

Rochester City School District COVID-19 Reopening Plan
Building Specific

School Name: Flower City School #54 Grades PreK - 6

Address: 36 Otis Street Rochester, NY 14606

Principal: LaShara Evans

Contact Information: 585-254-2080

General Information:

Hybrid Model PreK-4

Cohorts:

- 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.
- 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.

Cohorts:

- 5th and 6th Grade 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.

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.

Social Distancing

- Social distancing, six feet of space in all directions between individuals (students and staff) will be maintained at all times, unless safety or core activity requires a shorter distance, or the individuals are of the same household. Barriers may also be used in specific situations when six feet of space cannot be maintained. Face covers are not required when behind a barrier.
 - Barriers will be made of approved materials and will not adversely affect air flow, heating, cooling, or ventilation or present a health and safety risk.
 - Physical barriers can include: strip curtains, cubicle walls, polycarbonate or another impermeable divider.
- Social distancing markers will be used to denote six feet spacing in commonly used and other areas as necessary.
- Any time individuals are less than six feet apart from one another, an acceptable face covering will be worn.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity. Examples include elevators, copy rooms, storage spaces, and vehicles (other than buses).
- When possible, breakfast and lunch will be consumed in the classroom.
- Large group events such as; student assemblies, athletics events/practices, performances, and school-wide parent meetings, will be cancelled or postponed.
- Virtual meetings will take place whenever possible. If an in-person full staff meeting is necessary, it cannot take place unless there is enough space for proper social distancing and does not exceed current State limits on gathering size.
- Limit office-based work to a maximum of 50% of a buildings occupancy. This will require staff to work on an alternate schedule or continue to work from home.
- Office workstations will be arranged so that employees are at least six feet apart or separated by a barrier. If workstations cannot be separated, a face covering will be worn at all times.
- Shared workstations will not be used unless no other option exists. If a shared workstation is used it will be cleaned and disinfected before and after by the user, if an adult. If used by a student it will be disinfected by an adult.
- Designated areas for pick-ups and deliveries will be established in each building, limiting contact to the extent possible.

Social Distancing Classroom Plans:

- Cohorts of students will be created whenever possible. Cohort size will be determined by the amount of students that fit into a classroom. For most, classrooms this will be twelve students or less.
- Lockers and cubbies will be assigned by cohort group.

- Special area teachers will go to individual classrooms. If it is not feasible for the teacher to go to individual classrooms, the shared space will be disinfected between each group use. Shared space use plans will be identified in individual building plans.
- Twelve feet of space in all directions will be provided in all areas where aerobic activities (gyms), projecting the voice (singing), or playing a wind instrument take place. When possible, these activities will take place outside.

Communication/Family & Community Engagement

- Information will be communicated with families in August 2020.
- Weekly/ Monthly updates will be shared with families through Facebook (Flower City 54), Twitter (@rcsdsch54), School Website, robocalls, and newsletters.
- Virtual Parent Meetings to discuss Reopening Procedures and policies.

Special Area Teachers:

- All specials will come to the classroom to provide instruction.
- All materials used will be cleaned between each student use.

Shared Spaces:

- Touching of shared objects and surfaces will be discouraged.
- When in contact with shared objects or frequently touched areas; employees will be encouraged to wash hands before and after contact.
- Some commonly touched shared objects include:
 - Door handles and push plates
 - Handrails
 - Kitchen and bathroom faucets
 - Light switches
 - Handles on equipment
 - Buttons on vending machines and elevators
 - Shared telephones
 - Shared desktops
 - Shared computer keyboards and mice

- Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects.

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

- All deliveries will pick up and drop off for deliveries will take place at the loading dock
- Delivery person will ring the bell at arrival
- School Safety Officer along with a custodian will meet the delivery person at the dock
- Temperature will be taken

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 Cover Location(s):

Face covers will be stored in the main office. They will also be available at entrances where individuals are allowed to enter.

Face Cover Breaks:

Mask will be worn at all times outside of the classroom. In the classroom, mask may be removed if students are 6ft apart.

Screening & Visitor Log

Student Screening:

- K-4th Grade: There will be assigned staff members at Exit 2 (for bus riders) and Exit 1 (for walkers) taking temperatures each morning.
- Pre K:
 - Pre K3 and Pre K4 will enter through Exit 8 at 8:45 am. Only students will be allowed to enter the building after having their temperature checked.

Student Screening Locations: Main Entrance Exit 1, Exit 2 and Exit 8

Identify Screening Team: School Safety Officers, Clerk, Parent Liaison and Pre K paraprofessionals

- Late Arrivals:
 - Students are considered late starting at 9:15 am.

- Students arriving after 9:15 am will be signed in and provided a late pass until 9:30 am.
- Students who are later than 9:30 am to school will enter through the main office.
- Students will have their temperature checked before being allowed into the main building.
- 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 6 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 report to the walker room in the cafeteria.
 - While in the room, all staff and students will adhere to social distancing guidelines (6 feet apart).
 - Parents will come to exit 2 and use the buzzer to speak to a staff member.
 - Designated staff member will escort student to exit 2 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.
 - Parents should notify the main office no later than 2:30pm of early dismissal or pick up changes.

Staff Screening:

Staff Screening Locations: The main entrance

Identify Screening Team: School Safety Officer

- 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 visitors will be required to sign-in at each building excluding deliveries that are performed with appropriate PPE or through contactless means.
- Student attendance will be taken daily and up-to-date schedules will be maintained.

Screening and Health Checks

- All staff, visitors, and students will have their temperature taken every day onsite. The SSO will be stationed in the main lobby. Staff will sign-in and the SSO will take temperatures. Specific temperatures of individuals will not be recorded.
- Staff and visitors will fill out an electronic screening assessment prior to or immediately upon arrival to any District building. The screening assessment will include all questions required by the [NYSDOH Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency](#).
 - 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.

Visitor Screening & Log:

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

Visitor Screening Location: Main office
The clerk will maintain the logs and conduct screenings

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: Gymnasium

- **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 gymnasium.
 - Any staff member 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 a 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).

Facilities

- *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. Each student will have their own desk that will store their materials. Classrooms will keep all student desks (24) so that each student can have their own space.
 - Rugs will be rolled up and stored.
 - Student spaces will be cleaned daily.
 - Tables in classrooms will not be used for small group work.
 - 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.
 - Up only staircases- Exit 2 and 4
 - Down only staircases- Exit 1
 - 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.
 - Only one person is allowed on an elevator at a time.
 - 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 during designated times.
- *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.

- 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.
- Building Hours:

Staff can enter the building starting at 7:00 am and exit the building no later than 3:45 pm in order for the building to be thoroughly cleaned.

Safety Drills:

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

- School buildings will identify how drills will be conducted 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 can 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.

Daily Supply Inspection:

All areas of the school will be cleaned daily. Spray bottles will be available for staff members to utilize. Supplies will be check daily, using an inspection form.

People responsible for the check list: Cleaner and Assistant Custodian

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.
- Teachers will be required to take attendance.
 - In person attendance- see Staff Handbook
 - Social distancing attendance will be measured through logins and completion of virtual daily sessions. As well as student completion of assignments packets/task.
- Chronic Absenteeism- the Attendance Team will continue to meet weekly in order to monitor students' engagement levels. The team will identify students that need support and work with staff in connecting for engagement.

Technology and Connectivity

- Staff will conduct surveys with families to gather information of specific technology available for student use.
- The district has provided chromebooks for all students in grades 5-12. There is a distribution plan for K-4th.
- 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 use of each student. No sharing of electronics is allowed until they have been properly cleaned.
- Teachers will be expected to use technology to provide new learning, enhancing learning and creating rigorous learning.

Special Education

- Special in Special Classes K-6th will attend in person instruction, 50% will attend on Monday, Tuesday and have distance learning on Wednesday, Thursday, and Friday. While the other 50% will attend Thursday and Friday.
- Consultant Teacher and Resource Room students will receive services in person on days in school, and remotely when home.
- Documentation will be kept on students' IEP goals.
- Communication with families is necessary.
- More information will come on CSE meetings.
- Related services will follow social distancing guidelines.

World Languages

- ELL students will receive services in person on the days in school, and remotely when home.
- Spaces for services will follow social distancing guidelines.

Staffing

- All staff must fill out COVID-19 questionnaire before entering the building (will be sent electronically).
- Each staff member must swipe their own badge before entering the building. Every badge needs to be swiped for monitoring (that means no holding the door for each other!) If you need a new badge, please notify Plant Security, 336-4160
- All staff may enter the building through main entrance as early as 7:00 am.
- Each staff member must be temperature checked before entering the main building.
- All staff must exit the building by 3:45 pm in order for the building to be deep cleaned daily.

Child Nutrition

- 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.

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.

Communication and Family 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.