



# **HCZ Promise Academy Charter Schools Reopening School Plan**

# Promise Academy Charter Schools Reopening Plan

The purpose of this document is to provide information and guidance on how Promise Academy Charter Schools will prepare for reopening for the 20-21 school year and the practices and protocols that will be implemented. These plans are based on State guidelines and also information from the Recovery & Reopening Committee (RRC), surveyed information from Promise Academy families, information from HCZ senior staff, Promise Academy board members, Promise Academy staff members and local health authorities.

## Definitions

Personal Protective Equipment (PPE): includes protective clothing, gowns, gloves, face shields, goggles, face masks, and respirators, or other equipment designed to protect the wearer from injury or the spread of infection or illness.

Social Distancing: For the purposes of this document and in compliance with New York State guidelines, appropriate social distancing means six feet of space in all directions between individuals or use of appropriate physical barriers between individuals that do not adversely affect airflow, heating, cooling, or ventilation, or otherwise present a health or safety risk.

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## Preparation for Reopening Plans

To prepare for reopening Promise Academy Charter Schools, plans will be implemented in the following areas:

- Health and Safety
- PPE
- Cleaning and Disinfection
- Communication
- Reopening Strategy

### Health and Safety

- Sealant machines will be distributed to the kitchen staff in order to package student meals individually
- Sanitizing stations will be placed in every classroom, at designated spots in the hallways and near all entry points (elevator, staircase, etc.)
- Inventory of hand soap, sanitizer, wipes, gloves, and masks will be purchased and maintained (schedule recurring orders of these items)
- Thermometers and/or thermal scanners will be purchased for health screenings
- HVAC vendor will assess ventilation and provide recommendations
- An inventory of supplies will be maintained to keep students and teachers from sharing items such as pencils, pens, etc.
- Protocols for health screenings will be set up prior to reopening for staff, students, and visitors
- School BRT teams and any other designated staff will function as COVID-19 safety coordinators

### PPE

- Care packages will be delivered to each classroom with disposable masks, gloves, sanitizer, disinfectant spray, and wipes
- Schedule recurring orders with vendors for masks and gloves

### Cleaning and Disinfection

- All Promise Academy sites will be professionally disinfected and sanitized prior to the first day of re-entry by staff and reopening for students
- Extra attention will be given to carpeted areas

### Communication

- These reopening plans are on our website
- A letter will be sent to all Promise Academy families and staff with instructions about reopening
- Signage of safety guidelines will be posted around Promise Academy Charter Schools' sites for staff, teachers, and students
- Staff will be instructed to notify their direct supervisor regarding travel, exposure or symptoms within the last 14 days (questionnaires will be provided)
- Reopening plans will be submitted to the Promise Academy Board of Trustees

### Reopening Strategy

The health and safety of our staff and students is the highest priority. Promise Academy will reopen in the fall with a hybrid learning environment. However, we have created three reopening strategies that will be considered dependent upon the State, CDC guidelines, and the level of COVID-19 infection in New York State at the end of August 2020. These three strategies are as follows:

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1. Plan A: A return to in-person learning will require using additional space and sites for instruction to ensure that students and staff will practice social distancing. In this plan, areas such as the HCZ armory, gymnasiums, libraries, cafeteria, and other acquired spaces will be used for that purpose.
2. **Plan B: A hybrid learning environment will be exacted where (a) younger students (Grades K-5) will be given instruction in the building, and older students (Grades 6-12) will receive remote instruction.**
3. Plan C: All students will receive remote instruction, and the nuances of remote instruction will continue to be enhanced and refined to ensure the best outcomes and no learning loss. In this plan, teachers and staff will also work remotely.

The table below gives a detailed view of the three options (the area highlighted in yellow represents our current plan of action, which is subject to change based on decisions from the State, local health authorities and HCZ Promise Academy senior leaders):

	<b>Plan A: 100% Onsite</b>	<b>Plan B: Hybrid</b>	<b>Plan C: 100% Remote*</b>
<b>Staffing:</b> Instructional/service providing staff (teachers, service providers, counselors, social workers):	All staff will work on-site.	K-5 teachers, counselors/social workers, and other providers on-site every day.  6-12 lead teachers remote; special education teachers, counselors/social workers, and other providers without health exemptions provide services in-person.	All staff will work remotely.
<b>Staffing:</b> Office teams & Deans	All staff will work on-site.	K-5 deans and office teams on-site every day.  6-12 deans and office teams will be designated to either work remotely or in-person.	All staff will work remotely.
<b>Staffing:</b> Central Office & Coaches	All staff will work on-site.	On-site on a rotating schedule.	All staff will work remotely.
<b>Staffing:</b> Principals & Administration Teams	All staff will work on-site.	K-5 principals and their administration will work on-site.  6-12 principals and their administration teams will be designated to either work remotely or in-person.	All staff will work remotely.
<b>Instruction: All</b>	All students will remain in one classroom for the duration of the day and receive in-person instruction.	K-5 students without health exemptions will attend school in-person.  6-12 students will attend school remotely, except those with IEPs, who will attend school in person.	All K-12 students learn remotely, 8 am - 4 pm.
<b>Visitors</b>	Visitors will be limited and screened at the door, and must wear a mask at all times.	Visitors will be limited and screened at the door, and must wear a mask at all times.	No visitors to buildings. Essential deliveries will be received at the door, and must wear a mask at all times.

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**\*In the case of widespread virus transmission, Plan C will be initiated as per New York State regulations.**

## Staff Re-entry

On August 24th, faculty and staff members will re-enter the building. The number of staff will depend on which plan is implemented (see the previous page for detailed instruction plans). In this section, we will address the following areas:

- Safety and Health Protocols
- PPE
- Cleaning and Disinfection
- Training
- Communication

### Safety and Health Protocols

- Orientation will be conducted virtually
- On the first day, staff will be screened at the door which will include questions about travel, symptoms, and exposure in the last 14 days (any staff members who may have been exposed to COVID-19 in the past 14 days will be immediately sent home and instructed to quarantine for no less than 14 days.)
- Staff must fill out daily questionnaires to survey exposure or symptoms
- Daily temperature screenings will be conducted onsite and any staff member who has a temperature of greater than 100 degrees fahrenheit at that time, or within the past 14 days, will be sent home
- Staggered arrivals will be implemented at multiple entryways to ensure social distancing
- Hands and shoes will be sanitized upon entering the building
- Staff members will be given masks and will maintain social distancing guidelines at all times
- Doors to all rooms will remain open as safely permitted to maintain healthy airflow
- HEPA and UV filters for HVAC units will be maintained at 245 West and 35 East
- Any staff members exhibiting symptoms or who have been exposed will follow established safety protocols for possible infection
- In the case of a staff member exhibiting symptoms, he/she will be sent home, and the areas that the staff member has come in contact with will be sanitized
- A room in each building close to the front entrance has been designated for isolation in the case of a staff member exhibiting symptoms

### PPE

- Staff members will wear PPE, including masks and gloves whenever possible. (This excludes lunchtime or when unsafe to do so due to pre-existing conditions.)

### Cleaning and Disinfection

- All areas that staff members and teachers enter will be cleaned and sanitized before and after entering rooms
- All touchpoints will be wiped down throughout the day (door handles, desks, etc.)
- All staff bathrooms will be sanitized throughout the day

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- A professional cleaning crew will deep clean and sanitize all Promise sites weekly once staff begin to enter the building

### Training

During the first day of re-entry, all Promise staff will receive safety training which includes:

- How to use, clean and maintain PPE
- What to do if a student or staff member is displaying COVID-19 symptoms or if a student or staff member claims to have been exposed to someone, who has tested positive for COVID-19
- Staff members who are designated with duties around COVID-19 will be trained and/or given instructions on how to proceed if necessary (i.e., identifying and tracing people who may have been in contact with an infected person, etc.)

### Communication

- All staff will be given guidelines and instructions on safety procedures (social distancing, etc.)
- Guidelines will be posted in all Promise buildings on safety protocols
- In the case of a staff member testing positive for COVID-19, or exhibiting symptoms who has been in a Promise Academy building within the last 14 days, the appropriate local health departments will be contacted in accordance with New York State guidelines. Confidentiality will be maintained as required by federal and state law and regulations.

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## Student Re-entry and Instruction

On September 10th, students will re-enter the building. Whether any students will re-enter and the number will depend on which plan is implemented (see the upcoming sub-section on Instruction for detailed plans). In this section, we will address the following areas:

- Safety and Health Protocols
- PPE
- Cleaning and Disinfection
- Training
- Communication
- Instruction
- Health and Wellness

### Safety and Health Protocols

- Students will engage in social distancing at all times
- Teachers will rotate to different classes only when absolutely necessary to help students maintain social distancing practices and limit the number of potential exposures
- During temperature screenings or in questionnaires, if a student has had a fever of greater than 100 degrees Fahrenheit within the past 14 days, the scholar will be isolated by a designated staff member, his or her parent/guardian will be notified, and the child will be sent home with his/her parent/guardian.
- Students will wear masks except when eating or when not safe due to a pre-existing condition (i.e., asthma, etc.)
- Students will have designated areas for belongings
- Social distancing on transportation will be implemented through the use of additional buses as needed
- Staggered schedules will be implemented for arrivals and departures to ensure social distancing
- Students will have access to hand sanitizing and sinks and soap to wash hands regularly
- Procedures for transitions and restroom use will be implemented to ensure social distancing
- All food (breakfast and lunch) will be individually wrapped; there will be no buffet-style meals and no sharing of beverages
- Bathrooms will have disposable paper towels to be used instead of hand blow dryers to prevent the spread of infection
- Floor markings are in place in areas throughout the buildings so that students are clear of social distancing protocols (six feet or more)
- Questionnaires will be filled out periodically for students to determine exposure, etc.
- For classes that include activities which include projecting the voice, 12ft of social distancing will be maintained (i.e., singing, wind instruments)
- In the case of a student exhibiting symptoms, he/she will be isolated in the designated quarantine room or the isolation room located in the school-based health center by a designated person. A guardian will be contacted to pick up the student. The family will be instructed to quarantine based on CDC guidelines. The areas that the student has come in contact with will be sanitized. Additionally, any person in close contact with the student exhibiting symptoms will be subject to appropriate protocols for exposure.
- Students who have been sent home due to exhibiting symptoms or who have tested positive for COVID-19 can return to in-person learning (if applicable) once documentation from a health care

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provider has been submitted to school authorities. (The documentation must include an evaluation, negative COVID-19 testing result, and symptom resolution or release from isolation.)

## PPE

- All students will be provided with masks and any other necessary PPE
- Masks will be required for the day except during lunchtime and at other inconvenient times (i.e., speech therapy) or if a pre-existing condition makes wearing a mask unsafe
- Social distancing will be in place at all times

## Cleaning and Disinfection

- All areas that students enter will be cleaned and sanitized before and after entering rooms.
- All touchpoints will be wiped down throughout the day (door handles, desks, etc.)
- All student bathrooms will be sanitized throughout the day.
- A professional cleaning crew will deep clean and sanitize all Promise sites weekly once staff and students begin to enter the building

## Training

- All students receiving instruction in the building will have a lesson in social distancing and safety protocols (i.e., handwashing, etc.)
- All students will be trained on how to use, clean and maintain PPE
- All mandated trainings (i.e., fire drills, emergency procedures, lock down drills, etc.) will be conducted in conjunction with safety measures including social distancing.

## Communication

- All students and families will be given guidelines and instructions on safety procedures (social distancing, etc.)
- Guidelines will be posted in all Promise buildings on safety protocols (handwashing, social distancing, etc.)
- In the case of a student exhibiting symptoms or who has tested positive for COVID-19, the appropriate local health department will be notified for guidance on the next steps and contact tracing.

## Instruction

Promise Academy will begin the 20-21 school year with a hybrid learning environment to ensure that scholars can successfully social distance. The breakdown of that plan is below; however, contingency plans are also being developed in case the State and local health authorities provide information that will allow all scholars to receive in-person instruction safely, or if all scholars must learn remotely. All plans are shown in a table later in this section.

Grades Kindergarten through Fifth Grade:



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- Classes will be split in half to incorporate social distancing in every classroom
- Classroom A will include the lead teacher with the first half of the classroom
- Classroom B will include the second half of students, a second instructor, and a live feed (via Zoom) from the lead teacher in Classroom A
- Students learning at home due to health needs will receive instruction via Zoom from their assigned teachers
- Technology, including laptops, panels, swivel cameras, and microphones, will all be used to support this process.

Grades sixth through twelve:

- Classes will be taught remotely.
- Teachers will provide live online instruction via Zoom.
- Students who receive special education services will receive instruction via Zoom in the school building, while supported by special education providers and other staff members.

	<b>In-person Instruction</b>	<b>Hybrid Instruction (a combination of in-person and hybrid)</b>	<b>*Remote Instruction</b>
<b>K-12</b>	Students will receive in-person instruction.	K-5 will receive in-person instruction. 6-12 will receive remote instruction.	Students will receive remote instruction.
<b>Special Education and ENL Services</b>	Conducted in the classroom, part of the classroom, or a designated space of the cafeteria, gym, or other space.	K-12 will continue to receive in-person services to the extent possible.	Remotely
<b>Staff &amp; students who have pre-existing conditions/ health concerns</b>	Students and staff who have preexisting conditions or health concerns, which puts them at higher risk, will be given the opportunity to work or receive instruction remotely. (A doctor's note will be required for verification.)		
<b>Food Services</b>	Pre-packaged food (no buffet/self-serve). All meals and snacks will be distributed to the students in classrooms.		Meal prep kits provided for students/families to prepare meals at home.

**\*In the case of widespread virus transmission, Plan C will be initiated as per New York State regulations.**

Prevention of Learning Loss

- Students will have the opportunity to receive additional academic support throughout the school day and outside of school hours.
- All students had access to academic support during the month of July, in the form of remediation, project-based learning, and enrichment activities based on the level of need.
- For any remote learning, we will ensure students' technology is sufficient to support instruction while they are offsite.

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## Health and Wellness

As always, the HCZ Social Services team will continuously work with Promise Academy's social workers, counselors, and special education providers to ensure the health and wellness of Promise Academy scholars. These social services include but are not limited to:

- Interviews with scholars who are exhibiting signs of stress due to COVID-19 or any other underlying mental and physical health concerns
- Interventions and support for any scholars exhibiting signs of stress due to COVID-19 or any other underlying mental and physical health concerns
- Provide support and guidance to families whose scholars are exhibiting signs of stress due to COVID-19 or any other underlying mental and physical health concerns
- Provide support and guidance for scholars and families who have been deeply affected by the COVID-19 pandemic.