

2021-2022 Back Onsite Plan



The École
111 East 22nd Street
New York, NY 10010
www.theEcole.org

Contacts

Jean-Yves Vesseau
Bolek Poniatowski
Rachel Loble

JeanYves.Vesseau@theEcole.org
Bolek.Poniatowski@theEcole.org
Rachel.Loble@theEcole.org

OVERVIEW

2021-2022 Back Onsite Measures

May 2022



All staff members are vaccinated

All our staff members, including after-school instructors, **MUST** be vaccinated, unless they have an exemption for medical reasons (with a note from a Doctor), in which case they must provide a weekly negative PCR test.



Mask on Campus

Students and staff are **no more** required to always wear a mask. However, when a class is on Test To Stay (TTS), students and teachers are required to wear a mask during the TTS period. 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.



Social Distancing & Building Circulation

Social distancing is optimized. Strict "**cohorting**" (student and staff) is no more required. However, gatherings will be limited. Signage and staff ensure that rules and distancing are respected. Number of visitors is limited, and deliveries are centralized in a dedicated area.



Testing & Temperature Check

Students and staff must be tested weekly (antigen, at home test, and PCR are accepted). Individuals must inform the school of a positive test result. After long break, 100% of the students and staff are tested. Temperature check is done every morning in the classroom, after drop-off for students and staff.



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. An isolation room has been identified in each building.



Lunch

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



Cleaning Procedures

Daily routine to wash hands and educate about the virus are implemented. Our cleaning crew and some of our staff are GBAC certified. Deep sanitization is done every night with misting systems. 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.



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, is always present and offer a comprehensive SEL plan to all.

Protocol for suspected, confirmed or contact case is defined in liaison with the Department of Health and adjusted as needed.

2021-2022 Full Onsite Teaching

May 2022



No More Cohorts

Classes are no more split into small groups, but students are part of their usual classes (13 students on average per class). Classes and Teachers can be mixed during the day; however, large gatherings are avoided.



Classroom layout

Our classroom layouts are optimized for social distancing 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 are Back Onsite

For the 2021-2022 school year, the extracurricular program is offered onsite. After-School Activities, Individual Music Lessons, Study Hall and Day Care are only available for our Students. This year, no external children can register.



"Open Mouth" Classes

Classes that are part of the curriculum or activities from the after-school program that imply a higher risk for students are adjusted with appropriate social distancing.



Schedule

All students are onsite from Monday to Friday, morning and afternoon. After School Activities are also available onsite.



Parents Meetings & Events

Depending on their nature, events will be held online or onsite. For instance, the Curriculum Nights will be online, however, parents will be able to ask to meet with a teacher onsite.

The Back Onsite Committee will complete and adjust this Plan as needed.

TABLE OF CONTENT

I. IN-PERSON INSTRUCTION	6
0. Vaccination	6
1. Capacity.....	6
Number of students and teachers per classroom	6
Number of staff per office, teacher lounge and meeting room	6
2. Social Distancing	6
Building Circulation	Error! Bookmark not defined.
Drop-off and pickup.....	6
Face Coverings: Mask Mandate.....	7
Hand Sanitizer and Gloves.....	7
4. Operational Activity	8
Classroom assignments.....	8
Furniture and Layout of Classrooms	8
Furniture and Layout of Offices.....	8
Supplies.....	8
Classroom Hygiene Routine	9
Gatherings	9
Physical Education & Open Mouth Activities.....	9
Recesses.....	9
Field Trips	9
Hosted events	9
Deep sanitization and disinfection.....	9
Ventilation and Fresh Air Circulation	9
Plexiglass panels	10
Touchless Features.....	10
Water fountains	10
Isolation Room	10
6. Hygiene, Cleaning, and Disinfection	10
Hygiene Education.....	10
Global Biorisk Advisory Council Certification	11
Daily Deep Sanitization and Disinfection	11

During the Day	11
7. Extracurriculars	11
Study Hall.....	11
After-School.....	11
Daycare.....	12
Camp.....	12
8. Students’ specific needs	12
Students who must isolate or quarantine	12
Students with Special Needs	12
9. Transportation	12
10. Food Service.....	12
11. Mental Health, Behavioral, and Emotional Support Services and Programs.....	13
We are in this together	13
Behavioral	13
Educate/Re-educate.....	13
Counseling and Support Team	13
12. Communication.....	14
Email.....	14
Brochure	14
Website.....	14
Parent and Staff Portal (“Focus”)	14
Social Media.....	14
Parents Association	14
II. MONITORING.....	15
1. Screening	15
Health checklist	15
Temperature Screening	15
Hand Sanitizing	15
Symptoms Checks During the Day.....	15
Visitors.....	16
2. Testing Protocols.....	16
3. Testing Responsibility	16
4. Early Warning Signs.....	16

III. CONTAINMENT	17
The below is a baseline document. The school continues to adjust these protocols as new guidelines arise and the school continues to investigate and research best practices.	17
1. School Health Offices	17
2. Isolation	17
Protocol in case of a symptomatic individual	17
3. Collection	18
4. Infected Individuals	18
Protocol in case of confirmed case	18
Protocol in case of exposure at school: Test To Stay (TTS)	18
Protocol in case of exposure outside of school:	19
5. Hygiene, Cleaning, and Disinfection	19
6. Contact Tracing	19
7. Communication	20
IV. CLOSURE	21
1. Closure triggers	21
2. Communication	21

I. IN-PERSON INSTRUCTION

0. Vaccination

All staff are vaccinated
unless they have an exemption for medical reasons (with a note from a doctor), in which case they must provide a weekly negative PCR test.

1. Capacity

Number of students and teachers per classroom

To minimize the risk, classes' floor plans and maximum number of students per classroom have been optimized while keeping circulation possible in the room.

Number of staff per office, teacher lounge and meeting room

The same work has been done for the different offices, the teachers lounges and the meeting rooms.

2. Adults visiting our buildings

Adults entering our buildings

Proof of vaccination is no longer required; however, mask is still mandated for adults entering our building who are not staff and teachers (parents, visitors, ...)

Drop-off and pickup

Drop-off and pickup at the Main Building:

School drop-off and pickup are done on the curbside only.

Parents or guardians are not authorized to enter the building for school drop-off and pick-up: they wait outside.

Drop-off and pickup times are as follows:

Grade	Elementary & Middle School
Drop-off	8:05 am – 8:15 am
Pick-up	3:40 pm

Afterschool pick-up at the Main Building is organized in “Le Préau”: parents or guardians can enter the building, with their mask on, to pick their children up from the afterschool activities (after school hours).

Drop-off and pickup at the Fifth Avenue Building:

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

Drop-off and pickup is done in the hallway in front of the classroom. Parents are not authorized to enter the classroom, unless invited by teachers. Teacher welcome students in the classroom.

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

Drop-off and pickup times are as follows:

Grade	Pre-Nursery to Kindergarten
Drop-off	8:15 am – 8:30 a m
Pick-up	3:25 pm

Afterschool pick-up at the Fifth Avenue Building is organized the same way than school pick-up.

3. Personal Protection Equipment and Face Coverings

Face Coverings:

Students and staff: since March 2, 2022, masks inside our school are no more mandated for staff and students. However, individuals can decide to continue to wear their mask. Parents who prefer their child to wear a mask can inform their class teachers.

The school reinforces the fact that students, teachers, and staff must still wear a mask when commuting, either via school bus or public transportation.

Adult visitors: any external visitor, even if their number is strictly limited, is still required to wear a mask when in the buildings.

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

Hand Sanitizer and Gloves

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

4. Operational Activity

Classroom assignments

You can find below the list of classes with the number of students. The table also shows their classroom assignment as well as the maximum number of students allowed in the classroom to optimize social distancing. These limits ensure that every student can see the teacher and the white board, while also making circulation within the classroom possible.

Grade	Number of Students	Campus	Classroom	Maximum Capacity at 3 feet	Maximum Capacity (The École rules)
Pre-Nursery	12	Fifth Avenue Building	2E	24 + 2 instructors	12
Nursery	14	Fifth Avenue Building	2W	24 + 2 instructors	16
Pre-K East	10	Fifth Avenue Building	3E	24 + 2 instructors	18
Pre-K West	10	Fifth Avenue Building	3W	24 + 2 instructors	18
Kindergarten East	19	Fifth Avenue Building	4E	24 + 2 instructors	20
Kindergarten West	20	Fifth Avenue Building	4W	24 + 2 instructors	20
1st Grade A	17	Main Building	201	24 + 2 instructors	20
1st Grade B	17	Main Building	202	28 + 2 instructors	20
2nd Grade A	15	Main Building	MZ03	24 + 2 instructors	20
2nd Grade B	14	Main Building	MZ01	22 + 2 instructors	20
3rd Grade A	17	Main Building	301	32 + 2 instructors	20
3rd Grade B	14	Main Building	206	22 + 2 instructors	20
4th Grade A	11	Main Building	104	24 + 2 instructors	20
4th Grade B	11	Main Building	105	24 + 2 instructors	20
5th Grade A	11	Main Building	401	20 + 2 instructors	20
5th Grade B	11	Main Building	405	22 + 2 instructors	20
6th Grade	17	Main Building	404	26 + 2 instructors	20
7th Grade	16	Main Building	402	20 + 2 instructors	20
8th Grade	2	Main Building	302	12 + 2 instructors	20

Furniture and Layout of Classrooms

Tables are placed in a specific layout to optimize social distancing, while ensuring that every student can see the teacher and the whiteboard and projector/smart TV. The overall layout allows easy circulation within the classroom.

Furniture and Layout of Offices

Desks are placed in a specific layout to optimize social distancing. The overall layout allows easy circulation within the room.

Supplies

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

Classroom Hygiene Routine

Students are educated on proper handwashing routine and use hand sanitizer upon entering and exiting the classroom. Students are reminded to cough into the crook of their arm. Every two hours, use of Purell and/or hand soap is part of the daily routine in class. When weather permits, windows are kept open. If not possible, at the minimum, every hour, windows are opened for 5 minutes. Rooms without windows have up to date air ventilation systems that meet requirements. Some classrooms on the 4th 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

Indoors gatherings are limited. External visitors in the school buildings are limited.

Physical Education & Open Mouth Activities

Indoors PE and open mouth activities classes are adjusted.

Recesses

At least one outdoor recess is maintained every day, weather permitting. *Maternelle* students have their recess on the rooftop of their Campus. At the Main Building, students go to local parks.

Field Trips

Field trips are planned according to the NY, DOE and DOH guidance, respecting all safety measures.

Hosted events

Hosted events in the buildings are organized according to the NY, DOE and DOH guidance, respecting all safety measures. After school hours events are preferred.

5. Restart Operations

Deep sanitization and disinfection

Deep sanitization and disinfection with a misting device are done every night in both buildings.

Water system

The Water System is regularly checked and cleaned up. Water fountains are shut off and replaced with touchless bottle filler stations.

Ventilation and Fresh Air Circulation

We are MERV13 in each building. Ventilation and filters are regularly checked and cleaned or replaced when needed. Windows are opened as much as possible. Rooms without windows have fresh air brought in through up-to-date air ventilating systems that meet requirements. Some classrooms on the 4th Floor of the Main Building have no windows but two doors that open directly to large windows to create fresh air circulation as needed. Ten portable HEPA filters are also available as needed.

Plexiglass panels

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

Touchless Features

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

Water fountains

Water fountains with “hand-push buttons” are shut down and hand free bottle filler stations are installed.

Isolation Room

Isolation rooms are identified in each building. At the Main Building, the isolation room is located on the first floor: Room 102. At the Fifth Avenue Building, the isolation room is located on the 5th floor: “pantry”.

6. Hygiene, Cleaning, and Disinfection

Cleaning is reinforced. Disinfection of bathrooms and hot spots is strongly monitored by our cleaning crew and our Building Maintenance Manager. Water fountains are shut down and replaced by touchless bottle filler stations.

Hygiene Education

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

Signs are posted throughout the school and at each classroom door, consistent with DOH COVID-19 signage regarding public health protections against COVID-19. The school regularly shares 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 is consistent with DOH COVID-19 signage. Some signage is translated into French.

Signage is 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 with a FDA/DOH approved sanitizer that kills COVID-19 germs (Puratabs ESPT334MG Disinfecting Tabs and Metrex Cavicide-1), the school proceeds to a deep sanitization of:

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

During the Day

In both buildings, there are designated bathrooms for adults. Students use specific bathrooms. A dedicated person from the cleaning crew is present during the day to clean the bathrooms. Hot spots are also 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 and laptops or tablets
- toys

Disinfectant wipes are available in every classroom and room as needed.

7. Extracurriculars

Study Hall

Onsite study-hall are offered, following the same protocols and measures than during the school day. Only students from our school can attend these activities. All adults participating in this program are fully vaccinated (our staff, teachers, and external vendors).

After-School

Onsite after-school activities are offered, following the same protocols and measures than during the school day. Only students from our school can attend these activities. All adults participating in this program are fully vaccinated (our staff, teachers, and external vendors)

Daycare

Onsite daycare service is offered, following the same protocols and measures than during the school day. Only students from our school can attend these activities. All adults participating in this program are fully vaccinated (our staff, teachers, and external vendors)

Camp

Onsite camps are offered, following the same protocols and measures than during the school day. Except for the Summer Camp, only students from our school can attend these activities. All adults participating in this program are fully vaccinated (our staff, teachers, and external vendors).

8. Students' specific needs

Students who must isolate or quarantine

Any students who need to isolate or quarantine will be offered the possibility to work remotely with asynchronous assignments shared via Seesaw and/or Google classroom. Teachers will check that these students are progressing well and are able to follow the curriculum during the time of their isolation / quarantine.

Students with Special Needs

For students with special needs, the school ensures that any support provider or instructor continues to be provided to the student. Any external providers must be fully vaccinated, and will go through a temperature check, and adhere to hygiene and distance guidelines while in our building.

The school also makes 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, are available.

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

9. Transportation

The school reinforces 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](#).

10. Food Service

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

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

Teachers and SLA 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 are responsible for cleaning desks after lunch

11. Mental Health, Behavioral, and Emotional Support Services and Programs

We are in this together

We use this mantra within our whole community.

Behavioral

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

Educate/Re-educate

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

During the first month of school, SEL is one of the most important focuses.

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

After this first month, the counseling team is always around and able to help if a teacher, a student, or a parent struggle with this new normal, and if they detect any problems. Individual counseling and support are 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 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.

12. Communication

Email

The school has already sent several emails to families, staff, and teachers to explain the Back Onsite Plan for the 2021-2022 school year.

Brochure

A digital brochure is created, summarizing this plan and giving an overview of the protocols and redirecting to the detailed plan. The brochure is distributed to families and staff via email.

Website

This detailed plan, as well as the digital brochure, are available online on our website, in the public section.

Parent and Staff Portal (“Focus”)

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

Pledge to sign

Families (parents and students), staff and teachers are required to digitally sign a pledge (code of conduct), acknowledging that they have read and understood the detailed plan. There is also a COVID-19 addendum to our regular Family Handbook.

Social Media

We 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 ask our Parents Association to disseminate the plan 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

Health checklist

Every day, before dropping off their child(ren), parents are requested to check their child(ren) and their family have no symptoms and that they present no risk for the school community, such having been in contact with a confirmed case. Every day, teachers and staff are be requested to do the same check before coming to the school.

Temperature Screening

Before coming to school:

Parents are 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 check students', staff, and teachers' temperatures in the morning:

- If the temperature is higher than 100°F, the individual is not authorized to stay on the campus and is requested to contact their medical care provider for further instructions.
- The individual follows the "*protocol in case of symptomatic individual*" described in the next Section "III. CONTAINMENT".

Hand Sanitizing

In our campuses, individuals must wash hands frequently, with soap or with the touchless hand sanitizer dispenser that are available at different locations in the school.

Symptoms Checks During the Day

During the day, our teachers and staff are 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 are 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 ask students if they can taste and smell their meal.

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

Visitors

External visitors are limited. Each visitor must wear a mask and wash/sanitize their hands regularly.

2. Testing Protocols

Since May 9, 2022, our screening protocol has been updated as follows:

- Students and staff asked to test weekly, provided they have not tested positive in the previous 90 days.
- PCR, antigen, and home tests are all accepted.
- Individuals no longer need to share negative test results with the school but should immediately inform [COVIDtesting](#) of a positive test result.

After long breaks, 100% testing is done.

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

3. Testing Responsibility

Tests are not performed by the school but by a health care provider / Lab who is responsible for the testing.

4. Early Warning Signs

All positive cases are shared with NYS and DOH and monitoring of metrics are done accordingly 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 continues to adjust these protocols as new guidelines arise and the school continues to investigate and research best practices.

1. School Health Offices

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

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

Staff operates in the isolation room, which is equipped with a waste disposal medium. After every use of the isolation room, the room goes through a deep sanitization and disinfection process.

2. Isolation

Protocol in case of a symptomatic individual

During the day in the school:

In case an individual 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 is isolated in the isolation room, by our School Nurse (at the Main Building), or Rachel Loble (School Life Director) or Bolek Poniatowski (Deputy Head of School), who stays 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 individual is sent home with instructions to contact a health care provider urgently for assessment and testing.
3. If the symptomatic individual is a student, parents are called to pick their child up immediately; see “Collection” paragraph below.
4. Spaces where the symptomatic individual has been during the day are promptly disinfected (isolation room, classroom, office, transit area and high touch surfaces up until they exit the building).
5. The symptomatic individual who is not a confirmed case is allowed to return to the school once they have been symptom-free for one full day and have provided the school with a negative test result (antigen or PCR). For example: if symptoms occur on Monday at 12pm, individual can come back to school no sooner than Wednesday morning, provided they test negative and are free of symptoms.

3. Collection

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

4. Infected Individuals

Protocol in case of confirmed case

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

1. The school immediately notifies the state and local health department about the case.
2. The school follows 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.
3. The school then sends 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 is released.
4. The **individuals who test positive for COVID-19 must isolate for 5 full days**: this applies to all staff and students (regardless of vaccination status). Day 0 is the day the individual takes the positive test. Individual must send the positive PCR or antigen test result to COVIDtesting@theEcole.org
5. The individual who tested positive on Day 0 can return to school on Day 6 provided they are asymptomatic and fever free for 24 hours.

Protocol in case of exposure at school: Test To Stay (TTS)

When students, teachers or staff are exposed to COVID **at school**, the school follows the TTS strategy as approved by the DoH. TTS applies to everyone, regardless of vaccination status, when exposure takes place in a school setting where everyone was consistently and properly masked.

1. Classes no longer close when there is a positive staff or student case.
2. Individuals who have tested positive for COVID in the past 90 days can remain at school.
3. Asymptomatic students and staff can remain at school as long as they test negative three times over a 7-day period.
4. The first test is taken as soon as possible after the last day of exposure, which is considered Day 0. The second test is taken 3-5 days after exposure. The third test is taken 7 days after exposure (Day 7).
5. The school will provide home tests to students on a TTS schedule whenever possible.
6. Individuals no longer need to share negative results but must report positive test results immediately to the [COVIDtesting](mailto:COVIDtesting@theEcole.org) email address.
7. In accordance with CDC guidelines, all students and teachers of the class in question will have to wear masks at school for 5 days, including during After-School activities.

8. Depending on the results of the tests, the school evaluates the situation, in liaison with the DoE and the DoH, and take further actions if a significant in-school transmission rate is found. Specific communication is then sent to the families and staff accordingly.

Important note:

- To respect the HIPAA law, the school will never disclose the identity of the individual who tests positive for COVID-19.

Protocol in case of exposure outside of school:

In January 2022, New York State has updated its quarantine guidelines in case of exposure. In the context of our school, until further notice, the school will continue to differentiate between household exposure and one-time exposure outside of school.

Household exposure

- If a member of a household tests positive, the **individual must quarantine for 5 days** regardless of their vaccination status.
- The school recommends testing exposed household members frequently during the quarantine period because if they become infected during their quarantine, the infection date will be considered Day 0 and they must restart their isolation from that date.
- Asymptomatic individual can return to school once they provide the school with a negative PCR or antigen test dated Day 5 of their quarantine period.

One-time exposure

- **Individuals who are NOT fully vaccinated** or are fully vaccinated and eligible for a booster but not yet boosted who have been exposed **are required to quarantine for 5 days after exposure.** Asymptomatic individuals can return to school once they provide the school with a negative PCR or antigen test dated Day 5 of their quarantine period.
- Asymptomatic individuals who have been fully vaccinated and boosted or individuals who have tested positive for Covid-19 in the past 90 days do not need to quarantine. They can return to school once they provide the school with a negative PCR or antigen test.

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

Families, staff and teachers are asked to sign a pledge (code of conduct) to acknowledge they have read and understood this plan, and to confirm that they 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 decides to if a partial or total closure of its campus(es) is required.

2. Communication

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