



GEORGE MATHER FORBES SCHOOL NO. 4

198 Dr. Samuel McCree Way

(585) 235-7848

REOPENING PLAN 2020-2021

Karon A. Jackson

Principal

DREAM, BELIEVE, EXECUTE 4 RESULTS

Delores Davis

Assistant Principal

General Information:

Hybrid Model PreK-4

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.

Cohorts:

Classes will be divided 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**.
- **Special Education: Ace Classes** will report for **in person instruction Monday, Tuesday, Thursday and Friday**.
- **Wednesday** will be a professional development and planning for staff while the building is deep cleaned.

5th and 6th grade students will follow a distance-learning plan until phase in of grade levels.

- **Monday, Tuesday, Thursday, and Friday** will be **distance learning**.
 - **Wednesday** will be a professional development/ planning day for staff.

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.

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

Communication/ Family and Community Engagement:

Communication will be in various ways with family/community throughout the year

- Weekly/monthly updates will be shared through Class Dojo, Robo Calls, School 4 Facebook, Zoom, Microsoft Teams and Twitter.
- Parent Conferences will be on zoom or phone calls (report cards, academic, behavior, etc.)

Health and Safety

ALL STAFF, STUDENTS, AND PARENTS WILL BE TEMPERATURE CHECKED BEFORE ENTERING THE BUILDING

Temperature checks will be taken throughout the day. Someone will go to the classrooms to check students/staff.

STAFF:

- Can enter the building at 7:30
- 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.
- Will enter the building through the main office doors
- will have their temperature checked before entering into the main part of the building
- will go to the office, check their mailbox and go to their classroom
- 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.**

STUDENTS:

PRE-KINDERGARTEN:

Pre- K3/ Pre-K4 will enter through Exit 4 at 7:45 am. Only students will be allowed to enter the building after having their temperature checked.

Exit 4	Pre-Kindergarten 3yr olds	Pre-Kindergarten 4yr olds
First Floor	Room 122	Room 124

KINDERGARTEN- FOURTH GRADE:

Kindergarteners /Special Ed. K-3 Students will enter the building by 8:45 am (Bus/Walkers) through Exit 4.

- Will have temperature checked before going into the building
- Will walk up the stairs and down hallway to their classroom

<u>Exit 4</u>	<u>Kindergarten</u>	<u>Special Ed Classes</u>	<u>Special Ed Classes</u>
<u>First Floor</u>	<u>Room: 121</u>	<u>Room 117</u> <u>Room 110</u>	<u>Room 103</u> <u>Room 104</u> <u>Room 107</u>
<u>Second Floor</u>		<u>Room 210</u> <u>Room 206</u>	<u>Room 226</u> <u>Room 207</u>

First /Second Grades will enter the building by **8:45 am (Bus/ Walkers) through Exit 1.**

<u>Exit 1</u>	<u>First Floor</u>	<u>Second Floor</u>	<u>Second Floor</u>
Grade 1	Room 102		
Grade 2		Room 201	Room 202

- Will have temperature checked before going into the building (Exit 1)
- Will walk up stairs to classroom
- Will go up stairwell to second floor classrooms

Third/Fourth Grades will enter the building **by 8:45 am (Bus/ Walkers) through Exit 2.**

<u>Exit 2 Entrance</u>	<u>Second Floor</u>	<u>Second Floor</u>
Grade 3	Room 232:	Room 233:
Grade 4	Room 231:	Room 224:

- Will have temperature checked before going into the building (Exit 2)
- Will go up stairwell to go to their classroom

PARENTS/VISTORS:

ANYONE COMING TO THE BUILDING WILL BE STOPPED AT THE DOOR TO HAVE HIS OR HER TEMPERATURE CHECKED.

- Will enter through the main entrance.
- Will have to report to the office
- Will ask to call before picking up a student for early dismissal
- Will ask to call in advance for any documentation, so that it will be ready for them to pick it up. Pick up will be at the main entrance door from Security.
- Parents/guardians will also be advised on symptom screening, including temperature taking, prior to students coming to school every day.
- In-person student placement will be performed by appointment only.

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 will be **6 feet apart (side by side)**.
- All students will be facing forward toward the smart board.
- Students will work at their desk most of the day
- Students will not share any materials.
- Individual students will be able to sit on the rug with a mask
- **Small group tables (horseshoe/ kidney) will be used to work one on one** with a student. Masks will be worn and they will be 6 feet apart.
- Student spaces will be cleaned throughout the day.
- Student materials will be switched out after **Group A** finishes, and before **Group B attends.**
- Students will have an individual bag for their materials.
- Signage and footprints will be used for students to line up, lockers and cubbies.

Hallways:

There will be designated staircases for up only and down only.

- **Students and staff must wear facemasks at all times in the hall.**
- **Up only staircases- Exit 1 and Exit 2**
- **Down only staircases- Exit 3 and Exit 4**
- **Staff and students will move single file in hallways and stay to the right-hand side walking clockwise around the building.**

Elevator Use:

- Elevators should be used only when necessary.
- Only two people are allow on an elevator at a time with masks.

Student Belongings:

- Students' personal belongings will be kept in student cubby. Students are allowed to put away or retrieve their belongings one at a time. (Plastic Bags)
- Students' instructional belongings will be stored in individual bags that will be stored in cubby when students are not in-person.

HEALTH AND SAFETY

Screening team:

- **School Nurse**
- **Security (2)**
- **Nurse Assistant**

Hand Washing

- Correct handwashing will be taught to students and reinforced throughout the day. Provide hand hygiene stations
- Encourage regular hand washing with soap and water for at least 20 seconds (Birthday song). If soap and water are not readily available, an alcohol-based hand sanitizer containing at least 60% alcohol will be provided.

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.
- Six feet of space will be maintained unless in a stall.
- Open top trash containers will be provided whenever feasible.
- Supervision of students will occur as needed and required by adults for compliance to social distancing rules.
- Bathrooms will be cleaned periodically throughout the day. Cleaning schedule.
- Students/ staff will be expected to wash hands following specific guidelines.
- Signage will be displayed by sinks.

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.
- Any time staff are less than six feet apart from another person OR in a public space (e.g., hallways, buses, bathrooms), they must wear an acceptable face covering that covers both the mouth and nose.
- Provide face coverings for all staff and students who do not have a face covering
- Provide information on proper respiratory hygiene and the prevention of germ spread.
- **Face covers/mask will be located at the Main Entrance, Exit 1 (Near Room 102, Exit 2 (near Library) and Exit 4 (bus loop)**

Face covered breaks:

- Breakfast
- Lunch
- Playground

MANAGEMENT of Sick Staff/Student

- Encourage employees to stay home when sick. Sick employees will not be allowed to stay at work.
- 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 2nd floor Conference Room near the elevator.
- Ensure any other required **personal protective equipment (PPE)** is available.
- 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 be 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

The school nurse will see any students / staff exhibiting any of these symptoms.

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 he/she feels 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 must 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).

Special Subject Teachers:

- Music
- Physical Education
- Art
- Library

Special Area Teachers will rotate to provide instruction to students within their classroom.

The following exceptions will occur as follow

- Playground (weather permitting)
 - Playground use will be limited, when possible, to one class (cohort).
 - Hand hygiene will take place before and after playground use.
 - Social distancing will be maintained as much as possible.
 - Activities will be limited to cohort groups.
 - Face coverings will be worn whenever six feet of distance cannot be maintained.

Emergency Learning Spaces:

The following areas are not for classroom use. In case of an emergency, the spaces may serve as an alternate space for a classroom.

- Library
- Art Room

Non- Learning Spaces

- Cafeteria
- Gym
- Conference rooms
- Offices

Cleaning and Disinfecting:

The District will adhere to CDC and NYSDOH guidance on cleaning and disinfecting. Cleaning logs will be maintained that include the date, time, and scope of cleaning or disinfection in a building or area. (Attachment 7 – Cleaning Log & Procedures)

Daily Cleaning:

Occupied areas of all buildings will be cleaned and disinfected every evening and periodically throughout the day as required by NYSDOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19 and Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19.

- High-touch areas will be cleaned and disinfected more frequently. High-touch surfaces include tables, doorknobs, light switches, countertops, handles/handrails, desks, phones, toilets, faucets and sinks.
 - Additional cleaning will take place as necessary.
 - Staff will be trained on how to safely use cleaners and disinfectants.
 - Staff will be provided with appropriate PPE when required.
 - Staff will be instructed to clean shared frequently used high-touch items before and after each use.
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- A cleaner and disinfectant will be available.

- When a cleaner or disinfectant is not appropriate, a hand sanitizing station and/or gloves will be provided.
- Disinfectants provided will be on the EPA List N: Disinfectants for Use against SARS-CoV-2.
- Students will not be allowed to use disinfectants and should not be immediately present when disinfectants are in use whenever possible.
- All areas of the school will be cleaned daily. Spray bottles will be available for staff members to utilize.

Daily Supply Inspection (Custodians)

- Tissues
- Mask
- Hand sanitizer
- PPE Suits

Shared Spaces: Desks, tables, copier and all appliances in these areas will be cleaned after every use.

- Staff Lounge
- Copier
- Conference room
- Custodial Office
- Main Office

Training and Education

Training of staff and education of students will take place through multiple methods including in-person, videos, announcements and signage.

Training will include, but is not limited to:

- Proper hand hygiene, including the use of hand sanitizer.
- Respiratory etiquette, including covering coughs and sneezes.
- Proper use and care of face coverings.
- Encouraging staff to stay home when sick.
- Social distancing rules.

Breakfast: Masks will stay on until students begin to eat. After students have eaten, mask will be put back on.

- Students will eat in the classroom.
- Breakfast will be delivered each morning by cafeteria staff, TA's or Paraprofessional.
- Hands will be washed/ sanitized before and after breakfast.

Breakfast 8:00			
8:00 – Pre-K	Room 122	Room 124	Room 103
9:00 – K- 4	Room 121	Room 110	Room 104
	Room 201 Room 202	Room 231 Room 224	Room 107 Room 117
	Room 232 Room 233	Room 210 Room 206	Room 226 Room 207

Lunch: Masks will stay on until students begin to eat. After students have eaten, masks will be put back on.

- Students will eat lunch in the classroom.
- Lunch will be delivered to the classroom by cafeteria staff, TAs or Paraprofessional.
- Hands will be washed/ sanitized before and after lunch
- Students will remain seated while eating
- Garbage will be collected in a plastic bag by an adult.
- Desk/tables will be sprayed and cleaned after lunch period.

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Lunch Period	Gen. Ed Classes	Special Ed. Class	Special Ed. Class
11:30 - 12:00	Room.231 Room 224	Room 210 Room 206	Room 226 Room 207
12:10 – 12:40	Room 102 Room 122 Room 124	Room 117	Room 103
	Room 121	Room 110	Room 104
	Room 201 Room 202		Room 107
	Room 232 Room 233		

Staggering bus dismissal and screening:

EXIT 4: 3:00	Room 124	Room 122		
EXIT 4: 3:15	Room 121 Room 107	Room 117	Room 103 Room 104	Room 201 Room 202
EXIT 3 3:20	Room 102	Room 201	Room 202	Room 110
EXIT 3: 3:25	Room 231 Room 224	Room 210	Room 226	Room 206 Room 207
EXIT 4 3:25	Room 232	Room 233		

Dismissal:

For students who ride the bus:

Limit number of passengers on the bus, keeping siblings seated together. One student per seat. Limit physical interaction. Drivers to encourage social distancing of students at bus stop loading areas.

- Students will get their belongings one at a time.
- Classes will follow social distancing guidelines while walking down the hallways.
- Classes will use the “Down only” staircases (Exit 3, Exit 4) while walking to the bus loop.

Pick Ups

For students who get picked up: walker students will report to the walker room located in the gym. The gym will be used for social distancing purposes.

- While in the room, all staff and students will adhere to social distancing guidelines (stools set 6 feet apart).
- Parents will come to the main Entrance and tell staff member who they are picking up.
- Designated staff member will call for student for dismissal
- Parent will call from their car and student will be escorted to them.

Safety Drills:

Exit 4	Room 124 Room 226	Room 121	Room 122	
EXIT 3	Room 206	Room 210	Room 117	
EXIT 2	Room 232	Room 233	Room 206 Room 224	Room 207
EXIT 1	Room 102	Room 201	Room 202	Room 204
EXIT 1	Room 103	Room 107		

ATTENDANCE

- Teachers will be required to take attendance.
- In person attendance- see Staff Handbook
- Social distancing attendance/ participation-

Chronic Absenteeism- the Attendance Team will start out to meet weekly in order to monitor student’s engagement levels. The team will identify students that need support and work with staff in connecting for engagement.

TECHNOLOGY

- Staff will conduct surveys with families/students to gather information of specific technology available for student use.
- Presently, the district has provided chrome books for all students in grades 5-12.
- Staff will provide distance learning opportunities that consist of technology based activities as well as non-technology based activities.
- iPads/ Chromebooks in the classroom: items must be cleaned between uses of each student. No sharing of electronics is allowed until they have been properly cleaned.
- Staff will be expected to use technology to provide new learning, enhancing learning and creating rigorous learning.

DESIGNATED PICK UP AND DROP OFF Location

Drop OFF:

- Custodial loading dock
- Main Entrance

PICK UP

- Main Office
- Main Entrance

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.