



**Harlem
Children's Zone**

**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, how we will operate, and the practices and protocols that will be implemented for the 20-21 school year. 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. Meetings with Promise Academy Families and Staff Members via Zoom took place on the following dates:

| Group | Facilitator | Date and Time |
|---|--|---|
| Promise Academy I and II Elementary Schools | Dr. Joseph Cordero Dr. Shondell James | August 19, 2020 at 5:30 pm to 6:30 pm |
| Promise Academy I and II Middle Schools | Madelaine Schultz Amy Deal | August 20, 2020 at 5:00 pm to 6:00 pm |
| Promise Academy I and II High Schools | Bridget O'Neill Kashif Hameed | August 20, 2020 at 6:30 pm to 7:30 pm |
| All Promise Academy Staff Members | All Principals | August 19, 2020 at 10:00 am to 11:00 am |

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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)
- Thermal scanners have been set up at every doorway for students and staff
- 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 on September 8 with remote learning for all students. On September 28, hybrid learning will begin, and scholars will follow a schedule each week with two days of in-person instruction and three days of remote instruction.

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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. The Full Remote Plan would occur in the case buildings have to be closed. The three strategies are as follows:

1. **Hybrid Learning Plan:** In a hybrid learning environment, students will learn in-person two days a week and receive remote instruction three days a week. This plan, which staggers student schedules will allow for effective social distancing and safety measures. The Hybrid Plan also excludes scholars whose families have opted out of in-person learning and scholars who have other extenuating circumstances. (i.e. pre-existing conditions, etc.)
2. **Full Remote Plan:** All students will receive remote instruction (the nuances of remote instruction 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 and this plan will also be enacted if the building is closed down.
3. **Full In-Person Plan:** A return to full in-person learning will require using additional space and sites for instruction to ensure that students and staff will practice social distancing as long as local health authorities and State authorities deem COVID-19 as a threat. In this plan, areas such as the HCZ armory, gymnasiums, libraries, cafeteria, and other acquired spaces will be used for that purpose.

The table below gives a detailed view of the three options which is subject to change based on decisions from the State, local health authorities, and HCZ Promise Academy senior leaders:

| | Hybrid Learning Plan | Full Remote Learning Plan | Full In-Person Learning Plan |
|---|--|--|--|
| Staffing: Instructional/service providing staff (teachers, service providers, counselors, social workers): | All teachers, counselors/social workers, and other providers are on a staggered schedule, working both in-person and remotely on designated days for each. | All staff will work remotely. | All staff will work on-site with exceptions (pre-existing conditions, etc.) |
| Staffing: Office teams & Deans | All office staff and deans providers are on a staggered schedule, working both in-person and remotely on designated days for each. | All staff will work remotely. | All staff will work on-site with exceptions (pre-existing conditions, etc.). |
| Staffing: Central Office & Coaches | On-site/remote on a rotating schedule. | All staff will work remotely. | All staff will work on-site with exceptions (pre-existing conditions, etc.). |
| Staffing: Principals & Administration Teams | All principals and their administration will work on-site/remotely on a staggered schedule. | All staff will work remotely. | All staff will work on-site with exceptions (pre-existing conditions, etc.). |
| Instruction: All | All scholars will receive in-person instruction for two days a week and remote instruction on staggered days. | All K-12 students learn remotely, 8 am - 4 pm. | All students will remain in one classroom for the duration of the day and receive in-person instruction. |
| Visitors | 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. | Visitors will be limited and screened at the door, and must wear a mask at all times. |

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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 8th, students will begin the Full Remote Learning Plan. Unless otherwise advised by Governor Cuomo and local authorities, **the Hybrid Learning Plan will commence on September 29th** for all scholars with the exception of those who have obtained permission to continue the Full Remote Learning Plan.

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)
- Screenings for students will occur daily for students to determine exposure prior to entering the building
- 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 provider has been

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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 training (i.e., fire drills, emergency procedures, lockdown 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.
- If the DOH has not notified us regarding a positive test result, a designated Promise Academy staff member will call the 24 COVID-19 Hotline at 866-692-3641 to report a confirmed case in the school.

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.

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Grades Kindergarten through Fifth Grade:

- 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.

| | Hybrid Learning Plan (a combination of in-person and remote learning) | *Full Remote Learning Plan | Full In-person Instruction |
|---|--|---|---|
| K-12 | Promise schools will be on a staggered schedule receiving in-person instruction for two days a week, and remote instruction for three days a week. | All students will receive remote instruction. | Students will receive in-person instruction. |
| Special Education and ENL Services | K-12 will continue to receive in-person services to the extent possible. | Remotely | Conducted in the classroom, part of the classroom, or a designated space of the cafeteria, gym, or other space. |
| Staff & students who have pre-existing conditions/ health concerns | 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.) | | |
| Food Services | Pre-packaged food (no buffet/self-serve). All students will eat meals in their classrooms. | Meal prep kits provided for students/families to prepare meals at home. | Students will receive all meals in their classrooms. |

***In the case of widespread virus transmission and/or if buildings are closed due to COVID-19, Full Remote Learning Plan will be initiated as per New York State regulations.**

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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.

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.

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Protocols for Symptoms or Illness

If Students or Staff Member become Ill with Symptoms at School

If a student or staff member becomes ill or exhibits symptoms of COVID-19, the following steps will be taken:

- The ill person will be escorted by a staff member to one of the designated isolation rooms:
 - At 245 West 129th Street there are two isolation rooms: the multi-purpose room on the ground floor, and the isolation room within the school-based health center.)
 - At 35 East 125th Street there are two isolation rooms: the ground floor library, and the isolation room within the school-based health center.)
- The school nurse and school-based health center will be notified.
- If a student is ill, he/she will be taken to the isolation room, where a supervising adult will be present and wearing appropriate PPE and using social distancing measures.
- No other students will be allowed in the isolation room unless they are exhibiting symptoms. All children must practice social distancing and wear a mask in the isolation room.
- The parent(s)/guardian(s) will be immediately notified and asked to pick up the child.
- The parent(s)/guardian(s) of the ill scholar will be directed to contact their health care provider or to follow up with a local clinic or urgent care center.
- If students are showing signs of [Multisystem Inflammatory Syndrome in Children \(MIS-C\) associated with COVID-19](#), parents will be notified and asked to follow up with a health care provider.
- Students and staff members will be sent home and asked to remain home until:
 - there is no fever (without the use of fever reducing medicines) and they have felt well for 24 hours; and
 - they submit a note from a healthcare provider stating that they are clear to return to school
- The isolation room will be clean and disinfected after use. All areas used by persons exhibiting symptoms will be clean and disinfected. Wherever possible, areas visited by persons exhibiting symptoms will be closed off, and doors and windows will be opened in these areas in conjunction with cleaning and disinfection.

If a Student or Staff Member Tests Positive for COVID-19

- If a student or staff member reports having tested positive for COVID-19, Promise Academy will notify the local health department to determine next steps.
- Students and staff members will be asked to remain home in quarantine until they have tested negative for COVID-19 by a healthcare provider, and have not had symptoms for 24 hours without the use of fever-reducing medication. (The negative test result must be from a lab-confirmed diagnostic test.)
- The school will to their utmost ability trace all individuals that may have come in contact with the staff member or student who has tested positive in accordance with the New York State Contact Tracing Program. This includes but is not limited to checking attendance, schedules, and interviewing the staff member or scholar who has tested positive for COVID-19. Persons who have tested positive will be kept confidential as per State guidelines.
- Any student or staff member who has been in contact with someone at HCZ Promise Academy who has tested positive, cannot attend school for 14 days after their last contact with the person while they were infectious. (A close contact is a person who has been within six feet of a person with COVID-19 for at least ten minutes.)

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If a Student or Staff Member has been Exposed to COVID-19

- If a student or staff member has been exposed to COVID-19, he/she must not return to school for 10 days during which time, no symptoms or fever has occurred, and they have not had a fever for the last 24 hours before returning without the use of fever-reducing medication.
- Exposure to COVID-19 will be defined as having contact with a person who has tested positive for COVID-19.