

**NOTE: This plan would be in effect were scholars and staff be required to report to the building, whether through full in-person learning or a hybrid model. However, as of August 2020, all RCSD schools are following *distance learning* for the first ten weeks of the school year, from September 14<sup>th</sup> – November 16<sup>th</sup>. Therefore, most of the information outlined in the following plan will not pertain to the learning experiences of scholars, families, and staff for at least the first ten weeks of the 2020-2021 school year.**

**East Lower and Upper Schools  
Reopening Plan 2020-2021**

As per Governor Cuomo and the New York State Education Department document on *Recovering, Rebuilding, and Renewing: the Spirit of New York’s Schools Reopening Guidance from July 13, 2020*. This document details how East plans to reopen the school building safely.

Communication/ Family & Community Engagement
<ul style="list-style-type: none"> <li>● Information will be communicated, in multiple languages, with families in August 2020.</li> <li>● Weekly/ Monthly updates will be shared with families through Facebook, Twitter, robocalls, and newsletters.</li> <li>● Virtual PTO Meetings will discuss Reopening Procedures and policies.</li> </ul>
Health and Safety
<ul style="list-style-type: none"> <li>● <b>Health Checks:</b> <ul style="list-style-type: none"> <li>○ ALL staff and students will be temperature checked before entering the building.           <ul style="list-style-type: none"> <li>■ ALL staff must enter through Exit #28 or Exit #23 and have their temperature checked before going into the main building.</li> <li>■ Staff may begin to enter the building at 6:00 am.</li> </ul> </li> <li>○ There will be assigned staff members at Exit #1, Exit #25, and Exit #28 (for student arrivals) taking temperatures each morning.</li> </ul> </li> </ul>

- **Staff Screening Questionnaire** - Staff will complete an online screening questionnaire daily (electronically) before reporting to work.
  - Screening questionnaire determines whether the individuals 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.
  
- **Social Distancing** - We will maximize social distancing whenever possible. Students and staff will remain 6 feet apart as much as possible.
  - Floors and sidewalks will be marked for social distancing.
- **Management of Ill Persons** - anyone showing signs or symptoms of COVID-19 will be isolated until they can be sent home. The isolation room will be located in the conference room next to the nurse's office.
  - 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
    - Diarrhea
  - It is strongly recommended that all staff are educated to observe students or other staff for signs of any type of illness such as:
    - Flushed cheeks
    - Rapid or difficulty breathing
    - Fatigue or irritability
    - Frequent use of the bathroom
  - Any students/ staff exhibiting any of these symptoms should be seen by the school nurse.
  - Returning to school:
    - If person 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.
- If a person has been diagnosed with COVID-19, they should not return to school and stay home until:
  - It has been at least 10 days since the first symptoms.
  - It has been at least 3 days since a fever (without the use of fever reducing medicine)
  - It has been at least 3 days since symptoms improved (including coughing and shortness of breath).
- **Bathroom Hygiene:**
  - Bathrooms will be cleaned periodically throughout the day. Minimally, bathrooms will be cleaned at least two times throughout the day.
  - Students/ staff will be expected to wash hands following specific guidelines.
  - Signage will be displayed by sink.
- **Face coverings** - ALL staff and students MUST wear a face covering when moving around the classroom and the building or within 6 feet of others.
- **Cleaning and Disinfecting** - all areas of the school will be cleaned daily. Spray bottles will be available for staff members to utilize.

## Facilities

- **Physical Footprint/ Utilization of Space**- All areas of the building will adhere to guidance.
  - Classroom Seating:
    - Student desks must be 6 feet apart (side by side).
    - All students should be facing forward.
    - Students are only allowed to work at their designated space all day.
    - Students will not share any materials.
    - Rugs will be rolled up and stored.
    - Small group tables (horseshoe/ kidney) will be removed and stored.
    - Student spaces will be cleaned daily.
    - Student materials will be switched out after Group A finishes, and before Group B attends.
    - Students will 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 face masks at all times in the hall.
- Staff and students will move single file in hallways and stay to the right-hand side.
  
- Elevator Use:
  - Elevators should be used only when absolutely necessary.
  - Only three people are allowed on an elevator at a time.
- Student Belongings:
  - Students' personal belongings will be kept in student lockers. Students are allowed to put away or retrieve their belongings one at a time.
  - Students will carry instructional belongings with them.
  
- *Fire and lock down drills* – Drill must still be conducted and will be planned for social distancing measures. More information about safely practicing these drills will come.
- *Plumbing Facilities*- students will have access to drinking water. Bottle fillers on drinking fountains will be operational and available, while spouts will be fully covered and unavailable for use.
  
- Main Office - Only students and staff will be allowed past the main office. No other visitors/ volunteers will be allowed past the main office.
  - Masks must be worn by visitors when entering the office and will be provided at Exit #28 upon entry.
  
- Building Hours:
  - Staff can enter the building between 6:00 am, and exit the building no later than 4:00 pm in order for the building to be thoroughly cleaned.

#### Child Nutrition

- Breakfast:
  - Students will eat in the classroom.
  - Breakfast will be picked up by students on their way to their classrooms.
  - Hands will be washed/ sanitized before and after breakfast.
  
- Lunch:
  - Students will eat lunch in the cafeterias and other areas to accommodate social distancing as needed.
  - Masks will be worn whenever students are not seated at their assigned seats in the cafeteria.
  - Tables/ desks and floors will be labeled to maintain consistency in seating and social distancing.

- Students will adhere to social distancing rules (6 feet apart) when waiting in line, entering, and exiting the cafeteria.
- Students will have assigned seats in the cafeteria. Seats will be labeled for students.
- Students will remain seated while eating and garbage will be collected by an adult.
- All cafeteria tables, benches, counters, etc. will be sprayed and cleaned between each lunch period.
- Hands will be washed/ sanitized before and after lunch.

## Transportation

- The school bus is an extension of the classroom. Transportation will have guidelines for seating 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.
    - Each student will have their temperature checked before entering the building.
  - 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 will have their temperature checked before being allowed into the main building.
- Dismissal:
  - 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.
  - Students board busses, following transportation guidelines set by bus drivers.
- Early pick up:
  - All parents will enter through Exit #28 OR parents can call from the car

and the student will be escorted out to them.

- Office staff will call for the student.
- Parent/student will exit through Exit #28.

### Social Emotional Well-Being

- “Social emotional well-being must be schools’ and districts’ top priority in supporting school transitions, not at the expense of academics, but in order to create the mental, social, and emotional space for academic learning to occur.”
- Connect time: students social/ emotional needs are at its greatest. Each day, teachers will spend time connecting, and relationship building as a group.
- The Leader in Me will be the school Social-Emotional Learning (SEL) framework.
- SEL team (Counselors, Social Workers, Admins) will be available for support and outreach.
- The Community Coordinator, Parent Liaison and Community Partners will support families through phone calls, text messages, and home visits as appropriate.
- We will continue to use Restorative Practices to support our scholars during this virtual/hybrid school session.

### School Schedules

Time	Monday (Synchronous)	Tuesday (Synchronous)	Wednesday (Asynchronous)	Thursday (Synchronous)	Friday (Synchronous)
8:00 - 8:55	Optional SEL	Optional SEL	Asynchronous	Optional SEL	Optional SEL
9:00 - 9:55	1A	1B	Asynchronous	1C	1D
10:00 - 10:55	2A	2B	Asynchronous	2C	2D
11:00 - 11:55	3A	3B	Asynchronous	3C	3D
12:00 - 12:55	Lunch	Lunch	Asynchronous	Lunch	Lunch
1:00 - 1:55	4A	4B	Family Group 1:00 - 1:40	4C	4D
2:00 -2:55	5A	5B	Optional OH 1:45 - 3:30	5C	5D
SEL = Social-Emotional Learning			OH = Office Hours		

### Attendance and Chronic Absenteeism

- Teachers will be required to take attendance.
  - In person attendance- see Staff Handbook
- Chronic Absenteeism- the Attendance Team will continue to meet weekly in order to monitor student engagement levels. The team will identify students

that need support and work with staff and community partners in connecting for engagement.

### Technology and Connectivity

- Staff will conduct surveys with families to gather information of specific technology available for student use.
- East has provided chromebooks for all students in grades 6-12.
- All scholars will be carrying their own chromebooks
- Staff will provide distance learning opportunities that consist of technology based activities as well as non-technology based activities.
- Chromebooks in the classroom: items must be cleaned between use of each student. No sharing of electronics is allowed until they have been properly cleaned.
- Teachers will be expected to use technology to provide new learning, enhance learning and create rigorous learning opportunities

### Teaching and Learning

- 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 continue to provide standards based instruction as feasible.
  - Substantive daily interaction will occur between teachers and students
- Specials:
  - Art and Music will come to the classroom to provide instruction as possible.
  - All materials used will be cleaned between each student use.
  - Physical education will be held in the gymnasium and/or outside as feasible.
  - Students must be kept 12 feet apart at all times during physical education.
  - All equipment must be cleaned between classes.
- Additional Teaching Considerations:
  - Access to classrooms may be limited on Wednesdays in order for deep cleaning to occur.

### Special Education

- All students will participate in instruction either in person or via distance learning plans, daily based on the schedule provided by the district
- Documentation will be kept and updated as feasible to align with students' IEP goals.
- Communication with families will be ongoing
- More information will be provided on provision of CSE meetings. (Will follow

district guidelines)

- Related services will be provided based on district guidelines.

#### Bilingual Education and World Languages

- Communication to families will be shared in their preferred language.
- All students will participate in instruction either in person or via distance learning plans daily, based on the schedule provided by the district
- When in person, space for services will follow social distancing guidelines.

#### Staffing

- 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, 336-4160.
- By each staff member swiping their badge, the district is able to monitor which staff is in which building (in order to report any potential spreading).
- All staff may enter the building through the main office beginning at 6:00 am.
- Each staff member must be temperature checked before entering the main building.
- All staff must exit the building by 4:00 pm in order for the building to be deep cleaned daily.

#### Additional Considerations