

Rochester City School District COVID-19 Reopening Plan

Building Specific

Building Name: Andrew J. Townson School No. 39

Grade Level PreK - 6

Address: 145 Midland Avenue

Principal: Dr. Shalonda Garfield

School Phone: 585-467-8816

Time: 9:00AM - 3:30PM

Contact Information: Shalonda.Garfield@rcsdk12.org

- Building Hours:
 - Staff may enter the building Monday and Tuesday between 8:15 am, and exit the building no later than 4:15 pm in order for the building to be cleaned.

General Information:

Hybrid Model Pre K-6

- Pre K- 6th Grade will have a hybrid model.
 - All scholars who opted for Hybrid model and all staff will report for in-person teaching and learning on Monday and Tuesday.
 - Remote teaching and learning will occur on Thursday and Friday for all scholars and staff.
 - Wednesday will be an asynchronous day for all scholars.
 - Wednesday will be designated for staff professional development and collaborative planning.
 - All staff will work remotely on Wednesday, Thursday and Friday while the building is deep cleaned and to minimize risk/exposure.

Teacher Assignments - Hybrid/Remote Class Size

<https://docs.google.com/spreadsheets/d/1HmVYX05C4mxETtQiyeglZ-zboltXe5C8/edit#gid=1209956518>

Remote Learning

- The days where scholars are scheduled for remote learning, instruction will be an extension of the classroom. Scholars will be engaged in a variety of learning experiences which may include pre-recorded video of a teacher providing direct instruction, a video of other teachers teaching a skill, a link to an article for a scholars to read and respond to, a math or science problem set to be worked on and submitted for feedback, grades etc.
- The learning platforms will be Seesaw at K-2 and Google Classroom Grades 3-6. A combination of synchronous large group instruction, synchronous small group instruction, and asynchronous learning will be provided to scholars.

Social Distancing

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

- Floors and sidewalks will be marked for social distancing.

Classroom Seating:

- Scholars desks will be 6 feet apart (side by side). In most classrooms the class size will not exceed 9 scholars. 3 rows 3 desks in each row.
- All scholars' desks will face forward.
- Scholars are only allowed to work at their designated space all day.
- Scholars will not share any materials.
- Scholar spaces will be cleaned daily.
- Scholars will have an individual bag for their materials.
- Rugs will be rolled up and stored.
- Small group tables (horseshoe/ kidney) will be removed and stored.

Hallways:

- Social distancing will be in effect in hallways. There will be designated staircases for up only and down only.
 - Up only staircases- Exit 5, Exit 2 (Walkers)
 - Down only staircases- Exit 8
- Scholars and staff must wear face masks at all times in the hall and while in the physical presence of others.
- Staff and scholars will move single file in hallways and stay to the right-hand side. 6ft apart (every 6 tile blocks)
- Staff will support with Scholar Supervision when not working with children to ensure social distancing protocols are being adhered to when scholars go to the restrooms etc. A schedule will be provided.

Elevator Use:

- Elevators should be used only when absolutely necessary.
- Whenever possible, only one person is allowed on an elevator at a time.

Nutrition

Breakfast:

- Scholars will eat breakfast in the classroom.
- Breakfast will be delivered each morning by cafeteria staff.
- Hands will be washed/ sanitized before and after breakfast.

Lunch:

- Scholars will eat lunch in the cafeteria.
- Desks will be set up 6ft. apart in the cafeteria. Scholars will eat at the same desk each day.
- Scholars will remain seated while eating and garbage will be collected by an adult.
 - Desks will be cleaned in between each serving.
 - Hands will be washed/ sanitized before and after lunch.

Special Subject Teachers

- Specials including Art, Physical education, music, library, instrumentals, will be delivered synchronously and in-person. Special subject teachers will report to work, in-person, on Mondays and Tuesdays and report to their assigned class outlined in the master schedule. Scholars who are “remote only” will participate via Zoom class.
 - Note: Specials will be held in the classroom and/or outdoors (weather permitting).
 - Physical Education classes will be held in the gym. Teachers are expected to escort their class to the gym unless an accommodation has been put in place.
 - Art will be held in the art room. Teachers will need to escort the scholars assigned to the art room.
- Scholars must remain 6 feet apart at all times.
- No sharing of equipment whatsoever. All equipment (if used) must be cleaned between classes and use.
- Library teacher can bring a selection of books to the classroom for scholars to choose from.
 - All materials used will be cleaned between each scholar use.
- All materials must be cleaned between each scholar’s use.
- Twelve feet of space is required in all directions in areas where aerobic activities (gyms), projecting the voice (singing), or playing a wind instrument take place.

Teaching Materials

- Staff should consider creating a bin or cart with teaching materials (teachers guides, plan books, etc) that can be easily mobile.
 - Principal will provide carts for special subject teachers on a first come first serve basis based on availability.
- Access to classrooms will be limited to Monday and Tuesday in order to minimize risk/exposure and for deep cleaning to occur.

Social Distancing Classroom Plans:

- Classroom Seating:

- Scholar's desks must be 6 feet apart (side by side), in rows and no more than 12 desks in a classroom.
- All scholars should be facing forward.
- Scholars are only allowed to work at their designated space all day.
- Scholars will not share any materials.
- Scholars will have an individual bag/ storage for their materials.
- Scholar work spaces will be cleaned daily.
- Rugs will be rolled up and stored.
- Small group tables (horseshoe/ kidney) will be removed and stored.

Note: All teachers will be provided with a cleaning/sanitation supply kit.

Shared Spaces:

Playground:

The playground will be a shared space for recess when weather permits:

- Playgrounds do not require disinfection between cohorts.
- Social distancing protocols must be enforced outdoors.
- Proper hand washing guidelines must be followed before and after playground use.

Bathroom:

- Scholars will use the bathroom one at a time whenever possible.
 - All staff who are not working with scholars will support with monitoring social distancing in the hallways and will ensure no more than 2 scholars are in the restroom at one time.
 - Bathrooms will be cleaned periodically throughout the day. A regular cleaning schedule will be developed with the custodial team.
 - Scholars/staff are expected to wash hands following specific guidelines.
 - Health Hygiene - correct handwashing will be taught to scholars and reinforced throughout the day. Teachers will also explicitly teach scholars expectations for social distancing in the bathroom.
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- Plumbing Facilities- scholars will have access to drinking water. Bottle fillers on drinking fountains will be operational and available, while spouts will be fully covered and unavailable for use.
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 - Copy Room (2nd floor) will be a shared space for teachers to use to plan on their breaks if they choose not to remain in their classroom during special subject instructional time.
 - The staff lounge will be a shared space for adults and will be arranged to adhere to social distance guidelines. The staff lounge will be disinfected regularly. Staff are expected to follow all social distancing protocols while utilizing the space in the presence of others i.e. mask on unless eating or drinking, 6ft. apart, sanitize space/clean up after use etc.

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

- All deliveries will be picked up or dropped off at back parking lot/custodian entrance.
- Deliveries will follow the same protocol of leaving items in the custodial area after notifying the custodian.

Face Covers:

- Face coverings- ALL staff and scholars MUST wear a face covering when moving around the classroom and the building or within 6 feet of others.
- Face Cover Location(s): Extra face coverings will be stored in the Main Office if a staff or a scholar requires one.

Face Cover Breaks:

- When in the classroom, if a scholar is at their assigned seat (which is placed 6 feet apart), the scholar can remove their mask to take a “mask break” not to exceed 2 minutes.
 - Teachers should consider scheduling masks breaks throughout the day so that scholars know that they will have a break ((Suggested 1 every hour).
- If a scholar moves from their assigned seat, they must put their mask back on.
- Staff and scholars are expected to wear a mask at all times unless taking a mask break.

Screening & Visitor Log:

Scholar Screening:

- Health Checks:
 - ALL scholars will be temperature checked upon entering the building.
 - K-6th Grade: There will be assigned staff members at Exit 6 (for bus riders) and Exit 2 (for walkers) taking temperatures each morning.
 - Pre K:
 - Pre K will enter through Exit 2 at 9:00 am.
 - Pre K teacher will meet families at Exit 2 and provide a sign in sheet upon arrival.

Note: Any scholar who has a temperature or illness symptoms will be escorted to the nurse’s office for follow-up.

Arrival & Dismissal

Bus Riders:

- Scholars will be let off the bus one bus at a time at Exit 6 beginning at 9a.m.
- Scholars will adhere to social distancing (6 feet apart) prior to entering the building.
- Each scholar will have their temperature checked upon entering the building.
- Scholars will place their fist under a temperature scanning device.

- **Green** - Able to Proceed
- **Blue** - Retake temperature
- **Red** - Retake temperature. Escort to the nurse's office for further evaluation.
- Once temperature checked, scholars will walk down the right hand side of the hall. Scholars with classes located on the second floor will use the "Up only" staircase Exit 5 to go directly to their classroom.
- Teachers will stand at their classroom door and greet scholars upon arrival.
- Teachers will teach scholars routines for putting away personal items. Scholars must be socially distanced while in the closet putting away items. (Preferably one at a time upon arrival)

Walkers:

- Scholars who are dropped off will enter through Exit 2 beginning at 9a.m.
- While waiting to enter, social distancing protocols must be adhered to i.e. 6 ft. apart, mask on etc.
- Each scholar will get their temperature checked upon entering the building.
- Scholars will use Exit 2 to go up to class if their class is on the 2nd floor.

Late Arrivals:

- Scholars are considered late starting at 9:15 am.
- Scholars arriving after 9:15 am must enter through Exit 1 and report to the main office to sign in and receive a late pass.
- Scholars will have their temperature checked before being allowed into the main building.
- Scholars will use Exit 5 to go up to class if their class is on the 2nd floor.
 - ONLY scholars will be allowed into the building.
- Parents/Caregivers are not permitted pass the main office. Chairs will be set up in the Foyer for parents to sit and wait if they need to pick up their children.

Note: Parent-teacher conferences should continue to be scheduled virtually whenever possible.

Staff Entrance/Exit

All staff must enter and exit through Exit 1. Report directly to the main office to sign in and complete temperature screening. No other doors may be used. Each person entering the building must swipe their own badge for contact tracing.

Arrival Dismissal Staff Post

<https://docs.google.com/document/d/19kplNiTqljB9Zqd63UgsrnyKLWAu007w/edit>

Dismissal:

- For scholars who ride the bus:
 - Scholars will get their belongings one at a time.
 - Teachers will escort scholars to the bus; single file, socially distanced.
 - Classes will follow social distancing guidelines while walking down the hallways.

- Classes will use the “Down only” staircase (Exit 8) and (Exit 9) Exit out of Exit 4 (Playground) or Exit 9 and proceed to the buses. Single file. Stay to the right. Socially distanced.
- Scholars board busses, following transportation guidelines set by bus drivers.
- For scholars who get picked up: walker scholars will exit the building out of Exit 2.
 - While waiting for parent/ guardian, all staff and scholars will adhere to social distancing guidelines (6 feet apart).
 - Pre-K through Grade 6 parents will pick up their children at Exit 2..
 - Designated staff member will follow dismissal protocols and release scholars for dismissal.

Early pick up:

- All parents will enter through the main office.
- Office staff will call the classroom for the scholar.
- Parent will wait in the Foyer for scholar.
- Parent/scholar will exit through the main office doors.

Screening Team for Scholars:

- The Screening team will consist of the following members:
 - **For Bussers- Exit 6:**
 - Coach (Main)
 - Social Worker (Main)
 - Special Subject Teacher (Back Up)
 - Special Subject Teacher (Back Up)
 - Assistant Principal Oversight (monitor operations and implementation of protocols, point person for management of any illness related concerns)
 - **For Walkers- Exit 2:**
 - Family Liaison (Main)
 - Point person for management of any illness related concerns
 - Coach (Main)
 - Special Subject Teacher (Back Up)
 - Special Subject Teacher (Back Up)

Principal will float to ensure health and safety of scholars and staff monitoring operations and implementation of protocols. Point person for management of any illness related concerns.

Staff Screening:

- All employees will be required to use their badge to gain access to the building. This will be done at each building even if multiple buildings are visited in the same day. If

necessary, the Monroe County Department of Health will use this information to support contact-tracing efforts. Employees cannot badge in for other employees.

- ALL staff will be temperature checked upon entering the building.
 - ALL staff must enter through the main office doors and have their temperature checked before going into the main building.
 - Staff may begin to enter the building at 8:15 am.
- Staff will complete an online screening questionnaire daily (electronically) before reporting to work.
 - Screening questionnaire determines whether the individuals has:
 - Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19
 - Tested positive through a diagnostic test for COVID-19 in the past 14 days.
 - Has experienced any symptoms of COVID-19, including a temperature of greater than 100 degrees in the past 14 days.
 - Has traveled internationally or from a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days.

Screening Team:

- Staff will be screened by:
 - SSO
 - Staff enter the building.
 - Enter the main office. Use temperature monitor to take temperature reading. Green - Okay to enter. SSO will monitor.
 - Sign in on clip board.
 - Secretary
 - Ensures all staff sign in prior to entering the main building.
 - Head Custodian will self report
 - Take temperature and enter info in a log daily.

Visitor Screening & Log:

- Main Office- Only scholars and staff will be allowed past the main office. No other visitors/ volunteers will be allowed in the building unless permitted by the Principal or designee.
 - Plastic safety dividers will be installed on the front desk of the main office.
 - Masks must be worn by visitors when entering the office.
- Visitor Screening Location: Main Office
 - All visitors will use temperature screening equipment when entering the main office.

Positive Screening:

- 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 111(attached to the nurse's office) and supervised by the nursing staff.
 - Any staff member or scholar 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
 - Diarrheas
 - Scholars should maintain awareness and support/report any scholars or staff who may exhibit signs of any type of illness such as:
 - Flushed cheeks
 - Rapid or difficulty breathing
 - Fatigue or irritability
 - Frequent use of the bathroom
 - Any scholars/ 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 have 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 14 days since the first symptoms and the Monroe County Health Department has cleared them to return.

Covid-19 Testing:

Parents must sign the consent for testing. Parents are able to OPT out of having their child tested. Scholars and Staff will be randomly selected for testing.

Safety Drills:

- Fire and lock down drills- Must still be conducted- staff should plan for social distancing measures.

- Evacuation Drills: Staff and scholars will follow the evacuation plan in the Townson Handbook and posted in the classroom. When outside of the building, classes will follow social distancing. Each classroom will have an assigned space.
- Lockdown Drills: Staff will follow lockdown drill guidelines. Scholars and staff must wear masks and move to the designated corner of the room. All scholars should face forward while waiting to avoid face to face contact.

Daily Supply Inspection:

- Cleaning and Disinfecting- all areas of the school will be cleaned daily. Spray bottles will be available for staff members to utilize.
- Supplies must be inspected daily. 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). Supply quantities could limit the ability of a building to stay open. It is important that low supply amounts are reported immediately.
- Mike Rayam, head custodian, will create a plan for daily inspection of supplies.
- Scholar Belongings:
 - Scholars' personal belongings will be kept in scholar cubby/closet space. Scholars are allowed to put away or retrieve their belongings one at a time.
 - Scholar's instructional belongings will be stored in individual bags in cubby/bin when scholars are not in-person.

Communication:

- Information will be communicated, in multiple languages, with families in January 2021.
- Weekly/ Monthly updates will be shared with families through Facebook , Twitter , Class Dojo, robocalls, and newsletters.
- Virtual SBPT Meetings to discuss Reopening Procedures and policies will be held on January 6th. Virtual parent/caregiver meetings will be held on January 27th.

School Schedules:

- To minimize disruption to scholar's schedules, all staff will adhere to the master schedule. Request for changes need to be submitted to the Principal.

Social-Emotional Learning

- Our school acknowledges the correlation between academic learning and social-emotional and mental health needs of students. We recognize that if scholars are not feeling safe and secure - physically, socially, and emotionally - they cannot optimize their learning. Therefore, we remain committed to attending to the social-emotional and mental health needs of our scholars under all learning circumstances.

- Classroom teachers will maintain a positive, supportive, and respectful learning environment in all settings. Time will be allocated for teachers to facilitate class meetings and explicitly teach leadership habits utilizing The Leader in Me curriculum resource to provide social emotional learning.
- Administrators and all members of the Social-Emotional Team (Administrators, counselors, social workers, school psychologists, school nurse, center for youth, and behavior specialists) will continue to support individual scholars, teachers, and families during periods of remote learning.

Attendance and Chronic Absenteeism

- Scholars must attend instruction daily, even when that instruction is being provided in a remote learning environment. Each teacher will take daily attendance for each class every day at the elementary level by the child's teacher. Teachers and scholars are expected to engage in substantive daily interaction (teacher to scholars and scholars to teacher).
- Our Building Attendance Team will support teachers and families relative to remote/hybrid learning protocols and expectations, including regular attendance and work completion.