

# Dr. Walter Cooper Academy

## Reopening Plan

**Name:** Dr. Walter Cooper Academy School 10

**Address:** 353 Congress Avenue, Rochester, NY 14619 Grade Level PreK - 6

**Principal:** Camaron Clyburn

**Contact Information:** (585) 324-2010

### General Information

#### **Hybrid Model PreK-4**

##### Cohorts:

- *PreK-4 Student cohorts are identified in two groups: A or B for each grade level.*
- *PreK-4 Student names have been submitted to transportation to be in either an A or B group*
  - *A group will attend school on Mondays and Tuesdays*
  - *B Group will attend school on Thursdays and Fridays*
  - *Specialized classes (Autism) will attend school all four days (M, T, Th, F) for 4 hours per day.*
  - *Wednesday will be a planning/ PLC day, while the building is deep cleaned.*

*The hybrid model will be implemented in phases beginning with students in Prek-4, k-6 special classes and k-12 specialized programs. Students not in school for the hybrid model will receive instruction through the distance learning model.*

##### Cohorts:

Each class grades PreK-4 will be divided in half to create a maximum cohort size of 12; totaling 13 classrooms.

- Pre K- 4th Grade
  - Classes will be split into two groups
  - Group A will report for in-person instruction on Monday and Tuesday, with distance learning on Wednesday, Thursday, and Friday.
  - Group B will report for in-person instruction on Thursday and Friday, with distance learning on Monday, Tuesday, and Wednesday.
  - Wednesday will be a planning/ PLC day, while the building is deep cleaned.
- All Self-Contained classrooms (K-6) will have in-person instruction.
  - Students will report for in-person instruction on Monday, Tuesday or Thursday, Friday.
  - Wednesday will be a planning/ PLC day, while the building is deep cleaned

- 5th and 6th Grade students will follow a distance learning plan.
  - Monday, Tuesday, Thursday, and Friday will be distance learning.
  - Wednesday will be a planning/ PLC day.

### **Distance Learning**

The days where students are scheduled for remote learning, instruction will be an extension of the classroom. Students would 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 student to read and respond to, a math or science problem set to be worked on and submitted for feedback, etc. The learning platforms will be Seesaw at K-2 and Google Classroom Grades 3-12. A combination of synchronous large group instruction, synchronous small group instruction, and asynchronous learning will be provided to students.

### **Social Distancing**

Six feet of space from person to person is required in all directions. If six feet of space is not maintained face covers must be worn. Desks must be placed facing the same direction to reduce potential transmission of disease by droplets produced by talking, coughing or sneezing.

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. Encourage single flow movement whenever possible, for example identifying a stair tower for going up and a stair tower for going down.

### **Social Distancing Plans:**

- Classroom Seating:
  - 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.
  - Student spaces will be cleaned daily.
  - Student materials will be switched out after Group A finishes, and before Group B attends.
  - Students will have an individual bag for their materials.

- Student Belongings:
  - Students' personal belongings will be kept in the student cubby. Students are allowed to put away or retrieve their belongings one at a time.
  - Students' instructional belongings will be stored in individual bags that will be stored in the cubby when students are not in-person.
  
- Building Hours:
  - Staff can enter the building between 7:45 am, and exit the building no later than 5:30 pm in order for the building to be thoroughly cleaned.
  
- Breakfast and Lunch:
  - Students will eat in the classroom.
  - Breakfast and lunch will be delivered by cafeteria staff.
  - Students will remain seated while eating and garbage will be collected by an adult.
  - All tables and chairs will be sprayed and cleaned after eating.
  - Hands will be washed/ sanitized before and after eating.
  
- Transportation
  - The school bus is an extension of the classroom. Transportation will have guidelines for seating, etc on the bus.
  - Social distancing, cleaning, and face coverings will be required.
  - Arrival:
    - Bus Riders:
      - Students will be let off the bus one bus at a time.
      - Students will adhere to social distancing (6 feet apart) prior to entering the building. Walkways will be labeled for social distancing.
      - Each student will have their temperature checked before entering the building.
      - Once in, students will walk down the designated hallways by grade level. Grade 4 will use the "Up only" staircase at (Exit 3).
    - Walkers:
      - Students who are dropped off will enter through Exit 1.
      - While waiting to enter, social distancing will be followed.

- Each student will get their temperature checked before entering the building.
- ONLY students will be allowed into the building.
  
- Late Arrivals:
  - Students are considered late starting at 9:15 am.
  - Students will enter through Exit 1 into the main office.
  - Students arriving after 9:15 am will be signed in and provided a late pass.
  - Students will have their temperature checked before being allowed into the main building.
- 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 grade level.
    - Grade 4 will use the “Down only” staircase at Exit 10 while walking to the busses.
    - Students board busses, following transportation guidelines set by bus drivers.
  - **For students who get picked up:** walker students will report to the library.
    - While in the room, all staff and students will adhere to social distancing guidelines (stools set 6 feet apart).
    - Parents will come to Exit 1 and tell staff member who they are picking up.
    - Designated staff member will call on radio for student for dismissal.
    - OR parent will call from their car and student will be escorted to them.
  - Early pick up:
    - All parents will enter through the main office. OR parents can call from the car and the student will be escorted out to them.
    - Office staff will call for the student.
  
- Parents/students will exit through the main office doors.

### Special Area Teachers:

- Art and Music will come to the classroom to provide instruction.
- All materials used will be cleaned between each students use.
- Physical education will have the option to hold classes in the classroom or outside playing field.
- Students must be 12 feet apart at all times during physical education.
- All equipment must be cleaned between classes.

### Shared Spaces:

- Hallways: social distancing will be in effect in hallways. There will be designated staircases for up only and down only.
  - Students and staff must wear face masks at all times in the hall.
  - Up only staircase- Exit 3
  - Down only staircase- Exit 10
  - 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.
  - Only one person is allowed on an elevator at a time.
- Main Office- Only students and staff will be allowed past the main office. No other visitors/ volunteers will be allowed in the building. Plastic safety dividers will be installed on the front desk of the main office.
  - Masks must be worn by visitors when entering the office
- Transportation: (see description above in Social Distancing Plan)
- Playground: There will be no recess for the two days the students are in school except for PreK and Kindergarten. They may go out for 15 minutes but all students must use hand sanitizer or wash their hands when going outside and upon reentry.

Designated Pick-up and Drop-off Location for Deliveries: Identify a designated area for pick-up and drop-offs for deliveries.

- Loading dock deliveries will be handled by the custodian or the food service manager. They will radio the SSO if a temperature check is needed.

### Face Covers

Face covers must be worn whenever an individual is within six feet of another person and in all communal areas. Face covers will be worn most of the day.

Face Cover Location(s):

- Masks will be in housed in the main office (Rm. 100), in the nurse's suite (Rm. 101) and and in the 2nd floor AP office (Rm. 220).

Face Cover Breaks:

- The staff lounge (Rm. 116) will be used for a staff mask break area. 6 staff members at a time can be in there and the chairs will be spaced out 6 feet apart.
- The conference room will also be a face cover break room for 2 people at a time. Staff members will be expected to wipe down the area where they sat upon leaving.

**Screening & Visitor Log**

Student Screening:

- During morning arrival, students will be screened on Virginia Street once they unload off busses. Busses will be unloaded two at a time, so that temperatures can be taken in a controlled manner. Students will be directed to use the farthest most double doors to enter. Signage will be posted to help direct flow of traffic.
- Students must be socially distant and be supervised while waiting.
- Once, school has begun late students will get their temperature checked right at arrival by SSO in the Main Office.
- Screening Team: SSO, Principal, Assistant Principal, Community School Site Coordinator, Instructional Coaches, Nurse, and LPN.

Staff Screening: Between 7:45am - 8:45am staff can be screened @ Event Lobby entrance (Exit 9) on Post Ave.

- 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.
- 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: SSO, Principal, Assistant Principal, Community School Site Coordinator, Instructional Coaches, Nurse, and LPN. Assignments will be on a rotating schedule.

#### Visitor Screening & Log:

- Visitors will not be allowed in the building. If a visitor comes inside the building they must be logged and screened.
- All visitors will be required to sign-in at each building excluding deliveries that are performed with appropriate PPE or through contactless means.
- Visitor Screening Location: Main Office
  - Visitors will follow the six foot social distancing mandate and follow regulations for wearing face coverings to limit the spread of illness while on site.
  - All visitors will have to fill out a screening assessment and will have their temperature taken by SSO or Nurse.
  - When possible, parent meetings and other meetings will be held as phone/virtual conferences.
  - The use of shared writing utensils and clipboards for sign in will be minimized. Shared items will be disinfected between each use.
  - When necessary, a protective barrier will be provided for reception and food service areas. Social distancing markers will be placed.
  - Reception seating areas will be limited and set up to allow for social distancing (six feet separation).

Positive Screening: Anyone showing signs or symptoms of COVID-19 will be isolated until they can be sent home. The isolation room will be located in Rm. 105 near the nurse's office.

- 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
  - Diarrheas
- 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).

## **Safety Drills:**



Evacuation Drills: Drills will be held by individual grade levels and announced over the loudspeaker. Each cohort will participate in 8 evacuation drills.

Lockdown Drills: Door windows will be covered and silence in the room will be expected. The teacher will lock the door. The paper for the windows will be kept on the back of each door for immediate use. Each cohort will participate in 4 lock down drills.

**Daily Supply Inspection:** Supplies will 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).

- Daily supply inventory forms will be kept in a folder outside of the custodial closet. Completed forms will be kept in the custodian's office in a visible folder.
- Custodial Engineer will work with the Assistant Custodial Engineer to develop a checklist for each day of the week. Ivan will ensure that his custodial team will complete the checklist daily. Having less than five days of supplies will be considered an emergency and will alert the Principal who will inform facilities or the Central office designee in charge of these matters.

## **Communication and Engagement**

- Given the complexities around the reopening of schools during the COVID-19 pandemic, our school will provide regular and frequent communication to students, families, staff, and the wider community through our website, robocalls, emails, text messages, and social media.
- We will communicate with our multilingual families in their preferred language and mode.

## **Social-Emotional Learning**

- Our acknowledges the correlation between academic learning and social-emotional and mental health needs of students. We recognize that if students 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 students 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 community circles. Administrators and all members of the Social-Emotional Team (Administrators, counselors, social workers, school psychologists, school nurse, and behavior specialists) will continue to support individual students, teachers, and families during periods of distance learning.

### **Attendance and Chronic Absenteeism**

- Students 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 at the secondary level, and every day at the elementary level by the child's teacher. Teachers and students are expected to engage in substantive daily interaction (teacher to students and students to teacher).
  
- Our Building Attendance Team will support teachers and families relative to student engagement with remote learning protocols and expectations, including regular attendance and work completion.

### **Child Nutrition**

- Breakfast and Lunch will be provided during in-person learning
- Pre-made breakfast and lunches will continue to be available to all our students at all our High School Distribution Sites from 9 am to 1 pm Monday through Friday.