



# Opening Plan

2021-2022

## **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 2021-2022 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. 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.

## **Important points to note for the 2021-2022 Plan for the school year**

- 95% of our teachers are vaccinated
- All faculty and staff and students will be required to wear face coverings indoors and when students are in close proximity outdoors.
- We will conduct weekly surveillance testing. The tentative start date is the week of September 20th.
- Each room in the school has a Hepa Air purifier
- We will continue to require a daily health check completed BEFORE arriving to school
- We will continue to follow all best practices, guidelines and requirements issued by NYSED, NYS DOH, CDC and health experts.
- We will require all community members to read, sign and adhere to our Co-op Community Cares Pledge

## ***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:

- Opening plan 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 parent/guardian will be informed on how to follow all protocols correctly.
- Required 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 Kindergarten through eighth graders will enter the building independently, PS 2s, PS 3s and Pre-Kindergarteners will enter with a caregiver. Preschool caregivers will separate from their student at the classroom doorway and exit the building. There can be no lingering in the halls or socializing. All students will be required to ***obtain a Covid-19 PCR test prior to the first day***, and no earlier than 72 hours prior to.

### ***Health Checks***

#### *Mandatory Daily Screenings*

For anyone entering the building, including all students, faculty, staff and any other necessary visitors, The Co-op School 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 check will be required for all students, faculty and staff and caregivers before entering the building. The health check questionnaire **MUST** be completed each morning prior to coming to school. The health check is a downloadable phone app. The survey will include questions that address symptoms or situations that are considered symptoms of COVID-19.

A faculty/staff member will be present at each entrance to greet each student. Parent/Guardians must notify the school each day that their child is absent. 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 the school nurse isolation space until they can

be sent home and adults will be sent home and advised to contact their health care provider for screening. 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 non-vaccinated faculty, staff and students after school breaks and no more than 72 hours before returning to school. We require all non-vaccinated faculty and staff and a scheduled rotation for all students to participate in weekly surveillance testing that will be administered onsite at the end of each week. Families will receive information from the School Nurse before the first testing day with the scheduled rotation for students . The COVID-19 test will be a shallow swab administered by our nurse. We will not force children; if they are unable to test at school we will notify the parent/guardian and ask that the child be taken for testing.

### 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
- Hand sanitizer dispensers are installed in all classrooms and at entrances and hallways.
- 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.
- 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. Masks with vents and bandanas are not permitted.

## Provision of Masks

Each family will be encouraged to supply a total of at least six cloth masks for their children. 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.

## *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.
- 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.

## Mealtimes

The Co-op School does not have a cafeteria and all students eat in their classrooms. Students will eat at their desk physically distanced. 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 will be used to separate children.

- Faculty will model healthy behavior before, during and after eating.
- Surfaces will be disinfected before and after eating.
- All teachers and students will wash hands after eating.
- Teachers will pass out individually portioned snacks to students.

### Arrival, Departure, and Scheduling

#### Arrival:

All students must arrive at school at their designated time. K-8th grade students will enter the building one at a time, and walk to their classrooms. Students will be instructed to walk up stairs on the right and maintain distance from the person in front and behind them. There will be a fac/staff member on each landing to observe. PS students will enter with their caregiver. Caregivers will fold and stow strollers and proceed up the stairs to the 2nd floor. Students will separate from caregivers at the doorway of their classroom. We will use our two entrances. Middle School students and bus students will enter through Gates Ave, and all elementary and preschool students will enter at the Marcus Garvey entrance. Families should arrive at their designated arrival time and students will enter the building upon arrival. We will NOT be gathering by class at the entrance. Students will enter as caregivers show the health check app and proceed directly to their classroom.

Departure: Students will be dismissed on a staggered schedule by division and grade. Bus and Middle school students will leave through the Gates Avenue entrance, PS-5th graders will be dismissed from Marcus Garvey. Caregivers arriving for arrival and dismissal must wear face coverings at all times.

### ***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 Class

If a student from a class is confirmed to test positive for COVID-19 the class 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 class, only the class's division (Preschool/Elementary/Middle School) will be notified. If there is spread beyond the class 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 class the sibling(s) will also quarantine for ten days but classmates will not need to. If multiple students, between 3-5 of a single class 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 classes 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 2021-2022 school year, our vision is aligned in the understanding that we will continue to 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.
  - 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
  - Counseling services as needed for students
  - Parent/Guardian 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 Sanctuary Spaces
- Community groups to encourage connection
  - Affinity groups, Caring Circles and Committees.
- Parent/Guardian 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.

#### Safety Drills

The Co-op School 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 2021-2022 school year.

#### Ventilation

The Co-op School is a new building with a state-of-the-art HVAC system. In preparation for the 2021-2022 school year a thorough cleaning of the system, installation of [MERV-13 Air filters](#) and increased fresh air flow will be conducted. The HVAC system has been thoroughly serviced in preparation for the new school year. Each room has a Hepa filter. 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 class 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 two scenarios; Onsite (in the building), 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 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 onsite school every day unless we are mandated to close school or they must quarantine at home due to exposure or illness. If there is a closure, 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. Onsite arrival and dismissal schedules and school-day schedules will be shared before the start of school. Pre-kindergarten virtual schedules will be shared on the first day of remote learning.

## Elementary

Elementary School is planning for on-site school for grades K-5. The days not on-site would be remote learning schedules. The first day of a move to remote learning will be a planning day for teachers.

### 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
1-1:30	Specials
1:30-3	Choice Time
3-4	Daily Pickup: Time for parents to schedule 15 minute calls with teachers if they choose to.

## Middle School

Middle School will begin the year all on-site. Arrival is at 8:00 and students will enter the building as they arrive and proceed to their classroom. If we must move to remote learning, we will follow a remote schedule that will be shared on the first day offsite (a planning day for teachers.)

### Middle School Remote Schedule

<b>Middle School Sample Remote Schedule:</b>	
<b>8:30-9:15</b>	Advisory
<b>9:15-10:00</b>	Academic block 1
<b>10:00-10:45</b>	Academic block 2
<b>9:45 - 11:15</b>	Academic block 3
<b>11:15-12:00</b>	Academic block 4
<b>12:00-12:45</b>	Academic block 5
<b>1:00-2:00</b>	Break/Lunch/Rest
<b>1:00-2:00</b>	Academic block 6
<b>2:00-2:45</b>	Academic block 7

### 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. 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 and Edsby 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/Guardian Education

The Co-op School prides itself on strong relationships between teachers and parent/guardian. Through open communication parent/guardian are kept informed about their child's instruction and progress. This year we are planning to jump start these relationships with Class Visits. Before the first day of school schedules will be shared to allow for small groups of PS and ES students from a class with their parent/guardian to come to school to visit their classroom and meet their teacher. Middle Schools will attend orientation independently. At various points throughout the year we will host virtual meetings about topics that will help parent/guardian 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 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, we will coordinate 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 and we are prepared for on-site, hybrid and distant learning. We feel that 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.