



## CAWNY's Reopening Plan for the School Year 2020-21

The "CAWNY's Reopening Plan for the School Year 2020-21" dated July 28, 2020 has been uploaded to the school's website. This plan may change with the introduction of additional governmental guidelines. If so, we will update you as soon as possible.

I agree it is my responsibility to read the Plan and seek explanations as needed. I understand that the Plan includes measures that actively mitigate the spread of coronavirus. I agree that, to the best of our ability, my family will abide by it.

Please follow all these rules diligently in order to sustain a healthy and safe place at CAWNY. It is important that we all respond responsibly and transparently to these health precautions.

CAWNY will treat your private health and personal data with high confidentiality and sensitivity.

CAWNY will also have this written Plan as a reference in the Office Covid-19 Log and on our website. CAWNY will inform all parents, staff, visitors of any changes to the Plan that may be required.

Thank you for your family's partnership.

Please sign and return to CAWNY Office.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Signature of received form: \_\_\_\_\_

Date: \_\_\_\_\_



## CAWNY's Reopening Plan for the School Year 2020-21

### **GUIDANCE SUMMARY: New York State Interim Guidance on Re-Opening Schools Following COVID-19 Closures**

History: On March 18, 2020, New York's public schools were closed as a result of the COVID-19 pandemic. As schools consider the possibility of re-opening, the Capital Region BOCES Health-Safety-Risk Management and Communications services have collaborated to provide district officials with action steps, planning considerations and communications guidance. This document was prepared with the most current guidance from the Centers for Disease Control and Prevention, NYS Department of Health, NYS Education Department and other agencies.

**Source:** Trusted Partner in Public Education and Workforce Development [www.capitalregionboces.org](http://www.capitalregionboces.org)

**BUILDING PROCEDURES** These guidelines reviewed/adjusted as necessary according to WHO and NYSED.

#### **I. CLASSROOMS**

- A. Open windows to ventilate the building before and after the school day.
- B. Wear masks in hallways & between classes. No masks worn when seated at student desks & other seating spaces are rearranged to increase the space between students. Also, no masks worn while eating breakfast & lunch.
- C. Use visual aids (painter's tape, stickers, etc.) to illustrate traffic flow and appropriate spacing.
- D. Modify classes where students are likely to be in close contact (art, P.E.) by holding PE classes outside when possible and encourage students to spread out. Break classes into smaller work groups for Art. CAWNY art classes and CAWNY PE classes are in smaller groups. No determination has been made yet on organized athletics.
- E. NO community supplies (e.g., scissors, pencils, etc.). Student's own desk supplies & extra in labeled bag in the cupboard.
- F. Encourage healthy habits:
  - Reinforce handwashing habits/ allow time for students to thoroughly wash their hands.
  - Discuss coughing and sneezing etiquette.
  - Have hand sanitizer & tissues available for use by students & staff throughout CAWNY hallways & classes.
  - Educate students on the importance of not touching their faces or other people's faces.
  - Teach non-touch acknowledgment to show friendship (no more fist bumps, high fives).
  - Discourage students from congregating in large groups before and/or after school.
  - Discontinue use of permanent restroom/hall passes – use sign out form with their own pen per classroom.
  - Clean items frequently –see Sanitizing Form in Office Covid Log Book.
- G. Ensure attendance policies are supportive of students & staff staying home when sick.
- H. Teaching and learning may involve a hybrid approach of in-person and remote learning, should the need arise. (A detailed remote learning contingency plan will be provided by September 8, 2020.)

#### **II. CAFETERIA**

- A. Daily cleaning of tables - cleaning of tables between lunch periods & end of day sanitizing routine.
- B. Ensure classroom groups sit together in the cafeteria with tables 6 ft apart and 3 -4 students per table.
- C. Provide verbal and signage reminders about the importance of not sharing food or drinks.
- D. Stagger meal times. No masks worn while eating breakfast and/or lunch.

#### **III. PERSONAL PROPERTY**

- A. Personal items should be labeled: (e.g., refillable water bottles, school supplies, headphones/ earbuds, cell phones, books, instruments, etc.).
- B. Personal items kept in an area specifically distanced apart for personal items from home.
  - 1. Desk
  - 2. Middle School container
  - 3. High School locker- 1 per student with 1 empty locker between student occupied locker



Source: Trusted Partner in Public Education and Workforce Development [www.capitalregionboces.org](http://www.capitalregionboces.org)

#### IV. OTHER CONSIDERATIONS

- A. Cancel field trips, assemblies, practices, special performances, school-wide parent meetings and other large gatherings based on state/federal guidance. No determination has been made yet on organized athletics.
- B. Regular cleaning/disinfection program. (Daily chart of areas & times will be available in the Office Covid-19 Log.)
- C. CAWNY does not have any playgrounds. CAWNY has outdoor lawn space.
- D. Students wash hands before and after gym and art classes.  
Also students will wash hands after participating in sports if these low level sports are allowed.
- E. Provide signage and restrict access to gym equipment.
- F. Elementary classes have their classroom bathrooms and handwashing stations.
- G. **Restrict hallway movement** and ensure students are properly spaced out while walking in a line.  
CAWNY has **designated hallway travel in specific directions**.

#### V. Procedures /Response to COVID 19 Screening & Concerns

- A. Covid-19 Liaison maintains confidentiality. This communication liaison informs families & staff of all plans and expectations regarding health and safety.
  - 1. At 2 entrance points, use of a no-touch thermometer. Liaison keeps daily log of person(s) having fever of 100.4 screening and/or observation of overt symptoms. Student or staff will be taken to a designated area to await pick up.
  - 2. Call to parent for transporting sick student to their home. CAWNY gives written instructions on coming back to school.
  - 3. Parent will contact their doctor and notify CAWNY of medical recommendations.
  - 4. Staff members submit weekly answers for screening COVID 19 questions to be kept in Office log.
- B. Developing Parent Instructional Sheet to be presented at Orientation.
- C. Short closings to allow for disinfecting if there is a positive Covid-19 case. The guidelines state a 24 hour sanitizing period if needed.

#### VI. Arrival and/or Dismissal Procedures

- A. Assign 2 student entry points rather than funneling all students through the same entry.
  - 1. Arrival by bus overseen by staff. Walkers & parent drop off overseen by administration.
  - 2. Departure schedules overseen by teachers for walkers. Others wait in classrooms as the office calls buses.
    - a. Clearly communicate procedures for caregiver/ parent pick up that drop-offs should be as brief as possible.
    - b. Ask caregivers/parents to wash their own hands & children's hands before drop off, & when they get home.
- B. Sign-in/sign-out sheets with Covid screening questions to be recorded/kept in office log.
- C. Student/visitor screening – not admitted if a fever of 100.4°F, observation of overt symptoms, or travel restrictions.

#### VII. SCHOOL VISITOR Limiting all nonessential visitors

- A. Hold all parent-teacher conferences and other meetings as phone/virtual conferences.
- B. Visitors must follow the 6-foot social distancing & wear a mask on site.
- C. Pre-Screen all visitors every 24 hours with answering list of covid screening symptoms before allowing on site.
- D. Special education support services (ex. speech, OT) will be screened with Temp Check & Answers to Covid exposure, positive testing, symptoms/travel in the last 10 days.