

# Bronx Baptist Day Care & Learning Center

## Reopening Plan

These reopening plans have been developed in collaboration with school stakeholders, community members and, the local health department in accordance with the mandatory elements outlined in the New York State Education Department Recovering, Rebuilding, and Renewing: The Spirit of New York’s Schools Reopening Guidance and in the guidance released by NYS Department of Health (DOH) on July 13, 2020. These plans 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.

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## PEOPLE

### A. Social Distancing and Face Covering

#### Social Distancing

• Site Safety Monitor and other responsible parties (teachers, support staff) will ensure appropriate social distancing is maintained between individuals while in school facilities and on school grounds, inclusive of students, faculty, and staff, unless safety or the core activity (e.g., instruction, moving equipment, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household.

#### Face Coverings

- Any time or place that individuals cannot maintain appropriate social distancing, individuals must wear acceptable face coverings.
- Face coverings will be supplied to all staff, children, and essential visitors at no cost.
- The center will keep in stock a supply of Face coverings
- All staff and children will be trained on proper donning, doffing, cleaning, storing, and disposal of face coverings
- Staff **MUST** wear face coverings at all times when caring for children or when within six feet of each other
- Children will be encouraged to wear masks at any time that social distancing is not available while within the center, except during mealtimes
- All children (over the age of two) are required to wear masks when leaving the center and when engaging in indoor physical activity
- Face covering breaks will be incorporated into the schedule through socially distant instruction and activities
- Face coverings must always be worn in common areas (in case another person unexpectedly cannot socially distance)
- 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.
- Assistance will be given to students who may have difficulty in adapting to wearing a face covering.

#### Social Distancing for Certain Activities

- A distance of twelve feet in all directions will be maintained between individuals while participating in activities requiring projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing.

#### Space Configurations

- Spaces and areas will be reconfigured so that individuals can be socially distanced (e.g., side-to-side), and are not sharing workstations, desks, tables, or other shared surfaces without cleaning and disinfection between use.
- Any spaces that may be used by different cohorts (e.g., bathrooms) will be cleaned and disinfected between each group's use.

- Measures to reduce bi-directional foot traffic will be put in place using tape or signs with arrows in hallways, and spaces throughout the school
- Signage and distance markers denoting spaces of six feet will be posted in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., outdoor spaces, classrooms, health screening stations).
- The center will be closed to the public.

### **Schedules**

- Arrival and pick-up times will be staggered to facilitate proper social distancing, and cubbies will be assigned by cohorts.

### **Signage**

- Signs will be posted throughout the school and similar messages shared regularly with the school community, consistent with DOH COVID-19 signage regarding public health protections against COVID-19.
- Age-appropriate signage specific to the educational setting that is consistent with the Department's signage will be posted throughout the center.
- Signage will be used to remind individuals to:
  - Stay home if they feel sick.
  - Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others.
  - Properly store and, when necessary, discard PPE.
  - Adhere to social distancing instructions.
  - Report symptoms of, or exposure to, COVID-19, and how they should do so.
  - Follow hand hygiene, and cleaning and disinfection guidelines.
  - Follow respiratory hygiene and cough etiquette.

## **B. Gatherings**

### **Meals**

- Meals will be prepared onsite and individual portions served to students in closed containers.
- Meals containing allergens will be clearly labeled
- Food prepared for children with known allergies will be labeled with the child's full name
- Children and staff will be required to practice hand hygiene before and after meals
- The sharing of food and beverages is prohibited
- Cohorts will eat meals in their respective classrooms and social distancing maintained
- Meals and snacks for remote learners can be picked up between 8am and 12pm each day.

### **Small Spaces**

- Gathering in small spaces (e.g., elevators, supply rooms, faculty offices) is limited to more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same household. However, even with face coverings in use, occupancy should not exceed 50% of the maximum capacity of the space, unless it is designed for use by a single occupant.

### **Faculty and Staff Meetings**

- Video or teleconferencing will be used for faculty and staff meetings and conferences to reduce the density of congregations, per CDC guidance “Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)”. When videoconferencing or teleconferencing is not preferable or possible, meetings will be held in open, well-ventilated spaces and ensure that individuals maintain appropriate social distance (e.g., leave space between chairs, have individuals sit in alternating chairs).

### **Ventilation**

- Ventilation will be increased with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols.
- Ventilation will be increased through the use of a central air system which is fitted with a UV light filtration system.

### **Common Areas**

- One child and one staff member will be allowed in the restroom at a time.
- Signage and systems (e.g., flagging when occupied) will be developed to maintain social distancing
- Schedules for faculty and staff will be staggered to reduce density and promote social distancing in enclosed areas (e.g., coffee breaks, meals, and shift starts/stops).

## **C. Operational Activity**

### **Cohorts**

- “Cohorts,” are self-contained, pre-assigned groups of students with reasonable group size limits set forth by the NYCDOHMH, and the NYSDOH.
- Cohorts will be staffed according to Article 47 regulations
- There will be no more than 15 children in any cohort
- Children within cohorts will be encouraged to maintain social distancing
- When social distancing is not feasible, the wearing of masks will be encouraged within cohorts
- Children from separate cohorts will not mix or occupy shared space unless adequate space between groups is available (6 feet)
- Staff will not be shared between cohorts except in cases of emergency

### **In-Person Instruction**

- While the goal is to return all students to in-person instruction, due to the dynamic nature and risk of community transmission of COVID-19, we are prepared for a combination of in-person instruction and remote learning to facilitate a phased-in approach or hybrid model, which may be necessary at various times throughout the 2020-2021 school year.
- Video or teleconferencing may be used in lieu of in-person gatherings (e.g., classes, office hours), per CDC guidance “Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)”.
- In cases where in-person instruction is not feasible, phased-in and hybrid models of education, priority will be given to students with disabilities, English language learners, and homeless or displaced families.
- If COVID-19 cases develop, access within school facilities and across school grounds, will be restricted to avoid full school closure.

- In such instances, classes where an individual has tested positive for COVID-19 may be moved to a remote/virtual format until all contacts can be identified, notified, tested, and cleared.
- To maximize in-person instruction, we may need to:
  - adjust class or work hours, where appropriate and possible;
  - limit in-person presence to only those staff who are necessary to be at the school during normal school hours;
  - maintain or increase remote workforce (e.g., administrative staff) to accommodate social distancing guidelines;
  - stagger schedules and allow more time between classes to reduce congestion in hallways, walkways, and building
  - shift the design of class schedules to accommodate social distancing guidelines, including cohorts (e.g., alternative classroom schedules, full-time in-person learning for younger students, and part-time distance learning for older students).

### **Social Emotional Well-being**

- The team leadership, which consists of parents, teachers, and school leaders will collaborate with health departments, other community-based service providers to inform the development of a school counseling program plan, which will be reviewed and updated to meet current needs.
- Staff and parents will receive training on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff.
- The parent liaison will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.

### **School Schedules**

- In-person instruction will be five days a week for 6 hours and 20 minutes daily.
- In the event that hybrid or remote learning models are implemented, live video instruction will be done for forty minutes (20 minutes in the morning and 20 minutes in the afternoon) and a combination of recorded video and at home activities.

### **Attendance**

- Class dojo will be used to collect and report daily attendance in the event of a remote or hybrid learning schedule.

### **Technology and Connectivity**

- The center will survey the parents and staff to ascertain their level of access to devices and high-speed internet in their residence.
- The center will loan technology, if feasible, for students and staff who may otherwise be unable to connect in the event that the school moves to full or partial remote learning.
- The center will utilize a mix of live video, recordings, and take-home learning kits to ensure that all students are able to participate in learning and demonstrate mastery of learning standards in remote or blended models.

## **Teaching and Learning**

- Creative Curriculum and Teaching Strategies Gold digital resources will be used for in-person, remote and hybrid models of instruction.
- The educational program will be aligned with NYS Learning Standards regardless of method of instruction.
- Student-teacher interactions will be maximized during in-person, remote, or hybrid learning using a variety of techniques during small group and large group instruction.
- Opportunities that are aligned with NYS Learning Standards, whether delivered in-person, remotely, or in a hybrid model, will be developed to be equitable and accessible to all students.
- Families and caregivers can contact school and staff with questions about student learning and technology through ClassDojo, email, and/or telephone.
- Information about instruction and technology will be posted on the organization's website in multiple languages as needed.

## **Special Education**

- All services, whether provided in-person, remotely, and/or through a hybrid model, will provide free appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.
- Programs and services offered and provided to students with disabilities will be documented in written and digital format, as well as, communications with parents.
- Parent engagement will be done in parents' preferred language and/or mode of communication regarding the provision of services to children to meet the requirements of IDEA.
- The center will collaborate with the committee on preschool special education (CPSE) to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.
- Necessary accommodations, modifications, supplementary aids and services, and technology will be provided to meet the unique disability related needs of students. If this is not feasible, the center will assist the parents in finding a place that is able to provide for the unique needs of their child.

## **Bilingual Education and World Languages**

- The ELL identification process will be completed within 30 school days of the start of the year for all students who enrolled during the 2019-20 school closures, the summer of 2020, and during the first 20 days of the 2020-2021 school year. Following this period, ELL identification will take place within 10 school days of initial enrollment as required by the Commissioner's Regulations Part 154.
- The curriculum will be provided to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.
- Regular communication between the center and the families of ELL students will be maintained to ensure that they are engaged in their child's education during the reopening process. Communications will be provided in the preferred language and mode of communication of the families.

## **Staffing**

- All teaching staff will hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations.

## **D. Movement and Commerce**

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

- Areas will be designated for student drop-off and pick-up, limiting contact and entry of parents/legal guardians into the building, to the greatest extent possible.

### **Deliveries**

- Pickups and deliveries will occur through a separate egress than the ones designated for students or staff, with limited contact to the extent possible.

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

- On-site interactions will be limited through a designated separate ingress/egress for faculty and staff.

### **Shared Objects**

- Sharing of objects, such as cubbies, laptops, notebooks, touchscreens, writing utensils, chalk and dry erase boards, musical instruments, tools, and toys, as well as the touching of shared surfaces, such as conference tables and desks will be limited and;
- Students, faculty, and staff will be required to perform hand hygiene before and after contact.

## **II. PLACES**

### **A. Personal Protective Equipment**

- 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.
  - Alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the faculty or staff member.
- Cloth-based face coverings or disposable masks shall not be considered acceptable face coverings for workplace activities that require a higher degree of protection for PPE due to the nature of the work. For those types of activities, N-95 respirators or other PPE used under existing industry standards should continue to be used, in accordance with OSHA guidelines.
- In addition to the necessary PPE as required for certain workplace activities, the organization will procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to their faculty and staff who directly interact with students or members of the public while at work at no cost to the faculty or staff member, pursuant to Executive Order 202.16, as amended and extended.
- The organization will maintain an adequate supply of face coverings, masks, and other required PPE on hand should faculty or staff need a replacement, or a student be in need.
- Students, faculty, staff, and visitors will be advised that they are required to wear face coverings in common areas or situations where social distancing may be difficult to maintain, such as, entering/exiting classrooms, in reception area, walking in hallways, and traveling around school building.

- Students, faculty, and staff will be allowed to use their own acceptable face coverings, but it is not required.
- Personally owned protective coverings worn by students, faculty, and staff must adhere to the minimum standards of protection for the specific activity.
- An employee may be required to wear more protective PPE due to the nature of their work. If applicable, the organization will comply with all applicable OSHA standards.
- Face coverings should be cleaned or replaced after use and must not be shared.
- It is the responsibility of the students and parents/legal guardians to maintain their face coverings.
- Parents, staff, and students will be trained on the proper donning, doffing, maintenance, cleaning, and disposal of PPE.

## **B. Hygiene, Cleaning and Disinfection**

### **Hygiene**

- The site safety monitor will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. The site safety supervisor will maintain logs that include the date, time, and scope of cleaning and disinfection.
- Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and information will be provided to parents and/or legal guardians on ways to reinforce this at home.
- Hand hygiene stations will be provided and maintained around the school, as follows:
  - For handwashing: soap, running warm water, and disposable paper towels.
  - For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Student use of alcohol-based hand sanitizers will always be supervised by adults to minimize accidental ingestion and promote safe usage.
- Parents/guardians can inform the school that they do not want their child to use alcohol-based hand sanitizers by sending a written notice to the school. In this event, accommodations will be provided for students who cannot use hand sanitizer, to allow for their use of handwashing stations.
- Hand sanitizer will be available throughout common areas. It will be placed in convenient locations, such as at building and classroom entrances and exits. Touch-free hand sanitizer dispensers are installed throughout the center.
- Signage is placed near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.
- Reminders that alcohol-based hand sanitizers can be flammable and may not be suitable for certain areas in the center will be posted.
- Receptacles are placed around the center for disposal of soiled items, including paper towels and PPE.

### **Cleaning and Disinfection**

- Cleaning and disinfection are the primary responsibility of the center’s custodial staff. However, appropriate cleaning and disinfection supplies are available to faculty and staff for shared and frequently touched surfaces:
  - Disposable wipes will be provided to faculty and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and/or after use, followed by hand hygiene.



- To reduce high-touch surfaces, touch-free amenities, such as trash receptacles and paper towel dispensers are installed.
- Students, faculty, and staff will be encouraged to use disposable cups for drinking water from the water fountains.
- Regular cleaning and disinfection of the facilities will be conducted and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables which should be cleaned and disinfected between each individual's use, if shared. Cleaning and disinfection may take place between each cohort's use rather than each individual. Cleaning and disinfection is rigorous and ongoing and will occur at least daily, or more frequently as needed according to DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" and "Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19".
- Restrooms will be cleaned and disinfected more often depending on frequency of use.
- Materials and tools used by employees will be regularly cleaned and disinfected using registered disinfectants that have been identified by the EPA as effective against COVID-19.
- If cleaning or disinfection products or the act of cleaning and disinfection causes safety hazards or degrades the material or machinery, hand hygiene stations will be used between use and disposable gloves supplied.
- Touch-free paper towel dispensers are installed in bathrooms.
- Distancing rules will be ensured by using signage, occupied markers, or other methods to reduce restroom occupancy at any given time.

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

- Cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, will include, at a minimum, all heavy transit areas and high-touch surfaces.
- CDC guidelines on "Cleaning and Disinfecting Your Facility," if someone is suspected or confirmed to have COVID-19 will be followed and include:
  - Closing off areas used by the person who is suspected or confirmed to have COVID-19.
  - Opening outside doors and windows to increase air circulation in the area.
  - Waiting 24 hours before cleaning and disinfecting, unless waiting 24 hours is not feasible, in which case, waiting as long as possible.
  - Cleaning and disinfecting all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
  - Once the area has been appropriately cleaned and disinfected, it will be reopened for use after an additional 24 hours.
- 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 the 24 hour post-cleaning and disinfection wait period.
- Further guidance will be taken from the DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure".
  - 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 and disinfection is not necessary, but routine cleaning and disinfection will continue.

### **C. Coordination and Phased Reopening**

- The designated COVID-19 safety coordinator’s responsibilities will include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.

### **D. Communications Plan**

- We affirm that we have reviewed and understand the State-issued industry guidelines and will submit reopening plans, as outlined above and instructed below, prior to reopening.
- Reopening plans were developed in collaboration with school stakeholder, administrators, faculty, staff, parents/legal guardians of students and the local health department.
- The communications plan for students, parents or legal guardians of students, staff, and visitors include applicable instructions, training, signage, text, the organizational website, ClassDojo and the Organization Facebook and Instagram pages.
- Students will be taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
- All students, faculty, staff, and visitors will be encouraged through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.
- The designated coordinator or point-of-contact upon the identification of positive COVID-19 cases and person responsible for subsequent communication is the parent liaison. The coordinator will be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.
- The coordinator will work closely with local health departments and other schools to monitor public health conditions and jointly develop monitoring strategies.

## **III. PROCESSES**

### **A. Screening and Testing**

#### **Health Screening and Temperature Checks**

- Mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus will be implemented.
- Temperature checks will be conducted per U.S. Equal Employment Opportunity Commission or DOH guidelines. Specifically, all individuals must have their temperature checked each day – ideally, at home, prior to departing to school – before entering the center.
- If an individual presents a temperature of greater than 100.0°F, the individual will be denied entry into the facility, or sent directly to a dedicated area prior to being picked up or otherwise sent home.
- A daily screening questionnaire for faculty and staff reporting to school will be used and parents/guardians required to answer a screening for the students.
- Records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), will not be kept, but records will be maintained that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).

- Screening is strongly recommended to be conducted remotely (e.g. by electronic survey, digital application, or telephone, which may involve the parent/legal guardian), before the individual reports to school, to the extent possible; or may be performed on site at the school.
- Remote screening will be coordinated to identify individuals who should not go to school and will be referred to their health care provider for further evaluation and COVID-19 testing.
- On-site screening will be coordinated in a manner that prevents individuals from intermingling in close or proximate contact with each other prior to completion of the screening.
  - Screening for all students, faculty, staff, and, where practicable, visitors, contractors, and vendors, will be completed using a questionnaire that determines whether the individual has:
    - (a) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
    - (b) tested positive through a diagnostic test for COVID-19 in the past 14 days;
    - (c) has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
    - (d) has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.
- Health screening practices will be implemented for unscheduled visitors.
- CDC guidance on “Symptoms of Coronavirus” will be referred to for the most up to date information on symptoms associated with COVID-19 noting 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.
- Parents/guardians will be reminded that students may not attend school if they have had a temperature of greater than 100.0°F at any time in the past 14 days, even if a fever-reducing medication was administered and the student no longer has a fever.
- Safety monitor and coordinator will keep abreast of the travel quarantine pursuant to current CDC and DOH guidance, as well as Executive Order 205.

### **Positive Screen Protocols**

- Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, will be immediately sent home with instructions to contact their health care provider for assessment and testing.
  - Students who are being sent home because of a positive screen (e.g., onset of COVID-19 symptoms) will be immediately separated from other students and supervised until their parent/legal guardian or emergency contact can retrieve them from school.
  - Such individuals will be provided with information on health care and testing resources, if applicable.
  - The coordinator will immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.
- Individuals are required to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of school hours.
- Policies will be established, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for

COVID-19 symptoms can return to the in-person learning environment. This returning to learning protocol includes at minimum documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution, or if COVID-19 positive, release from isolation.

- The central point of contact(s), responsible for receiving and attesting to having reviewed all screening activities, with such contact(s) also identified as the party for individuals to inform if they later experience COVID-19-related symptoms or COVID-19 exposure, as noted on the questionnaire are the Parent Liaison, The Administrator, and the Education Director.

### **In-Person Screening**

- Personnel performing in-person screening activities, including temperature checks, will be appropriately protected from exposure to potentially infectious individuals entering the facilities through the use of PPE. Personnel performing screening activities should be trained by employer-identified individuals who are familiar with CDC, DOH, and OSHA protocols.
- Screeners will be provided with and required to use PPE, which includes at a minimum, an acceptable face covering or mask, and may also include gloves, a gown, and/or a face shield.

### **B. Suspected COVID-19 case**

- Protocols for caring for a student, faculty, or staff member who develops COVID-19 symptoms during the school day include:
  - A dedicated area to separate students, faculty, or staff with symptoms of COVID-19 from others until they can go home or to a health care facility, depending on severity of illness;
  - A plan to ensure that symptomatic students who are waiting to be picked up remain under the visual supervision of a staff member who is socially distanced;
  - When caring for a suspected or confirmed individual with COVID-19, gloves, a gown, and a fit-tested N-95 respirator will be used, if available (or surgical face mask and face shield, if not available), as well as eye protection.

### **C. Tracing and Tracking**

#### **Metrics**

- If/when COVID-19 cases are discovered at school, areas or classes where individuals were infected will be closed and cleaned and disinfected according to aforementioned guidelines. This may mean the closing of one or more classes or areas, and in some cases the entire school.

#### **Notification**

- The coordinator will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities, including students, faculty, staff, and visitors.

#### **Tracing Support**

- In the case of an individual testing positive, the center will support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal and state law and regulations. The center will cooperate with state and local health department contact tracing, isolation, and quarantine efforts.

- If feasible, the center may offer optional tracing and tracking technology (e.g., mobile applications) to streamline contact tracing and communication process among students, faculty, staff, parents/legal guardians of students, and community.

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

- State and local health departments will implement monitoring and movement restrictions of COVID19 infected or exposed persons, including isolation or quarantine.
- Individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing, tracking or other mechanism must report such alert to the main office.
- The center will refer to DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

### **IV. SUBMISSION OF SCHOOL PLANS**

These plans have been developed in collaboration with school stakeholders, community members and, the local health department in accordance with the minimum requirements outlined in the New York State Education Department Recovering, Rebuilding, and Renewing: The Spirit of New York’s Schools Reopening Guidance and in the guidance released by NYS Department of Health (DOH) on July 13, 2020. These plans 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.