

Rochester City School District COVID-19 Reopening Plan

Building Specific

Building Name: Anna Murray-Douglass Academy School #12

Address: 999 South Avenue, Rochester, NY 14620

Principal: John Gonzalez, Jr.

Contact Information: school phone number (585) 461-3280 email: john.gonzalez@rcsdk12.org

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 (7:30Am - 11:30AM)
 - Wednesday will be a planning/ PLC day, while the building is deep cleaned.

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

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.

Hybrid Model 7-8 (When determined)

Week 1 / Week 2: Students come to school four days a week to receive face to face learning. Students will be split into Group A or Group B to provide 50% occupancy and groupings will include grade level, courses, and cohorts. Direct instruction will be delivered to students in small groups within their classroom while maintaining health and safety measures outlined by CDC guidelines. Note: Parent Preference to Distance Learning: students will work 100% remotely and will not come to the building for instruction. Parents need to contact the school as soon as possible to indicate distance learning is preferred.

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.

Distance Learning 7-8

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. Class periods will be adjusted to allow for a “screen time break” and transition time between classes. A combination of synchronous large group instruction, synchronous small group instruction, and asynchronous learning will be provided to students each week.

The safety and health of all of our staff and students is our number one priority!

Social Distancing

- No gatherings in small places, ex. staff lounge areas.
- No more than two people are allowed to be in the Staff Lounge at one time.
- No shared meals or solicitations from outside services can be brought into the facility.
- Floor markings indicating 6 ft distance. Currently Plexiglas barriers in some offices.
- Wall signage and visuals will be placed throughout the school to assist students with understanding proper distancing expectations (ensure that signage is age appropriate with visuals and in English and Spanish).
- All desks in classrooms will be facing the same direction, including the teacher’s desk.
- Desks will be positioned around the classroom to provide physical distancing of 6 feet or more in any direction. A desk of a student who attends school on alternate days may be placed within 6 feet of a scholar since the scholars will not attend school on the same day.
- Breakfast & lunch will be eaten in the classroom. (Breakfast will be grab and go or delivered to each classroom in a thermal carrier.)
- Six feet of space from person to person is required in all directions.
- Face covers are expected to be worn at all times and must be worn if six feet of space cannot be maintained.
- Desks must be placed facing the same direction, including the teacher’s desk, to reduce potential transmission of disease by droplets produced by talking, coughing or sneezing. There will be one set of desks in the classroom shared by A day scholars and one for B day scholars
- Student supplies will be organized in their own baskets with their own supplies, notebooks, etc. in their own desk.
- Desks will be sanitized daily with a deep clean on Wednesdays and Friday/Saturdays
- 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 other than at arrival (when all stair towers may be used to go up), at dismissal (when all stair towers may be used to go down) and during an emergency such as an emergency evacuation drill. Stairwell 1 and 3 will be up and Stairwell 2 and 4 will be down.
- All large group events are cancelled; there will be no assemblies, no performances for the school or for parents. All staff meetings, committee meetings, shared governance meetings, school based planning team meetings and such will be held virtually.

- A minimum amount of furniture will be in each room; extra furniture will be moved to classrooms that are not being used, such as the 8th grade classrooms on the third floor.
- Visitors will only be allowed in the main office, no other places inside the school building. Visitors will be screened prior to entering the main office and the number of visitors in the main office will be limited at any given time to allow for physical distancing. Barriers will be implemented in the main office to provide a barrier between employees that cannot physically distance as well as between employees and visitors for their own protection.
- Signage will be posted around the school in different languages and with pictures to remind everyone of physical distance and of the direction of traffic.
- Physical distance markers will be placed around the school building to remind everyone of physical distancing.

Arrival & Dismissal

- All employees will enter the school building at Exit 1 except custodial staff who will enter the school building near Exit 8.
- All employees will be required to take the health survey daily to enter the school building. School Safety Officers (SSOs) will report to work at 6:30am and be members of the School Screening Team. They will begin to provide screenings to each other and then to other employees as they enter the school building.

Student Arrival

- Student Screening:
 - ALL students will be temperature checked before entering the building at Exit
- Labels will be created for each door so that scholars can be directed to the proper door to enter the school building.
 - K - Door 12
 - Pre-K - Door 13
 - Grades 1 & 2 - Door 11
 - Grade 3 & 4 - Door 1
 - Small Buses - Door 1
 - Parent Drop Off - Door 3 - Parent/Adult required to walk scholar to the door; scholar cannot be dropped off in parking lot; parent/adult must stay until scholar passes the health screening to enter the school building.
- Students dropped off at school after 7:40 are considered late and must be walked into school at Exit 1 by the adult that brought them to school.
- Students cannot be dropped off in the parking lot or left on the sidewalk outside the school.
- Parents/adults must escort the scholar to Exit 1 and stay until the student passes the health screening to enter the school building.

Staff Dismissal

- Teachers will need to vacate the building by 3:30 PM daily to permit the custodial team to complete cleaning procedures.

Special Area Teachers:

- All specials classes will occur in the student homeroom classroom

Physical Education

- When engaged in physical activity, twelve feet of space in all directions will be provided.
- Disinfection of shared objects will occur between each use.
- Students will perform hand hygiene before and after using shared objects.

Art, Music, and Library

- Special area rooms, when in use, will be arranged so that students are six feet apart in all directions.
- If required by the activity, twelve feet of space in all directions will be provided.
- Disinfection will take place between each group.
- When possible, students will have their own supplies.
- Disinfection of shared objects will occur between each use.
- Students will perform hand hygiene before and after using shared objects.
- The librarian will select books and take them to classrooms for students to make selections.
- When books are received back, they will be placed in quarantine for seven days prior to return to circulation.

Career and Technical Education (CTE) Room

- Classroom areas will be arranged so that students are six feet apart in all directions when sitting at their desk or table.
- Tool and workstation sharing will be limited. When necessary, disinfection will take place between each group.
- Students will perform hand hygiene before and after using shared items.

Playgrounds

- Playground use will be limited to students in PreK and Kindergarten.
- Hand hygiene will take place before and after playground use.
- Social distancing will be maintained as much as possible.
- Activity will be limited to a single cohort group.
- Face coverings will be worn whenever six feet of distance cannot be maintained.

Shared Spaces:

Shared spaces will be limited to the hallway/stair towers to get to the classroom, the cafeteria to get lunch (unless there is a plan to take lunches up to the classrooms), the hallway/stair tower to exit school at the end of the day, the water fountain and the bathroom. Handrails on stair towers, water fountains and bathrooms will be cleaned periodically during the school day.

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

- Large deliveries will continue to go to the loading dock.
- Small deliveries such as US mail and food ordered by an employee will be delivered to the kiosk at Exit 1.

Face Covers

- Employees will be provided with an acceptable face covering at no-cost to the employee.
- Students who arrive without a face covering will be provided with an acceptable face covering.
- Acceptable face coverings may be cloth or disposable and must cover both the mouth and nose.
- A face shield used alone is not an acceptable face covering. Face coverings with a sewn-in transparent area around the mouth are acceptable.
 - Face coverings will be cleaned or replaced after use or when damaged or soiled, may not be shared, and will be properly stored or discarded.
 - An information page will be provided on how to wear and care for the face covering. This will include:
 - How to Wear Face Covering Appropriately
 - How to Put On/Remove Face Covering
 - Proper Care of Face Coverings
 - Staff and students may wear their own face coverings provided they cover the mouth and nose.
 - Students that are incapable of wearing a face covering because it would impair their physical health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction, will not be required to wear a face covering.
- Face coverings will be required to be worn at all times when social distancing is not possible as well as when in any public area, including, but not limited to: hallways, restrooms, and buses.
- Wearing a face covering is encouraged at all times.
- Times and locations will be provided for students and staff to have mask breaks. Locations of mask breaks will allow the person at least six feet of space in all directions. These will be identified in individual building plans.
- Staff requiring additional personal protective equipment (PPE) such as face shields, goggles, or gloves will be identified in this plan and trained on proper care and use. Individual hazard assessments will also be performed as required.
- Face masks will be worn at all times other than while eating breakfast, eating lunch or eating snacks or drinking or taking a brief mask break as instructed by the teacher.

Face Cover Location(s):

Face covers will be provided at each door at arrival and in the main office throughout the day for any student or adult that needs a face cover.

Face Cover Breaks:

- Face covers are encouraged to be worn at all times.
- The teacher may identify a time when each person is 6 feet apart or more and no one is talking and give the class a face cover break.
- Generally this will occur by allowing half the class that is present on a particular day to remove their face cover briefly, then replace their face cover so the other half of the class will be able to take a brief face cover break.
- Face cover breaks will be brief and in general, face coverings will be expected to be worn at all times inside of school other than when eating breakfast, eating lunch, eating snacks, or getting a drink.

Screening & Visitor Log

- A Screening Kiosk will be located at Exit 1 throughout the school day. A School Safety Officer (SSO) will staff the kiosk.

The School Safety Officer will:

- Take staff, student, and visitor temperatures.
 - Temperature checks for staff must be completed by 7:15 AM.
- There will be no visitors allowed in school building other than the main office (and only when there is a question that needs to be answered or urgent information that needs to be communicated to the school).
- Students will be screened at the door they enter the school building. There will be staff positioned to provide temperature screening at each entrance.
- Every individual employee will need to use their school ID badge to enter the school building.
 - Staff badges must be scanned upon arrival to the school each day or anytime reentering the school building.
- Large deliveries will continue to go to the loading dock. Small deliveries such as US mail or food for an employee will go to the SSO at the kiosk at Exit 1.
- Students who are identified as being sick will be escorted by the nurse to the front door kiosk area and delivered to parent/guardian.

Student Screening:

- Students screening will take place at the following entrances: 11, 12, 13, 1, and 3.
- Students must physically distance and be supervised while waiting.
- The temperature screener will alert the nurse if the student fails the initial screening.
- Students who fail the initial screening will be escorted by the nurse to the “Isolation Room” where after a period of approximately ten minutes the nurse will screen the student a second time; if the student fails the second screening the nurse will send the student home.

Student Screening Team Members at AMDA12:

- Administration, Service Providers, Support Staff, SSOs

Staff Screening:

- Staff will receive a daily email to self-screen prior to coming to work. If staff are unable to complete the digital screening prior to their arrival there will be kiosks available onsite to complete the assessment.
- A positive screening will result in an onscreen directive to not report to work or to leave immediately and to contact their healthcare provider, supervisor and the Benefits Department. An email will go directly to the employee’s supervisor and to the Benefits Department.
- Staff will be provided with training on how to use the screening assessment tool, what to do if they do screen positive and to stay home if they would screen positive if they use the onsite screening kiosk.
- Staff Screening Locations: All staff will be expected to be screened at Exit #1 and Exit #3
- Staff Screening should be completed by 7:15am
- Staff will social distance themselves (6 feet apart) in the screening lines at Exit #1 and #3

Staff Screening Team Members at AMDA12:

- Administration, Service Providers, Support Staff, SSOs

Visitor Screening & Log:

- In general, visitors will not be allowed in the school building.
- If a visitor comes inside the school building they must be logged and screened at Exit 1.
- Visitors will use the onsite screening kiosk and will not be admitted if they screen positive. They will be advised to contact their healthcare provider.

Visitor Screening Team at AMDA12:

- Administration, Service Providers, Support Staff, SSOs

Visitor Screening Location: Exit 1.

Positive Screening

- Students and staff exhibiting symptoms of illness with no other explanation will be sent to the school health office for an assessment by the school nurse. If a school nurse is not available, students or staff with COVID-19 symptoms not explained by chronic health conditions will be isolated and sent home for follow up with their health care provider.
- A dedicated isolation room will be identified at each school for students or staff members who screen positive, present with a temperature or show signs of illness. Multiple students or staff members may use the same isolation room provided they can be separated by six feet. We will use room 139.
- Employees will be directed to leave immediately, if possible, and to contact their direct supervisor, the Benefits Department, and their healthcare provider.
- Students will be supervised in the isolation room until they are picked up or otherwise sent home.
 - Students should be escorted from the isolation room to the parent/guardian.
 - Students or the students' parent/guardian will be advised to contact their healthcare provider and provided with information on testing resources.
- Symptomatic students or staff members will follow CDC's [Stay Home When You Are Sick](#) guidance unless otherwise directed by a healthcare provider or the local department of health.
- If the student or staff member has emergency warning signs, such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face or severe abdominal pain, staff will be trained to call 911 and notify the operator that the person may have COVID-19 or symptoms of Multisystem Inflammatory Syndrome in Children.
- Staff will be trained on the symptoms of [Multisystem Inflammatory Syndrome in Children \(MIS-C\) associated with COVID-19](#), which is a serious condition associated with COVID-19 in children and youth. The school will notify the parent/guardian if a child shows any of the following symptoms and recommend the child be referred for immediate follow up with a healthcare provider:
 - Fever
 - Abdominal pain
 - Vomiting
 - Diarrhea
 - Neck pain
 - Rash

- Bloodshot eyes
- Feeling more tired or extra tired
- Visitors will use the onsite screening kiosk and will not be admitted if they screen positive. They will be advised to contact their healthcare provider.

Safety Drills:

- The drills required by Education Law § 807 include eight evacuation drills and four lockdown drills. These drills will be completed as required.

Anna Murray Douglass Academy, School 12 will conduct safety drills using the following considerations:

- Students will be instructed on actual emergency procedures and that maintaining social distancing in an actual evacuation or lockdown is not the first priority.
- Evacuation drills will be conducted on a staggered schedule, only evacuating one or a few classrooms at a time, allowing appropriate distance to be kept between students to the evacuation site. Staggering by classroom will minimize contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day.
- When conducting drills during a hybrid in-person schedule, drills must be conducted so that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person.
- Evacuation Drills: Evacuation drills will be staggered by grade level to maintain physical distancing during the evacuation drill, for example, “Grade Level 3 Fire Drill” announced over the public address system.
- Lockdown Drills: A large sheet of chart paper large enough to cover the window in the door of the classroom/office will be kept stuck to the door of each classroom/office. In the event of a Lockdown Drill, the teacher will lock the door(s) and place the chart paper over the window in the door(s) so that no one inside the classroom will be visible from outside the classroom. This will allow everyone inside the room to maintain physical distance. The teacher will teach the scholars to remain silent at their desks, or as quiet as possible during a Lockdown Drill, perhaps by making it a game: let’s see who can be the quietest.

Daily Supply Inspection:

- 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; a low supply amount is considered to be any item that does not have a five (5) day supply in stock.
- Gwen James, school secretary, will work with Leroy Hardy, head custodian, to develop a checklist for each day of the week. Leroy and his custodial team will complete the checklist daily. Having less than five days of any given supply will be considered an emergency.
- The custodial team will report daily to Leroy Hardy. In the event there is less than a five (5) day supply of any item, Leroy Hardy will order and alert Margaret Crowley. In the event of an emergency, where an item cannot be delivered to the school in time, Margaret Crowley will inform Michael Schmidt exactly what item(s) is/are low.

People responsible for the daily supply inspection and the location where the inspection forms (*Daily Checklist for Supplies*) will be kept:

- Custodial Team. Custodial Lead will provide copies of a weekly Daily Checklist for Supplies.

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 school 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.