

Rochester City School District COVID-19 Reopening Plan

Building Specific

Building Name: Helen Barrett Montgomery
Address: 301 Seneca Ave. Rochester NY 14621
Principal: Connie M. Wehner
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Building Hours:

- Staff can enter the building between 6:30 am, and exit the building no later than 3:45 pm in order for the building to be thoroughly cleaned.
- Masks are to be worn at all times (except when eating lunch with social distancing or for mask breaks).

General Information:

Cohorts:

Identify groups of students that will stay together with the same staff whenever possible. Cohort size is determined by classroom capacity. Limited to no more than 12 students in most situations.

Cohorts:

- Pre K- 4th Grade and SC Grade 6 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.
- Grades 5- 8 students will follow a distance learning plan.
 - Monday, Tuesday, Thursday, and Friday will be distance learning.
 - Wednesday will be a distance learning/planning/ PLC day.

Hybrid Model

Following is the hybrid model for students in PreK-4, and 6th grade self-contained programs. This model will meet the needs of our youngest students and some of our students who demonstrate significant academic and social emotional needs. The model is designed to address the guidelines as outlined by NYS Education Department, Monroe County and NYS Health Departments, and CDC. Within the hybrid model, students will be grouped in a heterogeneous manner to ensure inclusiveness, equity, and access for all. Groups will be balanced across all demographics and sub group categories as outlined by ESSA. Whenever possible, the groups will be determined based on households within a given school.

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.

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.

Hybrid Model 7-8 (when determined to implement)

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.

- All Staff reporting to school
- Professional Learning for Staff to expand knowledge base of digital materials, communication tools and differentiation techniques used through distance learning to support, all students inclusive of ENL and SWD.

Digital platform used:

- Prek3- grade 2- Seesaw
- 3-8- Google classroom
- Distance learning rooms will be through zoom
- Continually update and monitor the HBM Distance Learning Google site for “one stop shop” for our students and families:
 - This site is inclusive of:
 - -All teachers by grade level and /or subject have information posted
 - -All links to zoom classes
 - -Links to RCSD Learns
 - -Social Emotional Supports and virtual office hours

- All teachers distance learning schedules will be determined using the guidance documents of continuity of learning
- K-6 distance learning for student Learning Expectations and Learning Opportunities will focus on English Language Arts and Mathematics.
- Grades 7 and 8 learning for student Learning Expectations and Learning Opportunities will focus on the four core content areas- ELA, Math, Social Studies and Science.
- Special Education Teachers and other service providers providing services to students in an alternative manner.
- ESOL teachers providing appropriate accommodations to support ENL students and the content area teacher.

Social Distancing: Social Distancing Classroom Plans: 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.

Identify how classrooms will be set-up to allow for 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(M/T) finishes, and before Group B(TH/F) attends.
 - Students will have an individual storage bins for their pencils, crayons, markers, other small materials.
 - Students backpacks will be spaced out in cubbies and labeled
 - Students each have a filled water bottle with their name on it. Will be left in classroom in bin at the end of each day.
- Bathroom: in class
 - Signage will be created to remind students to wash hands and/or sanitize before and after using bathroom.
- Bathroom- Shared in 4th grade hallway
 - Cleaning by Custodial routinely throughout the day
 - Each class in 4/5 hallway will have specific times to use bathroom.- use bathrooms 143/142.

- Individual student needs- use bathrooms 131A/131B.
- Hallways: social distancing will be in effect in hallways. There will be designated staircases for up only and down only. Stairwells: EXIT 6 UP, EXIT 8 DOWN
 - Students and staff must wear face masks at all times.
 - Staff and students will move single file, in hallways and stay to the right-hand side
- Elevator Use:
 - Signs will be posted indicating 1 person at a time
 - 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
 - Masks will be worn whenever students are not seated at their assigned seats in the classroom.
 - Lunches will be delivered to the classrooms by cafeteria staff
 - Students will remain seated while eating and garbage will be collected by an adult.
 - Hands will be washed/ sanitized before and after lunch.
 - 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 for any student that is not on site for instruction.

Exploratory classes: Special Area Teachers:

Identify where special area instruction will take place. Identify if there are shared items and how shared items will be disinfected between each use.

- Art, Music, PE and Library will come to the classroom to provide instruction.
- Physical Education: If weather permits- PE classes will be allowed to go outside following guidelines:
 - At all times twelve feet of space is required in all directions in areas where aerobic activities.
 - NO use of playground for PE
 - NO sharing of equipment during class
 - All equipment must be cleaned before next group
 - Green Space will be divided into sections depending upon number of classes using greenspace – cones will indicate teaching areas and will be placed in appropriate areas each morning (weather permitting) prior to any PE classes.
 - NO use of bathroom during PE class if outside.
 - PE teachers need to have at least 1 radio when outside
- Vocal Music

- Use of the cafeteria to allow for Twelve feet of space is required in all directions in areas, projecting the voice (singing), or playing a wind instrument take place
- Desks will be in café 12 feet apart in all directions

- Instrumental Music
 - Max 4 students in band room following 12 foot rule for wind instruments and 6 foot for all others.
- Exploratory teachers 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.
- 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.

Support Staff:

Speech /Language, Social Worker:

S/L- use of a Plexiglas barrier to conduct S/L sessions in a 1:1

Social Worker- Counseling students (IEP)

Must be 6 feet apart during counseling session, no more than 3 students at a time

Will have to use a full size classroom – room TBD

Shared Spaces:

Identify if any spaces will be shared by different cohorts. Identify how spaces will be disinfected in between uses. Playgrounds do not require disinfection between cohorts.

- 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.
 - Shared Bathrooms will be cleaned periodically throughout the day by custodial staff
 - 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.
 - *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.

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

Identify a designated area for pick-up and drop-offs for deliveries.

- All large deliveries will be picked up or dropped off at Exit 4.- custodial entrance
- All food service deliveries will be dropped off/picked up at exit 10.
- Mail and small packages will be dropped off/picked up at exit 1.

Face Covers

Face covers must be worn whenever an individual is within six feet of another person and in all communal areas. Encourage face cover wear at all times.

- *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:

Identify times and locations for mask breaks for staff and students. These locations must allow for the person to have at least six feet of space in all directions.

Will be initiated by Teacher:

- 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” upon indication from teacher
- If student moves from assigned seat, they must put their mask back on.
- Mask breaks should be short (approximately 5 minutes every hour).

Screening & Visitor Log

Student Screening:

Identify which doors will be used for student screening and temperature taking. Multiple entrances should be used whenever possible. Students must be social distant and be supervised while waiting.

Student Screening:

- *Health Checks:*
 - ALL students will be temperature checked before entering the building.
 - K-4th Grade and grade 6 SC: There will be assigned staff members at Exit 5 (for bus riders) and Exit 1 (for walkers) taking temperatures each morning. Buses will be released one at a time and a staff member will take each student’s temperature as they get off the bus. 5-8 teachers and additional staff will assist in directing students to walk directly to their classrooms.
 - Pre K:
 - Pre K3 and Prek4 students will enter through Exit 1 at 8:45 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 5.
 - 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, as they exit the bus.
 - Once in, students will walk down the hall to classroom.
- 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.
 - Late Arrivals: enter at exit 1
 - Students are considered late starting at 7:45 am.
 - Students arriving after 7:45 am will be signed in and provided a late pass.
 - Students will have their temperature checked before being allowed into the main building.
 - ONLY students will be allowed into the building.

Student Screening Locations: Exit 5 prior to entry (buses), exit 1 prior to entry (drop-off)

Identify Screening Team: Administration, support staff, SSOs.

Staff Screening:

Identify which doors will be used for staff screening, kiosk locations, and temperature taking. Multiple entrances should be used whenever possible. Staff must be social distant while waiting.

Staff Screening Locations:

Exit 1 prior to entering

Exit 5 prior to entering

Identify Screening Team: SSO's, ISS TA

Visitor Screening & Log:

Visitors will not be allowed in building with students. If a visitor comes inside a building they must be logged and screened.

Visitor Screening Location: Exit 1 vestibule (as social distancing allows)

Temperature check and screening questions completed by SSO. Visitor signs in.

If a parent is dropping off student meds/information- Nurse will be called to main office foyer to interact with parent/guardian.

Positive Screening

Identify a dedicated isolation room for students or staff members that with a temperature, signs of illness, and/or a positive response to the screening questionnaire. Students must be supervised prior to being picked up or otherwise sent home. Students' parent/guardian must be provided with information on testing resources and advised to contact their healthcare provider. If possible, staff members should

leave the building immediately. Advise staff to contact their healthcare provider and the Benefits Department.

Isolation Room Location: 127

Safety Drills:

Safety drills must be performed. All on-site students and staff must participate in drills. Identify how drills will be conducted.

Evacuation Drills: Classrooms will practice individual drills prior to a whole school drill. Classrooms will have assigned designated exits to ensure social distancing. Teachers carry hand sanitizer in emergency folder and will sanitize once the class is outside and upon returning.

Lockdown Drills: Teachers will mark off spots for each student on the hidden wall or a designated space and number/assign spots. Students and staff must be wearing masks. Drills will try to be no longer than 10 minutes.

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.

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

Staff Responsible:

Custodial staff, administration, clerical staff

Daily Checklist for Supplies:

Room 122- Head Custodians office

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.