

THE EQUITY PROJECT (TEP) CHARTER SCHOOL
REOPENING & OPERATING PLAN FOR THE 2021-22 SCHOOL YEAR

With a vision for ensuring (a) the health and safety of all members of TEP's school community during the COVID-19 pandemic and (b) educational equity for all TEP students during the COVID-19 pandemic, TEP's Reopening and Operating Plan for the 2021-22 school year was developed in adherence to the guidance received from the [NYS Department of Health](#) and the [NYS Education Department](#), in addition to critical resources that support the health and safety of our entire school community and the educational experience for our students and staff, including but not limited to:

- Centers for Disease Control and Prevention Coronavirus (COVID-19)
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- New York State Department of Health Novel Coronavirus (COVID-19)
<https://coronavirus.health.ny.gov/>
- New York State Education Department Coronavirus (COVID-19)
<http://www.nysed.gov/coronavirus>
- New York City Department of Education
<https://www.schools.nyc.gov/school-life/health-and-wellness/covid-information/health-and-safety-in-our-schools>

As required by New York State Department of Health (DOH) and the New York State Education Department (NYSED), TEP's Reopening and Operating Plan for the 2021-22 school year covers the following four (4) components for each TEP campus (Middle School, Elementary School, Early Childhood):

1. Reopening of school facilities for in-person instruction
2. Monitoring of health conditions
3. Containment of potential transmission of the 2019 novel coronavirus (COVID-19), and
4. Prevention Strategies

TEP's Reopening and Operating Plan is subject to change, as TEP carefully monitors new guidance for the 2021-22 school year.

TEP Middle School Reopening and Operating Plan

Part 1. Reopening of school facilities for in-person instruction

- **Schedule for Students**

- 8am-4pm
 - Arrival for students is 7:30
 - Late after 7:45
 - Breakfast in rooms at 7:30
 - Dismissal:
 - 5/6:3:50
 - 7/8: 4pm

- **Schedule for Staff**

- Teachers
 - 7:30-5 Tuesday, Thursday, Friday
 - Teachers to be in rooms by 7:30 for breakfast
 - 7:30-5:30 Monday, Friday

- **Food Services**

- TEP Kitchen Staff will prepare all student food in our on-site kitchen
- Students will eat food within their classrooms for breakfast and rotate lunch rotation in the café (2 color classes per period at a time)
- Breakfast:
 - Students will pick up breakfast from the café by getting in the line and being served into to-go style containers
 - Food will be available for pick up until 7:50
 - Students will eat in their first period class
 - Teachers will move disposed food garbage cans to hall by 8am for facilities to sweep
 - Milk jugs will be centrally located in halls for students to dispose of milk
 - Classes will have self- service cleaning items (wipes, trash cans/recycling bins)
 - Lunch
 - Facilities/kitchen staff will deliver pre-packaged lunches for 2 colors classes from each grade level
 - 2 color classes will have weekly rotations to the café
 - 1 lunch period per grade
 - Snack:
 - Delivery to classroom
 - Meal 101 training to be conducted during institute
 - For health & safety
 - For meal entry
 - By Bennet & Lunch Director

- **Transportation**

- TEP will rely on NYC DOE Pupil Transportation to ensure that school bus companies and personnel follow all appropriate guidelines for safety as recommended by the NYCDOH/NYS including, but not limited to:
 - § NYS guidance that:
 - Students and staff (who are able) will be required to wear masks and social distance on the bus;
 - High contact spots will be wiped down after the am and pm run depending upon the disinfection schedule
 - § NYS guidance that:
 - School bus drivers, monitors, attendants and mechanics will perform a self-health assessment for symptoms of COVID-19 before arriving to work.
 - School bus drivers, monitors, attendants and mechanics must wear a face covering
 - Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19

- TEP will roll out a Transportation Protocol for Safety and Health anchored in NYS and OPT guidance considering:
 - § How students load and off-board
 - § How students sit
- Students will be encouraged to sit at the maximum distance possible and maintain all other preventative measures (mask wearing) when riding the bus
 - § Pick Up Protocol and Drop Off from Buses
 - Family friendly expectations (mask on, social distancing, etc.)
 - § Determine maximum number of students allowed on a bus by NYS/OPT and TEP vision
 - Implement, and enforce social distancing during transportation to the degree possible
- Outline arrival and dismissal needs as determined by bus allocations to adhere to a social distancing orientation. Dependent on OPT approach.
 - § Determine hiring needs based on number of allocated buses (if more buses this may increase need).
 - § Determine number of arrival posts and duties needed based on new regulations
 - § Determine staffing needs (Bus Monitors and SSP)

- Bus routing
 - TEP will assume that DOE is not providing additional busses for the 21-22 SY and will hire summer bussing based on no distancing
 - TEP will adapt transportation plans as OPT releases information

- Middle school will route busses using family distance qualifications, assuming 2 in the AM and 3 in the PM
 - TEP will mimic projected OPT stops and arrival times

Arrival & Dismissal

- All students will enter through the main lobby entrance.
- All staff will enter through the main lobby entrance.
- 7:30-8am arrival for all students
 - Café will serve as an early room for students arriving at 7
 - 1 staff will monitor early arrival 7-7:30
 - 1 staff will monitor breakfast pick up 7:30-8
- Teacher arrival assignments:
 - Café early arrival
 - Café breakfast pick-up
 - Hallway Sweepers
 - Breakfast teachers
- Teachers will take attendance in breakfast room and do food consumption on SIS

Dismissal Procedures

- 5th grade family pick up will be from gym
- 6th grade family pick up will be from café
- Sibling pick up will be from café
- Last period teacher escorts full class down, drops off kids along the route out
- Bus students will report to 3 different 4th floor classroom
 - Will be radioed once bus arrives
- Radios/staffing needed:
 - 3 for busses
 - 1 in café
 - 1 in gym
 - 3 outside
- Dismissal in staggered schedule:
 - 5th and 6th grade: 3:50
 - 7th and 8th grade: 4pm

Classroom configurations for in-person instruction

- Grades will be split into 4 color classes (groups of 30)
- Students will transition between classes for subjects
- Teachers will develop transition plans between classes
 - Gym and music: teachers will transition to the landing of the floor
- Music
 - 5th grade remains in their color class for music but transitions to music space
 - 6/7/8 select their music track and are mixed

- 2 color classes from each grade level have music at the same time (average grouping is 20-30) based on student selection
 - Distancing is maintained to the degree possible (6 feet as possible)
 - Everyone wears masks during transitions
 - Masks are removed as needed for music activity while distancing
- P10
 - P10 take place in groups of maximum 30 for classroom spaces
 - 2 sports with groups of up to 32 in the gym
 - 2 groups can be in the café with a group up to 30
 - Advisory 2x per week
 - Paws & Stripes
 - Paws- M/R
 - Stripes- T/F
 - Wisdom Wednesday
 - Used for academic intervention
- 2 additional academic intervention tutoring days
 - T/R 4-5

Virtual platforms for remote instruction

- Grade levels will enroll kids on google classroom and set up zoom links should they be needed

Outdoor learning configurations

- Not applicable

Cohorts

- Kids will be grouped by color classes in groups of up to 30
- Mix for Music and P10

Signage

- TEP adapted DOH signs will remain in all spaces
 - § How to stop the spread of COVID-19
 - § Hand Hygiene and Respiratory Etiquette
 - § Promoting everyday proactive measures
 - § Properly wearing face coverings
 - § Encourage staying home when appropriate
- TEP adapted DOH signs to be hung in:
 - § Bathrooms, Cafe (MS), Entrances & Egresses, Classrooms doors, Classroom interiors, Students Locker areas, Hallways, Nurse offices, Elevators, Water fountains, Stairwells, Conference Rooms, Wellness Spaces, Main Offices, Security area

Extra-curricular activities

- P10s will be reinstated
- After school tutoring will occur on Tuesdays and Thursdays
- As recommended by the NYCDOH, TEP will:
 - Follow the same guidelines for exposure prevention - masks, social distancing, etc.

Physical Distancing in adult (shared) spaces (e.g. Main Office, staff rooms, conference rooms)

- Main Office
 - When forward facing to students, visitors, and teachers mask wearing will be continued
 - When distancing at 6 ft, staff can remove masks
- Staff Room
 - Mask breaks can occur when eating
 - When staff are transitioning within common space otherwise (to copy room, to coffee machine, to bathroom) staff should wear masks
- Conference Rooms
 - Teams should set norms regarding mask wearing referencing the guidelines:
 - Considerations including vacation, ability to distance, symptoms.
 - Meetings that occur with external parties (vendors, families, etc) should always continue mask wearing

Hygiene

TEP will adhere to and promote hygiene, respiratory etiquette, cleaning, and disinfection guidance set forth by the CDC and DOH, including [“Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19”](#). TEP will train all students, faculty, staff on proper hand washing and respiratory hygiene and provide information to families on ways to reinforce practice at home. Ample time will be dedicated to proper hand washing by staff and students in sinks with running water, soap, and paper towels. In rare circumstances, where handwashing facilities are not available, hand sanitizer will be made available. As a rule, hand washing with soap will be prioritized over hand sanitizer for students to minimize exposure to alcohol. Receptacles will be placed in classrooms, hallways and all bathrooms for disposal of paper towels and discarded PPE.

Cleaning and Disinfection

TEP will assign responsibility for cleaning and disinfection to facilities and custodial staff and contracted cleaning services as needed and establish frequency of cleaning based on CDC and DOH recommendations. Custodial staff responsible for cleaning and disinfection will be trained in proper use of chemicals and provided with appropriate PPE. TEP will ensure cleaning and disinfection is rigorous and ongoing and will occur daily, or more frequently as needed.

Part 2. Monitoring of Health Conditions

Nursing Protocols

- Students will be sent to nurse's office with nurses pass when exhibiting everyday sickness symptoms, need for daily meds, or injury
- PRT will only be utilized when students are exhibiting a single qualifying PRT symptom
 - § Staff will observe for signs of illness in students and staff, to guide that symptomatic persons to be sent to the school nurse or designated personnel in isolation room
 - Ill students and staff will be assessed by the school nurse and if the school nurse is not available, ill students and staff will be sent home for follow up with a healthcare provider

Training for Staff on COVID-19 safety protocols

- Will be provided during institute regarding the following topics:
 - § Training and promotion of best practices for hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene
 - § How to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings
 - § How to talk with, and support, students during and after the ongoing COVID-19 public health emergency
 - § For in class meal procedures such as; food allergies, including symptoms of allergic reactions to food and disinfecting classroom spaces before and after meals, maintaining hand washing before and after meals.
 - § Best practices for hybrid and remote learning (including streaming)

Training for Students on COVID-19 safety protocols

- Overview will be provided to families during orientations (15 minutes of the hour sessions)
- Review with students will take place during 1st period for first day
- Additionally, for first 2 weeks until students select P10, time will be utilized to train and review on health & safety protocols

Training for Families on COVID-19 safety protocols

- Will be provided as part of orientations, as a reminder of TEP's practices and families partnership of:
 - § Careful observation of symptoms to recognizing signs of illness in students
 - § Instruction that any student with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus must remain home
 - § COVID-19 protocols for students to be enforced at TEP, including but not limited to daily screening and temperature check, hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene

Health Screenings and Temperature Checks for Students and Staff

- TEP will implement mandatory health screenings, including temperature checks and health questionnaire, of students, contractors, vendors and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus.
 - TEP will utilize parent square and send weekly reminders to families via smart alert
 - TEP will conduct daily temperature screenings at the door prior to arrival
- TEP will implement mandatory health screening, only including temperature checks for staff
 - Staff are responsible for reporting to HR any exposure or PRT sickness and should report to work

SCREENING STATION: (2 stations at MS Campus)

- Screening Station will be managed by leadership and operations
 - 3-4 staff screeners will conduct temperature screens via 2 external lines
 - During cold weather, screening will be conducted in the vestibule entry
- Screening Station Teams will wear appropriate PPE (gloves, mask, alcohol wipes)
 - supplementary facemasks for students
 - hand sanitizer for youth to use before entering campus
- Rain: in the event of rain, tents will be set up directly over the station(s).

TEMPERATURE CHECK

- All temperature screeners will adhere to the following steps:
 - Use a non-contact thermometer (such as an infrared forehead thermometer or infrared scanner, not an oral (inserted into the mouth) or tympanic (inserted into the ear) thermometers).
 - When non-contact thermometers are used and the screener does not have physical contact with an employee or child, gloves do not need to be changed before the next check.
 - The thermometer will be sanitized with alcohol wipe after each temperature screening. Alcohol wipe can be used multiple times provided it remains wet. All screening areas will have a supply of alcohol wipes to sanitize equipment that inadvertently come in contact with an individual.

Part 3. Containment of potential transmission of the 2019 novel coronavirus (COVID-19)

Isolation Rooms per campus

- MS Identified Space: Family Room (Room 201)

§ Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in the family room separate from others, with a supervising adult present utilizing appropriate PPE

§ Multiple students suspected of COVID-19 can be held in this isolation room if they can be separated by at least 6 feet with a supervising adult

- Supervising adult to be provided with appropriate PPE
- Supervising adult will be the DOH-provided Nurse or a member of the school's Pandemic Response Team

§ If exposure occurs:

- The individual who tested positive will be required to isolate for 10 days and can return to school upon isolation.
- Exposed individuals (as identified as close contacts in classes, bus, P10, lunch, or music, etc) are required to quarantine for 10 days
- Charter School will consult with their assigned NYCDOH nurse to determine which staff and students should be referred for COVID-19 tests.
- Symptomatic students will exit via the Service Egress (Stairwell B) to be picked up by an adult family member. The pick-up person will not enter campus unless screened and approved for entry.

Response for those who develop symptoms: PRT

Pandemic Response Team for MS Campus

- Campus Leaders
 - § Interim MS Director Kirsis Genao
 - § Asst. MS Director AndresEsguerra
- Social Work Team (Jennifer Carino, Monica Sarmiento, Idalia Catalan-Fryer)
- Nurse (provided by DOH)
- Director of Facilities, Margaret Peeler
- CEO, Aaron Villela
- Director of Operations, MS Campus, Victoria Brauer

When to Initiate the PRT Response Protocol: The PRT will be dispersed in the event that a student is exhibiting any single qualifying symptom (Fever or chills, New loss of taste or smell, Shortness of breath or difficulty breathing). These symptoms have been identified as most closely related to individuals with potential COVID-19 or PIMS (Pediatric Inflammatory Multi-System Syndrome) cases.

PPE For Pandemic Response Team/Isolation Spaces

The nurse/health professional and any additional staff supervising the Isolation Room must be given the appropriate personal protective equipment (PPE), including, but not limited to:

- Gloves
- Masks

Process for initial engagement of PRT protocol:

1. A potential COVID-19 case (symptomatic) is identified (see symptoms above).
2. The supervising staff member (teacher, RSP, etc.) immediately calls the office, "PRT (Pandemic Response Team member) needed room X."
3. The supervising staff member will place the student in a designated area by the door, where the student is visible and socially distanced awaiting the PRT initial responder.
4. In the event that a student presents with a symptom in the morning, PRT initial responder will be radioed by a staff member taking temperature in front of the building. The student will be taken immediately to the Nurse/Isolation room.
5. The PRT initial responder for the day (as determined by the calendar) responds
6. See flow and steps below once PRT is engaged:

STEP 1: Initial Response

1. FOA/Staff/Classroom teachers will call/radio that PRT support is needed at their location.
2. The PRT member will respond to the PRT call
3. Once the PRT member arrives to PRT request room, staff will share the observed student symptoms with the PRT responder.

Step 2: Transport

The PRT Initial Responder will transition the students to the Isolation room

NOTE: Nurse will be asked to report to isolation room. In the event that a student presents with symptoms suggesting a suspected case as determined by nurse, the PRT initial responder will:

1. Radio for the FOA/Social Worker to begin the process of communication.
2. Supervise students in the isolation room.
 - a. In the event that an additional student is brought to the isolation room, the first PRT responder will stay to supervise both students with appropriate social distancing.

Step 3: Evaluation

Where possible, the initial evaluation is conducted by the Nurse, at which point the Nurse will take the temperature of the student and assess the student's health. In the event that we do not

have a nurse, the PRT initial responder will take the student's temperature and observe symptoms upon the student's arrival in the isolation room.

As per the CDC and NYSDOH recommended guidelines, multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet by at least 6 feet.

Step 4: Supervision

1. The PRT initial responder will maintain full PPE throughout the process.
2. If the student is deemed potentially symptomatic by the Nurse or the PRT initial responder, the PRT initial responder will notify the FOA/Social Worker and supervise students until family arrives.
3. The FOA will inform the PRT initial responder of the family's arrival at school for student pickup (e.g. "The family of __ (insert child's initials) is here") The PRT initial responder will meet the family at the exit.
4. Upon pickup, the PRT initial responder will provide the family with a full report of the student including but not limited to the student's presentation and symptoms throughout the process.
5. The PRT initial responder will follow all necessary clean-up protocols, including disposal of PPE.

Step 5: Communication

The PRT initial responder managing the case will communicate with Director/Assistant Director/Director of Operations, who in turn will initiate the following communications:

1. The School Principal/Campus Directors (if not first in line during that particular case).
2. The Social Worker--who will communicate to the symptomatic student's family (utilizing a predetermined script) for the symptomatic student. The family of the symptomatic student will be directed to take the student to a medical professional for further evaluation (likely to include COVID-19 testing). Additionally, the social worker will advise Campus and operations leaders of any siblings within the same campus or cross campus. The host campus DOO will email the DOO and Campus leaders of all other campuses. In the case of a non-confirmed case, siblings can remain in their respective programs provided they are not presenting with any symptoms. In the case of a confirmed case, the family will pick up all siblings from school. The school will begin procedures for closing down all Pods and notifying the families of the students in those Pods.
3. The DOO communicates with campus facilities staff to clean the student's space.
4. Families will only be contacted of classmates in confirmed cases

Step 6: Contact Tracing

The PRT Initial Responder will document all students sent to the isolation room or identified as potential cases. The outcome of each case will be recorded on a campus tracker, which will include documentation of any relevant information and follow-up, including tracing of students/staff that may have come into contact with a confirmed COVID-19 case. The campus Safety Coordinator/DOO will lead a training on the tracker/documentation practices for all PRT team members prior to the first day of school.

ISOLATION ROOM SAMPLE TRACKER:

https://docs.google.com/spreadsheets/d/1-YA40UcChlv1ND3gO2RFpvV_bn1qKogC7Ff7YhTsyS8/edit#gid=0

Step 7: Follow-Up, Clean Up, and Disinfection

Once students are picked up by a guardian and the isolation room is cleared, a PRT member will radio for facilities to support in the closing off and cleaning of the Isolation space and areas used by a sick or suspected person.

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect 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 can be reopened for use. 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.

RETURN TO SCHOOL

Once a student is picked up by guardian(s), the nurse/health professional and school staff should strongly encourage the family to visit a doctor and get the student tested for COVID-19, and provide the information of the closest testing site, if asked.

Testing Site Information

[:https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page](https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page)

The PRT member will provide families with a print out regarding the next steps of the protocol for re-entry. This information is currently being compiled into a document to send to families when needed.

The DOO will coordinate follow up with a phone call to the family to ensure (based on the scenario below) families present the information necessary to re-enter.

Student Shows Symptoms of COVID-19 While at School

Scenario A: If the student has had no known contact with a positive case, the student can only return to school when all the following are met:

- o Presents a negative COVID-19 test result AND
- o The student has been symptom free for 24 hours without the use of medication.

If the student does not get tested, then the student cannot return to school until:

- o 10 days have passed since the first symptom AND
- o The student has been symptom free for 24 hours without the use of medication.

Scenario B: If it is determined the student is considered a close contact of a positive case, the student can only return to school when all the following are met:

- o The student has completed a 10-day quarantine regardless of symptoms or test results since their last exposure to that case

Requirements for Staff Testing

As per CDC guidance, TEP will not require COVID-19 testing or require testing or antibody testing of students or staff members. TEP will share resources and have on-site testing as decided by data and relevant time of year.

Tracking & Tracking

- TEP will cooperate with the NYC's Test and Trace Corp. program and any other mandates required by the NYCDOH, such as directed that:
 - The school will notify the state and city health departments immediately upon being informed of any positive COVID-19 test result by any student, faculty, staff, or visitor who have been on school grounds
- Cleaning and disinfection following suspected or confirmed COVID-19 case
 - Any areas of the school used by an individual presumed to have COVID-19 will be closed off and facilities will ensure cleaning and disinfection of all areas; this includes offices, classrooms, bathrooms, and common areas. Rooms will be evacuated and left isolated for 24 hours.
 - Confirmed cases of COVID-19 among members of the school community who have been on school grounds may require a temporary building closure, reverting to distance learning, for thorough cleaning and disinfection
 -
- Designation of Point of Contact to be the main contact upon identification of positive COVID-19 case and to be responsible for subsequent communication (students, parents, legal guardians, staff). -

- A Pandemic Response Team member will serve as the Clinical Response Person – the point person to coordinate and support with positive outbreaks such as contact tracing, family data, information tracking.
 - MS staff contacting: Kirsis
 - MS family contacting: Andres Esguera (to connect with SW team in regards to family caseloads by grade)
 - MS DOH tracing/reporting: Victoria Brauer

Part 4. Prevention Strategies:

- COVID-19 Testing for students, staff (unvaccinated vs. vaccinated)
 - TEP will present families with the option to consent to COVID testing
 - Students will be tested during peak times (after breaks, holidays) and based on local data
 - 10% of students will be tested at random
 - Staff will have the option to sign up to access on-site testing days
 - Testing Resources will be shared with families for local free opportunities and partnerships
- COVID-19 Vaccination events
 - TEP will continue to partner and offer vaccination events on a trimester basis to ensure that newly eligible students can have access to vaccination
 - TEP will continue to partner with the clinic at 181 to ensure families have walk in options

PART 1: REOPENING OF SCHOOL FACILITIES FOR IN-PERSON INSTRUCTION

Schedule for Students

Below is a sample schedule for students at TEP ELEM, which includes early drop-off, 3 core academic subjects, daily music and physical education, Number Corner, TEP Tutoring, breakfast, lunch, snack, and recess:

- 7:15AM - Early Arrival Learning Lab
- 7:45AM - Arrival for All Students
- 8:00 - Breakfast
- 8:15 - TEP Tutoring
- 8:45 - Academic Block #1
- 9:45 - Academic Block #2
- 10:45 - Number Corner
- 11:15 - Lunch
- 11:45 - Recess
- 12:15 - Academic Block #3
- 1:15 - Music
- 2:00 - P.E.
- 2:45 - Snack
- 3:15 - Packup
- 3:30 - CUB Hub
- 3:45 - Dismissal

Schedule for Staff

Teachers and Social Workers will be in person from 7:45-5:00PM Monday through Friday. On Mondays, teachers and Social Workers will participate in Grade Level Meetings from 4:00-5:00PM, as well as professional development workshops 1-2 days per week from 4:00-5:00PM.

Food Services

TEP Elementary will continue to provide school breakfast, lunch, and snack to all students free of charge. Students will eat all meals within the classroom, and meal times will be an opportunity for students to remove their face coverings. Students will eat silently during all meal times when students' masks are removed.

Teachers can hold all meals outdoors on the field/track or at the outdoor seating areas on campus to promote social distancing. While outdoors, students will be permitted to remove masks and talk with one another while socially distanced on the field/track and engage in conversation.

Teachers will collaborate as a grade team to share best practices around trash disposal, food spills, and socialization that maximizes students' health, safety, and wellness (e.g. teachers will send students one

at a time to dispose of their garbage, recycling, and compost in their class-specific trash receptacles, in order to minimize congregating and cross-contamination between students).

Students will collect their breakfasts, lunches, and snacks from a food bag. Students will collect their meals directly after washing their hands with soap and water. In order to promote health and safety, sharing of food provided by the school or the individual will not be permitted. In addition, physical distancing will be maximized if/when students are eating in the classroom.

Transportation

TEP Elementary will ensure individuals wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated). Campus leaders will encourage parents/legal guardians to drop off or walk students to school to reduce density on buses.

Students are discouraged from boarding the bus with any signs of sickness or lack of wellbeing. In terms of temperature checks, temperature checks of all bus students will occur upon exiting the bus and before entering campus.

TEP Elementary has developed specific transportation protocols for safety and health, anchored in NYS and OPT guidance, around the following areas (Please note that TEP will follow the instructions and guidelines of NYC DOE bussing regulations as they are presented.):

- a. How students load and off-board
 - i. When lining up at individual bus stops, families should remain socially distanced at all times.
 - ii. Students will load the school bus 1 by 1.
 - iii. Bus monitors will direct students to individual seats.
 - iv. Bus monitors will observe students for potential signs of sickness.
- b. How students sit (Ex. every other seat)
 - i. All available seats on the bus will be utilized for student transportation to school.
- c. Masks/Face Coverings on Buses
 - i. Students, Bus Monitors, and Bus Drivers are required to wear masks for the duration of the bus ride.
- d. Cleaning Protocol of Buses by SSP/BM
 - i. All buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D), which are used every day by districts and contract carriers will be cleaned/disinfected once a day. High contact spots will be wiped down after the AM and PM run, depending on the disinfection schedule. Note that school buses will NOT be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors and attendants will NOT carry personal bottles of hand sanitizer with them on school buses.

- e. Provide a Health Kit for Bus Staff
 - i. Wipes
 - ii. Hand sanitizer
 - iii. Gloves
 - iv. PPE equipment
 - v. Thermometer
 - vi. Spare disposable Masks
- f. Pick Up Protocol and Drop Off from Buses
 - i. To promote health and safety and limit the risk of exposure for families and staff, signatures will not be required in order to sign out a student; however, Bus Monitors will be responsible for marking down who picked up the student and checking that person's ID each day.

Arrival

Student arrival will take place from 7:45-8:00AM each day. At the Main Gate, all students will undergo a temperature screening before entering campus. Upon completion of the temperature check, students will be escorted through campus to their homeroom trailer.

If a student arrives on campus between 8:00AM-8:15AM, Social Work or other school personnel will manually record their lateness. The school personnel at the gate will conduct the health screening and temperature checks in front of the family, and the family will be permitted to exit the campus after the child registers a temperature of 100.0 or below. The homeroom teacher will radio for Assistant Directors if/when a student does not pass the health screening and/or temperature check. Once the student has successfully passed the screening, he or she will sit or stand on a pre-marked, socially distanced spot on the field (grouped by homeroom). At 8:00AM, or when all students in a classroom pod have arrived and been screened, the homeroom teacher and students will transition to the physical classroom.

If a student arrives on campus after 8:15AM, Security will radio for Social Work to report to the Main Gate, assess reason for lateness, conduct temperature check, and escort the student directly to his/her classroom. In the event that Social Work is not available to report to the Main Gate, Security will radio for Operations, followed by Assistant Directors, who will report to the Main Gate, assess reason for lateness, conduct health screening and temperature check, and escort the student directly to his/her classroom. Reporting adults will be responsible for immediately radioing the Main Office to input late student's information into the Late Arrival Tracker. Teachers will input all student lateness into SIS before 2:30PM.

Dismissal

Student dismissal will take place from 3:45-4:00PM each day. All students will transition from their homeroom to the bleachers at 3:30PM. At the bleachers, students will participate in a whole-school gathering that involves announcements, shout-outs, and other special recognitions. From there, bus students will proceed off of campus to the bleachers, and pick-up students will proceed back to their homeroom.

At 3:45PM, families will enter campus for parent pick-up. Families will proceed directly to their child's trailer to pick him/her up. Teachers will be responsible for checking adult's IDs and signing out all students. During the dismissal process, as students and families walk outdoors, mask wearing will be optional.

Classroom configurations for in-person instruction

Class sizes will be between 25-30 students. Students will be seated at a 3-foot distance from other students and at a 6-foot distance from adults when feasible. If the room or situation does not allow for such social distance, other precautions such as mask wearing will be utilized to promote health and safety.

Outdoor learning configurations (if applicable)

PE classes will take place outdoors or on the field when weather permits, and students will not be required to wear masks when outdoors or on the field. Additionally, teachers are encouraged to utilize outdoor learning spaces whenever possible.

Cohorts

Each cohort will be split into classes with no more than 25 students per class in second grade and no more than 30 students per class in third and fourth grade. Second grade will have five total classes while third and fourth grade will have four total classes.

Students will remain with their class for academic, music, and PE instruction. Classes will be supported by two academic teachers, one music teacher, and one PE teacher (exceptions include 2nd and 4th grade where two classes on each grade will have only one academic teacher at the start of the year).

Signage

TEP ELEM will post signs throughout our campus and will regularly share similar messages with the school community, consistent with CDC and DOH signage regarding public health protections against COVID-19. Signage will be translated into any additional languages spoken in the school community.

TEP has developed customized and age appropriate signage adhering to DOH and DOE guidelines. Signage will outline:

1. Stay home, if feeling sick.
2. Cover nose and mouth with an acceptable face covering when unable to maintain social distance, in accordance with school specific policies - see face covering
3. Properly store and, when necessary, discard disposable PPE
4. Adhere to social distancing instructions
5. Report symptoms of, or exposure to, COVID-19, and how to report
6. Follow hand hygiene, and cleaning and disinfection guidelines
7. Follow respiratory hygiene and cough etiquette

Post TEP-specific signs on highly visible locations (inside and outside of classrooms) on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.

Sample Location:

- i. Bathrooms
- ii. Students
- iii. Cafe (MS)
- iv. Entrances & Egresses
- v. Classrooms doors
- vi. Classroom interiors
- vii. Locker areas
- viii. Hallways
- ix. Students
- x. Nurse offices
- xi. Elevators (EC/MS)
- xii. Water fountains
- xiii. Stairwells
- xiv. Students friendly signage
- xv. Conference Rooms
- xvi. Wellness Spaces
- xvii. Main Offices
- xviii. Security areas

Extra-curricular activities

Extra-curricular activities will not return in a robust manner at the start of the 2021-2022 school year. However, supplemental, computer-based literacy programming will be provided to students who arrive early to school and all students will participate in a 30 minute tutoring block and participate in programming relative to their academic needs.

Physical Distancing in adult (shared) spaces (e.g. Main Office, staff rooms, conference rooms)

Adults will practice physical distancing of six feet or more as feasible in all adult shared spaces. In spaces where a six foot social distance is not possible, additional health and safety measures such as mask wearing will be required.

Daily Health Screening & Temperature Checks

In adherence to the most updated guidance available for schools, we WILL continue daily health screenings and temperature checks for all individuals (students and staff). The content of the daily health screening questionnaire will be updated to ensure it is relevant to the most updated guidance.

PART 2: MONITORING OF HEALTH CONDITIONS

Nursing Protocols

Students will be brought to the nurse by an accompanying adult. If a student needs to go to the nurse for a non-COVID related reason (e.g. fell during PE), an adult from the Main Office will escort the child to the nurse following social distancing and mask-wearing guidelines. If a student needs to go to the nurse for a potentially COVID-related reason, an adult from the Pandemic Response Leadership Team (PRLT) will escort the child to the nurse. If it is determined that the student needs to transition to the Isolation Room, the same member of the PRLT will escort the student to the Isolation Room and wait for a guardian to arrive to pick up the child.

As directed by NYS and DOH guidelines, the Pandemic Response Leadership Team will prepare and communicate confirmed cases and exposure to specific families and exposed students as directed by guidelines.

Training for Staff on COVID-19 safety protocols

Staff training will take place at the beginning of the school year during Summer Institute and reinforced throughout the year with signage, live training, and walkthroughs. Staff trainings will include, though are not limited to, a sharing of information of the following topics:

- Promoting everyday proactive measures with a return to 100% in-person instruction.
- Properly wearing face coverings
- Identifying symptoms that warrant initiating the pandemic response protocol.
- Train teachers and staff on internal response and communication.
 - Reporting Protocol: Who to reach out to?
 - Understanding their student needs
 - Radio Support Protocol

Training for Students on COVID-19 safety protocols

Student training in adhering to health and safety protocols will be presented in the classrooms through start of the year procedural programming, classroom reinforcement lessons, and signage posted in classrooms and across the campus. Families will be made aware of health and safety information shared with students through parentsquare or flyer backpacking.

Training for Families on COVID-19 safety protocols

Families will receive an initial health and safety workshop as a component of the classroom teacher led back to school orientation. A follow-up session will be hosted by TEP Campus leaders and Directors of Operations at the first "Coffee and Tea with ADs" session.

PART 3: CONTAINMENT OF POTENTIAL TRANSMISSION OF COVID-19

Isolation Rooms

T12 will serve as the isolation room at ELEM.

Response for individuals who develop COVID-19 symptoms

STEP 1: Initial Response

1. FOA/Staff/Classroom teachers will radio that PRT support is needed at their location.
2. The PRT member will respond to the PRT call.
3. Once the PRT member arrives to PRT request room, staff will share the observed student symptoms with the PRT responder.
4. In the event that an unconfirmed case is identified on the bus, the students on the bus not presenting as symptomatic will proceed to regular home pod classroom and families will be notified.

Step 2: Transport

The PRT Initial Responder will transition the students either to the Nurse's Office or the Isolation room (in the event that we do not have a nurse).

NOTE: In the event that the school does not have a Nurse, the PRT member will transport the student to the isolation room and screen for symptoms of COVID-19. In the event that a student presents with symptoms, the PRT initial responder will:

1. Radio for the FOA/Social Worker to begin the process of communication.
2. Transition the student to the isolation room.
3. Supervise students in the isolation room. In the event that an additional student is brought to the isolation room, the first PRT responder will stay to supervise both students with appropriate social distancing.

Step 3: Evaluation

Where possible, the initial evaluation is conducted by the Nurse, at which point the Nurse will take the temperature of the student and assess the student's health. In the event that we do not have a nurse, the PRT initial responder will take the student's temperature and observe symptoms upon the student's arrival in the isolation room.

As per the CDC and NYSDOH recommended guidelines, multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet.

Step 4: Supervision

1. If the student is deemed potentially symptomatic by the Nurse or the PRT initial responder, the PRT initial responder will notify the FOA/Social Worker and supervise students until family arrives.

2. The FOA will inform the PRT initial responder of the family's arrival at school for student pickup (e.g. "The family of __ (insert child's initials) is here") The PRT initial responder will meet the family at the exit.
3. Upon pickup, the PRT initial responder will provide the family with a full report of the student including but not limited to the student's presentation and symptoms throughout the process.
4. The PRT initial responder will follow all necessary clean-up protocols, including disposal of PPE.

Step 5: Communication

The PRT initial responder managing the case will communicate with Director/Assistant Director/Director of Operations, who in turn will initiate the following communications:

1. The School Principal/Campus Directors (if not first in line during that particular case).
2. The Social Worker--who will communicate to the symptomatic student's family (utilizing a predetermined script) for the symptomatic student. The family of the symptomatic student will be directed to take the student to a medical professional for further evaluation (likely to include COVID-19 testing).

In the case of a non-confirmed case, siblings can remain in their respective programs provided they are not presenting with any symptoms. In the case of a confirmed case, the family will pick up all siblings from school. The school will begin procedures for determining close contacts and notifying the families of the students in those Pods.

3. The FOA will begin the process of calling families, prepping predetermined parent square messages, mail merging and printing letters for families in the event of a positive COVID-19 case.

Return to school protocols for individuals who develop COVID-19 symptoms

Contact Tracing & Tracking

The PRT Initial Responder will document all students sent to the isolation room or identified as potential cases. The outcome of each case will be recorded on a campus tracker, which will include documentation of any relevant information and follow-up, including tracing of students/staff that may have come into contact with a confirmed COVID-19 case. The campus Safety Coordinator/DOO will lead a training on the tracker/documentation practices for all PRT team members prior to the first day of school.

ISOLATION ROOM SAMPLE TRACKER:

https://docs.google.com/spreadsheets/d/1-YA40UcChlv1ND3gO2RFpvV_bn1qKogC7Ff7YhTsyS8/edit#gid=0

Cleaning and disinfection following suspected or confirmed COVID-19 case

Pandemic response upon identification of a positive COVID-19 case (quarantine requirements, subsequent communication for students, parents, legal guardians, staff, return to school protocols)--**ONE SCHOOL ALIGNMENT ON COMMUNICATION**

PART 4: PREVENTION STRATEGIES

COVID-19 Testing (weekly, bi-weekly) for students, staff (unvaccinated vs. vaccinated) (1 TEP)

COVID-19 Vaccination events (1 TEP)

The Mission: The EC campus is committed to developing and launching an academic program that considers the academic, social-emotional, psychological and physical health of our students. This plan was developed because we believe in the power of in-person learning. We believe that for our youngest learners, allowing students to attend live in-person sessions will support both their academic, social, and emotional growth and develop the foundation for their educational experience. We believe in the power of voice and advocacy. We believe that as educators, we are socially responsible in ensuring a vision for future generations. We believe that health and wellness are directly connected to future success. We also believe that education has a direct correlation to future health outcomes. We believe that our families, community and the future of our students rely on our innovation and adaptability.

1. Reopening of school facilities for in-person instruction

Schedule for Students

Below is a sample schedule for students at TEP EC, which includes early drop-off, 3 core academic subjects (60 min each), daily music and physical education (45 min each), Number Corner (30 min), CKLA skills clinic (30 min) breakfast, lunch, snack, and recess:

- 7:15AM - Early Arrival Learning Lab
- 7:45AM - Arrival for All Students
- 8:00 - Breakfast
- 8:45 - Academic Block #1
- 9:45 - Academic Block #2
- 10:45 - Number Corner
- 11:15 - Lunch
- 11:45 - Recess
- 12:15 - Academic Block #3
- 1:15 - Music
- 2:00 - P.E.
- 2:45- Snack
- 3:00 - Packup
- 3:15-3:30 - Dismissal
- 4:00PM-5:00PM Tutoring

Program Breakdown: Interventions

The Early Childhood Program created and implemented additional programs to support student needs.

- Skills Clinic (30 min a day 3times per week)
- Number Corner reboot (first grade only)
- Early Arrival Lab
- Tutoring

CKLA Skills Clinic

Through CKLA Skills Clinics, *all* Kindergarten and First Grade students will receive practice in Foundational Reading Skills. These skills include print concepts, phonological awareness, phonics and word recognition. Thirty-minute CKLA Skills clinic sessions are built into the Early Childhood schedule, two times per week. These clinics will provide reinforcement and practice for students who are on grade level, and targeted remedial instruction for students who may be struggling with occasional gaps in letter-sound knowledge, but who are not significantly below grade level.

The goals of the clinics are to help students gain confidence to automatize their reading and writing skills; provide targeted remedial instruction; reinforce what was learned in the daily core lesson; align all activities to the primary focus objectives of the core lesson and provide enrichment and extension opportunities to students who are showing they have grasped the material and are ready to move on to new material.

Number Corner

First Month

For first grade, the first month of number corner will be used for remediation as students practice the “September” and “October” Number Corner activities pertaining to 1NBTA1: Counting to 120 by ones and tens (Number line and Days in School). Kindergarten will start the number corner normally from the start of school.

All year round

For all grades, Number Corner is 30 minutes every day where teachers will follow the schedule in the Number Corner Teacher guides. This is where skills taught during Bridges are practiced and exercised in various ways. This is a time for students to continue to explore different strategies and problem solve with critical thinking skills.

Pacing Guide for Kindergarten and First

Calendars and materials should be switched out every month based on the guidance of the teacher guide. Kindergarten will be starting “September Number Corner” in August and continuing this way until February where they will skip number corner that month and start again in March with “March Number Corner.” First grade will start “September Number Corner” in September since August was the month of Number Corner remediation.

Early Arrival Lab

Tutoring

Using kindergarten and first grade student data captured at the end of last year (June 2021) and using recent data obtained from baseline assessments at the start of the 2021-22 school year, certain students have been recruited to receive tutoring after school at the Early Childhood Program. Tutoring will occur throughout the year starting Aug 31, 2021 . The program runs on Tuesdays and Fridays from 4:00-4:30 with the exception of holidays and teacher professional development sessions. Progress monitoring will be conducted bi-weekly in order to track student progress. Before the end of the trimester, the Tutoring

program organizers will analyze school-wide data to understand who can graduate out of the program and who can join the program starting in the next trimester.

Schedule for Staff

Teachers and Social Workers will be in person from 7:45-5:00PM Monday through Friday. On Mondays, teachers and Social Workers will participate in Grade Level Meetings from 4:00-5:00PM. Professional Development will be held 1-2 days per week from 4:00-5:00PM.

Food Services

At Early Childhood, food will be provided as follows:

- Students will be provided breakfast, lunch, and snack. Meals will be dropped off in each classroom by a designated adult trained in food handling. Students will not be required to wear face coverings while eating.
- Prior to eating, students will wash their hands. Teachers will remind students to wash their hands thoroughly for at least 20 seconds with soap and water. Teachers will remind students to wave their hands in front of the automatic paper towel dispenser so as not to touch the dispenser itself.
- **To align with the current guidance of being 6-feet apart possible options:**
 1. Given that lunch is 30 min, ½ the class eats the first 10 minutes, and the second group eats during the next 10 minutes of the period. When students are not eating, the teacher supervising lunch will lead a silent game (simon says etc).
 2. When eating, the second teacher of each classroom will bring half of the students to an adjacent empty room to eat during breakfast, lunch, and snack times.
- While students are eating, teachers will remind students that they cannot share food and drinks. Additionally, only students will be allowed to touch their own foods. After students finish eating, each student will be asked to throw out his or her garbage one at a time. If the child is finished eating before the lunch session ends, the child will be allowed to clean up earlier. (Please note: students will be encouraged to eat 1 or 2 whole items if not all.) While the child is waiting for other students to finish their lunches, the child will be allowed to play with his own recess material (e.g., individual play-doh that is not shared with other students).
- The clean up process will include each child placing all items (i.e., wrappers, utensils, etc.) inside their aluminum trays with the exception of their milk cartons. Each child will be asked to recycle and throw away their garbage according to the respective garbage and recycling bins. He or she will then be asked to empty their milk into a bin and throw out the milk carton. Each child will clean up 1 at a time. There will not be more than 1 student at the trash bin area. Please note: the garbage bins and milk bins will not have lids so that students will not have contact with them.
- After meals, students will clean up their area and wash their hands following the protocol above.

- Remaining food items that have not been picked up by students will remain in the larger carrier bin to be retrieved by the facilities staff.

Transportation

Please see the plan for transportation here: [Transportation](#).

- We will aim to reintegrate Field trips mid-september.
- Field trips should remain local, and to outdoor places (i.e parks/other public spaces in the neighborhood; NOT libraries, museums, etc.)

Arrival & Dismissal

Student and Staff Arrival to 4280 Broadway:

***Please see “Student Arrival” under “Daily Health Screenings & Temperature Checks for Students and Staff” for step-by-step arrival procedures that include temperature screenings.**

Staff is scheduled to report to the school building by 7:45AM. Given the new processes, they are encouraged to arrive at least 30 minutes prior to ensure their temperatures are taken.

The arrival process for students will begin at 7:45AM and be staggered over 2 egresses to ensure an orderly and safe process.

Staff will be required to participate in all necessary training and walkthroughs pertaining to arrival procedures.

Families will receive detailed information regarding the arrival and dismissal processes.

Staff and families will be advised as to the benefits of health and wellness procedures such as handwashing and wearing masks.

Below you will find the specific guidelines necessary to follow before arriving to TEP, both as an employee and as a student:

a. Teachers:

- i. Monitor their own temperature checks.
- ii. Fill out a daily screening questionnaire before entering school grounds.

b. Students:

- i. Parents will be encouraged to take their child’s temperature daily.
- ii. Parents will complete a screening questionnaire periodically.
- iii. There will be a staff member assigned to Arrival checking the temperature of all students who arrive at school (drop off or Bus).

Student and Staff Dismissal to 4280 Broadway:

a. Teachers:

- i. Teachers will exit from specified egresses only.

b. Students

- i. Students will be directed to wash hands in the bathroom and check for proper mask usage. This process can start during snack to ensure that all classrooms have enough time to conduct hand-washing. If there are portable sinks in each classroom, then hand-washing does not have to be scaffolded from classroom to classroom.
- ii. Teachers will support staggering students in line in a socially-distanced line. Markers will be placed on the floor so that students know exactly where to stand.
- iii. Students will leave via 3 egresses (i.e., for both students who are parent pick-up and students who are leaving by bus). Runners will support the bus lines with attendance checks and ensure that students wear safety belts and masks properly. Students will sit in every other seat unless the children are from the same household. Teachers will bring students who are parent pick-up down a specified egress. Parents will not be allowed into the building. Teachers will call students whose families are present and a runner will locate the student and bring the student down to the parent. Teachers will have the parent or guardian sign the child out. As parent pick-up is occurring, dismissal greeters will stand outside and remind parents/guardians to wear masks and to stand on the markers on the ground to respect social distancing guidelines. If situations escalate, leadership will be radioed and leadership will guide the parent to a separate location away from the line to de-escalate the situation.
- iv. For students who have not been picked up by 4:00PM, they will be brought back to their classrooms. There, they can complete homework at their desks. As such, "Late Parent Pick-Up" will take place in the student(s) homeroom class. Families will buzz the main office and show ID to Security/FOA for verification and the student will be brought down by the teacher or FOA. Children will be signed out in a socially-distanced manner.

Classroom configurations for in-person instruction

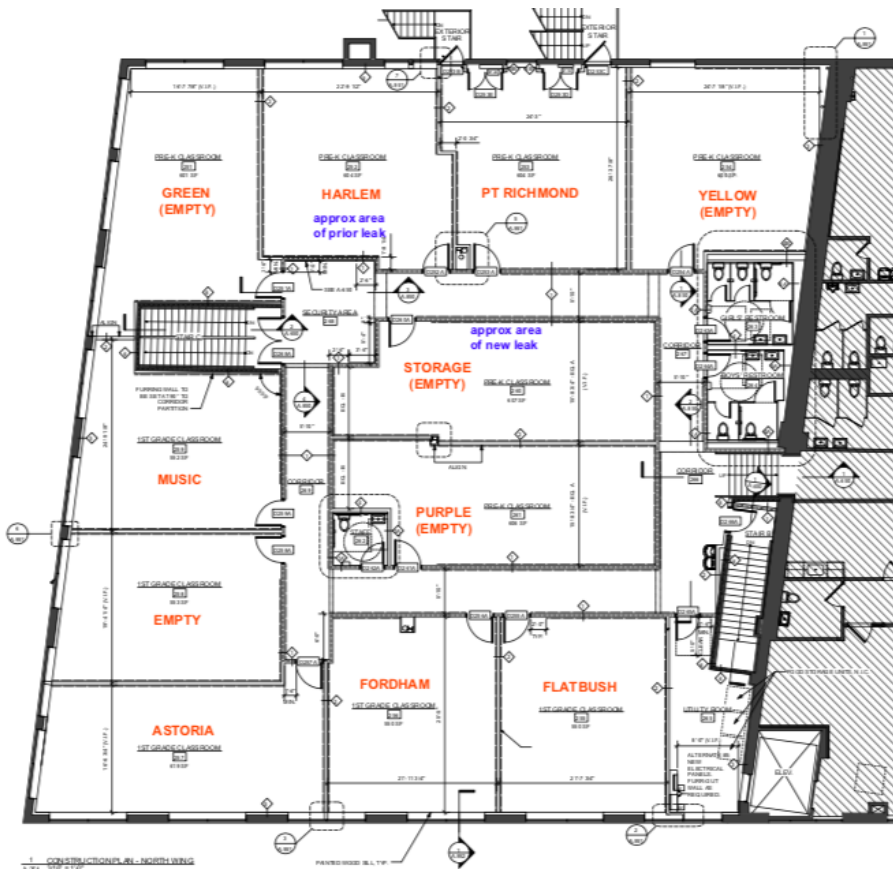
At Early Childhood, there will be kindergarten and first grade classrooms. Each classroom will have at maximum 25 students in total. Each desk will be at a distance of 3 feet apart when possible. Student desk configurations include but are not limited to rows. If possible, we will include 2 teacher desks.

Please see below for floor plan:

North Side:



South Side:



Outdoor learning configurations (if applicable)

At Early Childhood, we will continue to provide indoor and outdoor physical education opportunities for our students. For kindergarten, we will utilize the sidewalk on 182nd Street and Broadway. For first grade, we will utilize the alley space next to the school on 183rd Street and Broadway. Students will participate in both stationary and non-stationary physical education activities in rows.

All students will take mask breaks (while socially distanced) whenever needed.

Cohorts

Students will remain with their class throughout the day. The exceptions are those students who attend the early morning intervention or the tutoring program. In both of these cases social distancing, mask wearing (when feasible) and hand washing will be practiced.

Signage

1. Signage encouraging hand washing will be posted in all kid and adult bathrooms.
2. Signage **requiring** mask wearing in the building for all visitors will be posted around the building.
3. Capacity signage outside of shared spaces.
4. PRT/Nurse Protocol signage will be posted in all classrooms and shared spaces.
5. Markers will be placed outside of the building and within the building to encourage social distancing.

Extra-curricular activities

At Early Childhood, social distancing and mask-wearing will be enforced throughout all extra-curricular activities. As of August 2021, we are implementing the following extra-curricular activities:

1. Early Morning Intervention
2. Tutoring Program

For Early Morning Intervention, we plan to have an early arrival room (before the school day begins) where certain students will engage in literacy and math-related online activities with adult supervision and facilitation. Desks and students will be socially distanced and wear masks at all times. If needed, students will take mask breaks while socially distanced.

For the tutoring program that will take place after school, certain students will engage in literacy and math learning with direct instruction from a teacher. There will also be opportunities for small group and independent work time. Whether students are working independently or in small groups, both students and teacher(s) will be wearing masks and practicing social distancing at all times. When needed, both students and teacher(s) will take mask breaks.

Physical Distancing in adult (shared) spaces (e.g. Main Office, staff rooms, conference rooms)

Main Office

- The EC main office is an open space which hosts up to **12 staff members** at a time. Currently, we have **5 staff members** that will consistently work from the EC main office and **6 seats reserved for 1-TEP staff** members that will rotate across campuses. When the office is at full capacity we will have **11 people** based in the main office at one time.
 1. All staff members in the main office will sit approximately **3 feet apart** even when we are at full capacity with 12 staff members working from the office.
 2. Signage will be placed outside of all communal spaces to ensure social distancing.
 3. In accordance with the 1-TEP process all staff members sitting in the main office will wear a mask when students are present whether the staff member is vaccinated or unvaccinated. In the event that a student is not present staff members will follow DPH guidance.

2. Monitoring of health conditions

Nursing Protocols

Symptomatic Student/staff - Nurse Protocol

- Call the nurse at ext.200 and explain the symptoms you are observing for the child.
- Allow the nurse to confirm if this is a PRT case or a nurse visit.
- **If the nurse says it's PRT:**
 1. Initiate PRT by radioing the PRT on call.
 2. The student will be picked up by the PRT member and transitioned to the Isolation Room.
 3. The Nurse will meet the student in the Isolation Room.
- **If the nurse says it's a nurse visit:**

Transition the student to the nurse's office.

If you are unable to transition the student to the nurse's office please follow this list of persons to call:

 1. Co-teacher
 2. Specials teacher
 3. Social work
 4. Main office
 5. NOTE: If the adult observing the student's symptoms is not the adult transitioning the student to the nurse's space, the adult observing should fill out a nurse slip with the symptoms the student is reporting.

Training for Staff on COVID-19 safety protocols

- Will take place during institute and reinforced throughout the year with signage, live training, and walkthroughs.
- The operations team will conduct health and safety drills throughout the year.

Training for Students on COVID-19 safety protocols

Information will be provided to the families during orientation to share with their children at home in preparation for the school year.

Students will learn the routine daily through in the moment reminders, signage, and routines.

- Students will also receive daily reminders in the morning during breakfast time.
- Time will be built into schedule to allow for handwashing, and resetting of health expectations.
- Each student desk is equipped with an individual plastic privacy shield as a protective measure in addition to wearing masks.

Training for Families on COVID-19 safety protocols

- TEP EC will offer two training sessions one prior to starting the school year and the other once updates to the guidance are shared by NYS and DOH. During these sessions families will learn about our protocols.
- Additionally TEP will offer monthly touchpoints for families.
- They will also be reminded throughout the year with signage and in-person reminders.

Daily Health Screenings and Temperature Checks for students and staff before reporting to school (1 TEP)

- TEP will maintain daily temperature checks and daily health screening requirements for all individuals entering the campus. This includes both staff and students.

3. Containment of potential transmission of COVID-19

Isolation Rooms per campus

The Early Childhood Campus will assign a room that will be utilized in the event that there is a potential pandemic response case on campus, evident by a student or staff member who is presenting as symptomatic. As per the Pandemic Response Team (PRT) protocol, a member of the PRT will transition the student/staff member (utilizing PPE) to the isolation room, and await the parents of students. See full protocol below for both identification of symptoms and transition to the isolations room.

Response for individuals who develop COVID-19 symptoms

The school will establish a Pandemic Response Team (PRT) for each of TEP's campuses. The campus PRT will be composed of the Principal, Campus Leaders, Directors of Operations (DOOs), Nurse, Social Workers (SW) and Front Office Associate (FOA). To minimize transmission we propose that members of the committee be trained to manage each of the steps in the process below on any given day. A predetermined rotation will be developed for the Pandemic Response Team initial responder to support in the case of a potentially symptomatic student or staff member.

This team adheres to NYS guidelines on reporting cases, and engages with families in the event of isolated cases and determines engagement and follow up with families and reporting information.

Designation of a Pandemic Response Team (PRT) initial responder to be the main contact upon identification of positive COVID-19 case or potentially symptomatic individual and to be responsible for subsequent communication (students, parents, legal guardians, staff).

This PRT will include the campus Director of Operations as the designated COVID-19 safety coordinator. The responsibilities of the campus safety coordinator will include continuous compliance with all aspects of the school's reopening plan (e.g. monitoring and tracking of potential cases), 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 DOO/COVID-19 Safety Coordinator will also be the point person to

PRT Symptoms

- Fever, shortness of breath, loss of taste and smell, will be treated as COVID-19 symptoms that require a pandemic response (isolation room, family pick-up, and adherence to return to school protocol)

Process for initial engagement of PRT protocol:

A potential COVID-19 case (symptomatic) is identified (see symptoms above).

1. The supervising staff member (teacher, RSP, etc.) immediately radios with the call, "PRT (Pandemic Response Team member) needed."
2. The supervising staff member will place the student in a designated area by the door, where the student is visible and socially distanced awaiting the PRT initial responder.
3. In the event that a student presents with a symptom on the morning bus, for EC the RSP will radio for the PRT initial responder. The student will be taken immediately to the Nurse/Isolation room.
4. The PRT initial responder for the day (as determined by the calendar) dresses in appropriate PPE equipment and ensures that they have completed a safety checklist of equipment.

NOTE: In the event that an additional PRT call is initiated the PRT member next in rotation will respond to the call and implement steps below.

See flow and steps below once PRT is engaged:

STEP 1: Initial Response

1. FOA/Staff/Classroom teachers will radio that PRT support is needed at their location.
2. The PRT member will respond to the PRT call and dress in full PPE uniform.
3. Once the PRT member arrives to PRT request room, staff will share the observed student symptoms with the PRT responder.
4. In the event that an unconfirmed case is identified on the bus, the students on the bus not presenting as symptomatic will proceed to the regular home pod classroom and families will be notified.

STEP 2: Transport

The PRT Initial Responder will transition the students either to the Nurse's Office or the Isolation room (in the event that we do not have a nurse).

NOTE: In the event that the school does not have a Nurse, the PRT member will transport the student to the isolation room and screen for symptoms of COVID-19. In the event that a student presents with symptoms (define here) the PRT initial responder will:

1. Radio for the FOA/Social Worker to begin the process of communication.
2. Transition the student to the isolation room.
3. Supervise students in the isolation room. In the event that an additional student is brought to the isolation room, the first PRT responder will stay to supervise both students with appropriate social distancing.

STEP 3: Evaluation

Where possible, the initial evaluation is conducted by the Nurse, at which point the Nurse will take the temperature of the student and assess the student's health. In the event that we do not have a nurse, the PRT initial responder will take the student's temperature and observe symptoms upon the student's arrival in the isolation room.

As per the CDC and NYSDOH recommended guidelines, multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet by at least 6 feet.

STEP 4: Supervision

1. The PRT initial responder will maintain full PPE throughout the process.
2. If the student is deemed potentially symptomatic by the Nurse or the PRT initial responder, the PRT initial responder will notify the FOA/Social Worker and supervise students until family arrives.
3. The FOA will inform the PRT initial responder of the family's arrival at school for student pickup (e.g. "The family of __ (insert child's initials) is here") The PRT initial responder will meet the family at the exit.
4. Upon pickup, the PRT initial responder will provide the family with a full report of the student including but not limited to the student's presentation and symptoms throughout the process.
5. The PRT initial responder will follow all necessary clean-up protocols, including disposal of PPE.

STEP 5: Communication

The PRT initial responder managing the case will communicate with Director/Assistant Director/Director of Operations, who in turn will initiate communication with the following parties:

1. The School Principal/Campus Directors (if not first in line during that particular case).
2. The Social Worker--who will communicate to the symptomatic student's family (utilizing a predetermined script) for the symptomatic student. The family of the symptomatic student will be directed to take the student to a medical professional for further evaluation (likely to include COVID-19 testing).

Return to school protocols for individuals who develop COVID-19 symptoms

At Early Childhood, we will communicate to families to continue to keep their child(ren) at home in the event that they are ill.

In regards to students who develop COVID-19 symptoms and are present at school, certain key symptoms related to COVID (e.g., loss of taste or smell, difficulty breathing, etc.) will lead to the student being immediately isolated from staff and students. The latter student will then be picked up from his or her parent or legal guardian. Return to school protocol (PRT cases will be required to submit a negative COVID-19 test and attest to being symptom free for 24 hours without the use of medication)

In regards to adults who develop COVID-19 symptoms and are present at school, certain key symptoms related to COVID (e.g., loss of taste or smell, difficulty breathing, etc.) will lead to the adult being asked to leave the building and taking a COVID test. Similar to the student case, return to school protocol (PRT cases will be required to submit a negative COVID-19 test and attest to being symptom free for 24 hours without the use of medication)

For students and staff who develop symptoms that may be related to COVID-19 but are not strongly tied to the virus (e.g., congestion, sore throat, etc.) and are present at school, they will visit the nurse's office. In regards to students, the nurse will review their medical history and determine on a case-by-case basis whether the symptoms could be allergy-related or COVID-related.

•Contact Tracing & Tracking

At Early Childhood, the PRT Initial Responder will document all students sent to the isolation room or identified as potential cases. The outcome of each case will be recorded on a campus tracker, which will include documentation of any relevant information and follow-up, including tracing of any student or staff that may have come into *close* contact (less than 6 feet for 15 minutes or more) with a confirmed COVID-19 case.

Additionally, all students and staff will be required to complete a daily screening questionnaire before entering school grounds.

Cleaning and disinfection following suspected or confirmed COVID-19 case

Following a suspected or confirmed COVID 19 case, the facilities team will enter the respective space and sanitize and disinfect the designated areas which the student or staff member may have had direct and prolonged contact with.

Pandemic response upon identification of a positive COVID-19 case (quarantine requirements, subsequent communication for students, parents, legal guardians, staff, return to school protocols)

In the event of a confirmed COVID-19 case, the PRT team will work closely with leadership and the grade level social worker to identify “close contacts”. Once close contacts are identified (both students and staff) these individuals will be asked to quarantine. The family of students who were in close contact with the positive COVID 19 case will be contacted by the FOA/Grade Level Social Worker.

Once a student is picked up by guardian(s), the nurse/health professional and school staff should strongly encourage the family to visit a doctor and get the student tested for COVID-19, and provide the information of the closest (rapid--if possible) testing site, if asked.

Testing Site Information

[:https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page](https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page)

The PRT member will provide families with a print out regarding the next steps of the protocol for re-entry. This information is currently being compiled into a document to send to families when needed.

The DOO will coordinate follow up with a phone call to the family to ensure (based on the scenario below) families present the information necessary to re-enter.

Serving our Highest need Students

Educational Opportunities for Students in Quarantine/Isolation

If a student is asked to stay home due to being in Quarantine because they were diagnosed positive for COVID; or if they are assessed as a close contact and need to remain in contact, the school will provide live streaming. See process below:

Given that the student will be in isolate/quarantine, they are eligible to receive their academics via live stream, effective tomorrow. With that said, we need to fulfill a few steps:

1. **STEP 1:** Social Work to confirm if the student has access to technology. This includes a Chromebook and/or a hot spot (see slide 32). IF IN NEED OF TECHNOLOGY, SEE PROCESS FOR ACQUIRING.
 - Social Work will also communicate next steps (see below) what family can expect and who to reach out for support.

- Social Work to ask families if they are in need of picking up meal service. See times below.
 - If student has not been in school, please inform family that they will be able to come in to pick up materials. Please coordinate pick up with Ops.
2. **STEP 2:** Operations will arrange with the family and document the loaner on a Chromebook loaner tracker. Operations will ensure a contract is signed by family before Chromebook is loaned.
 3. **STEP 3:** Candy to confirm if student is available to begin learning tomorrow—otherwise learning begins Friday.
 4. **STEP 4:** Operations to locate and provide live streaming device needed and provide it to the homeroom teacher in the Manhattan class.
 5. **STEP 5:** Classroom and Specials teachers to provide ZOOM link (via direct post on Google Classroom no later than 7:45AM on the first day of learning).
 6. **STEP 6:** Classroom and Specials to upload any assignments to the Google Classroom page no later than 7:45AM on the first day of learning).
 7. **STEP 7:** Operations to bundle students materials available for pick up on the first day of learning. Operations will reach out directly to family when bundle is ready but no later than the first day of learning.
 8. **STEP 8:** Operations to provide food if requested by family as follows through the Broadway entrance:
 - 11:00AM-12:15PM for breakfast, lunch and snack.
 - Operations will reach out directly.

NOTE: If instruction will not be effective using livestream, provide written instructions on Google Classroom to allow for asynchronous learning.

4. Prevention Strategies

COVID-19 Testing (weekly, bi-weekly) for students, staff (unvaccinated vs. vaccinated)

The CDC states that screening testing may be most valuable in areas with substantial or high community transmission levels, in areas with low vaccination coverage, and in schools where other prevention strategies are not implemented. TEP will adhere to the CDC guidance which states that screening testing should be offered to students who have not been fully vaccinated when community transmission is at moderate, substantial, or high levels. At this time, community transmission rates do not fall under any of these levels.

COVID-19 Vaccination events

TEP will continue to promote COVID-19 vaccination within our school community, including but not limited to providing educational resources for staff, students, and families, and on-site vaccination events.