



Opening Plan

2021-2022

Updated October 11, 2021

Introduction

The Co-op School is a small independent preschool (2 year olds) through 8th grade school located in Bedford Stuyvesant Brooklyn. The School's Reopening Committee, comprised of educators, the facility manager, business director, head of school and divisional leaders have worked to prepare the School's 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. In addition, the School has worked with the United Federation of Teachers, Local 2, AFT, AFL-CIO ("Union" or "UFT") on this Opening Plan. 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 the School 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 school year

- 100% 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.
- The School 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
- The School will continue to require a daily health check completed BEFORE arriving at school
- The School will continue to follow all best practices, guidelines and requirements issued by NYSED, NYS DOH, CDC and health experts.
- The School 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 the School community.
- Faculty, students and parent/guardians 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

The School's daily health check will be required for all students, faculty, 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 and situations in which infection with COVID-19 might have occurred.

A faculty/staff member wearing a face covering 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 Fahrenheit or higher 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 be escorted to wait in the school nurse's office/isolation space until they can be sent home and adults will be sent home immediately and advised to contact their health care providers for screening and treatment. 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.

Vaccination

The Co-op School requires that all staff and faculty of the School be vaccinated. The School will comply with all applicable federal, state and local requirements for providing employees with leave from work to receive each vaccination and to recover from side effects from the vaccination.

Any employee who believes they need an accommodation regarding this policy because of a qualifying circumstance must request a reasonable accommodation. The Co-op School will engage in an interactive dialogue with the requesting employee to determine the precise limitations of the employee's ability to comply with the policy and explore potential reasonable accommodations that could overcome any such limitations without imposing an undue hardship or posing a direct threat to the employee or other members of the School community.

Mandatory Testing

The Co-op School requires mandatory COVID-19 testing for all faculty, staff, and students after school breaks and no more than 72 hours before returning to school.

We require all 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. Faculty and staff are tested at a rate of 100 percent per week, and students are tested at a rate of 20 percent per week. Families will receive information from the School Nurse before the first testing day with the scheduled testing rotation for students. The COVID-19 test will be a shallow swab test administered by the School's nurse. We will not force children to submit to the test; 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.

Faculty and staff members who develop symptoms of COVID-19 will be required to report these symptoms to the school nurse as well as the head of school. All faculty and staff will be expected to follow the nurse's directions regarding isolation even if they believe that the symptoms may not be COVID-19-related. Faculty and staff will be directed to leave the school building and to contact their healthcare provider for evaluation, testing, and treatment if necessary. Once directed to leave, faculty and staff will be expected to leave school premises immediately.

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, lower, and middle school students, faculty, staff and caregivers, must wear face coverings at all times.

The School will require that masks will be worn when entering and exiting the building and when transiting through all public spaces including hallways, stairwells, bathrooms and any space where people are passing each other. Masks will also be required when in classrooms, activity rooms, offices, and any other spaces where individuals may be located.

Acceptable face coverings include cloth-based masks, surgical masks, and combined cloth/filter masks that cover the nose and mouth. Face shields worn without a mask are not acceptable protection, and face shields may only be used when necessary for teaching preschool children or when teaching subjects that require a student to see the mouth, such as speech work, phonics, and world language classes. Masks with vents, scarves, neck gaiters and bandanas are not permitted.

Exceptions to general mask-wearing:

- Nap time
- Outdoors when during limited contact and low-risk outdoor activities
- When a teacher determines that it is safe to take a short mask break outside
- When eating or drinking at a socially-distanced space from others

Provision of Masks

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

The School will provide face masks for teachers. If teachers find the School-provided face mask options uncomfortable or wish to wear their own masks, they may do so provided that the preferred face covering meets the other mask requirements in the Opening Plan.

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.
- 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, separated from other students and the teacher through a combination of physically distancing and dividers. The following protocols are in place to minimize risk during mealtimes and snacks:

- 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 upstairs on the right and maintain distance from the person in front of and behind them. There will be a faculty/staff member on each landing to observe that students are wearing their masks and maintaining the appropriate distance from others. 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 their caregivers at the doorway of their classroom.

We will use the School's two entrances. Middle School students and bus students will enter through Gates Ave, and all lower 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 the School's decisions and practices.

Quarantining

If a student or teacher from a class is confirmed to **test positive** for COVID-19, the students in the class and any other unvaccinated individuals exposed will self-quarantine at home for ten days with day one being the day after contact. Students in the class will be asked to PCR test between days 5-7. As all Co-op School teachers are vaccinated, teachers who had close contact with the positive individual will be asked to test between days 5-7 and return to work if they test negative. Vaccinated teachers with no close contact with the positive individual are not required to quarantine.

If there is no contact beyond the class, only the class's division (Preschool/Lower School/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 three or more students from a single class are out sick with COVID-19, 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:

- Three or more classes are required to go into a 10-day quarantine period.
- Attendance drops by 5% or more 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-8 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, and while seated on the bus (to the extent feasible).
- Encouraging class carpools

Once OPT releases information we will work with the School's 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). The School's top three priorities are 1. the health and safety of the community; 2. the social and emotional well being of the School's students; and 3. delivering an exceptional curriculum.

These three goals have informed the creation of the School's 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 the community, relationship building, and social-emotional curriculum.

Teaching and Learning

Preschool

The School's 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 the School's 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.

Lower School

Lower 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 Lower School 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

Middle School Sample Remote Schedule:	
8:30-9:15	Advisory
9:15-10:15	Academic block 1
10:15-11:15	Academic block 2
11:15-12:15	Academic block 3
12:15-1:00	Lunch
1:00-2:30	Asynchronous Work/Teacher Check ins

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 with 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. The School's newly constructed state-of-the-art building is spacious and we are prepared for on-site, hybrid and distant learning. We feel that the School's 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.