



# Opening Plan

## 2021-2022

Updated April 4, 2022

## **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.

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 parents/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. Parents/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. Students must be fever-free without the help of fever-reducing medications, diarrhea, and vomit free for 24 hours before returning and must obtain a negative test before returning. 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 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. All vaccination eligible students must be vaccinated if participating in afterschool and enrichment. 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.

## **TESTING**

### **Mandatory Testing**

The Co-op School requires mandatory COVID-19 testing for all faculty, staff, and students after school breaks and no more than 24 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 before the first testing day with the scheduled testing rotation for students. The COVID-19 test will be a shallow swab test. 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.

Individuals who were diagnosed with and recovered from COVID-19 within the last 3 months are not subject to testing within 3 months after the date of symptom onset from the initial COVID-19 infection or date of first positive diagnostic test if asymptomatic during illness.

### Managing Illness

The Co-op School will implement protocols for caring for anyone who develops symptoms during the school day. Any person with symptoms will be immediately isolated from others in the nurse's office 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. 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

Beginning on March 28th, 2022, The Co-op School will be mask-optional for all K-8th grade students and staff. All PS and PK students and staff are required to continue wearing a mask as per NYC DOHMH.

For PS & PK teachers and students, masks with vents, scarves, neck gaiters, and bandanas are not permitted.

Masks are still required 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.
- In classrooms, activity rooms, offices, and any other spaces where individuals may be located.
- In the nurse's office.
- A child begins to show symptoms while at school.
- Exposed to a positive individual, for 10 days post exposure.
- Returning from a positive Covid-19 isolation from day six through 10

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

Preschool & Pre-K students' 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. In addition to this regular cleaning regimen, the following precautions will be observed:

- Bottle refill fountains will be cleaned regularly.
- 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, 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 PS/PK students are wearing their masks and maintaining the appropriate distance from others. PS students will enter with their caregiver who must also be masked.

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.

### **Exposure, Quarantining, and Test to Stay**

As all Co-op School teachers are vaccinated, teachers who had close contact with the positive individual will be provided with rapid tests to test each day for five days after exposure and again on our regular surveillance testing day. Vaccinated teachers with no close contact with the positive individual are not required to quarantine. Individuals who were diagnosed with and recovered from COVID-19 within the last 3 months are not required to test.

When there is a positive case in a PK-8th grade classroom, all exposed individuals will follow the Test to Stay process. Individuals who have tested positive for COVID-19 within the past 90 days are not subject to testing.

### **Preschool Exposure**

When there is a positive COVID-19 case in a Preschool classroom, all student close contacts will follow the guidelines below:

- Close contacts are students who have **not** tested positive for COVID-19 in the last 90 days and are unvaccinated.
- Close contacts will quarantine for 5 days, Day 0 is the last day of exposure, Day 1 is the first day after the last exposure.
- For students who do not need to quarantine (they were **not** exposed or **have recovered** from COVID-19 in the last 90 days), we will do our best to accommodate in-person school. However, we cannot guarantee, as it is dependent on many factors. We will **follow up with individual families** to confirm if your child can return to school.
- The School will provide 2 rapid tests.
- Administer Test #1 on the morning of Day 6 before coming to school. If **negative** and **asymptomatic**, come to school.
- Administer Test #2 before school on Day 7. If **negative** and **asymptomatic** throughout the five-day quarantine, come to school.
- Any class that experiences a positive case, will PCR test on our regularly scheduled surveillance testing day.
- If at any point, an individual **develops symptoms** (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea/vomiting, diarrhea), they must stay at home regardless of rapid test results.



## **PK-8th Grade Test To Stay Process**

- When there is an in-school class exposure, we will distribute rapid take-home test kits to all exposed individuals.
- Students who are a “contact” but **remain asymptomatic**, may return to school as long as each rapid test is negative.
- If your child was exposed, you will be notified that your child is coming home with rapid test kits to test each day up until the fifth day of exposure.
- Please administer, or help your child administer Test #1 **on the day** they **receive** the test kit, followed by daily morning tests up until day five.
- As long as your child tests negative and is symptom-free, they can return to school.
- Administer Test #2 on the second day, and so on and so forth. If the weekend falls within the time frame, they **will not test on a weekend or non-school days** and will test again on the first return day the morning before school.
- Any class that experiences a positive case, will all PCR test on our regularly scheduled surveillance testing day.
- If at any point, your child **develops symptoms**, they must stay at home regardless of a negative rapid test result.

## **Requirements of Test To Stay:**

- Test to Stay is only for academic purposes.
- Students must **wear** their masks through the end of the TTS period.
- Asymptomatic **unvaccinated** students who have been exposed at school, and are Testing to Stay will not be permitted to attend after-school programs until the end of their 10 or 15 days from exposure.
- Students may ride the school bus.

If there is no contact beyond the class, only the class’ division (Preschool/Lower School/Middle School) will be notified. If there is spread beyond the class we will alert the school community. Extra cleaning and disinfection of all spaces will take place.

If the **student who tested positive** has a sibling(s) they will follow our household exposure guidelines.

If there are several students from a single class who are out sick with COVID-19, the school will determine if the class moves to remote, or continues with Test to Stay for the remaining students.

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.

## **Household Exposures**

A Household COVID-19 Exposure is an ongoing daily exposure **UNLESS** the individual is able to completely isolate from the positive individual.

Employees must notify the School Nurse and Head of School regarding any household exposure and the school will supply rapid tests for the duration of the exposure. Students must follow the below requirements depending on their age/grade.

### **All Preschool and PK Students who have not tested positive for COVID-19 in the past 90 days, are unvaccinated, and are unable to isolate away from the positive individual:**

- The student must quarantine during the positive individual's 10 day period.
- The student must quarantine for an additional 5 days.
- On the morning of the 16th day of the quarantine, the student will rapid test and if negative and asymptomatic throughout the entire period, the student may return to school.
- **REQUIREMENT:** Student must be able to wear a well-fitting mask upon their return.

### **Kindergarten - 8th Grade who have not tested positive for COVID-19 in the past 90 days, are vaccinated, and are UNABLE to isolate away from the positive individual:**

- Students must quarantine for 5 days after exposure before participating in TTS.
- Vaccinated students must **Test to Stay each morning for 15 days** (10 days through the positive individual's quarantine and an additional five days). Families are expected to supply these test kits.
- On the morning after their 5 day quarantine, if their test is negative, and the child is completely **ASYMPTOMATIC**, the student may come to school.
- Any student during this 16-day period that is **unable to wear a well-fitting mask** will be required to quarantine at home for the 10 days of the positive household individual's isolation period and an additional five days. On the morning of Day 6 - the 16th day of the quarantine, the student will rapid test and if negative and asymptomatic throughout the entire period, the student may return to school.
- Please screen your child, any student with symptoms will be sent home to test twice within 24 hours.

### **Kindergarten - 8th Grade who have not tested positive for COVID-19 in the past 90 days, are vaccinated and are ABLE to isolate away from the positive individual:**

- Students must quarantine for 5 days after exposure.
- Vaccinated students must **Test to Stay each morning for 10 days**. Families are expected to supply these test kits.
- On the morning after their 5 day quarantine, if their test is negative, and the child is completely ASYMPTOMATIC, the student may come to school.

- Please screen your child, any student with symptoms will be sent home to test twice within 24 hours.

### Guidelines for School Closure

Each day the school nurse completes the required Department of Health School Report. All positive cases are reported to the Department of Health through this report. Schools will only be closed when it is determined by the New York City Department of Health and Mental Hygiene (DOHMH) that there has been a widespread transmission in the school.

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

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

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
- 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

### **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. 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).

#### 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 will suspend instruction for the School's 2 and 3-year-olds. These classes, however, will maintain class connection and teachers will provide circle time zoom meetings beginning on the first day of quarantine.

Pre-kindergarten classes will implement remote learning with more synchronous learning, the first day of remote learning will include one circle time meeting so that teachers can check in and share the plan for the remaining remote days. Full-remote scheduling will commence on the second day of remote learning.

Preschool and 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 remote learning will include one remote class meeting so that teachers can check in and share the plan for the remaining remote days. Live-remote scheduling will commence on the second day of remote learning.

### 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 is planning for on-site school. The days not on-site would be remote learning schedules. The first day of remote learning will include one remote class meeting so that teachers can check in and share the plan for the remaining remote days. Full-remote scheduling will commence on the second day of remote learning.

## Middle School Remote Schedule

<b>Middle School Sample Remote Schedule:</b>	
<b>8:30-9:15</b>	Advisory
<b>9:15-10:15</b>	Academic block 1
<b>10:15-11:15</b>	Academic block 2
<b>11:15-12:15</b>	Academic block 3
<b>12:15-1:00</b>	Lunch
<b>1:00-2:30</b>	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.