

# Rochester City School District COVID-19 Reopening Plan

**Building Name:** School of the Arts

**Address:** 45 Prince Street Rochester, NY 14607

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## **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.

### **Social Distancing:**

- 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.
- Teacher desks must be placed facing the same direction to reduce potential transmission of disease by droplets produced by talking, coughing or sneezing.
- 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.
- 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.

### **Cohorts:**

Students will be split by cohort in order to maintain 50% occupancy and social distancing using the Hybrid Model.

### **Shared Spaces:**

If any spaces are shared by faculty and staff, they will maintain six feet of space in the area they are sharing.

### **Restrooms:**

- Restrooms will not be occupied by more people than stalls.
- Six feet of space will be maintained unless in a stall.
- Signs will be posted to wash hands before and after using the restroom.
- Paper towels will be provided in restrooms.
- Open top trash containers will be provided.

### **General Office Areas:**

- Tasks requiring large amounts of people to be in one area will be reduced or performed virtually when possible.
- Staff will be encouraged not to linger or socialize in common areas.
- Floor plans will be reviewed. When necessary and possible, seats, workstations and furniture will be reconfigured to preserve recommended physical distancing in accordance with guidelines.
- When necessary and possible, workstations will be reconfigured so that employees do not face each other, or partitions will be placed if facing each other cannot be avoided.
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.
- If in-person meetings are essential, consider limiting meetings to 50 people or less depending on local, state, and federal guidelines.
  - Face coverings must be worn.
  - Social distancing requirements will be adhered to, six feet of space.

### **Conference Rooms:**

- If a conference room is used by multiple people six feet of space is required in all directions or face coverings must be worn.
- In-person meetings are limited to State size restrictions on gatherings in place at the time of the meeting.
- Wear of a face covering is encouraged throughout the meeting.
- If meetings are to occur in person, they will be conducted in a quick manner.
- Lingering and socializing before and after meetings will be discouraged.

### **Breakrooms and Lunchrooms – Adults:**

- The use of breakrooms and lunchrooms will be discouraged.
  - When a breakroom or lunch room is used, it will have cleaners and disinfectants available to wipe down before and after items are used.
  - Hand hygiene will be encouraged before and after use.
  - Signage will be posted.
  - Some frequently touched items include:

- Water coolers
- Coffee makers
- Shared small kitchen appliances
- Refrigerator handles
- Vending machines
- 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 Rooms/Areas:**

- No congregating in copier rooms will be allowed.
- Copiers will only be used by clerical staff assigned to that office.
  - Faculty will submit requested copies to a mailbox with a “Copy Request Form”
  - When the copies are completed, the teacher will receive an email and pick up the copies on a designated table outside of the office.

**Elevator Use:**

- Whenever possible, only one person should ride an elevator at a time
- Riders in an elevator cannot exceed 50% of the elevator capacity. This will be posted on the outside of the elevator at each call button.
- 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
- 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.

**Water Fountains:**

One working water fountain is required for every one hundred building occupants.

- Water fountain use will be limited to bottle fillers (3).
- Disposable paper cups will be provided.
- Signage will be provide at water fountains and bottle fillers on safe use.

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

The loading dock in the back of the building will be used for pick-up and drop-offs for deliveries.

### **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.

### **Protective Equipment:**

- Employees will be provided with an acceptable face covering at no-cost to the employee.
- Acceptable face coverings may be cloth or disposable and must cover both the mouth and nose. A face shield used alone is not an acceptable face covering. Face coverings with a sewn-in transparent area around the mouth are acceptable.
  - Face coverings will be cleaned or replaced after use or when damaged or soiled, may not be shared, and will be properly stored or discarded.
  - An information page will be provided on how to wear and care for the face covering. This will include:
    - How to Wear Face Covering Appropriately
    - How to Put On/Remove Face Covering
    - Proper Care of Face Coverings
  - Staff may wear their own face coverings provided they cover the mouth and nose.
  - Staff that are incapable of wearing a face covering because it would impair their physical health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction, will not be required to wear a face covering.
- 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 classrooms.
- Face covering wear is encouraged at all times.
- Staff requiring additional personal protective equipment (PPE) such as face shields, goggles, or gloves will be identified in this plan and trained on proper care and use. Individual hazard assessments will also be performed as required.

### **Face Cover Location(s):**

Face covers will be stored in the main entry way of the school. This is for any faculty or staff member that requires one.

### **Screening & Visitor Log:**

Faculty and staff that enter the building will have their temperature checked by one of the screeners. All administrators are screeners that will be trained on temperature check and health assessment protocols.

### **Identify Screening Team:**

All administrators and Lead Safety Security Officer.

### **Staff Screening:**

The front main doors will be used for staff screening, kiosk locations, and temperature taking. Staff must be social distant while waiting. All employees will submit to mandatory health screening daily including temperature checks upon entrance to the facility. Any employee who has a temperature over 100.0F must be sent home and denied entry. Employee name will be submitted to HCI.

### **Screeners:**

- Staff will be trained on their tasks as a screener including proper procedures and safety precautions including:
  - Performing hand hygiene prior to taking temperatures.
  - Using new disposable gloves, if contact is made, with every individual. If no physical contact is made between the screener and individual, the same gloves can be used.
  - Cleaning of non-contact thermometers with an alcohol wipe between each individual. The wipe may be reused if it remains wet. Contact thermometers, if used, will be thoroughly disinfected per manufacturer's instructions.
  - Performing hand hygiene when screening is completed.
- Staff that will be taking temperatures will be provided with a face covering, a face shield or goggles, and gloves.
- Staff will be trained on how to properly take a temperature by the school nurse.
- All employees will be required to use their badge to gain access to buildings. This will be done at each building even if multiple buildings are visited in the same day. This information will be used to support contact tracing efforts by the Monroe County Department of Health. Employees cannot badge in for other employees. If an employee forgets their badge they will call the Principal.
- Staff are required to notify the District when they develop symptoms or if their answers to the screening assessment change during or outside of school hours. When outside of school hours, staff should call or email the Benefits Department and students should call or email the school nurse.
- Staff will be trained to observe other staff members for signs of illness, such as flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue or irritability, and frequent use of the bathroom.

### **Visitor Screening & Log:**

Visitors will not be allowed in building without prior approved authorization from the school. If a visitor comes inside a building they must be logged and screened.

- 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.
- Nonessential visitors will be limited at all District buildings, including school buildings, District offices and facilities.
- When possible, parent meetings and other meetings will be held as phone/virtual conferences.
- There will be no permits issued for inside building use. Outside use will be through permit only. Only activities approved by the State will be allowed and must adhere to all CDC and NYSDOH requirements.
- The use of shared writing utensils and clipboards for sign in will be minimized. Shared items will be disinfected between each use.
- When necessary, a protective barrier will be provided for reception and food service areas. Social distancing markers will be placed.
- Reception seating areas will be limited and set up to allow for social distancing (six feet separation).
- All visitors will be required to sign-in at each building excluding deliveries that are performed with appropriate PPE or through contactless means.

### **Visitor Screening Location:**

- Visitors will enter at the front door. They will use the onsite screening kiosk and will not be admitted if they screen positive. They will be advised to contact their healthcare provider.

### **Positive Screening:**

Staff members should leave the building immediately if they have a temperature or answer yes to any of the screening questions. Staff will be advised to contact their healthcare provider and the Benefits Department.

### **Safety Drills:**

Safety drills must be performed. All on-site staff must participate in drills.

#### *Evacuation Drills:*

- 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 faculty members to the evacuation site. Staggering by classroom will minimize contact of faculty 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 staff in the school building on that school day.

#### *Lockdown Drills:*

- Faculty members will be instructed on actual emergency procedures and that maintaining social distancing in an actual evacuation or lockdown is not the first priority.

### **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. This will be completed by the head custodian daily.

### **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.