

Rochester City School District COVID-19 Reopening Plan

Building Specific

Building Name: Dr. Martin Luther King, Jr. Community School No. 9

Grade Level PreK-6

Address: 485 North Clinton Avenue

Principal: Sharon E. Jackson

Contact Information: 585-325-7828 x 1002

General Information

Hybrid Model PreK-4

Cohorts:

- PreK-4 Student cohorts are in two groups: A or B for each grade level.
- PreK-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
 - Faculty and staff will report and engage in professional development on Wednesday and the custodial dept. deep clean the building.
- Self-Contained classrooms (3-6) 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.
- 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 consists of 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.

Classrooms

Cohort Classrooms

K- 4 and 12:1:1 Self-Contained Classrooms					
Kindergarten	120	121	122	123	124

First Grade	103	104	105	106	107
Second Grade	220	221	223	224	
Third Grade	203	204	205	322	
Fourth Grade	207	305	321	327	
SC 3-6 Grade	206	316			

Emergency Learning Spaces

The following spaces are not for classroom use. However, in case of an emergency*, these spaces may serve as alternative space for potential use for single classroom cohort use.

- Art room
- Library
- 222
- 304
- *bodily fluid clean-up

Outdoor Learning Spaces

- Courtyard – Vocal Music (weather permitting)
- Primary Playground – Physical Education K-2 (weather permitting)

Non-Learning Spaces

- Cafeteria
- Gymnasiums
- Music
- Main Office
- Community School Office
- Custodial Office
- Health Clinic
- Faculty Lounge
- Small Offices
- Hallways

Social Distancing Classroom Plans:

All students desk will face smartboard in the same direction with six feet social distance.

Smartboard/ Front of Class				
student desk		student desk		student desk
	student desk		student desk	
student desk		student desk		student desk
	student desk		student desk	
student desk		student desk		student desk

In addition, classroom footprints/signage to support social distance for student line-up and lockers/cubbies storage.

Cohorts:

Student cohorts are 50% of classroom count, no more than 13 students: Cohort 1 and Cohort 2. In addition, family cohort group of students will have same designated schedule.

After staggered bus dismissal and screening, student cohorts will enter main entrance doors as follow:

- Students in the following classrooms will enter North main entrance doors, and use Exit 11 stair tower to enter classrooms on 2nd and 3rd Floors: 103, 104, 105, 106, 107, 203, 204, 205, 206, 207, and 305.
- Students in the following classrooms will enter South main entrance doors, and use Exit 2 stair tower to enter classrooms on 2nd and 3rd Floors: 120, 121, 122, 123, 124, 220, 221, 223, 224, 321, 316, 322, and 327.

With a staggered dismissal, classes will exit to main entrance doors as follow:

- Students in the following classrooms will exit from the following doors

North	Exit 1: 107, 103, and 104	Exit 10: 105, 106
	Stair Tower 9 - Exit 1: 207	Stair Tower 11 - Exit 1: 203,
	Stair Tower 10 - Exit 10: 204, 205, and 206	Stair Tower 10 – Exit 10: 305
South	Exit 1: 124, 123, and 122	Exit 2: 120 and 121
	Stair Tower 2 – Exit 2: 220 and 221	Stair Tower 4 – Exit 1: 223 and 224
	Stair Tower 2 – Exit 2 321 and 322	Stair Tower 4 – Exit 1: 316 and 327

Special Area Teachers:

All special area teachers will rotate to provide instruction to students within their classrooms. The following exceptions will occur as follow:

- Courtyard – Vocal Music (weather permitting)
- Primary Playground – Physical Education K-2 (weather permitting)

Shared Spaces:

Shared spaces are as follow:

Shared Space	Classrooms	Cleaning Schedule
Bathroom 1 st Floor West	103, 104, 106, 107	9:00 am , 11:00 am, 1:00 pm, 3:00 pm
Bathroom 1 st Floor North	105, 124, 121	9:10 am, 11:10 am, 1:10 pm, 3:10 pm
Bathroom 1 st Floor South	120, 122, 123	9:20 am, 11:20 pm, 1:20 pm, 3:20 pm
Bathroom 2 nd Floor North	220, 221 204, 205	9:00 am , 11:00 am, 1:00 pm, 3:00 pm
Bathroom 2 nd Floor South	223, 224, 203, 206	9:10 am, 11:10 am, 1:10 pm, 3:10 pm
Bathroom 3 rd Floor North	207, 305, 327	9:30 am, 11:30 pm, 1:30 pm, 3:30 pm
Bathroom 3 rd Floor South	322, 321, 316	9:30 am , 11:30 am, 1:30 pm, 3:30 pm
Courtyard	Cohort 1 & Cohort 2	N/A
Primary Playground	Cohort 1 & Cohort 2	N/A

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

Contact-less Food Deliveries

Exit 1 – Main Entrance Foyer

USPS Delivery

Exit 1 – Main Entrance Foyer

Other School Deliveries

Exit 7 – Custodial Entrance

Face Covers

All school personnel, students, and visitors will wear face covers when an individual is within six feet of another person and in all communal areas.

Face Cover Location(s):

The following locations will store face covers for students and school personnel:

Main Office

Community School Office

Health Clinic

Custodial Office

Face Cover Breaks:

The following times and locations are for mask breaks for students and personnel:

Breakfast / Lunch - Classrooms

Music – Courtyard

Screening Policy

Student Screening Foyer and Hallway:

- Students in the following classrooms will enter North Main Entrance Door 1
 - 103, 104, 105, 106, and 107
- Students in the following classrooms will enter North Exit Door 11
 - 203, 204, 205, 206, 207, and 305.
- Students in the following classrooms will enter South Main Entrance Doors 1
 - 120, 121, 122, 123, and 124
- Students in the following classrooms will enter South Exit Door 2
 - 220, 221, 223, 224, 321, 322, and 327.

Supervision: Administration; Support Staff, Related Service Providers, SSOs

School Screening Team

The school screening team consists of the following:

- RCSD School Safety Officers (minimum of two)
- Nurse Dept.
- Via Health Clinic

Staff Screening:

- **ALL staff must enter main entrance doors.**
- School staff report times are staggered.

Staffing	Report Time	Screening Location	Kiosk Location
Teaching Faculty / Staff	7:15 am	Main Entrance North / South	North / South SSO stations
Community Office / Transportation Clerk	8:00 am	Main Entrance South	South SSO station

School Safety Officers will maintain screening log.

School Screening Team:

The school screening team consists of the following:

- RCSD School Safety Officers (minimum of two)
- Nurse Dept.
- Via Health Clinic

Health Checks:

Faculty and Staff:

- Staff may begin to enter the building at 6:30 am.
- ALL staff must swipe their badge to enter through the doors
- ALL staff will be temperature checked before entering the building
- Staff Screening Time: 6:30-7:15
- No staff member should not hold the door open for other staff.
- Staff will complete an online screening questionnaire daily (electronically) before reporting to work.
- Screening questionnaire determines whether the individual 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:

Visitor's Policy and screening process is a follow:

- Nonessential visitors are limited access to building.
- All visitors will have to fill out a screening assessment and will have their temperature taken.
- 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.

- Parent meetings and other meetings are via phone/virtual conferences.
- Permits are for outside use of building grounds only. No permits for inside building use. Outside permits are for State approved activities only and must adhere to all CDC and NYSDOH requirements.
- SSO will disinfect shared writing utensils and clipboards for sign-in between each use.
- Protective barrier will for reception areas. Social distancing markers are in place also.
- Reception seating areas are limited and set up to allow for social distancing (six feet separation).

Visitor Screening Location:

School Safety Officers will screen visitors in the main entrance alcove and maintain log.

Positive Screening

The Positive Screening and Response policy is as follow:

- Students and staff who exhibit symptoms of illness with no other explanation must report to the school health clinic for an assessment by the school nurse. If a school nurse is not available, a Via Health staff member will assess students or staff with COVID-19 symptoms not explained by chronic health conditions will be isolated and sent home for follow up with their health care provider.
- Room 136 is the dedicated isolation room for students or staff members who screen positive, present with a temperature or show signs of illness. Multiple students or staff members are distance by six feet.
- Employees will leave immediately. They will contact their direct supervisor, the Benefits Department, and their healthcare provider.
- The Health Clinic will students in the isolation room until parent pick-up /otherwise sent home sick bus.
 - At arrival to Exit 7, parent will call Health Clinic. Health Clinic staff will escort students from the isolation room through Exit 7 to the parent/guardian.
 - Health Clinic staff will advise students' parent/guardian to contact their healthcare provider and provided with information on testing resources.
- Symptomatic students or staff members will follow CDC's [Stay Home When You Are Sick](#) guidance unless otherwise directed by a healthcare provider or the local department of health.
- If the student or staff member exhibits the following emergency warning signs,
 - 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
 - Diarrhea

staff report to the Health Office. Health Office will follow protocols in place

- *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 only work at their designated space all day.
 - Students will not share any materials.
 - Rugs rolled up and stored.
 - Tables are not accessible for student and teacher use.
 - Student spaces cleaned daily.
 - Student materials switched out after each Group A leaves and before Group B attends.
 - Students 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 facemasks at all times in the hall.
 - Up only staircases- Exit 11 and Exit 2
 - Down only staircases- Exit 9 and Exit 4
 - Staff and students will move single file in hallways and stay to the right-hand side
 - Elevator Use:
 - Elevator use is only necessary use.
 - Only two people are on an elevator at a time.
 - Student Belongings:
 - Students' personal belongings kept in student cubby.
 - Students put away or retrieve their belongings one at a time.
 - Students' instructional belongings stored in individual bags and only stored in cubby or lockers when students are not in-person.

Isolation Room Location:

School Isolation Room is 136. The Isolation Room is across from the school health clinic.

Safety Drills:

Dr. Martin Luther King Jr. will conduct safety drills required by Education Law § 807 include eight evacuation drills and four lockdown drills.

Evacuation Drills:

- Teachers will instruct students on emergency procedures and that maintaining social distancing in an actual evacuation or lockdown is not the first priority.
- Evacuation drills are on a staggered schedule, only evacuating one or a few classrooms at a time, allowing appropriate distance between students to the evacuation site. For example, staggering classroom to minimize contact of students in hallways, stairwells, and at the evacuation site. All students will participate in drills on the school day during in-person attendance.

Building Location	Classroom	
	Drill Group 1	Drill Group 2
North	103, 107, 105, 203, 205, 207, 305	104, 106, 204, 206,
South	120, 122, 124, 220, 224, 316, 322	121, 123, 221, 223, 321, 327

Lockdown Drills:

- Teachers will instruct students on emergency procedures and that maintaining social distancing in an actual evacuation or lockdown is not the first priority.

Daily Supply Inspection:

The custodial staff will inspect daily and maintain a supply list of the following items:

- face covers,
- tissues,
- hand hygiene materials (i.e., soap, paper towels, hand sanitizer)
- and cleaning supplies (i.e., disinfectant, paper towels, general purpose cleaner)

to ensure school has supply quantities to stay open.

The *Daily Checklist for Supplies'* location is the custodian 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 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.