

Dear Child School Community,

Like other public and private schools in New York State, The Child School-Legacy High School is now preparing its plan to reopen in September. We don't know yet whether we will all be together on Roosevelt Island when School begins or whether instruction will be remote or a combination of in-person and remote, but we do know that we will be providing a robust educational opportunity for your children that is fully consistent with guidelines issued by the New York State Education Department and the New York State Department of Health. The plan below details all of the safety precautions the School is undergoing to ensure the safe and healthy return of our students and staff to the School. We will be sharing the plan with all parents via email and providing a link on our website.

We have created the following plan based on information currently available to us about the number of students and teachers who will be returning for in-person instruction on our campus. The plan will be modified if conditions change, and changes will be highlighted on our website. Changes may also be made in response to your comments and suggestions and the experience and ideas of the teachers who are implementing the plan.

All teachers, building leaders, the school nurse, and Parent Association members have been involved in the creation of the plan and it is based, in part, on your helpful responses to our recent survey.

The Plan will be provided as needed in a Spanish translation and will be included in a PowerPoint presentation which will be shared with parents prior to reopening. We hope that parents will review the PowerPoint with care and discuss it with your children. Teachers will also spend time explaining the procedures to be implemented and why they are necessary for the health and safety of students and staff. We will continue to explain the plan to the students in different settings - as a class cohort as well as individually.

Parent Association members that are MDs will coordinate with our school nurse and Safety Coordinator and offer parents an opportunity via forums on Zoom regarding screening students at home for signs of illness. All through the school closure our school nurse has maintained contact with parents by sharing informational videos on health and safety. She will continue to do so as we reopen.

Each building will have a staff member designated to ensure that the plan is being correctly implemented. These staff members will report to a Safety Coordinator to be designated by the Executive Director. The Safety Coordinator will work with the school nurse. Their 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. The name of the Safety Coordinator and contact information will be provided before the start of the school year.

School and learning during the upcoming school year will be challenging for us all. Most of us

are learning as we go, and not everything will go according to plan. We will try to handle challenges together and the way we do so will provide a model for our children for dealing with difficulties with resilience and compassion.

As always, we thank you for your patience and look forward to working closely and collaboratively with you throughout the school year.

Screening

Exposure: Teachers will periodically ask that parents report any possible exposure to the teacher, school nurse, and the Program Director. Information about such exposure will be reviewed by the school nurse who may request further guidance from the local Department of Health and who may request that the parent keep the child at home. If this occurs, the teacher will be advised to prepare a remote instruction plan for the student.

Students experiencing symptoms in school will be taken to the health office for evaluation and placed in a supervised isolated room and sent home as soon as possible. Staff experiencing symptoms of COVID-19 will also be required to isolate until they can leave the premises. Results will be documented when signs/symptoms of COVID-19 are observed.

Each building will have a designated isolation room.

Masks:

Both School staff and students are expected to wear masks or face coverings at all times that they are in the building, especially in shared spaces where social distancing of six feet is not possible. If staff have health concerns that are related to mask wearing these will be brought to the attention of the Safety Coordinator who will arrange for a medical review. If students are having difficulties wearing masks, mask tolerance training will be provided. If it appears that mask wearing continues to be difficult for a student and interferes with health or ability to focus on school work, teachers and other staff members who are in close contact with such students will assure distancing between the student and others, continue to wear a mask in the student's presence, and encourage classmates to wear their masks when interacting with the student.

Hygiene:

Handwashing and hand sanitizer guidelines issued by the CDC and the DOH will be followed. Regular hand washing with soap and water for at least 20 seconds will be reinforced. Alcohol-based hand sanitizer (at least 60% alcohol) will be provided for use where washing with soap and water is not possible. Gloves may be worn by teachers but will not be required.

All staff and students will be instructed to cover coughs and sneezes with tissues or the corner of the elbow.

Cleaning and Facilities

We have maintained cleanliness and ventilation in our buildings all through school closure. Prior to re-opening, deep cleaning of all spaces in buildings will be undertaken.

Cleaning protocols recommended by the CDC and OSHA will be followed and communicated to staff.

All classrooms in our facilities have windows that open to ensure ventilation and circulation of fresh air. Doors and windows will be kept open as much as possible. For the handful of offices that do not have windows, portable air purifying systems have been purchased.

HVAC systems in all buildings will be equipped with high efficiency filters.

There will be increased routine cleaning and disinfecting, especially of frequently touched surfaces and objects. Door handles, desks, and other high contact areas will be given special attention multiple times throughout the day.

All shared equipment (including playground equipment) will be sanitized between uses.

Restrooms will be sprayed and cleaned with a solution acceptable by CDC standards. Soap and paper products will be replenished as needed.

Each classroom cohort will have three designated times during the school day for restroom use. This will ensure that no other group of students is in the hallway.

Restrooms will be cleaned multiple times during the day by the custodians.

Meals

At arrivals, specific staff will be assigned to ensure that students will be provided breakfast after signing in.

Students will eat breakfast and lunch in their classrooms.

A designated staff member will deliver lunches for any student that opts for DOE lunch to the door of each classroom.

Food sharing will not be permitted.

With teacher reminders and coaching, students will wash hands before and after lunch.

School Closure

In the event that a student or staff member tests positive for COVID-19, the School will immediately notify the local Health Department. In addition, if there is in school exposure, the School will immediately close and deep clean the area or building(s) used by the individual suspected or confirmed to have COVID-19 as necessary, wait 24 hours, and reopen.

The School will follow the local DOH requirements for determining when the individual can return to school and what additional steps are needed for the school community at large. At a minimum, a return to school will require documentation of evaluation from a health care provider, negative COVID-19 testing, and symptom resolution.

Students or staff who are well but are taking care of, or sharing a home with, someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

Visitors

All visitors, to the extent possible, will have prior permission to visit.

Face coverings will be required for all visitors unless the individual presents information to the Safety Coordinator about specific health concerns and the Coordinator/Nurse approves the visit. The visitor's temperature will also be checked.

This requirement also applies to parents/guardians who are dropping off or picking up children, when six feet of separation from others is not possible.

Before arriving at the School:

All staff are responsible for the following self-monitoring, and the parents are responsible to do the same for their students.

Each morning before arriving at the School both staff and students must check for the following symptoms and submit the information to the School. Staff will check off in their clock-in e-mails and parents will check-off in the attendance e-mails:

- Fever of 100° F or greater

- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Staff and/or students experiencing any of the above symptoms, should plan to stay at home and inform front desk with a copy to the Program Director via email to report their absence.

Parents should call or email the front desk with a copy to the Program Director to report the absence of the student.

Staff and parents are expected to inform or arrange for another to call the School, before 7:15 a.m. In addition, staff members and parents should be instructed to call a personal physician to report the symptoms.

Staff and parents must also inform the school of the following:

Whether the staff or student:

- have 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;
- have 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.

Below is a snapshot of the day from arrivals to dismissal:

Upon arrival at school:

Students arriving on bus:

Matrons will bring students from the bus to the door of the buildings.

Parent drop off:

Parents/Guardians will drop off students outside of the school to a designated staff member at 8:10 a.m. Parents will not be allowed inside the buildings. Parents will be asked not to arrive with students prior to the designated time.

Walkers:

Students in Middle and High School that are independent travelers will check in at 8:20 a.m. to avoid crowding at the time of arrival.

Distance markings will be indicated in the arrival area to ensure that social distancing is maintained.

In-person screening at arrivals:

Designated staff will screen students and staff upon arrival at the building entrance for symptoms.

Designated staff will visually check students for symptoms upon arrival which will include temperature checks.

If the School becomes aware that an individual who has spent time in any School building tests positive for COVID-19, the School will immediately inform the local health officials and request guidance on notifications and return to school protocols.

All students and all faculty will wash hands before entering the building. The School will provide a mobile hand washing station, if possible, or will arrange for hand sanitizers to be available. The designated building plan coordinator will supervise the hand cleaning.

Attendance

Administrative Assistants will continue to maintain attendance records for students and staff.

Parents, in their attendance, email will be asked for assurance that their child was not experiencing any of the symptoms outlined above in the section “before arriving to school”.

Staff will continue to clock in and out using emails.

Student attendance will be logged electronically into the Achieve system.

Parents opting to continue remote learning in fall, will e-mail each morning to acknowledge that their child is in attendance for that day. Parents who do not send an e-mail will be called to obtain attendance information each day.

Inside the building

Circulation routes through the school, signage, and floor markings to direct foot traffic and ensure safe social distancing will be established where necessary.

Students will follow the path to their classroom.

Students and staff will avoid congregating in common areas. Recess will be staggered by class cohorts and group interactions will be limited to maintain safety.

Materials Students can bring to School

Students will have their own supplies and materials. Any shared materials will be cleaned between uses.

Parents will be advised to limit backpack items to the following:

- A bottle of water
- An extra face mask
- A pencil case that carries items specific to each program
- A notebook (this notebook will be divided into tabs for each subject)
- Hand sanitizer
- A snack
- Lunch (unless parents are opting for DOE hot lunch program)
- Any school issued, DOE issued, or personal device such as iPad or Chromebook.

In the classroom

Extra furniture has been cleared out.

All students working at desks in shared spaces will be spaced six (6) feet apart, unless safety or care functions of the activity require a shorter distance as determined by the clinical staff. Staff should also maintain a six (6) feet distance as much as possible from one another.

Each classroom will have a supply of hand sanitizer, hand soap, and disinfecting wipes.

Where it is not possible to maintain physical distance in shared spaces, the school has ordered screens for each student desk to ensure compliance with social distancing protocols.

Wherever necessary, tape will be used to create pathways and designated areas in the classroom.

Each student will have assigned seating. This will be planned in consultation with the staff and a careful overview of student management needs.

All classrooms in our school have windows that open and they will be kept opened to ensure circulation of air.

Students will remain in one classroom with their cohort.

Teachers will rotate.

Rotating teachers will be provided with their own laptops to avoid sharing of equipment.

Weather permitting, PE classes will be held in the school courtyard or parks.

Instructional periods are 45 minutes in duration. Every 20 minutes, teachers will provide a sensory break to students. Students will, at their assigned seating area, participate in teacher led stretching, jumping, and breathing exercises.

Supplies for each student will be labeled and separated. This will be a responsibility of each classroom teacher to avoid the sharing of supplies.

Each student in grades 4-12 will have a school assigned e-mail address. This will allow students to become a part of the Office 365 Suite. Students will be able to complete and upload work for teachers. This will significantly reduce the use of paper.

Building protocols

Reception areas will be kept clear of visitors.

Vendors for the School will follow the same protocol as reserved for staff. They will be asked to wear masks and have their temperature checked.

As much as possible deliveries will be restricted to after student dismissal.

Mail will be received at the entrance of the building.

Any food delivery for staff will need to wait outside of the building.

Hallways will have six feet distance markings in bright yellow floor tape.

Signs that will show the need to wear masks, wash hands, and maintain social distancing will be posted throughout the buildings.

Plexiglass barriers will be installed for the front desk areas

Teachers will submit any photocopy requests to the Administrative Assistant so as to limit the sharing of equipment.

Consistent staff will be used for front desk coverage.

Each class will have designated times for bathroom use.

Safety Drills and Fire Drills will be conducted in accordance with recommended guidelines - maintaining social distancing in small cohorts.

Social Emotional Support

School building leaders, teachers, student support staff, and school counselors will ensure that students are provided consistent and multiple opportunities to process their feelings as they transition back from remote learning to a regular school day. These supports will include conversations with students, their families, as well as providing them with appropriate resources.

Related Services

PPE will be given to service providers. Face masks and eye shields will be provided. Coveralls and hair coverings will be provided to Related Service Providers who require them.

In addition to office spaces, lunchrooms in each building will be used to provide services to ensure ample space for service sessions.

For group sessions, students will be from their classroom cohort.

Extracurricular Activities

There will be no after school sports during the fall session.

The Musical Team will be collaborating on a virtual musical experience. They will work with students individually.

Dismissal from School

Parent pick-ups:

Parents will wait outside the building to pick-up their child. A designated staff member will sign out the child and bring the child over to the parent.

Independent travel students:

Walkers in MS and HS will be dismissed 10 minutes earlier than bus students to ensure social distancing.

Bus students:

Each class will be called separately to be dismissed using each building's PA system.

Programs will be staggered to arrive at the buses in the following order:

- High School
- Elementary
- Middle School

For families opting for continuation of remote learning:

Remote Learning Plan:

All teachers, including special subject teachers, will continue our remote learning plan. Daily live video lessons through Microsoft Teams will be provided for all subjects. Each student will receive an individualized schedule put together by their Teacher Assistant which will include the days and times of video lessons being offered for each subject, each student's related service sessions, calls with student support staff, lunch, and teacher conferences. Parents will receive a daily email from teachers regarding the instructional plan for the day. Teachers in Elementary will send a schedule for the day along with the activities. In Middle and High School, subject teachers will send their plans. Weekly plans for all special subject teachers (Art, PE, Music and Tech) will be e-mailed home to parents.

Teachers will post information and assignments on the Achieve portal. Teacher Assistants and Paraprofessionals will maintain a connection with students for reinforcement of classroom lessons and to keep them on track with assignments. Reading support teachers will email lessons to parents of students they work with.

All teachers, related service providers, and student support staff were assigned a conference call number that parents and students can use to connect with them at pre-arranged times.

Teacher Assistants and Paraprofessionals share the conference number with their teacher and will also be connecting to students in this way. All staff is available to connect with students and parents from 8:30 a.m. to 12:00 p.m. Their lunch break is from 12:00 p.m. to 12:45 p.m. and they resume from 12:45 p.m. to 2:30 p.m. Special subject teachers are available via email as well as through their call-in number to communicate for clarifications.

Related services as mandated on student IEPs will continue to be provided remotely via video conference using Microsoft Teams. Sessions will also be provided via conference call if either the parent or student are uncomfortable with video conferencing. School staff has been reaching out to parents to obtain consent for these sessions prior to scheduling. All providers are maintaining their session notes using the EasyTrac system.

For families opting for a hybrid plan

Families will be informed of the three days that their child will be in school attending the program. For the remaining two days, students will follow the remote learning plan outlined above. Schedules may change depending on teacher availability.

Technology

Our school has been using the Office 365 Suite during remote learning. Daily live lessons have been provided in all subjects using Microsoft Teams. Other applications on Microsoft such as Notes and Forms have been/are being integrated into the classroom. We are purchasing online editions of textbooks to prevent students from carrying books back and forth and in school. Teachers are utilizing several online reading and math programs to ensure interactive learning. All classrooms have SMART boards. Teachers will be able to use their computers to provide remote learning to students who will continue with that option in fall. Students will be allowed to bring their DOE/school issued/personal devices to school.

Accommodations for staff and students

Plans for in-school sessions will be adapted to assure that reasonable accommodations are provided for individuals that the Centers for Disease Control identifies as having a higher risk for severe illness from COVID-19, including older adults (aged 65 years and older) and individuals with disabilities or serious underlying medical conditions, which may include: Chronic lung disease or asthma (moderate to severe); Serious heart conditions; Immunocompromised; Severe obesity; Diabetes; Chronic kidney disease undergoing dialysis; Liver disease.