



# Reopening Plan

2020-2021

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## **Introduction**

The Co-op School is a small independent preschool (2 year olds)-8th grade school located in Bedford Stuyvesant Brooklyn. Our Reopening Committee, comprised of educators, the facility manager, business director, head of school and divisional leaders have worked to prepare our 2020-2021 reopening plan using the guidelines created by the Department of Health, the New York State Department of Education and the New York State Reopening Guidance for Religious and Independent Schools. Questions regarding education, programming and health protocols should be directed to the Head of School, Facility and Health and Safety questions can be directed to the Business Director. The Co-op School is a small school with small class sizes, a flexible curriculum and the majority of our students are under the age of 11. We look forward to welcoming our students back to school and are planning a staggered start to the school year for our three divisions, Preschool, Elementary and Middle School. While we will continue to be nimble to new information that we receive from both education and health experts, we are confident in our current plan and believe that we can implement the best health and safety practices and provide a supportive environment for all of our students.

### ***Communicating our Plan***

The Co-op School community is a cooperative with strong board and family involvement. We have and will continue to communicate our reopening plans through regular broadcast letters and updates. Weekly updates from both the administration and classroom teachers will begin once school resumes.

As we prepare to reopen the following will be completed:

- Reopening plans and dated communications will be posted on our website.
- Resources and best practices for the prevention of COVID-19 will be shared with all members of our community.
- Faculty, students and parents will be trained on how to follow all protocols and safer measures correctly.
- Signage will be clearly displayed throughout the school to guide anyone entering the school to adhere to CDC and DOH guidance, most importantly hand washing, face coverings and physical distancing.

## **Health and Safety**

### ***Admittance to the Building***

To keep our community as safe as possible only students, faculty, and staff will be permitted to enter and remain in the building. We understand that dropping off a two year old at the school entrance is not developmentally appropriate. Therefore, upon adhering to our building entry protocols one parent or caregiver will be permitted to walk their child up one flight of stairs to their classroom door. We will use our two entrances, Gates Ave, and Marcus Garvey Blvd to ensure that six feet can be maintained.

### ***Health Checks***

#### *Mandatory Daily Screenings*

For anyone entering the building, including all students, faculty, staff and any other necessary visitors, Co-op will conduct a mandatory health screening. A temperature check and health survey completed at home or on premises will be required each day for entry into the building. Any individual with a temperature of 100 degrees Fahrenheit will be denied entry or will be directed to an isolation room in the building until they can be picked up.

Our daily health survey will be required for all students, faculty and staff and must be completed each morning prior to coming to school. The survey will be available to fill out either online or via hard copies that can be picked up at school. The survey will include questions that address symptoms or situations that are considered symptoms of COVID-19. The list of questions will include coming into contact or proximity with anyone who has tested positive within the past 14 days; Testing positive for COVID-19 in the past 14 days; experiencing any COVID-19 related symptoms; and whether they have travelled to a state or country with widespread transmission per the New York State Travel Advisory within the last 14 days.

A faculty/staff member will be present at each entrance to greet each student. Upon arrival the faculty/staff member will ask if the survey has been completed. If it has not been filled out, one will be provided for the parent or guardian to complete and the student's temperature will be taken. Students who are absent will receive a phone call to inquire about their status. Any student known to be home with a fever over 100 degrees will be required to remain home for 10 days unless they have a negative PCR test for SARS CoV-2. DOH guidelines will be followed for reporting any students who are not cleared to return to school.

#### Positive Screens

Any faculty, staff or students who exhibit symptoms for COVID-19 will be immediately separated from others. Students will wait in an isolation room until they can be sent home and adults will be sent home and advised to contact their health care provider for screening. The Co-op School will provide information for testing sites and resources to all individuals. The school will immediately notify the local and state health departments about any positive diagnostic results and will follow DOH guidelines for allowing students or staff members who have screened positive for COVID-19 to return to school. At a minimum the individual must have completed at least 10 days of isolation, be without fever for at least 24 hours (without use of fever lowering medications), and all symptoms resolved or improved.

### Staff and Student Testing and Precautions for Reopening

The Co-op School requires mandatory COVID-19 testing for all faculty, staff and students after school breaks. We require weekly surveillance testing for all faculty and staff and a scheduled rotation for all students.

### Managing Illness

The Co-op School will implement protocols for caring for anyone who develops symptoms during the school day. There will be a nurse's office with an isolation space where a person with symptoms can be immediately isolated from others until arrangements can be made to go home or be taken to a healthcare facility. The nurse and any staff member caring or watching over the ill student or staff member will maintain a physical distance, if possible, but will also wear PPE equipment including a mask, gloves, eye protection and gown. Cleaning and disinfecting will follow CDC guidelines for all areas visited by the ill person.

### Cleaning and Disinfection After a Suspected or Confirmed COVID-19 Case

- We will close off the area the suspected person used.
- After 24 hours spaces occupied by the suspected person will be completely cleaned and disinfected.
- Routine cleaning and disinfection will resume.

## ***Hygiene Practices, Cleaning and Disinfection, Social Distancing and PPE***

## *Hygiene Practices*

### Handwashing

The Co-op School will follow all CDC and DOH guidelines with regards to hand washing including:

- Training for students and families
- Setting times in the daily schedule for routine hand washing
- Installing hand sanitizer dispensers in all classrooms and at entrances and hallways.
  - Hand washing will be encouraged and hand sanitizer use will be used at a minimum.
- Surface wipes will be available at communal work stations and approved disinfectant cleaners will be in the classrooms for regular table and high touch surface cleaning throughout the day.

### Face Coverings

Everyone in the building, including preschool, elementary and middle school students, faculty, staff and caregivers, must wear face coverings at all times..

Masks will be worn when entering and exiting the building and required in all public spaces including hallways, stairwells, bathrooms and any space where people are passing each other.

The below times are exceptions to general mask wearing:

- When a teacher determines that it is safe to take a short mask break.
- When eating at a socially distanced space or separated by a sneeze guard divider.
- Outdoors when activities are low risk and limited contact is taking place.
- Nap time

Acceptable face coverings include cloth-based, surgical masks that cover nose and mouth. Face shields without a mask are not acceptable protection and will only be used in combination with face covering. Acceptable transparent face coverings may be used when necessary for teaching preschool children and when teaching subjects that require a student to see the mouth, such as speech work, phonics, and world language classes.

## Provision of Masks

Each family will be encouraged to supply a total of at least six cloth masks for their child/ren. One mask to be kept at school, and the other five for each day of the week. Each mask must be labelled with the child's name. For students who forget their mask, the school will have additional masks available.

The School will provide face masks for teachers. If teachers find the options uncomfortable they may wear any of the acceptable options mentioned above.

Face masks must be washed or replaced at the end of each day's use and may never be shared. Students must wear a clean mask to school each day, they will wear their mask home at the end of the day to be washed and disinfected.

Training will be given to all students, faculty and staff on how to adequately put on, take off and discard all PPE equipment.

## *Cleaning and Disinfection*

Cleaning and sanitizing the school is the primary responsibility of the custodial maintenance staff. A comprehensive cleaning plan following State guidelines will be followed for all cleaning. Custodial staff will keep a log of all cleaning shifts that will be posted outside bathrooms and will show date and time of day of bathroom cleaning. In addition to this regular cleaning regimen the following precautions will be observed:

- Bottle refill fountains will be cleaned regularly and the partnered water fountains will be closed. All students, faculty and staff will have their own water bottles to use each day.
- Students will remain in a small stable cohort each day and will have limited movement around the school. Any shared materials or spaces will be disinfected between cohort use.
- Each student will have personal material kits for their private use.
- Spaces and materials shared by staff will be wiped down by the staff member after each use.

## *PPE*

Personal protective equipment will be provided for all staff conducting in-person screenings for individuals entering the building. PPE items including goggles, lab coats, gloves, masks, masks, and face shields will be available in the nurse's office.

## *Social Distancing*

To support social distancing guidelines for students and teachers, grades have been divided into smaller cohorts to ensure 36-45 square square footage space for each student. Desks will be spaced three feet from edge to edge and sneeze guards will be placed between students at tables. Staff who can complete their work from home will be asked to work remotely. Several changes, listed below, have been made to support distancing throughout the school.

- Spaces that were previously used for group gatherings such as the faculty lounge, music room, art room, and business office have been reconfigured as classrooms.
- Half of the library, a larger space with doors that open to the roof playground, will be used as space for teachers that need work space. Desks will be spaced a minimum of six feet apart.
- All faculty meetings will be remote and faculty and staff will not gather in small spaces within the school. Social distance markers will be present in areas where people gather, including photocopy machines, bathrooms, entrances and halls.
- 1:1 student/teacher work will be conducted with a mobile sneeze guard in place between the teacher and student.

## Mealtimes

The Co-op School does not have a cafeteria and all students eat in their classrooms. Students will eat at their desk either physically distanced or with a sneeze guard in place between students. The following protocols are in place to minimize risk during mealtimes:

- All teachers and students will wash hands before serving food and eating.
- Teachers will wear single-use gloves when serving food.
- Physical distancing and sneeze guards (when necessary) will be used to separate children.
- Faculty will model healthy behavior before, during and after eating.
- Surfaces will be disinfected after eating.
- All teachers and students will wash hands after eating.
- Teachers will pass out individually-wrapped snacks to students.

## Small Cohorts

The Co-op School is a small school with only one class per grade. To optimize social distancing safety measures we have created small stable cohorts by creating two sections for most grades in Elementary and Middle school and doubled our sections in preschool.

The average space per student is 30-45 square feet per student. Stable cohorts are together all day and taught by no more than three teachers in a day. Careful cohorting limited to no physical crossing with other groups of students will allow for physical distance to relax in the classroom and students will move around more freely.

### Configuring Classrooms

Spaces have been reconfigured for this year.

- All rugs, pillows and other extraneous soft materials have been removed from the classrooms.
- Desks have been distanced and will all face the same direction.
- Any shared spaces or materials will be disinfected between student use.
- Movement class will take place outside unless weather does not permit - at which point it will move to a large gym space and will have no more than 12 students.
- Hallways and stairwells will be marked for moving in one way traffic.
- The school library is "closed" until further notice. Students will browse for books in small selections or by request. Books will be disinfected before rejoining the collection.
- Music class is suspended for the year and students will instead engage in a year long Applied Theater course that will integrate performing arts and other core curriculum studies.
- Students and teachers will use the outdoor rooftop whenever possible.

### Arrival, Departure, and Scheduling

Arrival and departure is staggered by division and grade. Cohorts will enter the building in 15 minute increments. Students will gather by cohort in the morning and remain socially distant from other cohorts. Teachers will pick their cohort up from the school entrance and walk them to their classroom. Parents of students who are three and older will be required to say goodbye at the door and will not be allowed to enter the building. Students will follow a routine of shoe removal or cloth covers, handwashing, and storing belongings in independent spaces.

### ***Framework for Decision Making***

While there may be times over the coming year that we may be ordered by the governor to close following the state's guidelines there may be situations within our own borough or community when we will need to address the spread of the virus. The following guidelines will guide our decisions and practices.

### Quarantining a Cohort



Students are grouped in small stable cohorts allowing for limited cross exposure and for ease of containment should there be a positive or suspected positive case. If a student from a cohort is confirmed to test positive for COVID-19 the cohort and teacher and any others exposed will self-quarantine at home for ten days with day one being the day after contact.

If there is no contact beyond the pod, only the pod's division (Preschool/Elementary/Middle School) will be notified. If there is spread beyond the pod we will alert the whole school community Extra cleaning and disinfection of all spaces will take place. If the **student who tested positive** has a sibling(s) in another cohorts) the sibling(s) will also quarantine for ten days but classmates will not need to. If multiple students, between 3-5 of a single cohort are out sick the class will self-quarantine at home for either ten days or until all students are tested and results come back negative. Any student or teacher presenting with symptoms of COVID-19 during a self-quarantine period must follow the procedures for returning to school as outlined above.

If possible, remote teaching and learning will take place during the quarantine period. In the event that the teacher falls sick, The Co-op School will make every effort to employ coverage for the teacher. Remote teaching and learning will not continue if more than half the class is ill at the same time.

### Guidelines for school closure

If we must close the school building and enter a phase of remote learning the following guidelines will inform the decision:

- Multiple cohorts of students (3 or more) are in a two week quarantine period.
- Attendance falls to below 5% of the total school attendance on a single day, 4% over a two-day period, or 3% over a three-day period (students, faculty and staff).
- Health Check surveys are submitted with more than 5% of the total school population reporting symptoms on a single day, 4% over a two-day period, or 3% over a three-day period (students, faculty and staff).
- We are not able to staff appropriately because 10% of faculty and staff are absent.

## **The Co-op Community: Teaching Learning and Caring for our Students**

### ***Social Emotional Well-Being***

As we enter into the 2020-2021 school year, our vision is aligned in the understanding that the entire Co-op School community will return to campus having endured the adverse effects of trauma. The challenges faced with reintegrating the community, our neighborhood and around the world are unprecedented & multi-faceted. Our school will work with families in providing the necessary support, culturally-responsive and developmentally-appropriate interventions needed to develop a semblance of normalcy for our students. Anti-Bias/Anti-Racist (ABAR) Social-Emotional Learning (SEL) and Mindfulness approaches to equitable outcomes are now an integral characteristic of The Co-op School's core-values, approach and curriculum. Additionally, at the inception of Remote-learning, our Trauma Response Team delved into researching, planning and working in preparation of navigating anticipated residual social, emotional, physiological and behavioral symptoms that will have a direct influence on our students' capacity to make shifts in adjustment, thinking and learning. Our Learning Service Team will work with the Leadership Team and teachers to ensure implementation of best practices are provided in a nurturing and supportive atmosphere. The Co-op School's ABAR/SEL-rooted curriculum will scaffold vitality and promote healing throughout our community.

### Community Support, Restorative Practices and SEL Curriculum

- Additional time will be given during the day to build community, discuss trauma and heal, and facilitate building relationships.
  - Parent healing circles led by school counselor
  - Share healing circle prompts with teachers and provide ongoing teaching coaching around these topics
  - Ensure adequate support for students across all divisions struggling social emotionally and/or behaviorally (Selena/Hannah both readily available to support students inside/outside the classroom depending on protocols)
  - Counseling services as needed for students
  - Parent support groups
- Develop independence and resilience in preparation for the disruptions that may occur over the course of the year and to be ready for transitions between in person, hybrid and remote learning.
- Focus will be given to ensure that every student has a relationship with a teacher and has regular check-ins.
- Community building and bonding experiences will take place in the absence of in-person events.

### Adult Well-Being

Our adult community must also take care of themselves and each other and will need access to professional learning opportunities so that they may support our students. To address these concerns we will implement the following:

- Staff support, to process the impact of lived experience in order to strengthen a sense of belonging within the community and refine their teaching practice.
  - Staff coaching for behavior management, trauma-informed approaches and restorative practices
  - Staff Wellness Day in September
  - Staff Sanctuary Spaces
- Community groups to encourage connection
  - Affinity groups, Caring Circles and Committees.
- Professional learning opportunities and discussion groups have begun and will continue to focus on community and parental mental health and wellbeing, Trauma-Responsive practices, implicit bias and structural racism, and facilitating difficult conversations.
  - Provide teachers with training around Trauma-Informed Approaches within the educational setting
    - Summer 2020 PD week workshop: “Responding with Students & First Steps towards a Trauma-Informed School Community”
    - Staff completed trauma-informed webinar over summer and reading on race-based trauma and the impact of racial trauma on students in the classroom
- Weekly/biweekly parent support circles

## ***Facilities***

### Space

The Co-op School will follow all guidance related to health and safety. We meet fire code and have not altered any spaces. Two larger spaces, the library and the multipurpose space, will be reconfigured. Dividers will be used in the library to create a small cohort space for teaching. A privacy divider will be set up in the multipurpose room to create a nurse station. Next to this space is a small room for an isolation room. As of the writing of this report we do not plan to perform construction or demolition. If there is a need to make any changes to spaces we will consult our local authorities to ensure we meet all requirements and codes.

### Safety Drills

Co-op will maintain the required standard operations for all drills and will practice maintaining social distancing and wearing a face covering while practicing these drills. The school’s protocols for emergency drills will be reviewed and updated for the 2020-2021 school year.

### Ventilation

The Co-op School is a new building with a state-of-the-art HVAC system. In preparation for the 2020-2021 school year a thorough cleaning of the system, installation of [MERV-13 Air](#)

[filters](#) and increased fresh air flow will be conducted. Additionally, non fire rated doors will remain open to increase airflow and ventilation.

### Transportation

A small number of students use OPT bussing services. At the time of writing this report there has been no information regarding how OPT will service non-public schools and students in the Fall. The Co-op School will educate and encourage our students on practices to ensure the safest travel including:

- Wearing face coverings at all times.
- Maintaining social distancing at all times while waiting for the bus and embarking and disembarking.
- Encouraging cohort carpools

Once OPT releases information we will work with our families to follow their guidelines.

### Attendance

The Co-op School records attendance every day, both for in-person and remote learning. Our teachers and administration will work with families for any student who is chronically absent due to any reason. Communication through email, phone calls, and zoom meetings will be arranged to check in and support missed lessons or assignments.

### School Schedules

The Co-op School has created schedules for three scenarios; Onsite (in the building), Hybrid, and Distance Learning (Remote). With all planning for this year our top three priorities are 1. the health and safety of the community; 2. the social and emotional well being of our students; and 3. delivering an exceptional curriculum. These three goals have informed the creation of our schedules. As much as possible the movement between onsite, hybrid and distance will be fluid and allow for consistency for our students. Within our schedule we have intentionally planned for community, relationship building and social emotional curriculum.

## **Teaching and Learning**

### Preschool

Our youngest students will attend on site school every day unless we are mandated to close school or they must quarantine at home due to exposure or illness. We are prepared to go remote for our PreK classes but will suspend instruction for our 2 and 3 year olds. We will however have teachers checking in to maintain connection.

On site arrival and dismissal will be staggered by age in 15 minute intervals.

Schedules: Please note that the time frames will vary depending on the arrival/dismissal time for each pod.

<b>Preschool Onsite Schedule</b>	
8:45am - 9:00	Drop-off
9:00-12:00	Circle Time/Snack/Lavatory
12:00-12:45	Outdoor Play
1:00-2:30	Lunch/Nap
2:30-3:00	Snack/Exploration/Lavatory
3:00-3:10	Dismissal

<b>Distance Learning Pre-K Schedule</b> <b>Bold is via Zoom</b>	
<b>9-9:30 AM</b>	<b>Morning Meeting</b>
<b>9:30-9:50</b>	Snack and Movement
<b>10:00-10:30</b>	<b>Special Class</b>
<b>10:30-11:00</b>	Free Play
<b>11:00-12:30</b>	<b>Small Group Work</b>
<b>12:30-1:00</b>	<b>Lunch with Friends</b>
<b>1:00-1:30</b>	<b>Small Group Work</b>
<b>1:30-2:10</b>	Choice Time
<b>2:15-3:00</b>	<b>Read Aloud/End of the Day</b>

## Elementary

Elementary School is planning for full on site school for grades K-5. For the fully on site model, students will follow a staggered arrival and dismissal by a 15 minute interval schedule by grade. They are in stable cohorts of under 12 students and one teacher. They stay with their cohort for the entire day and leave for one 30 minute roof recess period daily. Each cohort teacher will be given breaks either by their assistant or a floater.

The hybrid schedule allows for staggered start to on site instruction. The days on site are staggered to reduce density in the building. The days not on site would be remote learning schedules.

## Elementary Hybrid Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
September (11 remote/ 6 on-site)	Remote	Remote	Remote	On-site	On-site
October (9 remote, 12 on-site)	Remote	Remote	On-site	On-site	On-site

### Notes/Noticings/Considerations

- Gives 5-6 days after on-site learning for health monitoring (temp checks at home daily)
- Using on-site days to teach priorities for in person: tech, SEL, community building
- This is a nice way to transition kids either to or from remote learning (assessing bi-weekly/monthly)
- Provides teachers with more options to arrange their schedules and needs
- Provides time to assess and adjust learning models and make informed decisions incrementally

## Remote Elementary Schedule

It is a mix of synchronous and asynchronous instruction - more synchronous for the older students who have more stamina.

TIME	
9-9:30	Morning Meeting/Read aloud (live)
9:30-9:40	Movement Break
9:40-10:10	<u>Workshop (live)</u>
10:10-10:20	Movement Break
10:20-10:50	<u>Literacy Small Groups (live)</u>
10:50-12	WIN: 1 on 1 check-ins/Intervention/Independent Work Time/Related Services
12-1	Lunch
1-130	Specials
130-3	Choice Time
3-4	Daily Pickup: Time for parents to schedule 15 minute calls with teachers if they choose to.

## Middle School

The three schedules are similar in framework. For the fully on site and hybrid models, students will follow a staggered arrival and dismissal schedule by grade. All models incorporate check-in times with teachers, space for scheduling related services, Advisory programming, and teacher prep periods.

Middle School will begin the school year remotely. We will reassess after four weeks and move to hybrid mode. In the hybrid model, the sixth and seventh grades will be divided into two cohorts each; one cohort will be remote and one will be onsite on a two-week cycle. Students will be in the school building Mondays, Tuesdays, Thursdays, and Fridays; all students will be remote on Wednesdays to allow for students to experience mixed-pod classes like Electives and whole group Advisory.

In the remote model, the arrival and dismissal times do not need to be staggered so the schedule is more uniform and synchronous. It follows a similar framework as the remote and hybrid models.

## Middle School Schedule

<b>Middle School Sample Schedule: OS, DL, Hybrid*</b> Wednesdays are remote all grades	
<b>8:00-8:45</b>	Staggered Arrival
<b>8:15 -9:00</b>	Advisory- staggered
<b>8:30 - 9:45</b>	Academic block 1
<b>9:45 - 10:45</b>	Academic block 2  <input type="text"/>
<b>10:45 - 11:30</b>	Skills 6
<b>11:30 - 12:30</b>	RECESS/ LUNCH
<b>12:30 - 1:30</b>	Academic block 3
<b>1:30 - 2:15</b>	Academic block 4
<b>2:15 - 3:00</b>	Academic block 5
<b>2:30-3:00</b>	Staggered Dismissal by grade

## Technology

The Co-op School provides devices for students on site and works with any family who needs a device for their child to work remotely. In March every student who needed a loaner device received one. Two weeks prior to the start of school we will survey our families to find out who may need to borrow a device. The first few weeks of school, students will be introduced to their devices and the platforms that will be used. Acceptable use will be taught and students and families are required to sign off on these policies. We will balance technology use and screen time with projects and work that gives our students a break from screens and encourages hands on learning. The Co-op School uses Google Classroom, Edsby, and SeeSaw as the hub of instruction, collaboration and student organization. We will use Zoom as our synchronous video conferencing platform. We have found that the ease of use, ability to use break out rooms and other features allowed for exceptional lesson delivery and optimized teacher student relationships in this challenging time.

## Parent Education

The Co-op School prides itself on strong relationships between teachers and parents. Through open communication parents are kept informed about their child's instruction and progress. This year we are planning to jump start these relationships with Meet and Greet meetings. Two weeks before the first day of school three students from a cohort with their parent/caregiver will come to school for a welcome to school meeting. The goal of these meetings is to form initial relationships, prepare students for their re-entry to school and



introduce arrival and departure routines to our students and their parents. At various points throughout the year we will host virtual parent meetings about topics that will help parents support their child should we move to remote learning.

### Learning Support Services

The Co-op School is extremely fortunate to have a strong learning services team. We acknowledge that having our students with learning differences in school for on site learning is a priority. Our Learning Specialist and her team will meet with students remotely and in 1:1 meetings to provide support. In all face to face meetings, face coverings, and/or sneeze guards will be used. Additionally, we understand that our students are returning to school after a five month hiatus. Our learning support team will be working with teachers to assess students literacy and math skills so that individual plans can be formulated to meet students where they are. In addition to our in-house support, our Learning Support Specialist coordinates our DOE-affiliated providers. Our learning services providers will use a combination of in-person and remote teaching to meet with students and provide for their individual needs.

### **Conclusion**

The Co-op School is in the fortunate position of being able to deliver an excellent program for all of our students. Our newly constructed state-of-the-art building is spacious allowing for enough classroom space to create additional cohorts. We have prepared for on site, hybrid and distant learning plans and believe our thorough plan for implementing health and safety measures will allow us to provide an environment that is as safe as possible. We are working hard to prepare a reopening for our students that will support them both educationally, socially, and emotionally while keeping them as safe as possible. While The Co-op School Reopening Plan has been carefully designed to mitigate the risk of COVID-19 at The Co-op School, such risk cannot be eliminated, and there is no assurance that COVID-19 exposure or infection will not occur in connection with in-person instruction. As this ever changing situation evolves we will continue to reassess and adapt as needed.