

Rochester City School District COVID-19 Reopening Plan

Building Specific

Building Name: Rochester International Academy
Address: 1 Edgerton Park Rochester, New York 14608
Principal: Mary Andrecolich-Montesano-Diaz
Contact Information: (585) 324-5250

General Information:

Distance Learning 7-12

Students in grades 7-12 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 like if the District transitions to this model

Hybrid Model 7-12

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.

Hybrid Model for Specialized Instruction Programs 7-12

- Students with Disabilities that receive their instruction in a specialized program will attend school for in person instruction on Monday, Tuesday, Thursday, and Friday.
- Parent Preference to Distance Learning: students will work 100% remotely and will not come to the building for instruction.
- Electives: Students with Disabilities at Wilson take general education electives. They will receive their self-contained core classes in person, while electives will be provided virtually (LRE).

Social Distancing

Identify how classrooms, cafeterias, gymnasiums, art, music, libraries and other areas will be arranged to allow for social distancing. Limit student movement to other rooms, have staff rotate to students for special areas as much as possible.

NA- 7-12 Program/100% Virtual: During a 100% virtual model, all staff will wear masks in hallways, stair towers, copy room, main office, bathrooms or in common areas when 6 feet social distancing cannot be achieved.

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.

NA- 7-12 Program/100% Virtual: During a 100% virtual model, all staff will wear masks in hallways, stair towers, copy room, main office, bathrooms or in common areas when 6 feet social distancing cannot be achieved.

Twelve feet of space is required in all directions in areas where aerobic activities (gyms), projecting the voice (singing), or playing a wind instrument take place. Encourage single flow movement whenever possible, for example identifying a stair tower for going up and a stair tower for going down.

NA- 7-12 Program/100%Virtual: During a 100% virtual model, all staff will wear masks in hallways, stair towers, copy room, main office, bathrooms or in common areas when 6 feet social distancing cannot be achieved.

Social Distancing Classroom Plans:

Identify how classrooms will be set-up to allow for social distancing.

7-12 Program/100% Virtual - All teachers will provide distance learning instruction from their own classrooms individually or with a support teacher/para and/or a language coach as assigned. Face coverings and implementing the social distance of 6 ft. apart are required when two or more people are occupying any space. Disinfecting supplies such as spray, wipes and hand sanitizer will be available in every classroom so that shared items may be cleaned after use.

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.

7-12 Program/100% Virtual: Students will be grouped by their grade and language level and will be designated by their homeroom. Students, teachers and support staff will follow our master schedule.

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.

7-12 Program/100% Virtual: Special Area Teachers will follow the master schedule and will provide instruction in a myriad of approved virtual platforms in their classroom/gym/music room/art room.

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.

7-12 Program/100% Virtual - Shared Space for staff:

Main Office: Anyone entering the main office must wear a mask. This will be posted in multiple languages. Masks will be available in the main office. Only two people at a time in the main office. Office staff will be more than 6 ft. apart and will wear mask when interacting with anyone that comes into the main office. If no one is in the Main Office, office staff will have the opportunity to take a mask break. Disinfecting supplies such as spray, wipes and hand sanitizer will also be available in the Main Office and staff will be encouraged to wipe down common use areas during each day.

Copier: Mask and gloves must be worn while using the copier. One person at a time to maintain social distancing with a 10 minute limit. Signage will be posted to remind all staff of the process. Disinfecting supplies such as spray, wipes and hand sanitizer will also be available in the copy room.

RIA Workroom: Due to the size of the workroom, 6 staff members will be allowed in at one time. All staff will be required to wear masks. There will be no use of a refrigerator and/or the microwave. Staff must bring their own lunch/snacks etc...and are encouraged to eat in their classrooms. If the workroom is used, staff must disinfect the area after use. Signage will be posted to remind all staff of the process. Disinfecting supplies such as spray, wipes and hand sanitizer will be available in the workroom.

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

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

Mail deliveries will be made to the Main Office via exit 1. All other deliveries must go to the loading dock/receiving area in the back of the building.

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):

Identify where face covers will be stored if a student or staff member requires one.

Face covers will be located in the main office & custodial office. Everyone must wear a face cover.

Signage will be posted in multiple languages to remind everyone of this expectation.

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.

Staff will implement mask breaks in their classrooms and/or designated areas as they will all be participating in distance learning.

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 Locations: 7-12 Program/100% Virtual – Students will only be allowed in the building if they need materials. They will enter through Exit 1 and remain in the front foyer. They must have a mask on. If they do not have a mask, one will be provided.

Identify Screening Team: SSO, Office staff, Principal and/or Asst. Principal.

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: All staff will enter through exit 1. Staff will be screened in the front foyer.

Upon entry, all staff will have their temperature taken using a touchless thermometer. Staff will also be required to answer screening questions as designated by CDC. For everyone's safety, anyone displaying

symptoms of Covid-19 or presenting at risk of spreading the virus based on questionnaire responses will not be allowed to proceed beyond the front foyer.

Identify Screening Team: School Security Officers, Administrative Team, Clerical Team, & Language Coaches (interpreters).

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: Upon arrival to RIA, visitors will ring the bell and it will be answered by the office staff or SSO via the speaker. The visitor will be told that the building is closed to visitors and will be asked to state the purpose of their visit. The office staff and/or the SSO will assist the visitor as much as possible from the speaker. If the visitor must enter the school then they will enter through exit 1. Visitors will be screened and logged in at the security desk with the same process as staff. All visitors must have a mask on and practice social distancing. If they do not have a mask, one will be provided. If the visitor does not speak English, a Language Coach will assist. The needs of the visitor will be met in the front foyer in an expedited time frame.

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: Conference Room 124D

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: All staff will wear face coverings and practice social distancing during evacuation drills.

Lockdown Drills: All staff will wear face coverings (as needed) and practice social distancing (as needed) during lockdown drills.

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: Custodial staff will be responsible for the daily supply inspection. The checklist will be located in the custodial offices in 116.

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.

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.