



Nathaniel Rochester Middle School

Developing scholar-leaders for the future

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COVID-19 Reopening Plan 2020- 2021

Recovering, Rebuilding, Renewing



This plan has been created to aid in navigating the return of employees, students, and families to our school and to reduce the impact of COVID-19 conditions. The guidelines referenced in this plan are based on information from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), NYS Dept. of Health and Education and the Rochester City School District. Changes to the public health situation over the course of the school year may necessitate changes to this guidance.



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Return to Campus Model

General Information

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 like if 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.

Guiding Principles

In order to optimize instructional services ensure the well-being of our staff and students, the following guiding principles have been put in place:

1. Ensure the safety and wellness of all students and staff
2. Deliver high-quality instruction to all students, regardless of delivery model
3. Ensuring equity for all students
4. Optimize use of space, materials and staff
5. Offer supports to families
6. Engage community partners in planning

Social Distancing

1. Social distancing is an effective way to prevent potential infection. NRMS employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.
2. Classroom Layout
 - a. All classrooms including art, music, library, gymnasium and cafeteria will be required to maximize social distancing between student workstations, achieving 6 feet when determining the classroom layout.
 - b. Desks should face in the same direction (rather than facing each other), or students should sit on only one side of tables, spaced apart.



- c. Maximize space between the teacher and students due to the risk of increased droplets from teachers during instruction. If a teacher removes face covering or mask during instruction, spacing should be increased beyond six feet.
 - d. It will be necessary to determine the exact student-to-teacher ratio based upon individual student needs and available space. Both students and additional support professionals will be considered when assessing the appropriate density for a room.
 - e. Floor markings to illustrate social/physical distancing. Will be installed
 - f. Use outdoor instruction where health and safety conditions and physical space allow, considering, for example, allergies and/or asthma symptoms.
 - g. Classroom cohorts will have access to washing stations, and if necessary, plan for temporary washing stations or hand sanitizer dispensers.
 - h. 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.
 - i. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, tables, phone, etc) throughout the day, giving special attention to commonly touched surfaces.
3. Shared Workspace
- a. Employees and students are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. NRMS will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The NRMS Custodial Team will clean all classrooms at their designated cleaning time.
 - b. Breakrooms or Teacher Lounge/Multipurpose Room –These spaces could be closed for use until at different times of the year. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.
 - c. Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.
4. Cohorts
- a. Cohort size is determined by classroom capacity. Limited to no more than 15 students in most situations.
 - b. Single flow movement will be encouraged whenever possible.
 - c. Employees and students are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. NRMS will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The NRMS Custodial Team will clean all classrooms at their designated cleaning time.
5. Special Area Teachers
- a. All special area instruction will take place in a designated classroom.
 - b. Employees and students are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces and utilizing different materials when possible. NRMS will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as



- telephones and keyboards. The NRMS Custodial Team will clean all classrooms at their designated cleaning time.
- c. Each department will follow social distancing guidelines to determine classroom setup and protocols (e.g. Art, P.E., FACS, Music, Science, Technology).

Social-Emotional Well-being

1. Staff & Students
 - a. The school's student support team will be reviewed and revised to plan, develop, and implement a Multi-Tiered System of Supports (MTSS).
 - b. The counselors and social workers will work with students individually or in small groups to address any well-being needs.
 - c. The counselors and social workers will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.
2. Parent Resources
 - a. School counselors and social workers will provide resources for parents and teachers to access.

Arrival and Dismissal

1. Entry and Exit
 - a. The building will open at 7:30 a.m. for arrival of students. We will plan for entry, exit, and transition procedures that reduce large group gatherings (of students and adults) in close proximity.
 - b. Students will enter one at a time and wait six feet apart outside the entrance, and, where appropriate, parents are encouraged to remain outside during drop off and dismissal.
 - c. Upon entry, all students and staff will be required to have their temperature taken by the School Safety Officer.
2. Arrival
 - a. Buses will be unloaded in a staggered fashion for arrival to decrease the risk of potential crowding outside.
 - b. We ask that parents avoid early drop offs in the mornings. Students will arrive by car or bus and will enter the main entrances. Parents/guardians will not be able to leave their cars or enter the building. We ask that parents make appointments and if necessary, return at a time when students and staff are inside the classrooms.
 - c. Staff and students will be expected to wear a protective face covering or face mask that completely covers the nose and mouth when inside the school building.
 - d. Breakfast and lunch will be served in classrooms.
 - e. Locker guidelines will promote minimal storage and use.
 - f. Students must report to their homebase class upon arrival.
3. Dismissal
 - a. At dismissal, buses will be loaded in a staggered fashion to decrease the risk of potential crowding outside at dismissal time.
 - b. Parents who wish to pick up their student before the end of the school day will need to call ahead so students can be accompanied to parent vehicles upon arrival.

Face Coverings



1. Masks and cloth face-coverings
 - a. Masks or cloth face-coverings **must be** worn when:
 - i. Any time personnel are less than six (6) feet apart from one another.
 - ii. Upon entry to the building until arriving in your workspace.
 - iii. While in any common spaces (for example, time clocks at start and end of shifts, break rooms for lunches and breaks, supply closets, restrooms, hallways, copiers).
 - iv. When in tightly confined spaces occupied by more than one individual at a time.
 - b. Masks or cloth face-coverings do not need to be worn when:
 - i. At least six (6) feet of social distance is able to be maintained.
 - ii. In-person gatherings when held in an open, well-ventilated space with appropriate social distancing among participants.
 - iii. Employees are in their normal workspace while observing social distancing, or working alone within a workspace.
 - c. Exceptions to mask/face covering requirements will be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors.
2. Face Cover Locations
 - a. Main office, Nurse Office, School Safety Office and Screening Location
3. Face Cover Breaks
 - a. Mask breaks will occur throughout the day. Breaks will occur when students can be six feet apart and ideally outside or at least with the windows open. If polycarbonate dividers are utilized, students can take occasional short mask breaks. Further guidance on mask breaks including duration and frequency will be forthcoming, as well as more information about properly removing and putting on masks.

Screening & Visitor Log

1. Daily Student Health Screening
 - a. On a daily basis upon arriving to school, students have their temperature checked using non-contact thermometers
2. Daily Staff Health Screening
 - a. On a daily basis, upon arriving to work, employees will be asked to respond to the following questions:
 - i. First – Did you come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis in the past 14 days?
 - ii. Second – Do you have symptoms of lower respiratory illness such as a cough, shortness of breath, difficulty breathing or sore throat?
 - iii. Third – Do you have a fever (greater than 100.4 F or 38.0 C)? (Non-contact thermometers will be at all sites to check if needed.)
 - iv. Fourth – Did you travel to a state or country with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven day rolling average?
3. Positive Screening
 - a. A dedicated isolation room has been established for students or staff members with a temperature, signs of illness, and/or a positive response to the screening questionnaire. Students will be supervised prior to being picked up or otherwise sent home. Students' parent/guardian will be provided with information on testing resources and advised to



contact their healthcare provider. If possible, staff members will leave the building immediately. Staff will be advised to contact their healthcare provider and the Benefits Department.

- b. Employees who respond “yes” to any of the health screening questions are expected to stay home and contact their supervisor for further instructions.
 - c. Any employee who has symptoms of COVID-19, who reasonably believe they may have been exposed to COVID-19, who lives with anyone who has been diagnosed with COVID-19, or who has been diagnosed with COVID-19, shall immediately report this information to their supervisor and/or seek proper medical attention.
 - d. Individuals who were exposed to the COVID-19 virus must complete quarantine, even if they have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the Monroe County Health Department and Rochester City School District
 - e. Isolation Room Location
 - i. Nurse Suite
4. Screening Location
 - a. All screening of students, staff and visitors will take place at the front entrance at Exit 1.
 5. Screening Team
 - a. The screening team will consist of School Safety Officers, Nurses, Administrators and Community Site Coordinator.

Campus Visitors

1. Visitors
 - a. Visitors to the building will be limited.
 - b. Visitors who buzz for entry to the building will be communicated through the buzzer system only. Employees will ask the purpose for their visit and whether their business can be accomplished through phone, email, or mail. If they are dropping something off, they should be advised to leave the item at the door.
 - c. Only visitors with scheduled meetings with an employee in the building should be allowed in. Visitors will be required to respond to our screening questionnaire, sanitize their hands upon entry to the building and wear a face covering, disposable masks will be available for those who need one. Participation is important to help us take precautionary measures to protect everyone in the building.
 - d. NRMS will restrict visits to the school to only those essential to school operations.
2. Designated Pick-up and Drop-off Location for Deliveries
 - a. Personal deliveries such as packages should not be delivered to NRMS.
 - b. To the extent possible, deliveries should be made to building loading docks. Delivery people should be requested to wear a face covering when entering the building. Social distancing should be practiced.
 - c. USPS mail, UPS, and FedEx packages will be delivered to the front office.
 - d. Larger deliveries and cafeteria deliveries will be delivered at the loading dock.
3. Visitor Screening & Log
 - a. Visitors to the building will be limited. If a visitor enters the building, he/she will be logged and screened.
4. Visitor Screening Location: Front foyer at Exit 1



Communication

1. Message to families (sent by district) to share possibilities of how school may look
-On-Site -Hybrid -Remote Hybrid Learning
2. A PowerPoint regarding the school's reopening plan will be provided to all staff, students and families via handouts, zoom and social media accounts.
3. NRMS's reopening plan will be posted on the school's website.
4. The school's main mode of communication with families will be via phone, email, social media, robo-calls and flyers.
5. Teacher's main mode of communication with families will be phone, email, Google Classroom, text and notes sent or mailed home.

School Training

1. Staff and Student
 - a. This document will be presented remotely to staff and students to ensure understanding and preparedness are aligned to this plan.
 - b. On the first day of school, NRMS staff will provide instruction to students on appropriate hygiene practices.
 - c. A PowerPoint regarding the school's reopening plan will be provided to all staff, students and families via handouts, zoom and social media accounts.
2. Cleaning Crew Protocols
 - a. All custodial staff will receive disinfection methods and comprehensive cleaning training.

Safety Drills

1. Emergency Response Team
 - a. The building-level emergency response plan has policies and protocols for crises that warrant "evacuation, sheltering and lockdown." The plan comprises components including, but not limited to, the following: • school blueprints • communication plans • chain of command per incident command system
 - b. The building-level emergency response team will meet to plan dates for the school safety drills.
 - c. Safety drills will be performed in conjunction with social distancing to mitigate the spread of infectious diseases within reason. The following will be considered:
 - i. Drills will test the capacity of all involved in emergency response, highlighting building-level cooperation between schools and first responders.
 - ii. Drills will be treated as real emergencies, with full and serious participation from all participants, including administrators, teachers, students and first responders.
 - iii. Drills will be practiced frequently, in a realistic manner, such as during lunch or recess.
 - iv. Debriefings should be held after every drill to further enhance response skills. Debriefings will be held with teachers and students in classrooms or via Zoom and email to staff and faculty meetings.
 - v. Drills will be thoroughly evaluated and input collected from various drill participants. Mistakes or inconsistencies during drills are learning opportunities and can help improve future response. Many safety experts say the most



important part of any drill is the discussion and updated action plan that follows.

- d. We will work to ensure the establishment of protocols for safeguarding the psychological and emotional wellbeing of students and staff.
2. Evacuation Drills- 4 prior to December 18, 2020 and 4 additional by May 21, 2021
3. Lockdown Drills- 2 prior to December 18, 2020 and 2 additional by May 21, 2021

Daily Supply Inspection

1. Supplies
 - a. Supplies will 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 supplies amounts be reported immediately.
2. People responsible for daily supply inspection:
 - a. Custodial Staff
 - b. Nurses

Virtual Model

All NRMS students will begin the 2020-21 school year with full-time online learning. If health conditions improve that would allow NRMS to resume in-person instruction for all students, the district will reassess its operating status and any additional options for families at that time.

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Professional Development

1. Planning
 - a. Develop a PD plan for summer learning with staff
 - b. Professional Development will consist of technology-based training such as Google Classroom, Zoom, Teams, etc.
 - c. Professional Development Plan will also consist of Instructional Services such as addressing instructional gaps and scope and sequence for each content area.
2. Survey



- a. A professional development survey will be developed and administered to gain interests and needs from our staff regarding specific training.
3. Faculty and Staff Meetings
 - a. The school may consider choosing to use video or teleconferencing for faculty and staff meetings and conferences in order to reduce the density of congregations, per CDC guidance. When videoconferencing or teleconferencing is not preferable or possible, the District may choose to hold meetings in open, well-ventilated spaces and ensure that individuals maintain appropriate social distance (e.g., leave space between chairs, have individuals sit in alternating chairs).

Remote Learning

1. Teachers
 - a. Teachers are required to report to school each day at regularly scheduled times.
 - b. Teachers will follow schedule for online instruction and address the required curriculum.
 - c. Teachers will be using video conferencing (Google Meet, Zoom, Microsoft Teams) software for daily live (synchronous) lesson instruction.
 - d. Teachers are required to plan lessons using Google classroom
 - e. All teachers will receive a daily planning and lunch period.
 - f. All elective and special subject teachers are required to use on-line apps or platforms for student work and strive to maintain current program of studies
 - g. All courses will be taught using online portals and some digital curriculum resources along with synchronous direct instruction and support from an online NRMS teacher.
 - h. Provide clear communication to students and families to share course expectations and online learning participation expectations
 - i. In addition to daily class meetings, teachers will host regular office hours for individual student questions.
 - j. Establish remote classroom materials access for students and families
 - k. Provide guidance and ensure all students are able to login to all systems that are a part of the class/course
 - l. Setup, test, and troubleshoot hardware in the audio/video enabled meeting space.
 - m. Guidelines for daily attendance will be forthcoming.
 - n. Grading policy will be consistent with district requirements.
2. Students
 - a. All 7th and 8th grade students will receive instruction virtually from classroom teachers via Google Classroom
 - b. All students will be deployed a Chromebook to use for online classes and the completion of assignments.
 - c. All students will receive a regular school schedule with exact times for course instruction.
 - d. Students will be required to login to assigned classes at scheduled times and adhere to class rituals and routines.
3. Schedules
 - a. Our model involves four days per week of teacher-directed/synchronous instruction (Monday through Thursday) and one day per week of independent online learning (Friday).
 - b. Schedules vary depending on assigned courses
 - c. Courses follow a block schedule



- d. Individual schedules for online instruction will be finalized and communicated in mid-August 2020
- 4. Student Support Services
 - a. SPED
 - i. Treat students eligible for special education and other special populations as general education students first. Guidance and policies related to school reopening plans apply to all students, including students with special needs who qualify for individual education programs under the IDEA and accommodation plans for eligible students under section 504 of the Rehabilitation Act.
 - ii. In accordance with the Individuals with Disabilities Education Act (IDEA), each student with a disability has unique needs and it is the purpose of the education system to ensure every student has access to their grade-level standards and makes progress in their education. The IEP is the roadmap for each student with a disability, and it is critical that the MTSS and CSE teams meet and work with the family to jointly determine what is working for each student in distance learning as well as what accommodations and modality of learning allows the greatest access.
 - iii. IEP services will be provided in accordance with the IEP
 - iv. Accommodations and modifications can be provided regardless of the educational setting. General and special education teachers will continue to collaborate in determining the appropriateness and success of a student's unique accommodations and modifications. The IEP Team (general education teacher(s), special education teacher(s), related service providers, and families), will work collaboratively to identify alternative solutions if it believes an accommodation or modification is not appropriate or successful in a particular setting.
 - v. To address the complexities of online learning for our students who receive special education and related services, further guidance will be forthcoming and will be shared as it is released.
 - b. ELL
 - i. Comply with the requirement that eligible students in bilingual mandated districts are offered bilingual education programs.
 - ii. ENL teachers will continue to provide appropriate instruction and support to all students with English language acquisition needs.
 - iii. Flexibility may be necessary for the implementation of specific supplemental language instruction education programs, but these programs will continue to be provided to ELLs during remote learning.
 - iv. Communication with parents/guardians will be provided in the language preference of the students' families, in accordance with federal and State requirements.
 - c. Intervention Teachers
 - i. Interventions teachers will be required to support students with small group guided instruction to address instructional gaps and Response to Intervention.
 - ii. Small group instruction may need to push into classes and provide breakout sessions
 - d. SPED Teachers
 - i. SPED teachers will be required to support in all online ICOT classes as required by students' IEPs.



- ii. Small group instruction may need to push into classes and provide breakout sessions
 - e. Social workers and School Counselors
 - i. Provide small group or individualized counseling services to support student and families students who may be experiencing social-emotional, behavioral, and mental health challenges.
 - ii. Providing and preparing access to mental health and trauma supports for adults and students, which may include establishing partnerships with outside entities and agencies.
 - f. Administrators will monitor Google Classrooms and the daily operations of the school to ensure the continuity of learning and the safety and well-being of students and staff.
 - g.
- 5. Families
 - a. Families should be prepared to support their children’s active participation in all online learning activities. They will need to ensure their children have adequate space, materials, and technology access for their daily online instruction, requesting school assistance to provide a laptop and internet service, as needed. Families will need to be ready to follow the established daily learning schedule and will need to work with school staff to arrange for their children to participate in standardized assessments and other mandated educational activities.
 - b. A Student/Parent Tutorial will be provided to all parents with tips for using virtual resources
- 6. Community Partners
 - a. Hillside will offer additional social-emotional supports to students and be required to check in daily with students virtually.
 - b. Center for Youth will offer additional social-emotional supports to students and be required to check in daily with students virtually. CFY will also manage our virtual Eagle’s Nest Facebook page to reach students and families.
 - c. Marvelous Marvin will offer social-emotional and academic supports to students via virtual learning.

Communication

- Message to families (sent by district) to share possibilities of how school may look
 - -On-Site -Hybrid -Remote Hybrid Learning
- A PowerPoint regarding the school’s reopening plan will be provided to all staff, students and families via handouts, zoom and social media accounts.
- NRMS’s reopening plan will be posted on the school’s website.
- The school’s main mode of communication with families will be via phone, email, social media, robo-calls and flyers.
- Teacher’s main mode of communication with families will be phone, email, Google Classroom, text and notes sent or mailed home.

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.

