

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: Shalonda Garfield

School Phone: 585-467-8816

Contact Information: Shalonda.Garfield@rcsdk12.org

- Building Hours:
 - Staff can enter the building between 8:00 am, and exit the building no later than 4:15 pm in order for the building to be thoroughly cleaned.

General Information:

Hybrid Model PreK-4

Cohorts:

- Pre K- 4th Grade will have a hybrid model.
 - 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.

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.

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.
- 5th and 6th Grade students will follow a distance learning plan.

- Monday, Tuesday, Wednesday, Thursday, and Friday will be distance learning.
- Wednesday will be a planning/ PLC day.

Social Distancing

- We will maximize social distancing whenever possible. Students and staff will remain 6+ feet apart as much as possible.
 - Floors and sidewalks will be marked for social distancing
- 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.
- 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 and while in the physical presence of others.
 - Up only staircases- Exit 5
 - Down only staircases- Exit 8
 - 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.
- 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:
 - Students will eat lunch in the classrooms.
 - Students will remain seated while eating and garbage will be collected by an adult.
 - Hands will be washed/ sanitized before and after lunch.
- Specials:
 - Art, Music, and Library will come to the classroom to provide instruction.
 - Physical education will be held in the gymnasium and/or outdoors (weather permitting).

- Special Subject teachers (Art, Music, Library) 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.
- 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.
- All equipment must be cleaned between classes.
- Teaching Materials:
 - Staff should consider creating a bin or cart with teaching materials (teachers guides, plan books, etc) that can be easily mobile.
 - Access to classrooms may be limited on Wednesdays in order for deep cleaning to occur.

Social Distancing Classroom 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/ storage for their materials.

Identify how classrooms will be set-up to allow for social distancing.

Special Area Teachers:

- Specials:
 - Art, Music, and Library will come to the classroom to provide instruction.
 - Physical education will be held in the gymnasium and/ or outdoors.
 - Specials teachers (Art, Music, Library) will be provided with a cart to move between classes.
 - Library teacher 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.

- 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.
- All equipment must be cleaned between classes.

Shared Spaces:

- The gymnasium will be a shared space when weather does not allow for outdoor Physical Education classes
- The playground will be a shared space for recess:
 - Playgrounds do not require disinfection between cohorts.
 - Proper hand washing guidelines should be followed before and after playground use.
- 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. A regular cleaning schedule will be developed with the custodial team.
 - Students/ staff will be expected to wash hands following specific guidelines.
 - A schedule will be created for bathroom breaks to ensure social distancing guidelines.
 - Health Hygiene- correct handwashing will be taught to students and reinforced throughout the day.
- Plumbing Facilities- students 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.
- Room 225 will be a shared space for adults to provide space for Professional Development and PLC's/ Grade Level Meetings
- 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.

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

- All deliveries will be picked up or dropped off at back parking lot entrance/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 students 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 student requires one.

- Face Cover Breaks:
 - When in the classroom, if student is at their assigned seat (which is placed 6 feet apart), the student can remove their mask to take a “mask break”.
 - If a student moves from their assigned seat, they must put their mask back on.
 - Mask breaks should be short.

Screening & Visitor Log:

Student Screening:

- Health Checks:
 - ALL students will be temperature checked before entering the building.
 - K-4th Grade: There will be assigned staff members at Exit 6 (for bus riders) and Exit 4 (for walkers) taking temperatures each morning.
 - Pre K:
 - Pre K will enter through Exit 4 at 9:00 am. Only students will be allowed to enter the building after having their temperature checked.
- Arrival:
 - Bus Riders:
 - Students will be let off the bus one bus at a time at Exit 6.
 - 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 right hand side of the hall and use the “Up only” staircase Exit 5.
 - Walkers:
 - Students who are dropped off will enter through Exit 4.
 - While waiting to enter, social distancing will be followed.
 - Each student will get their temperature checked before entering the building.
 - Students will use Exit 5 to go up to class if their class is on the 2nd floor.
 - Late Arrivals:
 - Students are considered late starting at 9:15 am.
 - Students arriving after 9:15 am must enter through Exit 1 and report to the main office to sign in and receive a late pass.
 - Students will have their temperature checked before being allowed into the main building.
 - Students will use Exit 5 to go up to class if their class is on the 2nd floor.
 - ONLY students will be allowed into the building.

Identify Screening Team:

- The Screening team will consist of the following members:
 - For Bussers- Exit 6:
 - Coach (Main)
 - Social Worker (Main)
 - Special Subject Teacher (Back Up)
 - Assistant Principal Oversight
 - For Walkers- Exit 4:
 - Family Liaison
 - For Pre K -Exit 4:
 - Coach (Main)
 - Special Subject Teacher (Main)
 - Special Subject Teacher (Back Up)

- Principal will float and manage 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 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 8:00 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.

Identify Screening Team:

- Staff will be screened by:
 - SSO
 - Nurse
 - Head Custodian will self report

- Take temperature and enter info in a log daily.

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. 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
 - SSO will screen all visitors in the foyer prior to 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 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 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.

Safety Drills:

- Fire and lock down drills- Must still be conducted- should plan for social distancing measures. More information in Staff Handbook.
- Evacuation Drills: Staff and students will follow the evacuation plan in the RISE Handbook and posted in the classroom. When outside of the building, classes will follow social distancing lines on the field. 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.

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.
- Student Belongings:
 - Students' personal belongings will be kept in student cubby/closet space. 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 cubby/bin when students are not in-person.

Communication:

- Information will be communicated, in multiple languages, with families in August 2020.
- Weekly/ Monthly updates will be shared with families through Facebook , Twitter , Class Dojo, robocalls, and newsletters.
- Virtual PTO Meetings to discuss Reopening Procedures and policies.

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.
- Classes will use the “Down only” staircase (Exit 8) while walking to the bus loop.
- Students board busses, following transportation guidelines set by bus drivers.
- For students who get picked up: walker students will exit the building out of Exit 4.
 - While waiting for parent/ guardian, all staff and students will adhere to social distancing guidelines (seats set 6 feet apart).
 - Parents will come to Exit 2 to pick up their children.
 - Designated staff member will follow dismissal protocols and release student for dismissal.
- Early pick up:
 - All parents will enter through the main office.
 - Office staff will call the classroom for the student.
 - Parent/student will exit through the main office doors.

School Schedules:

- In person instruction and Distance Learning instruction: Pre K- 4th grade students will attend in person following a group A and a group B schedule.
 - Group A students in grades pre K- 4th: will attend in person instruction on Monday and Tuesday with distance learning occurring on Wednesday, Thursday, and Friday.
 - Group B students in grades pre K-4th: will attend in person instruction on Thursday and Friday with distance learning occurring on Monday, Tuesday, and Wednesday.
 - Students with Disabilities in grade 5th and 6th will follow the hybrid model In-person instruction on two days and distance learning virtually on three days.

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.