

Reopening Plan of



New Covenant Christian School

1497 Needham Avenue, Bronx, NY 10469 (Preschool 3 – 12th Grade)

1179 Boston Road, Bronx, NY 10456 (Preschool 3 & 4 year olds only)

As of October 12, 2020

PER DOH GUIDELINES

I. REOPENING

A. Capacity

- a. New Covenant Christian School – Northeast Campus has a capacity for 310 students. The present enrollment is still unknown but expected to be at our average amount of 148 students. The South Campus has a capacity for 75 children- with an expected enrollment of 25-30. That gives us the opportunity to offer in-person instruction to our school population. We are therefore committed to providing and maintaining maximum protection from the spread of the coronavirus within the building. To ensure the health and safety of students and adults returning to the school building, the classrooms will be redesigned to facilitate social distancing.
- b. There will be no renovations performed on the building to increase capacity to promote social distancing. Rather, operations will be conducted that best maximize the available space for social distancing.

B. Social Distancing, PPE, & Face Coverings

- a. To accommodate social distancing at the staggered arrival and dismissal times, only students will be allowed in the building and through designated entrances/exits.
 - i. Parents will be met at arrival by staff member who will accompany and/or direct child to class.
 - ii. Staff will escort child back to parent at dismissal for younger learners. Older children will wait outside at the scheduled time for pick up by their guardians.
 - iii. Only Essential visitors will be allowed to enter and only after filling out a prescreen form available on our school website. Essential visitors will be required to make an appointment or notify the school prior to visiting.
 - iv. Designated areas will be established for deliveries of mail and other orders.
 - v. Everyone- staff, students, and visitors- will have temperature checked upon entry and sanitized with available hand sanitizers.
- b. Face coverings will be strongly recommended at all times, except for meals and classroom instruction with social distancing. Because we are offering a blended learning environment, some of our classes will have sufficient space for the children to socially distance and hence not be required to wear face coverings. However, in the smaller classrooms that have a larger number of in person students and social distancing is not required, face coverings are required even during instruction. Face covering breaks are allowed during meal time and during outdoor recess.
- c. We will ensure that social distancing (of at least 6 ft. or a physical barrier) is maintained between individuals while in school facilities and on school grounds, including in the cafeteria, unless safety or the core activity (e.g.

moving equipment, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household.

- i. Staff will take lunch breaks in space that accommodates Social Distancing guidelines.
- ii. Teacher/Parent meetings will be moved to a different location within the building that allows social distancing or done remotely.
- d. If social distancing is not possible, individuals must wear acceptable face coverings; excluding students who are unable to medically tolerate a face covering.
 - i. For students who have difficulty in adapting to wearing a face covering we will partner with the family to understand the challenges the child is facing and collaboratively create the best method to teach the child about the importance of the face covering—even creating one together.
- e. Individuals—including students—must wear face coverings in common areas, such as entrances/exits, lobbies, and when traveling around the school because there may be times when another person unexpectedly cannot socially distance
- f. Social Distancing markers will be posted through the facility using tape or signs that denote 6ft of spacing in commonly used and other applicable areas- clock in/out stations, etc.
- g. We will provide disposable masks to faculty and staff who directly interact with students or members of the public while at work at no cost to faculty/staff. We will have a supply of no less than 50 face coverings available at any time for employees, visitors, and students. These will be procured through vendor purchase and/or donations from supporting organizations. We will train all faculty, and staff on how to adequately put on, take, off clean (as applicable), and discard PPE during regularly scheduled staff meetings and via reference to recommended video tutorials online. Covered bins will be available for safe disposal of masks.
 - i. We will provide disposable masks to any student who does not have their own, at no cost to the student and will teach students how to adequately put on, take, off clean (as applicable), and discard PPE during weekly class meetings.
- h. A distance of 12 ft between individuals will be maintained during indoor gym classes. During the fall, Physical Education will be conducted outside where we will be able to maximize the distance between students. The activities selected will be those that do not require equipment, no physical contact and do not require students to be in close proximity. The physical aspect will be done outside when the weather allows, and the theory done when it is not possible to be outside. Students will be encouraged to get the body moving on their own.

C. Operational Activity

- a. The auditorium and cafeteria of each school facility can be prepared for instruction if needed to decrease density and congregation in school facilities and on school grounds. Schedules will be staggered to allow for more time between classes to reduce congestion though 95% of classes will be conducted in same classroom. Faculty will instruct more than one cohort with social distancing maintained.
- b. Younger learners are placed in pre-assigned, self-contained cohorts with a maximum group limit of 15. There will hardly be intermingling across cohorts. We will, to the extent possible, ensure cohorts contain the same students for the duration of the COVID-19 public health emergency.
- c. The sharing of objects, such as laptops, notebooks, touchscreens, writing utensils, chalk and dry erase boards, musical instruments, tools, and toys, as well as the touching of shared surfaces, such as conference tables will be limited to the extent possible. In the classroom, books will be placed on rotation and removed after use. Staff will be responsible for cleaning and sanitizing used furniture after use.

D. Restart Operations

- a. All our classrooms are fully ventilated with at least two windows each for outside fresh air intake. All mechanized ventilation system for air conditioning and heating will be fully ionized. Ionization Product 2400 BMS is ordered and will be professional installed. We have 13 wall mount units in 13 classrooms and 5 duct system. The Ionizer 2400 BMS which is very highly versatile and will be installed in the ducted system and wall mount to guarantee the quality of air and prevent air contaminated by COVID 19.
- b. All water systems will be flushed for ---- to ensure that they are safe for use
- c. All doors will remain open to reduce the spread of the virus from touching door levers and knobs, and to help increase ventilation.

E. Hygiene, Cleaning, and Disinfection

- a. Touch free hand sanitizer stations are placed at the building entry and exit points. Hand sanitizer is available near high-touch surfaces, bathrooms, and every classroom/office space but inaccessible to the younger children.
- b. Receptacles are placed around the school for disposal of soiled items, including PPE.
- c. Cleaning and disinfection will be done daily in each facility by the custodian and logs will be kept in the school office. The building will be defogged with an EPA certified disinfectant at the end of every school day as a part of the daily cleaning and sanitizing routine and the log maintained accordingly.
- d. Cleaning and disinfection of the entire school building are the primary responsibility of the school's custodial staff, but appropriate cleaning and disinfection supplies like disposable wipes are provided to faculty and

staff for immediate use on commonly used surfaces (e.g. keyboards, desks, remote controls).

- e. Our water drinking fountains will be designated as bottle refilling stations only and individuals will be encouraged to bring their own water bottles or use disposable cups.
- f. We will adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain logs that include the date, time, and scope of cleaning and disinfection.
 - i. Toys will be used on rotation. Teachers will clean and sanitize toys used for the day before leaving and placed away in preparation for the other group.
- g. All students, faculty, and staff will be trained via video tutorials, signage, and meetings on proper hand and respiratory hygiene. Hand hygiene stations, including an alcohol-based hand sanitizer containing 60% or more alcohol, will be available in areas where handwashing is not feasible.
- h. In the event an individual is confirmed to have COVID-19, we will provide for the cleaning and disinfection of exposed areas with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces according to CDC guidelines

F. Before, Aftercare, and Extracurriculars

- a. Teacher' schedules have been adjusted to facilitate early care to avoid mixing groups.
- b. Specific entrances have been assigned to the each grade.
- c. Parents will not be allowed to enter the school building at arrival and dismissal time.
- d. Our afterschool program is closed during the duration of this pandemic which means all extracurricular activities that normally occur afterschool hours is suspended. If there is opportunity during the school day to allow for some extracurricular activity, it will be done according to all social distancing rules outlined above.

G. Vulnerable Populations

- a. These are the policies we will implement for our early education program to minimize COVID-19 exposure risk to the greatest extent possible.
 - i. There will be no unnecessary visitor to classrooms.
 - ii. Service Providers will be screened and required to wear face shields in addition to gloves. They will be assigned a space away from the rest of the children while they work with child and observe all established protocols if they have to enter classroom.
 - iii. Children will be served meals instead of Family Style meals
 - iv. Proper hand washing procedures will be encouraged through songs throughout the day and shared with families for reinforcement.
 - v. Cubbies will be placed outside of classrooms.

- vi. Teachers will visually ensure that proper hand washing procedures are being followed in classroom and bathroom.
- vii. Cots will be labeled and assigned to individual children.
- viii. Cots will be sanitized after each use.
- ix. Cots will be stored not touching each other.
- x. When children nap, they will be placed 6 feet apart head to toe.
- xi. The number of children allowed in learning Centers will be limited to accommodate Social Distancing.
- xii. Sand/Water table and multisensory Centers will be removed from classroom
- xiii. Children will receive individual sets of materials to preclude sharing.
- xiv. All toys will be used on rotation and removed after use to be sanitized and stored for later use.
- xv. Outside toys will be sanitized after use by each to group by custodial staff.
- xvi. On the playground teachers will schedule activities that allows for Social Distancing

H. Transportation

- a. We do not provide transportation.

I. Food Services

- a. Classrooms located on the second and third floor of the building will have their meals in their classrooms. Classrooms located on the far end of the building will have their meals in the cafeteria according to social distancing rules and on staggered meal periods to allow for cleaning and disinfecting in between periods.
- b. For those classrooms that will have their meals in the class, students will be required to perform hand hygiene before and after eating. Each class will line up in the hallway to wash their hands before collecting their meal and will do the same when cleaning up after their meal. Hand hygiene will be promoted through sufficient posted signage in the hallways and by verbal announcement by the teacher.
- c. There are only three classes that will have their meals in the cafeteria at the same time, appropriately socially distanced. No other group of students will arrive for meals in the cafeteria. The cafeteria will be cleaned and disinfected after use.
- d. In order to ensure that children with allergies are adequately protected, parents/guardians must provide written medical documentation, as directed by a physician, that states the child's allergy. The [Food Allergy Action Plan](#) lists specific instructions and medications to administer in case of an emergency. In addition to a physician's note, parents/guardians must complete the [Food Allergy Action Plan](#) and submit it to the school office. Once received, we will make sure to take every necessary

precaution to ensure those children do not have any contact with those foods items wherever they are consuming their meals.

- e. Students learning will have meals made available for them or their appropriate guardian to collect from the school on a daily basis. Since at this time, the number of children participating in our remote learning option is unknown, we will adjust this plan as needed if this daily pick up option becomes too burdensome for all parties involved.
- f. Sharing of food and beverages (e.g. buffet style meals, snacks), unless individuals are members of the same household will be prohibited. Teachers will monitor students at meal times to remind children of the need to keep their belongings to themselves.
- g. Communication with parents regarding the pick-up of these foods, when, and how will follow the communication and facilities protocols listed above.

J. Mental Health, Behavioral, and Emotional Support Services and Program

- a. The pandemic has created unprecedented stress on the lives of all stakeholders, families, children and school staff. Our school is aware that our children, families, and teachers will have mixed reactions coming out to school. Though we do not have a Social Worker on staff we are committed to care for our community using resources and planning.
 - i. Our school will utilize developmentally appropriate curricula for all levels.
 - ii. Our school has requested Trauma-informed care training, resources and support from the DOE.
 - iii. Our DOE professional learning will reinforce this Trauma-informed approach and highlight practices that support the well-being of children and the adults who care for them throughout the year.
 - iv. We will build our own knowledge and develop an action plan on Trauma-informed care using the DECE Trauma Informed Principles and Priorities.
 - v. Professional learning plan includes effective classroom management strategies and skill building in teachers on ways to effectively address behaviors.
 - vi. We will assign designated times beginning September 1-9 to have meaningful discussion on the DECE Trauma Informed Principles and Priorities and build our action plan.
 - vii. Our school uses a needs survey to identify any area of need in a family and uses that as a resource to begin our collaboration with families.
 - viii. We will request a DOHMH consultant/thought partner on how to guide discussions with staff and families.
 - ix. We will request staff training from Thrive NY to address social emotional needs.

- 1.** Teachers will use NYS Social Emotional Learning Goals to inform interactions with students and create educational plans:
- 2.** Develop self-awareness and self-management skills essential to success in school and in life
 - x.** Use social awareness and interpersonal skills to establish and maintain positive relationships.
 - xi.** Demonstrate ethical decision-making skills and responsible behaviors in personal, school, and community contexts
 - xii.** School Leader will ensure that SEL learning Goals are being met in lesson plans as well as develop professional learning to meet teacher need.
 - xiii.** Self-care resources will be shared with caregivers and teachers through letters, posters and emails.
 - xiv.** School will support child's learning and growth using Positive Behavior Guidance from the NYCDOE Early Childhood Dept. which focuses on: Proactive Measures, Positive Reinforcement, and Responsive Strategies
 - xv.** For teachers who need more support in implementing these strategies, the program Leader will contact the DOE or DOE Early Childhood Social Worker.
 - xvi.** Teachers will use data from observations and interactions with families and children to inform conversation with school leaders/DECE Social Worker for next steps.
 - xvii.** Referrals and resources will be made available to families according to specific need.
 - xviii.** DOE assigned Social Worker will be used as a resource for family/staff needs.
 - xix.** The school will share resources from the New York City Department of Education (NYCDOE) website and the New York City Department of Health and Mental Hygiene (NYC DOHMH) with families in home language through digital downloads and hard copies.
 - xx.** School office will maintain list of services and resources in the community for family access according to their particular needs.
 - xxi.** Community resources will be posted on Parent Board.
 - xxii.** Staff will be required to complete all DOH workshops.
 - xxiii.** Use appropriate language to speak with students about Covid-19 and school closures.
 - xxiv.** Teachers will communicate with families that are hybrid at least once weekly and full remote at least twice weekly.
 - xxv.** Offer children many opportunities to stay engaged in play and learning in lower grades.
 - xxvi.** Offer clubs for extracurricular activities that follow Social Distancing guidelines but also fosters social emotional well-being.

K. Communications

- a. We have affirmed that we have reviewed and understood the State-issued guidance and submitted our reopening plans on August 12th, 2020. Our completed reopening plans will be posted in the school office and website for faculty, staff, students, and parents/legal guardians to access.
- b. All information will be relayed through email, webpage and meetings; remote or in-person, conducted in a well-ventilated space with required face covering and appropriate social distancing. Video conferencing will also be a means of communication.
- c. The designated COVID 19 contact person for each school campus will be the school principal. She will be responsible for keeping the school community updated on COVID 19 news. She will be the main contact for the identification of positive cases and responsible for subsequent communication. She will also be responsible for answering questions from students, faculty, staff, and parents/legal guardians regarding the COVID-19 public health emergency and plans implemented by the school.
- d. Signage will be used inside and outside of the building to remind staff, students and essential visitors to comply with proper hygiene, social distancing rules, cleaning and disinfecting protocols.
- e. Orientations will be conducted to ensure that all school community is trained in how to follow COVID 19 protocols so that we all understand how to operate safely and correctly.
 - Wash hands regularly following posted sign.
 - Wear proper face covering
 - Physical distance of 6 feet especially if you are not wearing a face covering.
 - Cover your cough and sneeze.
 - Do not share personal snacks.

II. MONITORING

a) Screening

1. Temperature checks will be conducted for all individuals every day before entering any school facility.
2. Personnel performing in-person screening activities will be provided appropriately PPE to be protected from exposure.
3. We will implement daily mandatory health screenings by electronic survey on our website for contractors, vendors, and visitors and at the clock in terminal for personnel. We will use a questionnaire for students, particularly younger students, who may require the assistance of their parent/legal guardian to answer on a weekly random basis. The questionnaire will determine whether the individual has:

- i. Knowingly been 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;
 - ii. Tested positive through a diagnostic test for COVID-19 in the past 14 days;
 - iii. Has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
 - iv. Has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.
 1. We will refer to CDC guidance on “Symptoms of Coronavirus” for the most up to date information on symptoms associated with COVID-19 noting that the manifestation of COVID-19 in children, although similar, is not always the same as that for adults. Children may be less likely to present with fever as an initial symptom, and may only have gastrointestinal tract symptoms, which should be taken into consideration during the screening process.
4. Any individual who screens positive for COVID-19 exposure or symptoms, or who presents with a temperature greater than 100.0°F, will not be allowed to enter the school if screened outside, and must be immediately sent home with instructions to contact their health care provider for assessment and testing.
 5. We will remind parents/guardians that students may not attend school if they have had a temperature of greater than 100.0°F at any time in the past 14 days, even if a fever-reducing medication was administered and the student no longer has a fever.
 6. Students sent home because of a positive screen must be immediately separated from other students and supervised until picked up.
 7. We will immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.

b) Testing Protocols

1. Our school will not provide diagnostic testing for COVID-19. However, we will refer students, faculty and staff to TESTING SITES WITHIN THE COMMUNITY, FOR WHICH WE KEEP AN UPDATED LIST IN THE OFFICE, in consultation with the local health department officials.
2. Testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory will also be done at this facility before allowing such individuals to return to in-person to the school;

c) Testing Responsibility

1. The principal is responsible for referring individuals for testing, particularly in the event that large scale testing at the school is needed.

d) Early Warning Signs

1. Our defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond acceptance level as established by state and local health departments:
One indicator that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level is increased illness in-school community as compared to DOH, NYS acceptance levels. Increased incidences of Covid-19 in our school population and families of our staff and students.
2. Our method to monitor against such metrics is
 1. Daily Health checks- screening and temperature
 2. Monitoring students within classroom
 3. Train staff on identifying symptoms of Covid-19 and ensure that teachers have updated of list of covid-19 symptoms.
 4. Communication and monitoring Local Health information on Covid-19.

III. CONTAINMENT

A. School Health Offices

- a. Our school does not have an onsite nurse. Our health office operates out of our general school office. Our School Secretary/Principal ensures that all protocols are in place in the event that staff or student develops symptoms.
- b. Contact DOE/DOH regarding event or to get clarifying information.
- c. Provide space for isolation.
- d. Will ensure that sufficient PPEs are in place within containment area.
- e. Refer staff and students to be tested.
- f. Conduct contact tracing.
- g. Will send inform families of potential Covid-19 case steps they should take.

B. Isolation

- a. Student or staff member that arrives with symptoms of Covid-19 will not be allowed to enter. Younger children will be sent home with parent and older students who arrive on their own will be isolated and parents notified and given the option to either be sent home or picked up immediately. A

student or staff member that becomes sick at school will be immediately isolated. The inner office area has been identified as the dedicated area to separate students, faculty, or staff with symptoms of COVID-19 from others until they can go home or to a health care facility, depending on severity of illness. Symptomatic students waiting to be picked up will remain under the visual supervision of a staff member who is physically distanced. School office staff caring for sick individuals, which must include both standard and transmission-based precautions; will be provided with the appropriate PPE.

- b. If a student or staff member has been exposed to someone with COVID 19 symptoms or a confirmed/suspected case of COVID 19, the responsible person should notify the DOH and the DOE immediately.

C. Collection

- c. Parents/Legal Guardians of the symptomatic student will call the student upon arrival so the student can be escorted to them outside. The staff will remind the family of the student follow the protocol:
 - i. Get tested, remain home until results of test is available
 - ii. If negative, return to school immediately and resume regular routine
 - iii. If positive, remain at home, quarantine for fourteen (14) days. At the end of the 14 days, individuals should be retested and have a negative result prior to their returning to the building

D. Infected and Exposed Individuals

- a. Upon a confirmed case of COVID 19 in a class, the families of the students in that class and the teacher(s) will be informed. A trace will be conducted, and the confirmed close contacts of the positive case will be sent a letter informing them that they have been in contact with a positive case of COVID 19. Clear directions to quarantine for fourteen (14) days will be included as well as strong suggestions to be tested prior to return. We will continue to limit social contact and mobility within the school.
- b. Principals will inform DOE and DOH of the confirmed infection and exposure. We will follow protocols set by these agencies.

E. Hygiene, Cleaning and Disinfection

- a. A classroom with a positive case will be closed off and we will wait a period of 24 hours before deep cleaning.
- b. We will utilize the “Cleaning, Disinfection, and Hand Hygiene in Schools- a Toolkit for School Administrators” resource published by the CDC to maintain our facility.

F. Contact Tracing

- a. Staff will conduct contact tracing to determine the level of exposure within the school community.

- b. In case of a positive test, we will work with local health departments to trace all contacts of the individual, in accordance with the New York State Contact Tracing Program and maintaining confidentiality as required by federal/state law/regulations.
- c. In the case of an employee testing positive for COVID-19, we will trace close contacts in the workplace by schedule. Those contacts will be informed by phone, text, and/or email that they may have been exposed to COVID-19.

G. Communication

- a. The students and teacher in a class with a positive case will be informed in with an immediate call and follow-up email from our school office about the positive case and instructed to quarantine for fourteen (14) days.
- b. The families of students who have had close contact with a person diagnosed with COVID 19 will be informed with an immediate call and follow-up email from our school office. They will also be informed to self-monitor and follow the protocol of care if symptoms develop.
- c. The rest of the school population will be informed in via email and by phone notifying them about the positive case identified in the school. They will be informed whether or not their child was in contact with the positive case and encouraged to watch for development of symptoms.

IV. CLOSURE

A. Closure Triggers

- a. If two (2) or more COVID 19 cases are identified in the school, the school will be closed to be disinfected and the school population required to self-quarantine for fourteen (14) days.
- b. We will modify operations prior to instituting school-wide closures to help mitigate a rise in cases. These include distributing laptops and ensuring students are able to get online during closure
- c. School will be closed according to state mandated closures.

B. Operational Activity

- a. The following operations will be decreased during closure. Administrative staff will operate on decreased time.
 - i. They will remain open for a week for families to collect the necessary tools and materials for remote learning.
 - ii. They will go fully remote after this.
 - iii. Calls to the school will be redirected to the assigned staff.
- b. The following operations will cease completely during closure because of a rise in positive cases: The school building and classroom will be closed, and operations will be done remotely.

- c. The following operations will be conducted remotely during closure.
 - i. Academic instruction to students.
 - ii. Parent meetings.
 - iii. Staff meetings.

C. Communication

- a. The school community will be provided with updated information during the closure by telephone, email and other means of communication.