

School Reopening Plans



July 16, 2020

Purpose



Schools must develop individual plans for reopening and operating during the COVID-19 public health emergency and submit to the New York State Department of Health (DOH) and the New York State Education Department (NYSED).

- Due Date: July 31, 2020

The plan must, **at minimum**, cover:

- (1) Reopening of school facilities for in-person instruction,
- (2) Monitoring of health conditions,
- (3) Containment of potential transmission of the 2019 novel coronavirus (COVID-19), and
- (4) Closure of school facilities and in-person instruction, if necessitated by widespread virus transmission.



CHECKLIST



Basics and Definitions: Should or Must

Face Coverings: Only required to be worn any time individuals cannot maintain appropriate social distancing.

Social Distancing: You must maintain appropriate social distancing, which means six feet of space in all directions between individuals **or use appropriate physical barriers between individuals** (may include strip curtains, cubicle walls, or other impermeable divider or partition) unless safety or the core activity (e.g., instruction, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household.

Cohorts: You should “cohort” students, to the extent practicable. Faculty may instruct more than one cohort.

Screening: You must implement mandatory health screenings. All individuals must have their temperature checked each day (cut off-100.0°F). You must use a daily screening questionnaire for staff and periodically use a questionnaire for students.

Transportation: Individuals must wear acceptable face coverings on school buses and should maintain appropriate social distancing, unless they are members of the same household.

Food Services: You must maintain appropriate social distancing between students during meals (masks not required).

Basics and Definitions: Should or Must

Hygiene, Cleaning, and Disinfection: You must (1) adhere to guidance set forth by DOH and CDC, (2) maintain logs of cleaning and disinfection, (3) identify cleaning and disinfection frequency for each facility and area and (4) assign responsibility to staff. You must train all students, faculty, and staff on proper hand and respiratory hygiene.

Contact Tracing: You must (1) notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, (2) must develop and maintain plans to support local health departments in tracing all contacts of the individual, (3) confidentiality must be maintained.

Return to School: You must establish protocols and procedures about the requirements for determining when individuals who screened positive for COVID-19 symptoms can return to the in-person learning environment at school.

Reopening of In-Person Instruction

At a minimum, plans must incorporate the following:

Capacity: Phasing and quantity of students, faculty, and staff allowed to return in-person.

Social Distancing: Protocols and procedures for students, faculty, and staff.

PPE and Face Coverings: Protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate PPE is used.

Operational Activity: Determinations on how space may be adapted in various phases of learning. Policies regarding field trips, special congregate events, and visitors. Protocols for social distancing, PPE usage, and cleaning and disinfection.

Restart Operations: Plans to safely reopen facilities

Hygiene, Cleaning, and Disinfection: Protocols and procedures for school-wide cleaning.

Extracurriculars: Policies regarding extracurricular programs and which activities will be allowed. Interscholastic sports are not permitted at this time. Additional information on athletic activities is forthcoming.

Reopening of In-Person Instruction

Before and Aftercare: Policies regarding before and aftercare programs.

Vulnerable Populations: Policies regarding vulnerable populations, including students, faculty and staff to allow them to safely participate in educational activities.

Transportation: Consistent with State-issued public transit protocols. individuals must wear face coverings on school buses.

Food Services: Protocols and procedures for onsite and remote food services for students, considering appropriate social distancing and measures to protect students with food allergies if providing meals in spaces outside the cafeteria. Protocols must include how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged. Additionally, protocols and procedures must account for cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.

Mental Health, Behavioral, and Emotional Support Services and Programs: Available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction.

Communication: Communications plans for students, parents/legal guardians of students, faculty, staff and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

Monitoring Health Conditions at School

At a minimum, plans must incorporate the following:

Screening: Protocols for mandatory health screenings, including temperature checks.

Testing Protocols: Process for the provision or referral of diagnostic testing.

Testing Responsibility: Identification of who in the community is responsible for referring, sourcing, and administering testing.

Early Warning Signs: Defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments.



Containment: Response and Prevention

School Health Offices: Protocols for safely caring for an individual if they develop symptoms of COVID-19 during the school day.

Isolation: Procedures to isolate individuals who screen positive or those who become symptomatic while at school. Includes Protocols for safe transportation of symptomatic individuals.

Collection: Protocols for how parents or guardians should pick up their student with instructions that the student must be seen by a health care provider.

Infected Individuals: Requirements that persons who have tested positive have recovered, and will not transmit COVID-19 when returning to in-person learning. This will be conducted in coordination with the local health department.

Exposed Individuals: Requirements that individuals who were exposed to the virus complete quarantine before returning to in-person learning. This will be conducted in coordination with the local health department.

Hygiene, Cleaning, and Disinfection: Adherence to hygiene, cleaning, and disinfection guidance set forth by DOH and CDC.

Contact Tracing: Plans to support local health departments in contact tracing efforts.

Communication: Plans to share protocols and safety measures all relevant parties.

Closure and Contingency Plans

At a minimum, plans must incorporate the following:

Closure triggers: Identification of the conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure.

Operational Activity: Determination of which operations will be decreased or ceased and which operations will be conducted remotely; include process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel.

Communication: Plan to communicate internally and externally throughout the closure process



People, Places, and Processes.

The following guidance is provided to help schools develop their reopening plans and is organized around the three distinct categories above.

People

Social Distancing and Face Covering

Social Distancing:

Key Exception: If safety or the core activity (e.g., instruction, moving equipment, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household, social distancing is not required.

Face Coverings: Any time or place that individuals cannot maintain appropriate social distancing, individuals must wear acceptable face coverings.

Key Exception: Students who are unable to medically tolerate a face covering, including where such covering would impair their physical health or mental health are not required to use a face covering.

Space Configurations: *encouraged* to modify or reconfigure spaces and areas.

Schedules: Consider staggered arrival and pick-up times

Signage: Responsible Parties must post signs throughout the school consistent with DOH COVID-19 signage regarding public health protections against COVID-19.

People

Gatherings

Meals: must ensure social distancing between individuals during meals.

Small Spaces: limit gathering in small spaces unless all individuals are wearing acceptable face coverings or are members of the same household. Occupancy should not exceed 50% of the maximum capacity of the small space.

Faculty and Staff Meetings

Ventilation: increase ventilation with outdoor air to the greatest extent possible.

Common Areas: Promote social distancing.

Operational Activity

Cohorts: recommended to cohort students to the extent practicable to limit potential exposure. Faculty may instruct more than one cohort so long as appropriate social distancing is maintained.

In-Person Instruction: The goal is to return all students to in-person instruction when feasible.

Sharing of Objects: Limit when possible.

Movement and Commerce

Student Drop-Off and Pick-Up: Establish designated areas for drop-off and pick-up

Deliveries: Establish designated areas for pickups and deliveries.

Faculty/Staff Entrances and Exits: limit on-site interactions

Places

Personal Protective Equipment: may request that students bring their own face covering, but may not require it and must procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to any student who does not have their own, at no cost to the student

Hygiene, Cleaning and Disinfection Hygiene:

Must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including signage, as applicable. Must maintain logs that include the date, time, and scope of cleaning and disinfection. Must identify cleaning and disinfection frequency for each facility type and assign responsibility. Must train on proper hand and respiratory hygiene. Must provide and maintain hand hygiene stations around the school

Cleaning and disinfection: Must be rigorous and ongoing and should occur at least daily, or more frequently as needed.

Cleaning and Disinfection Following Suspected or Confirmed COVID - 19 Case: Must provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, including, at a minimum, all heavy transit areas and high-touch surfaces

Coordination and Phased Reopening: must designate a COVID-19 safety coordinator

Communications Plan: must affirm that you reviewed and understand the State-issued industry guidelines and must submit reopening plans, as outlined above and instructed below, prior to reopening.

Must develop a communications plan for students, parents or legal guardians of students, staff, and visitors

Places

Residential Living Considerations:

Must consider the following-

- **Residence halls**
- **Residential testing**
- **Residential isolation and quarantine**
- **Residence move-out**



PROCESSES

Screening and Testing Health Screening

must implement mandatory health screenings

If an individual presents a temperature of greater than 100.0°F, the individual must be denied entry.

must use a daily screening questionnaire for faculty and staff reporting to school; and periodically use a questionnaire for students

prohibited from keeping records of student, faculty, staff, and visitor health

individual who screens positive must be immediately sent home with instructions to contact their health care provider for assessment and testing and students must be immediately separated from other students and supervised until their parent/legal guardian or emergency contact can retrieve them from school

must require individuals to immediately disclose information such as if they begin to experience symptoms, including during or outside of school hours.

must establish policies, in consultation with the local health department(s), for determining when individuals can return to the in-person learning environment.

personnel performing in-person screening activities must be appropriately protected from exposure to potentially infectious individuals entering the facilities.

PROCESSES

School Health Offices

must develop protocols for caring for a student, faculty, or staff member who develops COVID-19 symptoms during the school day.

must develop protocols for asthma-related acute respiratory treatment care

Tracing and Tracking Metrics

must include a process in their plan if/when COVID-19 cases are discovered at school, including closing areas or classes where individuals were infected or more broadly the entire school in consultation with the local health department.

must notify the local health department immediately upon being informed of any positive test result by in school facilities or on school grounds.

Tracing Support

must develop plans to support local health departments in tracing all contacts of infected individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program.

Confidentiality Maintained

Must ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19.

SUBMISSION OF SCHOOL PLANS

You must submit an affirmation that you have read and understand the guidance.

You must prepare and submit plan(s) for reopening and operating by July 31, 2020.

For an extension: Contact DOH and NYSED (for assistance, contact yeshivaservices@agudah.org)

Plans are presumed to be approved upon submission.

Must conspicuously post completed reopening plans at school and on website if applicable.

Private schools should use the following submission form link to file their plans with NYSED and DOH.

<https://forms.ny.gov/s3/PK-12-Education-Reopening-Plan> , then select “Private Schools”

At the link below, affirm that you have read and understand your obligation to operate in accordance with the provided [guidance](#):

<https://forms.ny.gov/s3/ny-forward-affirmation>

Questions?

Yeshiva Services Contacts

- Email: yeshivaservices@agudah.org
- You can reach Mrs. Deborah Zachai at dzachai@agudah.org and Mr. Ami Bazov at abazov@agudah.org
- Please contact us with any questions you have regarding the reopening plan process or any yeshiva related question.

Thank You