

Manhattan Charter Schools

Response 2: NY Forward Reopening Plan

Capacity

Based on results of the DOE PASS survey, Manhattan Charter Schools are able to have 50% of students return to the brick and mortar location at one time. All staff will be able to return to the brick and mortar location; however, arrival and departure times will be staggered for students, and possibly staff, to accommodate health screenings, social distancing and distribution of PPE:

- Staff will arrive between 7:00am and 7:30am
- Kindergarten/first grade students: 7:45 - 8:00am
- Second/ third grade students: 8:00 - 8:15am
- Fourth/ fifth grade students: 8:15 - 8:30am

Siblings will be permitted to arrive together; the younger sibling will drive the time of arrival. For example, if a fourth grade student has a first grade sibling, both children can arrive at 7:45. While we understand that some students will arrive before or after their designated arrival time, we believe that a critical mass of families will follow these guidelines accordingly and it will help us to maintain social distancing and conduct health checks. Regardless of grade level and/or arrival time, all students will be accommodated upon their arrival. Additional plans in this regard will be further detailed in later sections.

Social Distancing

All students and staff will be required to social distance by at least six feet. The following accommodations will be made in this regard:

- Markers will line the street outside the main entrance of the schools, families will be distanced as they wait to enter the building
- Students will enter the building one at a time, monitored by the Principal, Family Relations and Attendance Coordinator and/or other staff members
- Students will receive a 'grab and go' breakfast and eat inside their classroom
- Multi-use rooms will be repurposed as classrooms to accommodate fewer students in each classroom
- Desks will be facing one way and will be distanced, 6 feet on all sides, in accordance with the DOH guidelines
- In-person music classes will ensure a distance of 12 feet if/when possible; all students and teachers will wear masks at all times
- In-person Physical Education classes will be cancelled and replaced with virtual PE
- Arrows will line the hallways, directing one-way traffic
- Staff will monitor student bathrooms and water fountains, allowing for one student at a time to use the facilities
- Staff and students will refrain from handshakes, hugs and other signs of encouragement or affection that require physical touch
- Staff bathrooms will house sanitizing wipes and directions for adults to wipe down after usage
- Staff meetings, professional development sessions and common planning periods will be facilitated virtually

PPE and Face Coverings

All students and staff will be required to wear a face covering at all times, whether social distancing is or is not possible. The following protocols will be put into place:

- Face coverings will be provided to each student and staff member upon their arrival, prior to entering the building, each day; leadership and operations staff will greet students and staff at the front door of the school.
 - The school has already purchased disposable face masks in both adult and child sizes
 - Students and staff will be permitted to use their own face coverings, in lieu of the school provided covering, if they wish to do so.
 - Parents will be required to maintain (wash daily) cloth masks if they choose for their child to use one
 - Face coverings will be required at all times in hallways, stairwells and other common areas
 - All individuals will be instructed to be prepared to put on a face mask if another person unexpectedly cannot social distance
- Staff will only be permitted to remove face coverings if/when working alone in a space and not visible to children
- 10- minute face covering breaks will be built into the daily schedule for all students, social distancing will be maintained at all times during these breaks
 - Breaks will take place in the classroom, seated at desks that are distanced

- Individuals unable to medically tolerate a face covering will be required to distance at all times
 - Students unable to medically tolerate a face covering will receive preferential seating in the classroom
 - Small-group and/or 1-1 instruction for students or staff unable to tolerate a face covering will take place remotely at all times
- Gloves will be available to staff and students as needed
- Additional situational PPE will be made available as needed

Students that have not been admitted to school for safety and health reasons will have the option to participate in a fully remote instructional program, both synchronously and asynchronously. Students who become ill during the school day, or, those who require additional safety accommodations, will be moved to the isolation room, monitored by a member of the leadership team, while accommodations are being discussed, additional/ alternative PPE is gathered, or until they are picked up by a designated family representative.

Operational Activity

Classes, shared spaces and activities will be adapted for the 2020-2021 school year in accordance with guidance from the DOH and CDC.

Manhattan Charter Schools families completed a survey indicating their hybrid schedule preferences. Families were offered the following learning opportunities:

- Hybrid learning
 - four days of in-person learning and one day of remote learning each week)
- Full remote learning
 - five days of remote learning each week
- Parents will also have the option to have students attend in-person school only two days each week (Monday and Tuesday OR Thursday and Friday) and work remotely for three days each week. All students, both hybrid and remote learners, will learn remotely on Wednesdays.
- Students will no longer use communal closets to store belongings
 - Backpacks, jackets and/ or other personal belongings will be stored in individual cubbies or on the back of the students desk chair
 - Personal belongings will be limited to a backpack, computer case, water bottle and lunch bag, if needed
 - Lunch bags must be consumable and will be disposed of after the student eats
 - No school supplies, toys or other paraphernalia will be permitted into the school buildings
- Enrichment classrooms (music, art, technology, French) will be repurposed (if/as needed) to accommodate social distancing and fewer students in a classroom
- Staff lounges will be repurposed (if/as needed) to accommodate social distancing
- Staff will be reallocated to monitor and supervise students as they participate in learning via Zoom and Google Classroom

- Shared spaces will be repurposed if/ as need to accommodate students and staff so that social distancing is maintained
 - Decisions about shared spaces will be made in Building Council prior to the arrival of students
- Visitors entering the school buildings will be subject to procedures and policies put in place by the DOE
 - All visitors, including parents, vendors and contractors must have an appointment
 - This policy includes early pick up of children which must take place before 1:30pm
 - School safety will be notified of all appointments, visitors must sign in upon arrival
- Field trips will be conducted virtually; no in-person field trips will take place at this time
- Large gatherings, including our schools' monthly 'Community Meeting' and seasonal music concerts will take place virtually
 - Community Meetings and concerts will be livestreamed and/or recorded and posted online

Restart Operations

The cleaning and disinfecting of the building will be completed by the DOE custodial staff in accordance with guidelines provided by the DOE, DOH and CDC. Additionally, the Manhattan Charter Schools staff will be provided with the following supplies for increased opportunities to clean:

- Sanitizing wipes, appropriate for desktops, door handles and other high-touch points inside each classroom
- Disinfecting spray and paper towels appropriate for classroom materials and supplies

Manhattan Charter Schools will continue to enforce our open door policy and will require classroom windows to be open in an effort to increase building ventilation.

Hygiene, Cleaning & Disinfection

Procedures for school-wide cleaning of classrooms, restrooms and other school facilities will be completed by the buildings' custodial staff in accordance with guidelines from the DOE, DOH, and CDC. Additionally, teachers and staff and/or staff of Manhattan Charter Schools will complete the following throughout the day:

- Disinfect the mouse and keyboard on computers used for staff clock-in and clock-out using provided sanitizing wipes or spray.
- Disinfect door knobs and window handles, using provided sanitizing wipes
- Disinfect student and teacher desks, using provided sanitizing wipes
- Disinfect keyboards, remote controls, SWIVL markers, touch screen white boards/ Promethean Boards and classroom telephones
- Disinfect any shared materials, including library books, pencils, crayons and markers, in between use by different individuals
 - The schools will be purchasing individual supplies for students, when possible, to minimize the need for shared materials

All staff will be trained in proper hand washing/ sanitizing and respiratory hygiene procedures during our schools' Summer Institute, prior to the arrival of students. Teachers will turnkey their training to students during the first days and weeks of school, utilizing videos provided by the CDC in addition to any other resources they deem valuable.

- Touch-free sanitizer dispensers will be available throughout the school buildings, both at the entrances and on the floors housing classrooms
- Hand sanitizer containers will be available in or around every classroom
 - Frequent hand washing/ sanitizing breaks will be built into each class's daily schedule.
- Communal sinks will have soap and/or hand sanitizer as well as signs highlighting proper handwashing techniques
 - Signs will also remind students and staff that visibly soiled hands require soap and water, not only sanitizer
- Tissues will be provided to each classroom to support respiratory hygiene protocols
 - Students will be required to wash their hands or sanitize after every sneeze, cough or use of tissue

Extracurricular Activities

Manhattan Charter Schools will not host any extracurricular activities at this time. Consideration for a virtual chorus and a virtual band may be made at a later date, after the start of the school year.

Before and After Care

Manhattan Charter Schools does not provide before care. If needed, and permissible by the NYCDOE, on the days students are participating in in-person learning, the schools will provide after care services. The following protocols will be put in place in this regard:

- Student cohorts will be maintained; all students will remain in their classroom for after care services
- Face coverings will be provided to all students and staff participating in the after care program
- Handwashing/ sanitizing and respiratory hygiene protocols will remain consistent with those of the school day
- Teachers and staff will disinfect high touch areas if/when needed and frequently throughout the program:
 - Disinfect door knobs and window handles, using provided sanitizing wipes
 - Disinfect student desks, using provided sanitizing wipes
 - Disinfect any shared materials, including library books, pencils, crayons and markers, in between use by different individuals
- A cold snack (dinner) will be provided by School Foods
 - Each classroom will have its own transporter bag
 - Required temperature, under 40 degrees, will be maintained at all times

Vulnerable Populations

In an effort to ensure vulnerable populations, including students, faculty and staff who are at increased risk for severe Covid-19 illness or do not feel comfortable returning to a brick and mortar location, the following accommodations will be put into place:

- All students will have the opportunity to register for a 100% remote learning program, inclusive of both synchronous and asynchronous learning opportunities
 - All students opting for remote learning will have the opportunity to change their registration to in-person learning on a quarterly basis
- All students opting for in-person learning will have the opportunity to change their registration to a 100% remote learning program at any time
 - A written request will be made to the Principal
 - Genie DePolo, MCS
 - Amy Salazar, MCS2
- Special Education students working with a 1-1 paraprofessional will follow all DOE guidance as it becomes available

All staff members are expected to return to work in-person. We know that some staff members may have accommodation requests based on their own or their families' needs, and we will do our best to respond to those accommodations requests in a reasonable and equitable manner.

Accommodation requests will be prioritized in order of the following:

- Employees who are immunocompromised or otherwise medically diagnosed as being high risk* according to the CDC for contracting COVID-19
- Employees whose immediate family member(s) is immunocompromised or otherwise at high risk* according to the CDC for contracting COVID-19
- Other circumstances that would be determined on a case-by-case basis

**Medical Documentation Required*

Accommodation requests must be submitted in writing, via email, to the HR and Finance Manager: gkesselman@manhattancharterschool.org.

Transportation

Manhattan Charter Schools does not provide school bus service to general education. All general education students will be given MetroCards as has always been our practice. In accordance with the DOE, bus services for special education students may not be provided at this time. MetroCards will be provided to those students as well.

Food Services

School Foods will continue to provide meals for all students attending Manhattan Charter Schools daily, whether they are in person in the brick and mortar location or learning remotely from home. Cold meals will be offered for both breakfast and lunch, both meals will be eaten in classrooms rather than in the cafeteria. According to existing policy, students will not be allowed to share any food items with one another. School Foods menus will be sent home monthly.

The following procedures and protocols will be followed for students attending school in the brick and mortar location:

- Children will pick up a 'grab and go' breakfast upon arrival into the school building, after passing the health screening and receiving and wearing the provided PPE
 - Children will be required, by the teacher, to wash hands or sanitize upon arrival in the classroom and prior to eating the meal
 - Children will again be required, by the teacher, to wash hands or sanitize after eating the meal
 - Desks will be sanitized at the end of the meal
- 'Grab and go' lunch will be delivered to each individual classroom at the start of the lunch period
 - Each classroom will have its own transporter bag
 - Food temperature will be maintained under 40 degrees by School Foods per their requirements
 - Children will be required, by the teacher, to wash hands or sanitize prior to eating the meal
 - Children will again be required, by the teacher, to wash hands or sanitize after eating the meal
 - Desks will be sanitized at the end of the meal
- 'Grab and go' dinner will be delivered to each individual classroom at the start of the after care program (if after care services are provided)
 - Each classroom will have its own transporter bag
 - Food temperature will be maintained under 40 degrees by School Foods per their requirements
 - Children will be required, by the teacher, to wash hands or sanitize prior to eating the meal
 - Children will again be required, by the teacher, to wash hands or sanitize after eating the meal
 - Desks will be sanitized at the end of the meal

The following procedures and protocols will be followed for students learning remotely from home:

- Parents will be required to let the school know they are in need of meals
- 'Grab and go' meals will be available for pick up at the schools
 - Markers will line the street outside the main entrance of the schools, families will be distanced as they wait to enter the building for meal pickup

More information in this regard will be made available by the DOE and School Foods at a later date.

In the event that schools are shut down during the 2020-2021 school year, the DOE will identify select school buildings to serve as feeding sites. This information will be disseminated to parents via school messenger, backpack mailers (if the information is available before the shutdown begins), and will also be posted by each teacher on each Google Classroom site.

Mental health, Behavioral, and Emotional Support Services and Programs

The social and emotional needs of all members of our schools' community will be a priority upon our return to the brick and mortar locations and/or full remote school learning.

Supports for teachers, faculty and staff will include:

- Daily morning meeting on staff development days, as per the Responsive Classroom approach to teaching and learning
- Socially-distanced community building activities on staff development days
- Weekly staff meetings, including designated time to collaborate, celebrate successes, troubleshoot challenges and build relationships
- Weekly grade level meetings, including designated time to collaborate, celebrate successes, troubleshoot challenges and build relationships
- Bi-weekly PLC meetings
- Monthly individual "check in" meetings with the Principal and Assistant Principal
- Positive feedback from Leadership in response to classroom instruction
- Tailored professional development to address concerns of staff in the implementation of remote learning strategies

Supports for all students will include:

- Classroom implementation of *The First Six Weeks* protocols as per the Responsive Classroom approach to teaching and learning
- Emphasis on creating classroom communities, both in school and remotely
- Emphasis on relationship building between teachers and students
- Begin with review of previously taught skills and standards in an effort to build confidence in all students

Additionally, as part of a Multi-Tiered Support System and consistent with our Response to Intervention program, we will have an SEL team working to identify students having difficulty with the transition back to school and to support faculty, staff and students. The team will be comprised of the following members:

- Principal
- Assistant Principal
- Psychologist
- Child Associate
- Family Relations and Attendance Coordinator
- Teacher representative

The team will be responsible for the following actions:

- Reach out to students and families on a regular basis, at a minimum once each week via phone or in-person, socially distanced meeting in the school building
- Provide training, guidance and feedback to classroom teachers in regard to their implementation of Responsive Classroom principles, practices and strategy implementation; including, how to talk with students about the current health crisis and how to teach, and practice, coping and resilience skills

- Provide training, guidance, feedback and resources to students and families in regard to SEL supports
- Meet weekly to set school wide goals for SEL and reflect on progress from past weeks

Additional supports and school-wide actions will include:

- Bi-Weekly Classroom Visits/ Lessons
 - Based on need of grade/ class/ students
 - Delivered by psychologist and/or Child Associate
 - In-person and/or remote as needed
- Weekly Meeting of the Response to Intervention (RTI) Support Team
 - Review case studies of individual students needing additional SEL supports
 - Create a plan of action to support student and family, including recommendations for interventions put in place by the classroom teacher, enrichment teacher or support teachers
- Daily morning meeting in each classroom, as per the Responsive Classroom approach to teaching and learning
 - Greeting
 - Share
 - Group Activity
 - Morning Message
- Daily Closing Circle in each classroom, as per the Responsive Classroom approach to teaching and learning
- Targeted instruction and practice around routines and procedures for both in the classroom and for use during remote instructional hours
- Daily use of teacher language protocols, as per the Responsive Classroom approach to teaching and learning
 - Reminding, Redirecting, Reinforcing
 - Proactive and empowering, considering tone and elements of description rather than evaluation

Communication

Manhattan Charter Schools will communicate reopening plans, for both hybrid and/or full remote learning, to students, parents, guardians, faculty and staff on a regular basis via several methods and platforms, including the following:

- School Messenger
 - Robocall
 - Email
- School Website
 - Updates to this plan
 - Banner announcements if/as needed
- School Facebook, Instagram, Twitter, and LinkedIn
- Google Classroom
- Backpack Notices
- Microsoft Teams (faculty, staff, teachers only)
- Staff Meetings (faculty, staff, teachers only)

The Family Relations and Attendance Coordinators, as well as the ENL teachers, will work with

families speaking languages other than English to translate communications as needed. The Family Relations and Attendance Coordinators, Psychologists, Child Associate, Principals and Assistant Principals will also meet with faculty, staff, teachers, parents and/or students if/ as needed; meetings will take place on site in a socially distanced arrangement, on the phone, or via Zoom or Microsoft Teams.

Monitoring

Monitoring will include protocols and procedures to track health conditions at Manhattan Charter Schools. This will include screening faculty, staff, visitors, and students before entering the buildings, health testing protocols for anyone presenting with symptoms, identification of a health testing point person, and collaborating with building councils, local health departments, as well as the DOH and DOE to monitor early warning signs that positive COVID-19 cases may be increasing beyond acceptable levels.

Screening

As per the NYC DOE, students and staff cannot access the school building if they have:

- Been knowingly in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19
- Tested positive through a diagnostic test for COVID-19 in the past 14 days
- Experienced any symptoms of COVID-19, including a temperature of greater than 100.0 in the past 14 days

All faculty, staff and students will participate in daily health screenings before entering the brick and mortar locations via the *thehealthscreeener.com*.

The Principals and/or members of the operations team will take the temperature of all employees upon arrival after receiving clearance to enter the building as a result of their online responses to the following questions via the health app:

- In the last 14 days, were you in close contact with someone who was diagnosed with COVID-19 or had symptoms of COVID-19?
- Have you tested positive for COVID-19 in the past 14 days?
- Have you experienced any symptoms of COVID-19 in the past 14 days?
- Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days?

As per the DOE, face coverings and gloves will be worn continually by designated staff taking temperatures. Individuals who answer yes to any of the above questions, regardless of whether or not they have a temperature above 100.0 degrees, will be sent directly home. Any individuals with a temperature above 100.0 degrees, regardless of whether or not they have answered yes to any of the questions above, will be escorted to the isolation room and asked to wait ten minutes before having a second temperature check. At that time, if the individual continues to have a temperature above 100.0 degrees, he/she will be sent home and instructed to see a health care official. If necessary, the school will contact an emergency contact to pick up the staff member that is too sick to return home safely on their own. While specific information about temperature and symptoms is confidential and cannot be recorded, records of pass/ fail will be kept for future reference in regard to contact tracing. These records will be locked in a file cabinet in the office of the HR and Finance Manager, ensuring confidentiality of each individual.

Parents will be asked to conduct initial health screenings before arriving at the school building and to keep children home if they have a fever or display any symptoms of Covid-19 including but not limited to sore throat, shortness of breath, loss of smell or taste, chills, body aches or fever in the last 21 days. It will be required that parents walk their child(ren) to the door of the school for screening; parents will not be permitted to simply drop their child(ren) off and leave. The Principals and/or members of the operations team will take the temperature of each child prior to permitting entry into the building and will also ask the screening questions outlined above. Any student with a temperature above 100.0 degrees and/or a response of 'yes' to any of the screening questions will be denied permission to enter the building, the parent/ adult will have to take the child home and will be asked to have the child see a health care provider. Pass/fail data will be documented and locked in a file cabinet accessible only to the Principals and Family Relations and Attendance Coordinators. Any child that is refused access to the building will be able to participate in remote learning from their home, participating in synchronous and/or asynchronous learning opportunities with their classroom teacher using the school-provided computer and Internet.

Teachers, faculty and staff will also be trained to look for emergency warning signs for COVID-19 throughout the school day:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face
- Fever of 100.0 or higher or chills
- Cough, shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Nausea or vomiting
- Diarrhea

Any student or staff exhibiting the symptoms noted above will be instructed to receive medical care. Students will be escorted immediately, by a member of the Leadership team, to the isolation room; a parent/ guardian will be contacted to come pick the child up. He/she will remain in the isolation room until the time an adult arrives. Staff members will be sent home immediately; the school will contact someone on the emergency contact list to arrange for pick up if the adult is too sick to get home safely on his/her own.

Visitors will not be permitted to Manhattan Charter Schools at any time; however, the DOE may allow contractors, vendors and/or consultants to enter by appointment only. In such instances, visitors will be required to use the building's main entrance, different from the entrances used for Manhattan Charter Schools students, and will be screened as per the policy of the DOE.

Testing Protocols

A process for the provision or referral of diagnostic testing to students, faculty and staff for COVID-19 will be developed once the DOH guidance is made available. Manhattan Charter Schools will follow all guidance accordingly.

Testing Responsibility

Identification of who in the community is responsible for referring, sourcing and administering

testing will be determined once the DOH guidance is made available. Manhattan Charter Schools will follow all guidance accordingly.

Early Warning Signs

Manhattan Charter Schools, through weekly Building Council meetings and School Safety Committee Meetings, will share, discuss and collaborate to monitor against such metrics from the local health departments as well as the DOH.

Containment

School Health Offices

In the event that a student, faculty or staff member develops symptoms of COVID-19 during the school day, numerous steps will be taken to ensure the safety of the entire school/ building community.

- Building Leadership will be notified immediately and will escort any sick child to the isolation room
- Building Leadership will contact the school health office and/or school safety as per guidelines provided by the DOE.
- Students will be evaluated by the school nurse in the isolation room
- A family member or emergency contact will be called to pick up the child
 - Families will be strongly advised to visit a doctor and get the child tested for COVID-19
- Teachers, faculty or staff members will be sent home immediately
 - Individuals will be strongly advised to visit a health care facility and get tested for COVID-19
 - If an individual is too sick to get home safely on his/her own, the schools will contact someone on the emergency contact list to arrange for pick up
- Building Leadership will notify the Custodial Engineer so that immediate cleaning of both the area where the student or staff member showed symptoms and/or the isolation room if it has been used, can take place as per guidance from the DOH
 - PPE, including masks, gloves and sanitizer will be provided as needed
- Building Leadership, in collaboration with the Building Council, will notify families, faculty, staff, and teachers in accordance with guidance from the DOE and DOH.
- Building Leadership, in collaboration with the Building Council, will notify local health departments in accordance with guidance from the DOE and DOH.

Isolation

The following procedures will be followed should a faculty or staff member develop symptoms of COVID-19 during the school day:

- Individual will be directed to leave the building
- The school will strongly advise the staff member to visit a doctor and get tested for COVID-19
 - Staff will have access to rapid testing at 34 designated sites for NYC teachers
- The area where the staff member was showing symptoms will be immediately cleaned

The following procedures will be followed should a student develop symptoms of COVID-19 during the school day:

- Students will be escorted, by a member of the leadership team, to the isolation room where they will be evaluated by the school nurse wearing
 - PPE, including masks, gloves, gowns and sanitizer will be provided as needed
 - Select stairwells and hallways will be used for escorting sick individuals.

- Parents/ guardians will be called immediately to come pick up a sick or presumably sick child
 - Families will be strongly advised to visit a doctor and get the student tested for COVID-19
- School Safety will be notified that a parent or guardian will be coming to the building; children will be escorted outside to the parent, by a member of the leadership team, when possible
- The area where the child was showing symptoms will be cleaned immediately
- The Isolation Room will be closed for deep cleaning after a sick student has been picked up

Collection

Parents and legal guardians will be subject to the following protocols upon arrival to pick up a sick child:

- Arrival at the main entrance of the school building
 - Parents and guardians must have a face covering to enter the building
 - Parents and guardians must use the provided hand sanitizer upon arrival
- Health screening, in accordance with guidelines from the DOE and DOH
 - Conducted by School Safety and/or a member of the School's Leadership or Operations Team
- Parents/ guardians will be escorted directly to isolation room to pick up the child
- The child and adult will exit the building using the exit nearest to the isolation room
 - Parents and guardians will be instructed to take the child to a health care facility

Infected Individuals

Individuals infected with COVID-19 must complete 10 days of isolation and be recovered so as not to transmit COVID-19 when returning to the brick and mortar location. Consistent with provided guidance, students, faculty and staff previously testing positive for COVID-19 will be allowed to return to the building under the following conditions:

- Received a positive COVID-19 test AND
- Isolated for 10 days AND
- Presents clearance from a healthcare provider AND
- Has been symptom free for 24 hours without the use of medication

OR

- Received a negative COVID-19 test AND
- Presents clearance from a healthcare provider AND
- Has been symptom free for 24 hours without the use of medication

OR

- Never got COVID-10 test AND
- At least 10 days have passed since symptoms started AND
- Presents clearance from a healthcare provider AND
- Has been symptom free for 24 hours without the use of medication

Exposed Individuals

Individuals exposed to COVID-19 must complete 14 days of isolation to ensure that symptoms of the virus do not develop. Consistent with provided guidance, students, faculty and staff previously exposed to COVID-19 will be allowed to return to the building under the conditions noted above.

Hygiene, Cleaning, and Disinfection

In accordance with the DOE, DOH, and CDC, Manhattan Charter Schools will promote and adhere to guidelines for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas. Steps and strategies include, but are not limited to:

- Training teachers, faculty and staff in proper hand washing/ sanitizing procedures
 - Staff will turnkey to students during the first days and weeks of school
- Training teachers, faculty and staff in proper respiratory hygiene procedures
 - Staff will turnkey to students during the first days and weeks of school
- Hand washing/ sanitizing stations will be available throughout the school buildings
- Sanitizer will be available in every classroom
- Handwashing/ sanitizing breaks will take place in each classroom throughout the day
- Teachers will sanitize high touch areas throughout the day
- Teachers or students will sanitize shared materials throughout the day

Contact Tracing

Manhattan Charter Schools will support local health departments in contact tracing efforts; the following will take place each day:

- Daily sign in/ record of attendance for all faculty, staff, teachers and students participating in in-person learning in the brick and mortar locations
- Records in regards to cohort assignments
- Minimized movement of students throughout the building
 - Teachers will move from class to class rather than students moving from one room to another
- Maintenance of cohorts during any after care services/ programs
- Once offered, we will abide by guidance for notifying the local health departments, the DOE and/or the DOH of any positive cases of COVID-19

Communication

Manhattan Charter Schools will communicate containment plans to students, parents, guardians, faculty and staff on a regular basis via several methods and platforms, including the following:

- School Messenger
 - Robocall
 - Email
- School Website
 - Updates to this plan
 - Banner announcements if/as needed
- School Facebook, Instagram, Twitter, and LinkedIn
- Google Classroom
- Backpack Notices
- Microsoft Teams (faculty, staff, teachers only)
- Staff Meetings (faculty, staff, teachers only)

The Family Relations and Attendance Coordinators, as well as the ENL teachers, will work with families speaking languages other than English to translate communications as needed. The Family Relations and Attendance Coordinators, Psychologists, Child Associate, Principals and Assistant Principals will also meet with faculty, staff, teachers, parents and/or students if/ as needed; meetings will take place on site in a socially distanced arrangement, on the phone, or via Zoom or Microsoft Teams.

Closure

Closure Triggers

In consultation with the DOH and local health departments, the following conditions may warrant reducing in-person education and/or closing the school:

- The regional infection rate exceeds 9%, as per guidance from the Governor's office
- An individual, or several individuals, in the school or building tests positive for COVID-19 or is presumed to have COVID-19
- Numerous individuals are exposed to, or exhibiting symptoms of, COVID-19 and require a 14-day quarantine
- There is a significant increase in the number of parents choosing a 100% remote learning program.

If a student or staff member reports an unconfirmed case, the classroom and school building will remain open as per guidance from the DOE.

If there is one confirmed case in the building, the classroom will be closed for at least 24 hours for an investigation and will then remain closed for 14 days with students and staff in that classroom transitioning to remote learning.

If there are at least two cases linked together in the school in the same classroom, the classroom will be closed for at least 24 hours for an investigation and will then remain closed for 14 days with students and staff in that classroom transitioning to remote learning.

If there are at least two cases linked together in the school in different classrooms, the school building will be closed for at least 24 hours for an investigation and everyone will transition to remote learning. The classrooms of each case will remain closed for 14 days.

If there are two linked or unlinked cases outside of the school, with confirmed exposure, the school building will close for at least 24 hours for an investigation and everyone will transition to remote learning. The classrooms of each case will remain closed for 14 days but the school building will reopen after the investigation has been completed. If multiple cases are unable to be linked, the school building will close for 14 days.

Operational Activity

In the event the schools are required to close, the following operations will be decreased, or ceased:

- Community gatherings, including assemblies and concerts
- Computer-based adaptive assessments

In the event the schools are required to close, the following operations will be conducted remotely:

- Daily Morning Meetings and Closing Circles
- Classroom (core) instruction
- Enrichment class instruction
- Related services, including SETSS, counseling, speech and OT services
- Field trips
- Work with Learning Management Systems (students)
- Small group instruction
- "Paper and Pencil" assessments, including the Fountas & Pinnell Benchmark Assessment System

- Staff Meetings
- Staff Professional Development sessions

Communication

Manhattan Charter Schools will communicate closure plans to students, parents, guardians, faculty and staff on a regular basis via several methods and platforms, including the following:

- School Messenger
 - Robocall
 - Email
- School Website
 - Updates to this plan
 - Banner announcements if/as needed
- School Facebook, Instagram, Twitter, and LinkedIn
- Google Classroom
- Backpack Notices
- Microsoft Teams (faculty, staff, teachers only)
- Staff Meetings (faculty, staff, teachers only)

The Family Relations and Attendance Coordinators, as well as the ENL teachers, will work with families speaking languages other than English to translate communications as needed. The Family Relations and Attendance Coordinators, Psychologists, Child Associate, Principals and Assistant Principals will also meet with faculty, staff, teachers, parents and/or students if/ as needed; meetings will take place on site in a socially distanced arrangement, on the phone, or via Zoom or Microsoft Teams.