, in compliance with CDC, DOH, and OSHA protocols.

The **Operations and Finance Manager** may provide additional PPE for staff or faculty members who are conducting in-person screenings of students. Employees should wear protective gloves, in addition to their face masks. SLA may also provide face shields, gowns N-95 respirators, or eye goggles for additional protection.

### **School Health Offices**

SLA does not currently host a School Health Office. However, students may be isolated with adult supervision in small group rooms or the administrative offices if they develop symptoms of COVID-19 throughout the day, until a family member or other authorized pickup is able to bring the child home.

Children being supervised in isolation must always remain socially distanced from the supervising staff or faculty member.

SLA may provide additional PPE for staff or faculty members supervising with COVID-19 symptoms or otherwise suspected to have a confirmed case of COVID-19. Supervising employees should wear protective gloves, in addition to their face masks. SLA may also provide face shields, gowns N-95 respirators, or eye goggles for additional protection.

Following the isolation of a child with COVID-19 symptoms or otherwise suspected to have a confirmed case of COVID-19 in any setting, the room and any shared surfaces must be cleaned and disinfected per the reopening plan's guidelines.

### *Asthma Care*

All protocols for asthmatic students shall follow guidance issued by the CDC for schools: <https://www.cdc.gov/asthma/schools.html> Families must alert the **Student Affairs Office** and **Parent Coordinator** immediately if their child is asthmatic and requires accommodations for on-site instruction while interim COVID-19 reopening protocols are in effect.

Children with asthma shall not be required to wear face coverings when on-site at school. For the duration that interim COVID-19 reopening guidance remains active, the **Head of School** and **Parent Coordinator** shall partner with students to develop a learning program that allows asthmatic students who wish to attend school to participate while mitigating risk of COVID-19 exposure, such as hybridized learning models, asynchronous learning, or modifications to class size.

Families must provide students who require an inhaler an inhaler to bring to school. The school may store this inhaler in the administrative office, and shall provide an isolated, safe area for the child to use their inhaler when required.

### **Tracing and Tracking**

#### *Metrics*

The **Operations and Finance Manager**, in coordination with the **Parent Coordinator** and the **Assistant Director, Operations and Outreach**, is responsible for monitoring the overall frequency of community transmission of COVID-19 among shared stakeholders.

The metric for measuring community transmission is confirmed instances of COVID-19 exposure among "primary SLA stakeholders," including individuals in enrolled student households, partner vendors or contractors, SLA employees, and individuals in student households participating in on-site SLA afterschool enrichment or other auxiliary programs, as well as all of the above with respect to co-tenants or sublessees. Of less significance, but still weighted in SLA's assessment of community transmission rates, are individual instances of COVID-19 exposure among "secondary SLA stakeholders," including local businesses in the

immediate area surrounding SLA or other local district schools, especially schools whose students may attend one or more of SLA's afterschool enrichment or other auxiliary programs.

SLA may determine to close on-site school operations following two cases of confirmed COVID-19 exposure among primary SLA stakeholders in a given month, or three cases in a given month if including among secondary SLA stakeholders. For the semester, SLA may determine to close on-site school operations following five cumulative instances of COVID-19 exposure, including among both primary and secondary SLA stakeholders.

Following the confirmation of one case of positive COVID-19 diagnostic result among primary SLA stakeholders, SLA may elect to move to a hybridized instruction model of on-site and virtual instruction in order to continue some level of on-site instruction while mitigating the risk for further community transmission. This decision shall be made in partnership with SLA families and other primary SLA stakeholders, as evaluated by the **Operations and Finance Manager, Parent Coordinator, Head of School, and Assistant Director, Outreach and Enrichment.**

Following the confirmation of no more than two cases of positive COVID-19 diagnostic results among primary SLA stakeholders, SLA shall move to, at minimum, a cohorted, hybridized model of in-person and remote learning, until such a time that SLA determines that the overall level of community transmission has decreased to acceptable levels, in partnership with primary SLA stakeholders as evaluated by the **Parent Coordinator and Head of School.** Further cases will result in a full transition to remote learning for all students.

If subject to government order for mandated quarantine or closure, SLA shall move entirely to a remote instruction model for all students.

The **Operations and Finance Manager** shall also monitor the NY Forward COVID-19 Early Warning Monitoring System Dashboard (<https://forward.ny.gov/early-warning-monitoring-dashboard>) to determine if community transmission may be increasing, in order to prepare for a shift to hybridized or remote learning if necessary, at the recommendation of public health officials and state and local government health agencies. This includes monitoring any sudden increases in positive test rates in New York City, as well as the overall number of new cases.

#### *Notification*

The **Operations and Finance Manager** is responsible for notifying the state and local health department upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff, and visitors.

If at any time *any* SLA employee becomes aware of positive test result occurs among SLA's primary or secondary stakeholders, the notified individual shall notify the **Operations and Finance Manager** immediately for the purposes of overall community transmission evaluation, in partnership with the **Head of School, Parent Coordinator, and Assistant Director,**

**Outreach and Enrichment.** SLA may also request the assistance of families and other stakeholders in evaluating community transmission similarly.

### *Tracing Support*

The **Operations and Finance Manager** is responsible for partnering with local health departments and organizations to train applicable staff in tracing efforts for populations in school facilities and on school grounds, where possible.

The security guard on duty, under the supervision of the **Operations and Finance Manager**, is responsible for ensuring that every visitor who may enter any upper floor of the building completes a visitor log that includes the date and time of the visit, the reason for visiting, and the visitor's contact information.

In the case of an student, School employee, or vendor at the School testing positive, or in the event that a visitor to the school has tested and confirmed for COVID-19, the administrative team, under the direction of the **Operations and Finance Manager, Parent Coordinator, and Head of School**, shall ensure that all visitors to school within the past two weeks, as well as all families, and the relevant state health departments are notified. Confidentiality must be maintained as required by federal regulations, and team members are required to cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.

### *Quarantine, Isolation, and Return to School*

SLA shall follow all protocols for monitoring and movement restrictions of COVID-19 infected or exposed persons, including isolation or quarantine, as applicable.

If an employee or vendor is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee shall be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result. The **Operations and Finance Manager** is responsible for communicating this protocol to SLA employees, and the **Assistant Director, Outreach and Enrichment**, is responsible for communicating this protocol to vendors and contractors working in SLA's afterschool enrichment or other auxiliary programs.

School employees, or vendors, or families whose students have received a positive diagnostic result for COVID-19 infection may not return to school until at least 7 days following their initial positive test, and must additionally provide documentation from their healthcare provider stating that they have received a negative COVID-19 diagnostic test result, symptom resolution, and release from isolation.

Following any laboratory confirmed case of COVID-19, the **Operations and Finance Manager** shall close the affected facility areas and contract trained custodial services to perform cleaning and disinfection of all surfaces throughout the area before reopening for use by students.

### **SUBMISSION OF SCHOOL PLANS**

The **Operations and Finance Manager**, in coordination with the **Head of School**, is responsible for submitting an affirmation that the School has read and understands the “Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency” document provided by NYSED as of July 13, 2020, in adherence to any deadlines provided by state officials.

The **Operations and Finance Manager** shall confirm that reopening plans and updates reflect engagement with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups), particularly local health department(s), and, in accordance with the minimum requirements outlined by NYSED, cover (1) reopening of school facilities for in-person instruction, (2) monitoring of health conditions, (3) containment of potential transmission of the 2019 novel coronavirus, and (4) closure of school facilities and in-person instruction, if necessitated by widespread virus transmission.

Following submission of the plan and its updates to NYSED and DOH, the **Operations and Finance Manager** shall ensure that this plan is posted conspicuously in administrative offices and faculty lounges, as well as on the school website <http://slaschool.org>, for access by employees, families, and the general public.