

JOSEPH C. WILSON FOUNDATION ACADEMY
COVID-19 Reopening Plan



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SCHOOL RE-OPENING OVERVIEW

Wilson Foundation Academy remains committed to our mission of Excellence for All Students in All Aspects of Their Development.

Teaching and Learning Goals:

We will provide clear opportunities for equitable instruction for ALL students.

We will maintain continuity of learning using instructional models (in person, remote, hybrid).

We will provide standards based instruction.

Substantive daily interaction will occur with teacher to student and student to teacher.

We will provide clear communication of plans with families.

We will continue to implement and plan the International Baccalaureate Program framework.

- The safety and health of all of our staff and students is our number one priority!
- WFA will open 2020-2021 SY with a hybrid model with K-4th Grade, 6th Grade 12:1:1, and 7th & 8th Grade ASD 6:1:2 classes attending modified in-person learning classes.
 - Classes will be split into two teams with 50% of classroom students on each Team
 - Team A will report for in-person instruction on Monday and Tuesday, with distance learning on Wednesday, Thursday, and Friday.
 - Team B will report for in-person instruction on Thursday and Friday, with distance learning on Monday, Tuesday, and Wednesday.
 - 7th/8th Grade ASD students will attend
 - Wednesday will be a planning/PD day, while the building is deep cleaned.
- Grade 5th – 8th will follow a distance learning plan.
- Monday, Tuesday, Thursday, and Friday will be distance learning.
- Wednesday will be a planning/ PD 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 PreK – 6

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.

Below is what the “Hybrid Model” will look when the District transitions to this model

Hybrid Model 7-8

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.

HEALTH & SAFETY

Health Checks:

- ALL staff and students will be temperature checked before entering the building.
 - Families will be advised that sick students must stay home. Students will be encouraged to stay home when sick. Sick students will not be allowed to stay at school.
 - ALL staff must enter through the Staff Entrance at Exit 8 and have their temperature checked before going into the main building.
 - Two SSO team members will be assigned at the Staff Entrance to check temperature of faculty and staff

- Staff may begin to enter the building at 6:50 AM.
- EACH staff member MUST scan into the building using their District-issued ID badge. This information will be used to support contact tracing efforts by the Monroe County Department of Health.
- Employees cannot badge in for other employees or hold the door for a colleague to allow them in under their badge; single swipe per staff.
- ALL K-4th graders will be temperature checked each morning. There will be assigned staff members at Exit 1 to take student temperatures each morning.
 - Students will be allowed to enter the building after having their temperature checked and cleared.
 - Students who do not have clearance to enter, will be directed to the Isolation Room.

Staff Screening Process:

- Staff will complete an online screening questionnaire daily (electronically) before reporting to work.
- Staff will receive a daily email to self-screen prior to coming to work. If staff are unable to complete the digital screening prior to their arrival there will be kiosks available onsite to complete the assessment.
- A positive screening will result in on onscreen directive to not report to work or to leave immediately and to contact their healthcare provider, supervisor and the Benefits Department. An email will go directly to the employee's supervisor and to the Benefits Department.
- Staff will be provided with training on how to use the screening assessment tool, what to do if they do screen positive and to stay home if they would screen positive if they use the onsite screening kiosk.
- Visitors will use the onsite screening kiosk and will not be admitted if they screen positive. They will be advised to contact their healthcare provider.
- Screening questionnaire determines whether the individuals has:
 - Tested positive through a diagnostic test for COVID-19 in the past 14 days.
 - 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
 - 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.

Face Covers

- Face coverings will be expected to be worn at all times.

- Face coverings will be *required* to be worn at all times when social distancing is not possible as well as when in any public area, including, but not limited to; hallways, restrooms, and buses.
- Employees will be provided with an acceptable face covering at no-cost to the employee. Students who arrive without a face covering will be provided with an acceptable face covering.
- Face Cover Location(s): Additional face covers will be available in the nurse's office and front entrance security desk if a student or staff member requires one.
- Face Cover Breaks: Mask breaks for staff and students will be incorporated throughout the day and during meals. During this time, social distance of at least six feet will be in place.

Health Hygiene-

- Proper handwashing will be taught to students and reinforced throughout the day.
- 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.
- Students and staff will be expected to wash hands following specific guidelines.
- Signage will be displayed by sink.
- There will be a water fountain on each floor for students to use to fill personal water bottle or paper cup that will be provided to them.

Visitor Screening & Log

- Visitors will not be allowed in building. If a visitor comes inside, they must have prior permission and direct school-related business.
- The use of shared writing utensils and clipboards for sign in will be minimized. Shared items will be disinfected between each use.
- Reception/visitor seating area will be limited and set up to allow for social distancing requirement.
- Parent conferences will be held via phone or available video conferencing (Zoom, FaceTime, Google Conference).

Positive Screening

- The **Auditorium will be the Isolation Room** for students or staff with a temperature, signs of illness, and/or a positive response to the screening questionnaire.
- Staff will be assigned to supervise students prior to being pick up or otherwise sent home.
- Students' parent/guardian will be provided with information on testing resources and advised to contact their healthcare provider.
- Positive screened staff members will be asked to leave the building immediately and advised to contact their healthcare provider and the RCSD Benefits Department.

- Isolation Room Location: Auditorium

Management of Sick Staff/Students-

- Anyone showing signs or symptoms of COVID-19 will be isolated until they can be sent home. The isolation room will be located in school's Auditorium located on the first floor near main entrance.
 - 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
 - Observable signs of any type of illness include:
 - Flushed cheeks
 - Rapid or difficulty breathing
 - Fatigue or irritability
 - Frequent use of the bathroom
 - Any students/ staff exhibiting any of these symptoms will be seen by the school nurse.

Returning to school:

- If staff or student 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.

Positive COVID 19, Contact and Return to Work and School:

- Staff returning to work following a positive test for COVID-19, a positive screening result (close or proximate contact), suspected COVID-19 case, or official quarantine will be determined by the Benefits Department using the NYSDOH [Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure.](#)

- Students returning to school will be determined by School Health Services. Specific criteria for student returning to school following an illness, a positive test for COVID-19, a positive screening result (close or proximate contact), suspected COVID-19 case, or official quarantine can be found in the School Health Services section of the District Reopening Plan.

Daily Supply Inspection:

- Supplies will be inspected daily and low supply amounts will be reported immediately. 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).
- The school 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 and disinfection.

Daily Cleaning

- Occupied areas of the building 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-touched areas will be frequently cleaned and disinfected. High-touch surfaces include tables, doorknobs, light switches, countertops, handles/handrails, desks, phones, toilets, faucets and sinks.
- Staff will clean shared and high-touch items before and after each use.
 - A cleaner and disinfectant will be provided.
 - When a cleaner or disinfectant is not appropriate, a hand sanitizing station and/or gloves will be provided.
- Students will not be allowed to use disinfectants and will not be immediately present when disinfectants are in use whenever possible.

Disinfection of Contaminated Areas

- In the case of a student or staff member with a suspected or confirmed case of COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting the building: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- School administrator and Senior Custodial Engineer with work to close off areas used by the person who is sick.
- Once the area(s) have been appropriately cleaned and disinfected it will be reopened for use.
- Doors and windows will be opened to allow for air circulation in the area.

- Clean and disinfect all areas used by the person who is sick, such as offices, classrooms, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and copiers.
- Staff without close contact with the person who is sick can return to work immediately after disinfection. Workers determined to have close contact will be identified and notified through contact tracing done by the Monroe County Department of Health.

Social Distancing

School-wide Requirements:

- Social distancing will be set up throughout the building with six feet of space in all directions between individuals (students and staff) and will be maintained at all times.
- Six feet of space from person to person will be required in all directions.
- If six feet of space is not maintained face covers must be worn.
- Desks will be placed facing the same direction to reduce potential transmission of disease by droplets produced by talking, coughing or sneezing. Face coverings will be expected to be worn by students and staff to minimize the likelihood of the transmission.

Breakrooms and Lunchrooms - Adults

- The use of breakroom and lunchroom will not be permitted.
- Communal meals and shared food will not be allowed. (e.g., bagels, donuts, candy and fruit bowls).
- Congregating in breakrooms or lunchrooms will be discouraged.

Copier Room/Areas

- No congregating in copier rooms will be allowed.
- Copiers are difficult to clean due to the sensitivity of the hardware to liquids.
 - Users will be provided hand sanitizer and gloves.
 - Signs will be posted regarding proper hand hygiene before and after using the copiers to minimize disease transmission.

SCHOOL OPERATIONS & ENVIRONMENT

Building Hours:

- Staff can enter the building beginning at 6:50 AM, and exit the building no later than 3:00 PM in order for the building to be thoroughly cleaned.

Classroom Seating & Materials:

- Students will be seated 6 feet apart at individual desks and where there are tables used in the classroom, students will be seated one student per table.
- All students will be facing one direction toward where the main instructional

display will be presented.

- Students will only be allowed to work at their designated space all day.
- Students will not share materials and when this is unavoidable, items will be immediately wiped before another use.
- Student materials will be switched out after Team A finishes, and before Team B attends.
- Student spaces will be cleaned daily.
- Students will be provided with individual bags for their materials. 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.
 - Students' instructional belongings will be stored in individual bags that will be stored in cubby/hallway locker when students are not in-person.

Hallway and Transition:

- Social distancing will be in effect in hallways.
- All staff and students will walk and transition in the hallway by staying to the right of the hall when walking alone or transitioning with their Team.
- Students and staff must wear face masks at all times in the hall.
 - Stairways are separated down the middle with handle and students will walk up using the right side of the division and will walk down using the right side of the division.

Elevator Use:

- Elevators will be used only when absolutely necessary.
- Only three people are allowed on an elevator at a time.
- Staff must wear a face covering whenever riding in an elevator.
- The use of stairs will be encouraged.

Shared Objects and Surfaces

- 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.

Fire and lock down drills-

- There are nine evacuation drills and four lockdown drill required. Staff will be provided with evacuation and lockdown protocols on the first day and will review and practice with students.
- During the evacuation and lockdown drills, students and staff will follow the required social distancing protocols.

Main Office-

- Only students and staff will be allowed to enter the main office.
- Staff and students will not be allowed to mingle in the office.
- There will be no visitors allowed in the building, but in case of a planned/expected guest or an unexpected emergency related to a parent/visitor, chairs will be set apart outside of the office area arranged six feet apart, for temporary waiting.
 - Masks must be worn by visitors when entering the school and remain on while in the building.
 - Main Office and Loading Dock will continue to be the main areas for pick-up and drop-offs for US mail, District courier, and other deliveries.

Cafeteria:

- The Cafeteria will not be used for student meals; however, when in use, the seating and spacing will be arranged so that students or staff are six feet apart in all directions.
- Disinfection will take place after each use.

Gymnasium

- The gymnasium is not expected to be used; however, in the event it is occupied for instruction, each activity will be required to have twelve feet of space in all directions.
- Disinfection of shared objects will occur between each use.
- Students will perform hand hygiene before and after using shared objects.

Special Area Rooms (e.g., Music, Art, Instrumental)

- The specials area rooms are not expected to be used; teachers will be scheduled to provide instruction within the main classroom setting.
- In the event the specials area rooms are used, they will be arranged so that students are six feet apart in all directions.
 - If required by the activity, twelve feet of space in all directions will be arranged.
- Disinfection will take place between each group use.
- When possible, students will have their own supplies and sharing of materials will be discouraged and/or limited.
- Disinfection of shared objects will occur between each use.

Arrival/Dismissal

The school bus is an extension of the classroom. Transportation will have guidelines for seating, etc on the bus. Social distancing, cleaning, and face coverings will be required.

▪ Arrival:

▪ Bus Riders:

- Students will be let off the bus one bus at a time.
- Students will adhere to social distancing (6 feet apart) prior to entering the building. Walkways will be labeled for social distancing.
- Students will enter the main entrance at Exit 1
- Designated staff will be at the entrance to check for temperature and give clearance to enter the building.
- Once in, students will walk down the hall directly to their classroom.
- Students who have classes on the 2nd floor will use stairwell # 3 by the staff entrance and will walk up using the right side of the stairs.

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.
- ONLY students will be allowed into the building.

Late Arrivals:

- Students are considered late starting at 7:45 am.
- Students arriving after 7:45 am will be signed in and provided a late pass until 8:00 am.
- Students will have their temperature checked by SSO overseeing the security desk before being allowed into the main building.

Dismissal:

▪ Bus Riders:

- 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” side of the staircase while walking to the bus loop.
- Teachers will be assigned a specific exit door to use for dismissal.
- Students board busses, following transportation guidelines set by bus drivers.

▪ For students who get picked up:

- If a parent has not made arrangement with classroom teacher to meet them at the dismissal line at the bus, the students will report to the main entrance and will stand/sit at a designated spot using social distancing guidelines (chairs set 6 feet apart).

- Parents will come to the front entrance and will notify staff member the name of their child they are picking up.
- Designated staff member will call for student for dismissal.
- Early pick up:
 - All parents will enter through Exit 1.
 - Office staff will call for the student.
 - Parent will sign “early dismissal” chart with time and reason.
 - Parent/student will exit through Exit 1.

School Schedule & Instruction

In-Person and Distance Learning instruction:

- K-4th grade, 6th grade 12:1:1, and 7th/8th grade ASD students will attend in person following a Team A/Monday-Tuesday & Team B/Thursday-Friday schedule.
- Each Team will represent 50% of the full class enrollment.
- Team A students will attend in-person instruction on Monday and Tuesday with distance learning occurring on Wednesday, Thursday, and Friday.
- Team B students will attend in-person instruction on Thursday and Friday with distance learning occurring on Monday, Tuesday, and Wednesday.
 - All students in the ASD classrooms in grades 7th/8th will attend in-person instruction Monday, Tuesday, Thursday, and Friday from **7:30-11:30 AM**.
 - Students in grades 5th-8th grade will participate in distance learning Monday, Tuesday, Thursday, and Friday.
 - No students will report in person on Wednesdays.
 - All staff will report to the school building Monday- Friday.

Meals & Breaks:

- Breakfast: breakfast will be served to all students in the classroom. Cafeteria staff will deliver student breakfast to all classrooms before students arrive to school.
- Lunch will be served in the classroom; cafeteria staff will deliver lunches to each classroom.
- Custodial team will provide disposable bags for each room and will pick up bags for appropriate disposal.
- Teachers will be provided with planning period and duty-free lunch during the course of the day.

Specials Classes:

- Art, Music, and LOTE classes will be held within the main classroom and the special area teacher will go to the students in order to limit movement and transitions.

- All materials used will be cleaned between each student use.
- Physical education will be held in classroom for the initial start of the school year using alternative instructional methods for physical activities.
 - Moving PE to the gymnasium will be taken into consideration after two weeks of full instruction.
- Students must be 12 feet apart at all times during physical education.
- All equipment must be cleaned between classes.

Libraries

- Librarians will select books and take them to classrooms for students to make selections.
- When books are received back, they will be placed in quarantine for seven days prior to return to circulation.

Social and Emotional Support:

- Each in-person and remote learning day will begin with a period of time for students and teachers to share/reflect/connect with a Morning Meeting.
- Our school Social Worker, Parent Liaison and School Counselor, and AP will work with school staff to deliver and support the morning block with SEL resources and materials that would lend to addressing any social/emotional needs.

Special Education & ENL Learners

- All ASD students will attend in-person instruction Monday, Tuesday, Thursday, and Friday. No class on Wednesday.
- Our 6th grade 12:1:1 classroom will be divided into Team A and Team B which will follow the M/T or Thr/F schedule.
- Consultant Teacher and Resource Room students will receive services in person on days in school, and remotely when home with work extended from the in-person instruction.
- Documentation will be kept on students' IEP
- ELL students will receive services in person on the days in school, and remotely when home.
- Related services will follow social distancing guidelines.

Staff Expectations

- 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, by calling 336-4160 or emailing the department.

- By each staff member swiping his/her own badge, the district is able to monitor which staff is in the building in order to support contact tracking efforts by the Monroe County Department of Health.
- All staff may enter the building through the main office beginning at 6:30 am.
- Each staff member must be temperature checked before continuing into the building.
- All staff must exit the building by 3:00 PM in order for the building to be deep cleaned daily