

Helen Barrett Montgomery -PHASE 2- revised 1/2021 Rochester City School District COVID-19 Reopening Plan

Building Name: Helen Barrett Montgomery

Address: 301 Seneca Ave. Rochester NY 14621

Principal: Connie M. Wehner

Contact Information: School phone: 585-266-0331 ext 1003

cell 585-738-8406 email connie.wehner@rcsdk12.org

Building Hours:

- Staff can enter the building between 6:30 am, and exit the building no later than 6:30 pm in order for the building to be thoroughly cleaned.
- Staff have to enter at exit 1 or exit 5-must complete daily online screener and have temperature taken. Also must sign in and out each day.
- Masks are to be worn at all times (except when eating lunch with social distancing or for mask breaks).

General Information:

Go back to the regular Bell schedule on 2/8/2021- start time is 7:30 a.m.

Phase 2 (Phase 3 - when start date is determined):

- Hours 7:30-2:00
 - all students- in person and remote (Monday and Tuesday, with Wednesday asynchronous and remote on Thursday, Friday)
 - IN PERSON: Teachers, Support staff, para's TA's for Prek-6 students will work in person from 7:30-2:00
 - RTA will report 15 minutes prior to the start day (7:15 am)
 - RAP will be on post and ready to receive students no later than 7:30 a.m.
 - Students cannot enter building until 7:30 a.m.- Walkers, non bus riders will have to wait in a parent/guardian vehicle until 7:30 a.m.

Building Hours/ Instructional Hours:

- Staff can enter the building between 6:30 am, and exit the building no later than 6:30 pm in order for the building to be thoroughly cleaned.

Remote Learning PreK – 8: Synchronous and Asynchronous :

- Monday and Tuesday the remote students will be synchronously participating in class through zoom while the hybrid classmates are physically in school.
- Wednesday will be asynchronous for all students.
- Thursday and Friday- all students are remote and all classes will be conducted through zoom.
- Students in grades 7-8 will follow their typical class schedule in a remote learning environment. Doing so will ensure consistency and continuity of instruction, eliminate conflicts, and build natural breaks (lunch) into the day for students. This also retains planning time for teachers. A combination of synchronous large group instruction, synchronous small group instruction, and asynchronous learning will be provided to students each week.

The learning platforms will be Seesaw at K-2 and Google Classroom Grades 3-8. A combination of synchronous large group instruction, synchronous small group instruction, and asynchronous learning will be provided to students.

Hybrid Teaching

Prek- 6: effective 2/8/2021, grades 7 and 8 effective 2/22/2021

Students will come to school on Monday and Tuesday to receive face to face learning. Direct in -person instruction will be delivered to students in small groups(no larger than 12 students) within their classroom while maintaining health and safety measures outlined by CDC guidelines. Synchronously, remote students will be part of the classroom through zoom.

The model is designed to address the guidelines as outlined by NYS Education Department, Monroe County and NYS Health Departments, and CDC.

All Staff reporting to school

Professional Learning for Staff to expand knowledge base of digital materials, communication tools and differentiation techniques used through distance learning to support all students inclusive of ENL and SWD.

Digital platform used:

Prek3- grade 2- Seesaw

3-8- Google classroom

Remote learning rooms will be through zoom

Staff is to continually update and monitor the HBM Google codes and Links folder

This site is inclusive of:

-identify class and the zoom link to this specific class

-link to : depending on the grade level

-Google classroom

-SeeSaw

Social Distancing

We will maximize social distancing whenever possible. Students and staff will remain 6 feet apart as much as possible

- Hallways:
 - Students and staff must wear face masks at all times in the hall.
 - Staff and students will move single file in hallways and stay to the right-hand side
- Elevator Use:
 - Elevators should be used only when absolutely necessary.
 - Whenever possible, only one person is allowed on an elevator at a time.
 - Masks must be worn in the elevator at all times.

Classroom Considerations

- Classroom Seating and Student Spaces
 - Students' desks must be 6 feet apart (side by side).
 - All students should be facing forward.
 - Students are only allowed to work at their designated space all day.
 - Students will not share any materials.
 - Rugs will be rolled up and stored.
 - Small group tables (horseshoe/ kidney) will be removed and stored.
 - Classroom teachers will clean as appropriate in their classroom.
 - Students will have a small bin for their pens/pencils and smaller items.
 - Students' personal belongings will be kept at or near their desk. Teachers in grade k-5 may use cubbies.
 - If using cubbies: Students are allowed to put away or retrieve their belongings one at a time.

- Bathroom: in class
 - Signage will be created to remind students to wash hands and/or sanitize before and after using bathroom.
- Bathroom- Shared in 4/5 grade hallway
 - Cleaning by Custodial routinely throughout the day
 - Each class in 4/5 hallway will have specific times to use bathroom.- use bathrooms 131A/131B.
 - Individual student needs- use bathrooms 131A/131B.
- Bathroom- 6th grade hallway
 - Cleaning by Custodial routinely throughout the day
 - Each class in 6th grade hallway will have specific times to use bathroom.- use bathrooms 191A/191B
 - Individual student needs- use bathrooms 191A/191B.
- Bathroom- 7/8 grade-second floor
 - Cleaning by Custodial routinely throughout the day
 - Each class in upper school will have specific times to use bathroom.- use bathrooms 202/204
 - Individual student needs- use bathrooms 202/204
- Nutrition:
 - Breakfast:
 - Students will eat in the classroom.
 - Breakfast will be delivered each morning by cafeteria staff.
 - Hands will be washed/ sanitized before and after breakfast.
 - Lunch:
 - Some grade levels will eat lunch in the classrooms.
 - Masks will be worn whenever students are not seated at their assigned seats in the classroom.
 - Lunches will be delivered to the classrooms by cafeteria staff
 - Students will remain seated while eating and garbage will be collected by an adult.
 - Hands will be washed/ sanitized before and after lunch.
 - Some grade levels will eat in cafeterias, following all CDC guidelines.

Exploratory classes:

Identify where special area instruction will take place. Identify if there are shared items and how shared items will be disinfected between each use.

- Art, Music, PE and Library will come to the classroom to provide instruction.
 - Physical Education: If weather permits- PE classes will be allowed to go outside following guidelines:
 - At all times twelve feet of space is required in all directions in areas where aerobic activities.
 - NO use of playground for PE
 - NO sharing of equipment during class
 - All equipment must be cleaned before next group
 - Green Space will be divided into sections depending upon number of classes using greenspace – cones will indicate teaching areas and will be placed in appropriate areas each morning (weather permitting) prior to any PE classes.
 - NO use of bathroom during PE class if outside.
 - PE teachers need to have at least 1 radio when outside
 - Vocal Music- in classroom
 - if available:
 - Use of the cafeteria to allow for Twelve feet of space is required in all directions in areas, projecting the voice (singing), or playing a wind instrument take place
 - Desks will be in café 12 feet apart in all directions
- Instrumental Music
 - Max 4 students in band room following 12 foot rule for wind instruments and 6 foot for all others.
- Exploratory teachers will be provided with a cart to move between classes.
- Librarian will bring a selection of books to the classroom for students to choose from.
- All materials used will be cleaned between each student use.
- Students must remain 6 feet apart in classroom.
- All equipment must be cleaned between classes.

Support Staff:

Speech /Language, Social Worker:

S/L- use of a Plexiglas barrier to conduct S/L sessions in a 1:1

Shared Spaces

- Shared spaces will be disinfected at least once daily and more often if necessary by building custodial staff
- High-touch surfaces in shared spaces will be disinfected multiple times throughout the day by building custodial staff
- Classrooms will be disinfected every Wednesday and Friday by building custodial staff
- Teachers will be provided with disinfecting spray, water spray bottle and paper towels for use in their classrooms.
- Teachers will be provided with a spray bottle with hand sanitizer.
- The disinfectant provided to classrooms has a 10 minute contact time. A water rinse is required if the surface will be used for food consumption or preparation.
- Staff CANNOT bring in disinfectants and cleaners from home.
- Playground:
 - Playgrounds do not require disinfection between cohorts.
 - Proper hand washing guidelines should be followed before and after playground use.
- Bathroom:

Health Hygiene- correct hand-washing should be taught to students and reinforced throughout the day.

 - Staff and Student Bathrooms will be cleaned throughout the day.
 - Staff and Students will be expected to wash hands following specific guidelines.
 - Signage will be displayed by sink.

- Water for drinking:
 - Students will have access to drinking water in the classroom (sinks).
 - Cups will be available from Teacher
 - Encourage students to bring their own water bottles.

Water Fountains:

- Bottle fillers on drinking fountains will be operational and available, while spouts will be fully covered and unavailable for use.

Designated Pick-up and Drop-off Location for Deliveries:

- Deliveries will follow the same protocol of leaving items in the custodial area after contact with the custodian
 - All large deliveries will be picked up or dropped off at Exit 4.- custodial entrance
 - All food service deliveries will be dropped off/picked up at exit 10.
 - Mail and small packages will be dropped off/picked up at exit 1.

Supplies

- Classrooms will have masks, gloves, hand sanitizer, disinfectant, water to rinse desks after disinfection, paper towels, and soap if there is a sink in the room.
- Administrators and Head Custodian have a plan to monitor building supplies.
 - Supplies to be inspected include: face covers, tissues, hand hygiene materials (i.e., soap, paper towels, hand sanitizer) and cleaning supplies (i.e., disinfectant, paper towels, general purpose cleaner).

If a teacher needs more supplies, they must email Roberto Cruz requesting supplies. These supplies will be delivered to the classroom within 24 hours after the email is received and acknowledged by Roberto Cruz.

Face Covers

- Masks will be provided by the Main Office when needed.
- Everyone will wear a mask that covers the nose, mouth, and chin at all times unless 6 feet of space in all directions is available or a physical barrier is in place.

- Students can only be excused if they have a signed Mask Exemption Form on file.
- Additional PPE will be provided to staff that work with students with a mask exemption. Physical barriers may be used. Their desk must be at least 6 feet from other students.
- There are no mask exemptions for staff.
- Masks will be worn at all times in classrooms unless a mask break is given. Mask breaks should only be a few minutes in duration and should take place when quiet work is being done. Six feet must be available. One option is to give mask breaks to students by row.
- Staff should not eat together unless there is six feet of space.
- [URMC Mask Toolkit](#)

Screening & Visitor Log:

Staff Arrival: Temperature Screening & Staff Daily Screening

- Are expected to complete the COVID-19 on line screening prior to entering the building or upon arrival at the kiosk.
- Staff must not report to work if they fail the screening.
- Staff that fail the screening need to and adhere to the Request for Absence procedures in the Staff Handbook and contact the following people starting at 5:30 am and no later than 9:00 pm the night before:

AND

- **All Staff** contact Benefits 262-8206 or email the Benefits inbox.
Benefits@rcsdk12.org
- Staff will:
 - use the Exit 1 Main Office or Exit 5 for arrival.
 - must “swipe” their ID’s at the key pad at either exit 1 or exit 5. Every badge needs to be swiped for monitoring (that means no holding the door for each other!) If you need a new badge, please notify Plant Security, 336-4160.
 - take temperature using the automated temperature screening- by making fist and put it under the scanning device
 - anyone that fails the automated temperature screening will have their temperature retaken by the SSO /ADM at the exit with an temporal thermometer.
 - staff who have a temperature over 100.0°F will go home.

- All staff must sign in/out in the HBM staff binder at exit 1 or 5.

Student Screening:

- Health Checks:
 - ALL students will be temperature checked before entering the building.
 - There will be assigned staff members at Exit 5 (for bus riders) and Exit 1 (for walkers) taking temperatures each morning starting at 7:30 am.
- Arrival:
 - Bus Riders:
 - Students will be let off 4 buses at a time at Exit 5 (k-5), exit 6 (6-8).
 - Students will adhere to social distancing (6 feet apart) prior to entering the building.
 - Each student will have their temperature checked on the bus.
 - Walkers:
 - Students who are dropped off will enter through Exit 1 no earlier than 7:30 a.m..
 - Upon entering, social distancing will be followed.
 - Each student will get their temperature checked at exit 1.
 - Late Arrivals:
 - Students are considered late starting at 7:45 am.
 - Students will have their temperature checked at exit 1.
 - Students arriving after 7:45 am will enter through Exit 1, be signed in and provided a late pass.
 - ONLY students will be allowed past the main office.
 - Pre K:
 - Prek4 students will enter through Exit 1 at 8:30 am. Only students will be allowed to enter the building after having their temperature checked.

Identify Screening Team

- The Screening team will consist of the following members:
 - Exit 1:
 - SSO
 - Parent Liaison
 - HBM staff
 - Exit 5:
 - Felecia Drysdale
 - Lynda Mortis
 - Connie Wehner

- Johnnie Mathis
- SSO
- Olivia Cushman

Visitor Screening & Log:

- Main Office- Only students and staff will be allowed past the main office. No other visitors/ volunteers will be allowed in the building.
- Masks must be worn by visitors when entering the office
 - Visitors will also temperature check and will need to sign into the building

If a parent is dropping off student meds/information- Nurse will be called to main office foyer to interact with parent/guardian.

Positive Screening

Identify a dedicated isolation room for students or staff members that with a temperature, signs of illness, and/or a positive response to the screening questionnaire. Students must be supervised prior to being picked up or otherwise sent home. Students' parent/guardian must be provided with information on testing resources and advised to contact their healthcare provider. If possible, staff members should leave the building immediately. Advise staff to contact their healthcare provider and the Benefits Department.

Isolation Room Location: 102, staffed by nurse

Safety and COVID

Updated COVID-19 Testing Protocols Presentation.pptx

- Management of ill persons- Anyone showing signs or symptoms of COVID-19 will be isolated until they can be sent home. The isolation room will be located in the conference room next to the nurse's office and supervised by the nursing staff.
 - Any staff member or student with a fever of 100 degrees or greater will be isolated until they can be sent home.
 - The most common symptoms of COVID-19 include:
 - Fever or chills (100 degrees Fahrenheit or greater)
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headaches
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

- It is strongly recommended that all staff are educated to observe students or other staff for signs of any type of illness such as:
 - Flushed cheeks
 - Rapid or difficulty breathing
 - Fatigue or irritability
 - Frequent use of the bathroom
- Any students/ staff exhibiting any of these symptoms should be seen by the school nurse.
- Returning to school:
 - If person has NOT been diagnosed with COVID-19, they can return to school:
 - Once there is no fever (without the use of fever reducing medicine) and have felt well for 24 hours.
 - If they have been diagnosed with another condition and has a healthcare provider written note stating that they are clear to return.
 - If a person has been diagnosed with COVID-19, they should not return to school and stay home until:
 - It has been at least 10 days since the first symptoms.
 - It has been at least 3 days since a fever (without the use of fever reducing medicine)
 - It has been at least 3 days since symptoms improved (including coughing and shortness of breath).

COVID Testing-On Site

- Testing will be performed by health office staff- Ms. Sherman and Ms. Michael
- Ms. Wehner and Ms. Huertas will be responsible for managing the testing plan
- Individuals selected to be tested must be at random and unique until we exhaust the testing pool
- Students must have a consent form filled out prior to testing. (mailed home to families last week in January)
- We will not test a student that refuses
- Staff cannot refuse testing
- **Yellow Zone** - 20% of the combined in-person staff and student total must be tested over 2 weeks.
- Testing can stop if the positivity rate is lower than the 7 day average of the yellow zone.
- **Orange Zone** – 20% of the combined in-person staff and student total must be tested over a month period with 10% being tested every 2 weeks.
- **Red Zone** - 30% of the combined in-person staff and student total must be tested over a month period with 15% being tested every 2 weeks.

- If the random sampling generates 9 or more positive cases in any school, or if for a sample size of more than 300 weekly tests, achieves a positivity rate of 2% or higher (6 cases or more depending on sample size) then the school will be required to close.

Safety Drills:

- Evacuation and lockdown drills- Must still be conducted- should plan for social distancing measures. More information in HBM Staff Handbook
- Evacuation Drills: Staff and students will follow the evacuation plan in the HBM staff Handbook and posted in the classroom. When outside of the building, classes will follow social distancing lines. Each classroom will have an assigned space.
- Lockdown Drills: Staff will follow lockdown drill guidelines. Students and staff must wear masks and move to the designated corner of the room. All students should face forward while waiting to avoid face to face contact.

Dismissal:

- For students who ride the bus:
 - Students will get their belongings one at a time.
 - Classes will follow social distancing guidelines while walking down the hallways.
 - Classes will be dismissed by PA system or by a designated staff member.
 - Students board busses, following transportation guidelines set by bus drivers.
- For students who get picked up: walker students will report to the cafeteria.
 - While in the room, all staff and students will adhere to social distancing guidelines (stools set 6 feet apart).
 - Parents will come to the exit 11 and tell the staff member who they are picking up.
 - Designated staff member will call for student for dismissal.
 - Student will be dismissed at exit 11 to parent /guardian, after HBM staff is assured the adult picking up student is in Powerschool.
- Early pick up:
 - All parents will enter through the Exit 1- Main Office or parents can call from the car and the student will be escorted out to them by the SSO.
 - Office staff will call for the student.
 - Parent/student will exit through exit 1 foyer area
 - Parent sign's off when receiving the student.

Communication:

- Information will be communicated, in multiple languages, with families.
- Weekly/ Monthly updates will be shared with families through Facebook , Twitter , Class Dojo, robocalls, and newsletters.