

# Rochester City School District COVID-19 Reopening Plan

## Building Specific

Building Name: Henry Hudson School #28  
Address: 450 Humboldt Street  
Principal: Susan Ladd  
Grade Level K - 8  
Contact Information: (585)482-4836(building)

### General Information:

#### Hybrid Model PreK-4

##### Cohorts:

- K-4 Student cohorts are identified in two groups: A or B for each grade level.
- K-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.
- All ASD classrooms will have in-person instruction.
  - ASD students will report for in-person instruction on Monday, Tuesday, Thursday, and Friday from 9:00Am - 1:00PM
  - 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.

### **Social Distancing**

- *Physical Footprint/ Utilization of Space-* All areas of the building will adhere to guidance.

#### 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 unused if we cannot fit them with suitable dividers.
- Student spaces will be cleaned daily.
- Student materials will be switched out after Group A finishes, and before Group B attends.

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.
- Staff and students will move single file in hallways and staircases and must stay to the right-hand side

#### Elevator Use:

- Elevators should be used only when absolutely necessary.
- Masks must be worn on the elevator.
- Only three people are allowed on an elevator at a time.

#### Student Belongings:

- Students’ personal belongings will be kept with the student at all times.
- Student’s instructional belongings will be kept with them at all times.

### Restrooms

Restrooms will not be occupied by more people than stalls.

- Six feet of space will be maintained unless in a stall.
- Signs will be posted to wash hands before and after using the restroom.
- Paper towels will be provided in restrooms.
- Open top trash containers will be provided whenever feasible.

### Cohorts:

Each class was divided in half to create a maximum cohort size of 13.

All ASD classes will have a maximum of 7 students

### Special Area Teachers:

Special area teachers will only bring students outside of the building for PE or art, if they can maintain 6 feet social distancing and with no shared material. Our school will not be using the gym, art room, music room, library or cafeteria for students. No instrumental music is allowed

Librarians 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.

### Shared Spaces:

There will be no formal recess for the two days the students are in school. Classes may go out for 15 minute breaks but all students must use hand sanitizer or wash their hands upon reentry.

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

- The main office will be used for staff deliveries.
- Staff will have to pre-pay their delivery orders so that the food is simply dropped off and no contact is made between the driver and the office staff.

### **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 the main office, in the nurse's office and and in the 2nd floor AP office

### Face Cover Breaks:

The staff lounge 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 their leave.

Teachers will be asked to create a space in their room for a face cover break for students. Then it will have to be wiped down when the student leaves.

### **Screening & Visitor Log**

Staff may enter the building at the front door only to be screened between 7:00 and 8:45. All staff must be screened by 8:45 so that we can prepare for the student arrival.

- ALL staff and students will be temperature checked before 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 7:00 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.

### **Student Screening:**

Students getting dropped off should be dropped beginning at 9:00. We will be unable to have students wait in the main office for the 9:00 start time.

Student Screening Locations: 3 Entrance doors will be staffed with a screener for their entrance. Students will have their temperature checked as they enter the door for breakfast. Breakfast and lunch will be grab and go.

Screening Team: Head Secretary (Staff arriving before 8:00) SSO's, nursing office staff, administrators, volunteers

### **Visitor Screening & Log:**

A staff member will be placed in the front office at the screening kiosk. Hand sanitizer and masks will be available at the kiosk.

If a visitor comes inside a building they will be logged and screened at the kiosk.

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

#### 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 fill out a screening assessment and will have their temperature taken.
  - 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. separate containers for new and used pens will be provided.
  - A protective barrier will be provided for reception and food service areas. Social distancing markers will be placed. Reception seating areas will be limited to three chairs and set up to allow for social distancing (six feet separation).
  - Late students will be screened by the SSO while the office staff ensure the student is in school on the correct day. Parents will need to wait in the main office while this is taking place. Parents will not be allowed to drop off at the door.
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- **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 nurses 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).
- **Health Hygiene**- correct handwashing will be taught to students and reinforced throughout the day.
  - Bathroom:
    - Students will use the bathroom one at a time. Grade level teams will work together to create a bathroom schedule in order to reduce the number of students using the restroom at the same time.
    - Bathrooms will be cleaned periodically throughout the day.
    - Students/ staff will be expected to wash hands following specific guidelines.
    - Signage will be displayed by sink.
    - In each hallway, one of the two sinks will be closed for use in order to maintain social distancing guidelines.

### Positive Screening

Our dedicated isolation room for students or staff members that with a temperature, signs of illness, and/or a positive response to the screening questionnaire will be room 150. Students will be supervised prior to being picked up or otherwise sent home, by a staff member. Students' parents/guardians will be provided with information on testing resources and advised to contact their healthcare provider by the school nurse. If possible, the staff members will leave the building immediately. Staff will be advised to contact their healthcare provider and the Benefits Department.

Isolation Room Location: Room 150. This room has a bathroom and a sink and plenty of room for 4 cots to be in there with 6 feet space in between. (Will the additional cots be provided?)

### Safety Drills:

Safety drills must be performed. All on-site students and staff must participate in 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). Supply quantities could limit the ability of a building to stay open. It is important that low supply amounts are reported immediately.

Daily supply inspection forms will be kept in a folder outside of the custodial closet. Completed forms will be kept in the custodians office in a visible folder.

Custodial Engineer (Matt) will work with the Assistant Custodial Engineer (Fernando) to develop a checklist for each day of the week. Matt and his custodial team will complete the checklist daily. Having less than five days of supplies will be considered an emergency, and Matt will alert the Principal (Susan Ladd) who will inform Joe Griffin or the Central office designee in charge of these matters.

### **Arrival and Dismissal**

Staff are assigned posts to monitor arrival and dismissal procedures.

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 upon entering the building.

Once in, students will get their breakfast and walk to class using the right side of the hallways.

**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 upon entering the building.

ONLY students will be allowed into the building.

**Late Arrivals:**

Students are considered late starting at 9:20 am.

Students arriving after 9:20 am will be signed in and provided a late pass

Students will have their temperature checked before leaving the main office.

**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.

Students board busses, following transportation guidelines set by bus drivers.

**For students who get picked up:** walker students will report to the cafeteria. staff will be assigned to monitor students until pick up or until the administration comes back into the building from bus duty.

While in the room, all staff and students will adhere to social distancing guidelines (table set 6 feet apart).

Parents will come to the main office and tell office staff who they are picking up.

Designated office staff will call 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.

Parent/student will exit through the main office doors.

### **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.