

# Back Onsite Plan

## *Plan de retour à l'école*



**The École**  
111 East 22nd Street  
New York, NY 10010  
[www.theEcole.org](http://www.theEcole.org)

#### **Contacts**

Jean-Yves Vesseau  
Bolek Poniatowski  
Rachel Loble

[JeanYves.Vesseau@theEcole.org](mailto:JeanYves.Vesseau@theEcole.org)  
[Bolek.Poniatowski@theEcole.org](mailto:Bolek.Poniatowski@theEcole.org)  
[Rachel.Loble@theEcole.org](mailto:Rachel.Loble@theEcole.org)

# GENERAL OVERVIEW

## Back Onsite Measures



### Personal Protection Equipment

Students and staff must always wear a mask. *Maternelle* students can remove the mask for some activities, while social distancing is respected. Visitors are required to wear a mask. The École has masks to provide if need be. Gloves are available at the lobby and in every classroom. Hand sanitizer is provided in common spaces and in every classroom.



### Cleaning Procedures

Our cleaning crew and some of our staff are GBAC certified. Deep sanitization (floor, walls, furniture, supplies, hot spots...) is done every night with misting systems and electrostatic guns. We use sanitizers that kill Covid-19 and that are approved for use in schools. During the day, the cleaning crew is present to disinfect hotspots and bathrooms.



### Building Facilities

Bathrooms are equipped with touchless dispensers and doors with hand-free foot-operated openers. Water fountains are replaced by hand-free bottle filler stations. Plexiglass panels are installed where needed. Ventilation and fresh air circulation is optimized and monitored. A dedicated isolation room has been created in each building.



### Building Circulation

Drop-off and pickup are staggered. Only *Maternelle* parents are allowed in the building. Hallways and stairs are one-way. Bathroom and elevator use is limited to 1 child + 1 parent/guardian at a time. Signage and staff ensure that rules and 6-feet distancing are respected. Number of visitors is limited, and deliveries are centralized in a dedicated area.



### Classroom

Number of students per classroom is reduced (cohort), only individual desks or tables are used with respect to social distancing requirements. Student supplies are not sharable and supplies staying at school are disinfected every night. Daily routine to wash hands and educate about the virus are implemented.



### Gatherings

All hosted events are suspended, lunch is served in classroom. Choir, theater, physical education and in-person after-school activities are suspended. Some activities are offered online. One outdoor recess is maintained every day, other recesses are indoor. Recesses are with the students of the same cohort only.



### Health Screening

Questionnaire and temperature check is required at drop-off for students and staff. Temperature check is done during lunch time and at pickup. Protocols in case of suspected or confirmed case is defined in liaison with the Department of Health.



### Well-being

We are in this together. Supporting the students' families' and the staff's social and emotional state is paramount. Our Counseling and Support Team, composed of four individuals is developing a comprehensive SEL plan for our back to school.

## Full Onsite Teaching (with distancing)



### Cohorts

Classes are split into small groups of nine students on average, called cohorts. Students of the same cohort will always stay together during the day and will never be mixed with other cohorts.



### Remote attendance

Students who cannot attend onsite or who might decide not to attend onsite are given the ability to attend the class remotely via a camera and a microphone located in the classroom.



### Use of common space

To allow even more social distancing, common spaces are transformed and used as classrooms, which gives an average of 175 ft<sup>2</sup> per student.



### "Open Mouth" Classes

Classes that are part of the curriculum and imply a higher risk for students are adjusted. For example, no wind instruments during Music classes, and no choir. Physical education respects a 12-feet social distancing. Theater focuses on aspects other than acting, such as writing or directing.



### Classroom layout

Our architect has determined the optimal layout to respect—at the minimum—the required social distancing of 6 feet while ensuring good view of the white board for all students as well as allowing for circulation within the classroom.



### After-School and Study Hall

To allow the school more time every night to deeply sanitize the entire campuses, the extracurricular program is offered online. Hours and activities proposed are adjusted to ensure students are back at home. Online activities don't need to be held with the same cohort of students, which allows for more social interactions.



### Schedule

All students are onsite from Monday to Friday, morning and afternoon. Depending on their grades, drop-off and pickup times differ in order to reduce large gatherings at the door of either Campus.



### Lunch

Lunch is served in the classroom. Students who enrolled with Little Green Gourmet are provided with the individually packed meal. Other students can bring a cold lunch box, with their name labeled on it. Microwaves are not available to re-heat food.

# TABLE OF CONTENT

I. REOPENING OF IN-PERSON INSTRUCTION.....	6
1. Capacity.....	6
Number of students and teachers per classroom .....	6
Number of staff per office and in teacher lounge .....	6
2. Social Distancing .....	6
Building Circulation.....	6
Elevator .....	7
Bathrooms .....	7
Drop-off and pickup .....	7
Face Coverings .....	8
Hand Sanitizer and Gloves .....	8
4. Operational Activity .....	8
Buildings and Facilities .....	8
Cohorts and Classroom assignments .....	9
Furniture and Layout of Classrooms .....	10
Furniture and Layout of Offices.....	10
Supplies .....	10
Classroom Hygiene Routine .....	10
Gatherings.....	10
Physical Education .....	10
Open mouth activities .....	11
Recesses .....	11
Field Trips.....	11
Hosted events .....	11
5. Restart Operations .....	11
Deep sanitization and disinfection .....	11
Ventilation and Fresh Air Circulation .....	11
Plexiglass panels.....	11
Touchless Features .....	12

Water fountains .....	12
Isolation Room .....	12
6. Hygiene, Cleaning, and Disinfection .....	12
Hygiene Education.....	12
Global Biorisk Advisory Council Certification .....	13
Daily Deep Sanitization and Disinfection .....	13
During the Day .....	13
7. Extracurriculars .....	13
Study Hall .....	13
After-School .....	14
8. Before and Aftercare .....	14
9. Vulnerable Populations .....	14
Students Who Will Stay Online .....	14
Students with Special Needs .....	14
Teachers .....	15
Staff.....	15
10. Transportation .....	15
11. Food Service .....	15
12. Mental Health, Behavioral, and Emotional Support Services and Programs .....	16
We are in this together .....	16
Behavioral .....	16
Educate/Re-educate .....	16
Counseling and Support Team .....	16
13. Communication .....	16
Email .....	16
Brochure .....	17
Website .....	17
Parent and Staff Portal (“Focus”) .....	17
Social Media .....	17
Parents Association .....	17
II. MONITORING .....	18
1. Screening.....	18

Questionnaire .....	18
Temperature Screening.....	18
Hand Sanitizing.....	18
Symptoms Checks During the Day.....	19
Visitors .....	19
2. Testing Protocols .....	19
3. Testing Responsibility .....	20
4. Early Warning Signs .....	20
III. CONTAINMENT .....	21
The below is a baseline document. The school will continue to adjust these protocols as new guidelines arise and the school will continue to look into and research best practices. ....	21
1. School Health Offices.....	21
2. Isolation.....	21
Protocol in case of a symptomatic individual .....	21
2. Collection.....	22
3. Infected Individuals.....	22
Protocol in case of confirmed case.....	22
4. Exposed Individuals .....	23
5. Hygiene, Cleaning, and Disinfection .....	23
6. Contact Tracing .....	23
7. Communication.....	23
IV. CLOSURE.....	24
1. Closure triggers .....	24
2. Operational Activity .....	24
3. Communication.....	24

# I. REOPENING OF IN-PERSON INSTRUCTION

## 1. Capacity

### Number of students and teachers per classroom

To minimize the risk, classes have been split into smaller groups, depending on the student headcount and the number of teachers. An architect has reviewed all floor plans and the square-footage to precisely determine the maximum number of students per classroom to allow the required social distancing (6 feet) with one instructor per class while keeping circulation possible in the room.

For Nursery, Pre-K and Kindergarten, there will also be a play area in every classroom.

The number of students in every classroom will not exceed the maximum allowed by NYC.

To allow more social distancing, some classes have changed location, using common areas such as the MPR or lunchroom.

Only students belonging to the same 'cohort' (sub-group of students) will be in the same classroom, all day long.

### Number of staff per office and in teacher lounge

Our architect has also determined the maximum number of staff that can be present in each office and room.

Meeting rooms will be closed until further notice: all meetings will be done online.

Meeting rooms and other rooms will be used as space for staff and teachers to work, to maintain maximum social distancing.

## 2. Social Distancing

### Building Circulation

Circulation of students in the building will be limited to the strict minimum. Only "cohorts" (always the same groups of students) will be authorized to circulate in the building together.

Specific signage on the floor and on the walls will be added to remind everyone to keep 6 feet away from others. Signage will be in English and in French.

Each stair and hallway will be used one way: specific signage (in English and in French) will be clearly visible and staff and teachers will ensure rules are followed.

## Elevator

Use of the elevator will be restricted to students and staff who require it because of health limitations or mobility issues. A maximum of 2 people of the same family or student + guardian will be authorized in the elevator at the same time.

## Bathrooms

Only one person (or family as needed) will be authorized in a bathroom (including those with multiple stalls). Wearing a face mask inside the bathroom will be required.

## Drop-off and pickup

Drop-off and pickup will be staggered by time slots and by classes to avoid large gatherings. In order to ease the flow, two lines will be organized: one for the staggered drop-off and pickup, and one for the late arrivals. However, the school will be strict on the rules to ensure that parents are not late and respect the staggering.

### For parents with more than one child:

School staff will be present in the classroom from the first drop-off slot until the last pickup slot. Parents with more than one child will be allowed to drop off their children at the same time: the one whose drop-off time is late will go directly in the classroom where the teacher will supervise. For pickup, the child whose pickup time is earlier will wait in the classroom with the teacher and will be released at the same time as his/her sibling.

### Drop-off and pickup at the Main Building:

Parents will not be authorized to enter the building.

Drop-off and pickup will be done in the Lobby: parents or guardians will wait outside.

Drop-off and pickup times will be staggered as follows:

Grade	1st & 2nd	3rd & 4th	5th & 6th	7th & 8th
Drop-off	8:00 am	8:10 am	8:20 am	8:30 am
Pickup	3:00 pm	3:10 pm	3:20 pm	3:30 pm

### Drop-off and pickup at the Fifth Avenue Building:

One parent will be authorized to enter the building with the child, from the Fifth Avenue entrance and exit through the door on Broadway.

Drop-off and pickup will be done in the hallway in front of the classroom. Parent will not be authorized to enter the classroom. Teachers will welcome students in the classroom.

Flows will be facilitated by School Life Assistants and specific signs will be placed on the floor and on the walls to respect social distancing.

Drop-off and pickup times will be staggered as follows:

Grade	Nursery	Pre-K	Kindergarten
Drop off	8:00 am	8:15 am	8:30 am
Pick up	3:00 pm	3:15 pm	3:30 pm

### 3. Personal Protection Equipment and Face Coverings

#### Face Coverings

Masks must be worn by all staff, students and any visitors inside the building at all times.

The school will reinforce the fact that students, teachers and staff have to wear a mask when commuting, either via school bus or public transportation.

**Students:** wearing a mask will be required at all times when in the building. At the direction of the classroom teacher, students may remove masks for some specific activities and some periods during the day, for instance for lunch, or when working on a written assignment, if conditions permit strict social distancing. These decisions are at the discretion of the classroom teacher. Especially for younger students, regular mask breaks will be scheduled by the teacher when social distancing is maintained.

**Teachers:** all teachers will be required to wear a mask at all times when in the building. Teachers may remove masks briefly for certain instructional purposes as long as another physical barrier, such as a face shield, is in place and social distancing is maintained.

**Staff:** every staff member will be required to wear a mask at all times when in the buildings.

**Visitors:** any external visitor, even if their number is strictly limited, will be required to wear a mask when in the buildings.

**Providing masks:** the school will provide some washable, reusable masks to all its employees. The school will always have disposable masks to provide to students, parents, staff, teachers and visitors, in case of need; they will be available at the lobby.

#### Hand Sanitizer and Gloves

Hand sanitizer will be available at the lobby and at every floor by the elevator/stairways. A portable unit of hand sanitizer will be placed in every classroom and every office or meeting room. It will be refilled every evening. Disposable gloves will be available inside all classrooms and will also be available on demand, at the lobby of the Main Building and on the 5<sup>th</sup> floor of the Fifth Avenue Building.

### 4. Operational Activity

#### Buildings and Facilities

Some areas in our facilities will be temporarily closed: for instance, the lounge in the lobby of the main building. Parents will wait outside: no parents will be allowed in the Main Building for drop-off or pickup. We will use our spaces differently, including former common areas becoming classrooms, to allow maximum social distancing for each cohort of students and instructor. Individual support rooms will be only used by individual staff members.



## Cohorts and Classroom assignments

You can find below the list of cohorts with the number of students that will stay together throughout the day at school. The table also shows their classroom assignment as well as the maximum number of students allowed in the classroom to maintain the required social distancing. These limits ensure that every student can see the teacher and the white board, while also making circulation within the classroom possible.

Note: the below chart does not take into account students who might elect to stay fully online, which will allow for even more social distancing.

Grade	Cohort #	# of students	Classroom assigned	Maximum Capacity
Nursery	1	8	2E	12 students + 1 instructor + 1 play area
Pre-K	2	11	2W	12 students + 1 instructor + 1 play area
Pre-K	3	11	3E	12 students + 1 instructor + 1 play area
Pre-K	4	10	3W	12 students + 1 instructor + 1 play area
Kindergarten	5	9	4E	12 students + 1 instructor + 1 play area
Kindergarten	6	9	4W	12 students + 1 instructor + 1 play area
Kindergarten	7	8	5E	12 students + 1 instructor
1st Grade	8	8	MZ1	11 students + 1 instructor
1st Grade	9	8	MZ3	12 students + 1 instructor
1st Grade	10	9	301	16 students + 1 instructor
2nd Grade	11	9	201	12 students + 1 instructor
2nd Grade	12	9	202	14 students + 1 instructor
2nd Grade	13	8	203	11 students + 1 instructor
3rd Grade	14	7	401	10 students + 1 instructor
3rd Grade	15	7	402	10 students + 1 instructor
3rd Grade	16	7	404	12 students + 1 instructor
4th Grade	17	10	104	12 students + 1 instructor
4th Grade	18	11	105	12 students + 1 instructor
5th Grade	19	6	302	6 students + 1 instructor
5th Grade	20	7	405	11 students + 1 instructor

6th Grade	21	9	Music Room	10 students + 1 instructor
6th Grade	22	9	Maker Room	12 students + 1 instructor
7th Grade	23	5	Art Room	9 students + 1 instructor
8th Grade	24	8	Science Lab	10 students + 1 instructor

## Furniture and Layout of Classrooms

Only individual desks and tables will be used (no more group tables).

Desks will be placed in a specific layout to maintain social distancing, avoiding face-to-face setups, while ensuring that every student can see the teacher and the whiteboard and projector/smart TV. The overall layout will allow easy circulation within the classroom.

## Furniture and Layout of Offices

Only individual desks will be used. Desks will be placed in a specific layout to maintain social distancing, avoiding face-to-face setups. The overall layout will allow easy circulation within the room.

## Supplies

Supplies in each classroom and office will be disinfected every night by our cleaning crew.

Supplies will be personal, and students and staff will not be allowed to share them with others.

**Nursery to Kindergarten:** students will only be allowed to bring a water bottle (with their name on it) to school, as well as a stuffed toy/doudou for nap that will stay at school in the cubbies. No toys from home will be allowed.

**1st Grade to 8th Grade:** students will be authorized to bring their own water bottle (with their name on it), backpack and supplies, but limited to only what is strictly necessary. Sharing supplies will not be allowed. A locker will be available for each student, which will remain unlocked and that will be disinfected every night.

## Classroom Hygiene Routine

Students will be educated on proper handwashing routine and will use hand sanitizer upon entering and exiting the classroom. Students will be reminded to cough into the crook of their arm. Every two hours, use of Purell and/or hand soap will be part of the daily routine in class. When weather permits, windows will be kept open. If not possible, at the minimum, every hour windows will be opened for 5 minutes. Rooms without windows have up to date air ventilation systems that meet requirements. Some classrooms on the 4<sup>th</sup> Floor of the Main Building have no windows but two doors that open directly to large windows to create fresh air circulation as needed.

## Gatherings

Gatherings will be limited to only the students of the same “cohort” who sit in the same classroom. External visitors in the school buildings will be limited to the very strict minimum.

## Physical Education

Onsite PE classes will be adjusted to respect the 12 feet social distancing, cohorts and closed mouths.

## Open mouth activities

Music and theater classes will be adjusted to respect social distancing, cohorts and closed mouths: no choir, no wind instruments, and theater will be focused on activities that do not require extended talking, voice projection, etc.

## Recesses

At least one outdoor recess will be maintained every day, weather permitting. *Maternelle* students will have their recess on the rooftop of their Campus. The playground in MSQ Park will not be used until further notice. At the Main Building, cohorts will go outside, and if social distancing can be maintained, they will use local parks. If parks are deemed too crowded, students will take a walk in the neighborhood. Other recesses will be held in the classroom. The timing and duration of outside recess will depend on the schedule (morning or after lunch).

## Field Trips

All field trips will be suspended until further notice.

## Hosted events

Any hosted event in the buildings will be suspended until further notice, including open houses during the days the campuses are open to students.

# 5. Restart Operations

## Deep sanitization and disinfection

Deep sanitization and disinfection with a misting device have been done several times since the closure of the school. It will continue to be done regularly until the reopening of the school.

## Water system

The Water System will be checked and cleaned up. Water fountains will be shut off and replaced with touchless bottle filler stations.

## Ventilation and Fresh Air Circulation

Ventilation and filters are going to be checked and cleaned or replaced when needed. Our goal is to reach MERV13 in each building before the first day of school. Windows are currently opened as much as possible and will continue to be. Rooms without windows have fresh air brought in through up-to-date air ventilating systems that meet requirements. Some classrooms on the 4<sup>th</sup> Floor of the Main Building have no windows but two doors that open directly to large windows to create fresh air circulation as needed.

## Plexiglass panels

Plexiglass panels will be placed where needed in the common areas, such as the welcome desk in the lobby.

## Touchless Features

All bathrooms will be equipped with touchless soap and towel dispensers. All doors that need to be operated will be equipped with hand-free foot-operated openers.

## Water fountains

Water fountains with ‘hand-push buttons’ will be shut down and hand free bottle filler stations will be installed.

## Isolation Room

Isolation rooms will be set up in each building. At the Main Building, the isolation room will be located on the first floor: Room 102. At the Fifth Avenue Building, the isolation room will be located on the 5th floor: “pantry”.

# 6. Hygiene, Cleaning, and Disinfection

Cleaning has been reinforced. Disinfection of bathrooms and hot spots will be strongly monitored by our cleaning crew and our Building Maintenance Manager. Water fountains have been shut down and replaced by touchless bottle filler stations.

## Hygiene Education

During the first few weeks of school, our counseling and support team, composed of four individuals, will visit each classroom to educate children in appropriate handwashing and mask protocol. This conversation will start with an age-appropriate story read to the children (*Maternelle* and Elementary) or a conversation (Middle School), in order to discuss the situation and to explain the safety measures that everyone must follow. There will also be some hands-on activities, fun videos on how to wash the hands, fun experiments in order to make sense of the situation and the new behaviors expected in a gentle, non-traumatic way. The safety measures will be then reintroduced daily by the teachers.

Signs will be posted throughout the school and at each classroom door, consistent with DOH COVID-19 signage regarding public health protections against COVID-19. The school will regularly share similar messages with the school community. Some signage may be created by the school to be more age appropriate for younger students, but the message will be consistent with DOH COVID-19 signage. Some signage will be translated into French.

Signage will be used to remind individuals to:

- Stay home if they feel sick
- Cover their nose and mouth with an acceptable face covering when in the school
- Properly store, and when necessary, discard PPE
- Adhere to social distancing instructions
- Report symptoms of, or exposure to, COVID-19, and how they should do so
- Follow hand hygiene, and cleaning and disinfection guidelines
- Follow respiratory hygiene and cough etiquette.

## Global Biorisk Advisory Council Certification

Our janitorial and cleaning service company, IBS Direct, is certified GBAC. Our Buildings Maintenance Manager, Jan Salamon, has also been trained and got the GBAC certification.

## Daily Deep Sanitization and Disinfection

Every night, using a misting device and electrostatic gun with a FDA/DOH approved sanitizer that kills COVID-19 germs (Puratabs ESPT334MG Disinfecting Tabs and Metrex Cavicide-1), the school will proceed to a deep sanitization of:

- every classroom and room (floor, wall, furniture)
- every desk, supplies and toys
- hallways, stairways, lobby and elevators
- every office
- Library, Lunchroom, MPR, recess areas, Maker Room, Music and Art Rooms
- every Bathroom
- all touchless bottle filler stations

An electrostatic gun will also be used to disinfect the hard to reach spots.

## During the Day

In both buildings, there will be designated bathrooms for adults. Students of the same cohort will use specific bathrooms at certain time slots. A dedicated person from the cleaning crew will be present to clean the bathroom after every use by a cohort.

Hot spots will also be disinfected several times a day by the cleaning crew. Hot spots include, but are not limited to, the following:

- door handles and doorknobs
- light switches
- handrails
- elevator buttons
- sink faucet handles
- bathroom surfaces
- countertop and tables
- desks
- chairs
- computers, Chromebooks or laptops
- toys

Disinfectant wipes will be available in every classroom and room as needed.

## 7. Extracurriculars

### Study Hall

Onsite study-hall will be suspended until further notice. Online study-halls will be proposed for some grades for a fee; program will be released later.

## After-School

Onsite after-school will be suspended until further notice. Online after-school activities will be proposed for a fee; program will be released later.

## 8. Before and Aftercare

No before or aftercare will be provided by our school. There will be no early drop-off or extended days for our students until further notice.

## 9. Vulnerable Populations

### Students Who Will Stay Online

Any students whose parents prefer that they not attend school in person will be offered the option to stay online. In order to respect the principle of cohorts and not jeopardize the organization of the school life, the school discourages any flip-flopping between online and onsite. Before a student who is online comes onsite, the school will ask parents to answer a questionnaire.

Online students will receive their assignments for the week, and they will connect to their class remotely: a camera and a microphone will be located in the classroom to enable these students to see and listen to the teacher, see the whiteboard, the Smart TV or the projector. The teacher will be able to see the remote students via a computer placed on his/her lectern or desk, while facing the students who will be onsite. The remote students will also receive a specific time slot to have office hours with their teachers in order to check that they are progressing well and are able to follow the curriculum remotely. More detailed information will be shared soon on this.

### Students with Special Needs

For students with special needs, the school will ensure that any support provider

or instructor will continue to be provided to the student. Any external providers will go through a temperature check, fill out a health screening questionnaire and adhere to hygiene and distance guidelines while in our building.

The school will also make sure that any feature needed to provide the student with a good learning experience, while respecting all the guidelines and protocols for a safe and healthy environment, will be available.

For our IESP Students, in addition to the cohort discussions, the school will provide one-on-one guidance and counseling times to review with each of them the safety measures, such as wearing a mask, and find ways to ensure they are able to respect the measures without too much stress. During these one-on-ones, the team will also talk about the situation and the student's feelings in a more individual way. Parents will be involved in some of these discussions, and dedicated meetings and support will also be proposed to them.

---

\* Note that the school is waiting to receive the DOE guidelines to have a better view of the situation for the DOE providers being onsite or remote.

## Teachers

Teachers who cannot come to our school, even if specific accommodations are provided to teach onsite, will teach remotely to a cohort of students onsite and other students remotely, using live meeting software such as Google Meet or Zoom. In this case, students onsite will be supervised by another teacher or an SLA. Families will be informed ahead of time of such cases or as soon as the school receives this information.

Our “work from home best practices” document will be shared with them, and the school will provide any supplies or material that might be needed for them to work from home.

## Staff

Staff members who cannot come to our school for health reasons will work remotely. They will be included in every meeting via software such as Google Meet or Zoom. Our “work from home best practices” document will be shared with them, and the school will provide any supplies or material that might be needed for them to work from home.

In the specific case of a staff member whose tasks cannot be performed remotely, all accommodation options will be considered: extra personal protection equipment, more distancing, changing hours, or adapting the scope of work to the current situation and needs of the school without placing an undue financial burden on the school.

## 10. Transportation

The school will reinforce the message that any students, parents, staff and teachers have to follow the protocols and procedures of NYC when commuting to and from school, in a school bus, in public transportation, by bike or by car or by any other means. More information about travelling safely with the MTA can be found [here](#).

## 11. Food Service

For the children enrolled in our lunch program, our lunch provider (Little Green Gourmet) will leave packaged meals in one designated area. They will not be authorized to walk through the buildings. Lunch will be individually packaged, and it will be served in the classroom, along with any lunches brought from home. Lunch brought from home will have to be labelled with the name of the student. Only cold lunch boxes will be allowed: no school microwave or refrigerator to use, please pack in isothermal boxes and/or with reusable ice packs.

School Life Assistants (SLA) will bring lunches to every classroom. They will be responsible for ensuring that special meals are distributed to the right students.

Teachers and SLA will supervise the lunch:

- Asking students to wash their hands before lunch: preferably with soap and water or with hand sanitizer when not possible
- Ensuring students respect social distancing during lunch and that food and beverage are not shared between students (including students with allergies)
- Asking students to wash their hands after lunch: preferably with soap and water or with hand sanitizer when not possible
- Teachers and SLA will be responsible for cleaning desks after lunch

## 12. Mental Health, Behavioral, and Emotional Support Services and Programs

We are in this together

We will use this mantra within our whole community.

### Behavioral

Instead of simply listing what students are NOT allowed to do, the school will offer some alternative behaviors. For example, in place of handshakes, hugs, or high fives, students will be encouraged to give “air high fives,” or make a heart with their hands.

### Educate/Re-educate

Our teachers and staff will ensure that our community is educated and re-educated as often as possible, reminding them that a virus does not care who or what you are; it is no one’s fault if contracted.

### Counseling and Support Team

Supporting the students’ and the staff’s social and emotional state will be paramount. This experience has been traumatic for many—adults and kids—in our school community, and students will literally be unable to learn unless their social and emotional needs are being met. Our Counseling and Support Team is currently developing a comprehensive Social and Emotional Learning (SEL) plan for our back-to-school.

#### **During the first month of school, SEL will be one of the most important focuses.**

Going on the assumption that everyone will need support, our Counseling and Support team, composed of four individuals, will visit each cohort several times to explain the situation in an age-appropriate way, through stories and discussion. Children will be encouraged to share, express their thoughts, feelings, and questions on these first days of school. Reminders of the importance of handwashing and social distancing will be a part of all discussions. Specific support will also be offered to parents, staff and teachers.

After this first month, the counseling team will always be around and able to help if a teacher, a student or a parent struggles with this new normal, and if they detect any problems. Individual counseling and support will be offered as needed.

Overall, the point is to inform but, in a way that reassures and to address any stress or anxiety around the situation. It is important to note that wearing a mask or respecting social distancing, especially for younger students, will not be easy and may seem like something scary. It will be essential to give reasoning and be playful in order to ensure a smooth collaboration with the students, for their physical well-being as well as for their emotional well-being.

## 13. Communication

### Email

The school has already sent several emails to families, staff and teachers to explain the different options we are working on for the fall.



A dedicated email will be sent in August to ask parents to train their child(ren) to wear a mask, before they are back at school. Once validated, this plan will be sent via email to all families, staff and teachers. We will send this plan to our vendors as well.

## Brochure

A brochure will be created, summarizing this plan and giving an overview of the protocols and redirecting to the detailed plan. The brochure will be distributed to families and staff via email. The brochure will be printed and distributed at the school and will be visible onsite in the lobby.

## Website

This detailed plan, as well as the brochure, will be available online on our website, in the public section. A popup message from the home page will redirect visitors to the dedicated web pages.

## Parent and Staff Portal (“Focus”)

The detailed plan, as well as the brochure, will also be visible in our parent and staff portal. These documents will be part of the back-to-school documents for parents, staff and teachers.

## Code of Conduct to sign

Families (parents and students), staff and teachers will be required to digitally sign a code of conduct, via our Parent and Staff Portal, acknowledging that they have read and understood the detailed plan. This will include a COVID-19 addendum to our regular Family Handbook, Code of Conduct, and Anti-bullying Contract, and will detail the protocols in place during this situation

## Social Media

We will use our social media channels (Facebook, Instagram and Twitter) to reinforce our communications to our families to ensure our plan is well known and implemented.

## Parents Association

As we used to do for other communications, we will ask our Parents Association to disseminate the plan and the brochure within our community: using the different Facebook parent groups, the WhatsApp groups and acting as ambassador of our school when discussing with other parents.

## II. MONITORING

### 1. Screening

#### Questionnaire

Every day, before dropping off their child(ren), parents will be requested to answer a short questionnaire about their child(ren) and their family to validate they have no symptoms and that they present no risk for the school community, such as travel to some infected states or countries, or having been in contact with a confirmed case.

Every day, teachers and staff will be requested to do the same before coming to the school. Any visitor will have to fill out the same questionnaire to be allowed to enter the building. If the questionnaire shows a risk or a suspicion, the individual will not be authorized to enter the school.

#### Temperature Screening

##### **Before coming to school:**

Parents will be asked to check the temperature of their child(ren) before coming to school.

Staff and teachers will be asked to do the same. If the temperature is higher than 100°F, students or staff will have to stay home and contact their medical care provider for further instructions.

##### **At school:**

The school will check students', staff and teachers' temperatures two times a day: at drop-off before entering the building, and prior to lunch.

- At drop-off, if the temperature is higher than 100°F, the individual will not be authorized to enter the campus and will be requested to contact their medical care provider for further instructions.
- At lunch time, if the temperature is higher than 100°F, the individual will follow the "*protocol in case of symptomatic individual*" described in the next Section "III. CONTAINMENT".

##### **Visitors:**

Temperature will be taken by the school for any visitor (including *Maternelle* parents or guardians dropping off or picking up the student) entering the building. If the temperature is higher than 100°F, the individual will not be authorized to enter the campus and will be requested to contact their medical care provider for further instructions.

#### Hand Sanitizing

When allowed to enter the school, individuals will have to wash hands with the touchless hand sanitizer dispenser that will be available at the entrance of the school.

## Symptoms Checks During the Day

During the day, our teachers and staff will be vigilant that students or colleagues do not present any symptoms typical of COVID-19, in addition to fever, such as:

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Skin rash

Staff will be educated to observe students or other staff members for other signs of illness such as:

- Flushed cheeks
- Rapid or difficulty breathing (without recent physical activity)
- Fatigue, and/or irritability
- Frequent use of the bathroom

During lunch time, teachers will ask students if they can taste and smell their meal.

Students and staff exhibiting these signs with no other explanation for them should be sent to the isolation room. The school will contact the parent/guardian to come pick up their ill child or send the staff member home. In such a case, students, staff members or teachers will be requested to follow the “*protocol in case of a symptomatic individual*” described in the next Section “III. CONTAINMENT”.

## Visitors

External visitors will be limited to the very minimum. Each visitor will go through a temperature check and will have to fill out the questionnaire to check if any symptoms or risk of exposition exist, such as travel to some infected states/countries, or having been in contact with a confirmed case. If allowed to enter our building, they will be requested to sanitize their hands as they enter and to wear a mask.

## 2. Testing Protocols

For the time being the school does not plan to administer mass testing of students, staff and teachers on a frequent basis. We will continue to investigate the possible availability of a minimally invasive, reliable test that is appropriate for a school community. When we have more detailed information and guidance from the NYS appropriate agencies on which tests are recommended and what should be the frequency of the testing, the school will explore the possibility of implementing such protocols. In the interim, in the event of a suspicious case, the school will ask the individual to contact an outside health care provider to be assessed and eventually tested.

See more information in the paragraph “Protocol in case of a symptomatic individual” described in the below Section “III. CONTAINMENT”.

### 3. Testing Responsibility

For now, tests will not be performed by the school but rather by a health care provider who is responsible for the testing.

### 4. Early Warning Signs

Once we receive specific guidelines to follow, we will implement monitoring of metrics in order to be warned early about a possible increase of cases, beyond acceptable level, as defined by NYS and DOH.

## III. CONTAINMENT

The below is a baseline document. The school will continue to adjust these protocols as new guidelines arise and the school will continue to look into and research best practices.

### 1. School Health Offices

Staff who will be taking care of an individual developing symptoms during the school day, or who might be in high intensity contact with students or handling waste material will be equipped with the below PPE:

- N-95 ventilating mask
- Disposable nitrile gloves
- Disposable gown
- Eye protection or face shield

Staff will operate in the isolation room, which will be equipped with a waste disposal medium. After every use of the isolation room, the room will go through a deep sanitization and disinfection process.

### 2. Isolation

#### Protocol in case of a symptomatic individual

##### **At Drop-Off or when screening before entering the building:**

In the case that an individual (student, staff, teacher or visitor) is checked and has a temperature higher than 100°F, or they have any other symptoms related to Covid-19, or they present risks to our community, the below protocol will be applied:

1. The individual will be requested to go back home.
2. Instructions to contact a health care provider urgently for assessment and eventual testing will be given.
3. Information will be sent to families whose child has been in contact with the suspicious case, as well as to staff. The school recommends that the concerned students and staff get tested and the results relayed back to the school.
4. From the time an official email is sent to parents to inform them of the possible infection, they will have 48 hours to decide and confirm if their child(ren) will return to school or switch to online school.
5. The symptomatic individual who is not a confirmed case will be allowed to return to the school when, at the minimum, documentation from a health care provider evaluation, showing symptom resolution and eventually showing negative COVID-19 testing will be provided to the school.

##### **During the day in the school:**

In case an individual (student, staff, teacher or visitor) is checked and has a temperature higher than 100°F, or they have any other symptoms related to Covid-19, or they present risks to our community, the below protocol will be applied.

1. The individual will be isolated in the dedicated isolation room, by Rachel Loble (School Life Director) or Bolek Poniatowski (Deputy Head of School), who will stay to supervise the individual if the individual is a student:
  - At the Main Building, in room 102 (1st floor)
  - At the Fifth Avenue Building in the “pantry” (5th floor)
2. Symptomatic individuals will then be sent home with instructions to contact a health care provider urgently for assessment and eventual testing.
3. If the symptomatic individual is a student, parents will be called to pick up their child immediately; see “Collection” paragraph below.
4. Spaces where the symptomatic individual has been during the day will be promptly disinfected (isolation room, classroom, office, transit area and high-touch surfaces up until they exit the building).
5. Information will be sent to families whose child has been in contact with the suspicious case, as well as to staff. The school recommends that the concerned students and staff get tested and the results relayed back to the school.
6. From the time an official email is sent to parents to inform them of the possible infection, they will have 48 hours to decide and confirm if their child(ren) will return to school or switch to online school.
7. The symptomatic individual who is not a confirmed case will be allowed to return to the school when, at the minimum, documentation from a health care provider evaluation, showing symptom resolution and eventually showing negative COVID-19 testing will be provided to the school.

## 2. Collection

When a student is placed in the isolation room, parents will be called to pick up their child immediately. Only one parent will be allowed to enter the building. The school will provide necessary extra personal protection equipment, such as nitrile gloves, N-95 mask and face-shield or eye protection.

Instruction will be given to parents that the student must be seen by a health care provider urgently and that parents must inform the school about the outcome of the assessment and possible test done by the health care provider.

## 3. Infected Individuals

### Protocol in case of confirmed case

In the case that an individual tests positive to COVID-19, the school will follow the below protocol:

1. The school will immediately notify the state and local health department about the case.

2. The school will follow all the state and local health department directives on disinfections procedures and timelines, as well as possible closure of part of the campus or the whole building for a specific period of time.
3. The school will then send a communication to the families and staff to relate the situation and to explain the actions taken. No information about the individual who tests positive for COVID-19 will be released.
4. The individual who tests positive for COVID-19 may only return after providing a note of medical clearance and two negative COVID-19 test results after they are without fever for three days.

**Important note: to respect the HIPAA law, the school will never disclose the identity of the individual who tests positive for COVID-19.**

## 4. Exposed Individuals

Any students, staff or teachers who have been exposed to the COVID-19 virus will be requested to complete a quarantine and prove that no symptoms have developed before returning to the school. This protocol will be conducted in close cooperation with the local health department. A test might also be required by the school, at its own discretion.

## 5. Hygiene, Cleaning, and Disinfection

The school will adhere to and will promote hygiene, cleaning and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas. For more information about our hygiene, cleaning and disinfection procedure, please refer to the Chapter “6. Hygiene, Cleaning, and Disinfection” in the section “I. REOPENING OF IN-PERSON INSTRUCTION”.

## 6. Contact Tracing

The school will support the local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program.

## 7. Communication

Our plan will be shared with parents/legal guardians, faculty, staff, students, partners and the local community via email. This plan will also be available on our website, and we will use social media to reinforce its communication.

Families, staff and teachers will be asked to sign a code of conduct to acknowledge they have read and understood this plan, and to confirm that they will adhere to all the protocols the school has defined in this plan. For more information about communication, please refer to the Chapter “13. Communication” in the section “I. REOPENING OF IN-PERSON INSTRUCTION”.

## IV. CLOSURE

### 1. Closure triggers

In accordance with CDC, DOH, NYS and NYC requirements, and depending on the evolution of the daily number of individuals from our school community (students, staff and teachers) who are reported to have tested positive for the COVID-19 virus, the school will decide to:

- close single cohorts if cases are rare and isolated
- close the school if positive cases become widespread: whether that is one of the two campuses, or both campuses.

Similarly, if absences among the staff create a situation where adequate supervision is not possible, certain cohorts, classes, or one or both buildings may need to move to online learning.

### 2. Operational Activity

Depending on the situation, only one of the two campuses might have to close. Priority to have onsite teaching will be given to the younger students. During any school closure, students and teachers will implement the online schedule and curriculum that was prepared in June, and which is available on our website.

### 3. Communication

All communications will be done via email, at least on a weekly basis, and urgent information will also be posted on our website and communicated via text alerts. Social media and the Parents Association will be our usual ways to relay and ensure the whole community receives our communication.