



Bronx Community Charter School

Re-opening Plan

during the ongoing COVID-19 crisis

September 2020*

Exhibit B

Guiding Principles

1. Prioritizing the health and safety of our students, staff members, and families;
2. Ensuring the delivery of a robust, comprehensive, and mission-consistent educational program;
3. Aligning with (and exceeding when relevant) guidance from local, state, and national health authorities;
4. Responding and adapting thoughtfully to a rapidly evolving environment;
5. Promoting equity and underscoring the dignity of every person in all our efforts.

Process

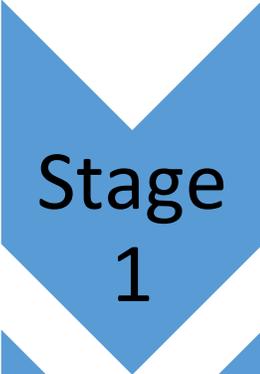
This plan was developed by the leadership team at BxC in collaboration and consultation with our staff, our families, our Board of Trustees and the UFT Chapter at BxC. We are grateful for the contributions of so many thoughtful and productive community members.

In the spring of 2020, the Leadership Committee, made up of members of the school leadership team and members of the UFT representing each grade and each non-classroom team in the school community, met daily to develop plans for three possible scenarios: remote learning, hybrid learning, and fully in-person learning. Within each plan, we considered: teaching and learning structures, professional development, and safety and physical provisioning.

Throughout the pandemic, school leadership has partnered with the NY Charter Schools Association, the NYC Charter Center, heads of school at like-minded charter, public, and independent schools, the NY State Education Department and the NYC Department of Education. These affiliations provide us with guidance and support as we move forward in this next chapter.

We will remain flexible and responsive to public health recommendations. We are prepared to adjust course based on directives of the state of New York, New York City, or changes in the trajectory of infections or risk in the community.

BxC's phased-in approach



Stage
1

REMOTE LEARNING



Stage
2

TRANSITION TO BLENDED LEARNING

NB: The launch date of stage 2 will depend on city, state, and national benchmarks as well as clear direction for response to positive cases within the community



Stage
3

BLENDED LEARNING: In person school and remote learning.

STAGE 3: BLENDED LEARNING

Throughout the pandemic, BxC leadership, staff, and Board of Trustees have worked diligently to provide well-planned and well-executed instruction for students in the safest means possible. We have collaborated closely across the school community and communicated with families from the start. The principles that have guided us from the beginning remain true as we look towards phase 3:

BxC Guiding Principles During the COVID-19 Health Crisis

1. Prioritizing the health and safety of our students, staff members, and families;
2. Ensuring the delivery of a robust, comprehensive, and mission-consistent educational program;
3. Aligning with (and exceeding when relevant) guidance from local, state, and national health authorities;
4. Responding and adapting thoughtfully to a rapidly evolving environment;
5. Promoting equity and underscoring the dignity of every person in all our efforts.

A key element of our guiding principles is responsiveness. The pandemic and the science around the pandemic is not static and nor should we be in our response to it. Recent public health guidelines in the US, NYS, NYC, and around the world have emphasized the importance of keeping in-person schools open for students and the means to do that safely. We have learned a lot from the past nine months and as a school we will implement those lesson to keep everyone safe AND to provide the opportunity for in-person instruction that our students so badly need.

Michael Mulgrew, the President of the UFT, recently wrote an op-ed that describes how our city can do this:

Relying on the fact that in-school infection rates have remained so low, the city is now re-opening buildings for pre-k, kindergarten and elementary students using the state’s geographic targeting and increased testing requirements, on top of the city’s existing test and trace protocols. One key to this re-opening was the UFT’s insistence on an even more aggressive testing – 20% of students and staff every week — including in areas that have very low neighborhood infection levels. In addition, every child who returns to in-person learning is required to have a testing consent form on file. All of these precautions won’t prevent some individual schools from temporary closure this winter and spring.... Thanks to the coming vaccines, there is light at the end of the pandemic tunnel. Following strict medical guidelines, the city should be able to keep schools open until we get there.¹

With this information from public health officials in hand, BxC will be moving into Phase 3 on January 19, 2020.

Focus: Providing in-person instruction to support student learning and growth.

Logistics of Phase 3:

- Two days a week in school learning for those whose families want to participate.
 - Monday/Tuesday: K, 2, 5, 6
 - Thursday/Friday: 1, 3, 4, 7, and 8

¹ Mulgrew, Michael. “Getting, and Keeping, New York’s Public Schools Open.” AM New Yew York, December 6, 2020.

- All staff will report to school for in-person instruction two days each week, unless granted an exemption or exception. (See below.)
- Continued remote school for all- full time for students whose families opt not to come in person and part time for families whose children will be in person part of the week.
- Wednesdays will continue to be days that are primarily asynchronous for students and planning/PD time for staff during this phase, though there will be some synchronous time between staff and students.
- The in-person school day will go from 8:30-3:00 for students.
- School busing will be available.
- COVID testing:
 GATEWAY TESTING: Everyone who will be in-person- staff and students- must have a negative COVID test in the 7 days before January 19th and send that result to the school. BxC will offer a day of testing at school the week of 1/11/21 to help students and staff meet this requirement. Families and staff are also welcome to go to a clinic or private medical practice for the gateway test.
 WEEKLY ON-SITE TESTING: Every family of a student who will be attending in-person school has to sign consent for testing at school. BxC will contract with a lab which will be on site to test 25% of staff and students each week.

IN-PERSON SCHOOLING PLAN will follow all of the following guidance:

[NYSED Reopening Guidance](#)

[Department of Health Guidance](#)

Reopening of in-person instruction includes protocols and procedures for restarting school operations including students, faculty, and staff returning to in-person instruction.

Capacity

- BxC used architectural models to assess the capacity of our classroom spaces. Each room will be capped at ten (10) students while allowing for more than six (6) feet of social distancing in any direction. With these calculations, the building can accommodate around two hundred and twenty (220) people, or about half of our school community.
- Ventilation: BxC's facility has been upgraded with the highest quality HEPA filters (MERV 13) as well as UV lights in the ventilation system to kill any virus particles.
- Students will be in pods no larger than ten (10) students. Their interactions will be limited to the individuals in their pod.
- The number of pods on M/T or Th/F will be determined by how many families sign up for hybrid instruction.
- Cafeteria will be NOT be utilized for meals. Students will eat breakfast, snack, and lunch in their classrooms in support of containment.
- On their remote days, teachers may work offsite, either at home or another safe location.
- There will be no more than two pods at a time on the roof, and those two pods will each have separate sections of the roof and will not mix.

- Students will stay masked for recess and will maintain 6 feet of distance. If there is a mask break, they will be 12 feet apart and will stay in one marked spot.
- There will be recess shifts, with two (2) pods in each shift, but on totally different parts of the roof and not mixing. The roof area is about 4,000 square feet and already divided into sections. The School will stagger arriving and leaving the roof so that the two (2) pods never cross paths.
- All field trips or congregate events will be suspended or hosted virtually.
- Unnecessary visitors shall not be permitted in the building. Parent pick up and drop off will be done outside the building, maintaining social distancing.
- The School will limit the sharing of objects, such as cubbies, 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 and desks; or require students, faculty, and staff to perform hand hygiene before and after contact.
- BxC will designate a COVID-19 safety coordinator whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.
- The COVID-19 safety coordinator will also be the first line of contact with the Department of Health liaison who is assigned to our school.
- BxC will continue to conduct required school safety drills with modifications ensuring social distancing between individuals.
- Upon request, the School shall allow the UFT to do onsite health and safety inspections. Inspections shall include but are not limited to ventilation, PPE stockpiles, signage, cleaning schedules, and cleaning supplies.

Social Distancing

- Classroom spaces will be arranged with set places for students and adults to sit throughout the day. These spaces are measured and more than six (6) feet apart from each other in every direction and markings are on the floor to note where students should sit. Teachers will also have designated “front of classroom” space that allows them to teach while maintaining more than 6ft distance from any student.
- Additionally the following guidelines will be adhered to in the school:
 - Flow of students into school and in hallways will be greatly reduced. During arrival/dismissal and transitions to/from the outdoor space, students will be required to wear masks and maintain appropriate social distance. This will be facilitated by indicators on the floor and updated protocols. In addition to 6ft distance markers, there will be one-way lines in hallways and the appropriate signage for those lanes.
 - Hallways will have physical (stanchions and ropes) and visual (tape arrows and social distancing floor markers) to ensure social distancing and directionality.
 - The school will mark the sidewalk in front of the school to ensure social distancing while students are waiting to go inside.

- Movement will be limited between classrooms as much as possible for students and staff and pods will be intentionally programmed for when they move through the building to avoid crossing paths with other pods.
- Each pod will have designated bathroom times, to ensure that only one student at a time is in a bathroom and students from different pods do not have contact in the bathrooms. Appropriate signs will be posted on bathroom doors to ensure students know when the bathroom is at capacity. Hallways will be lined with indicators that guide students in maintaining 6ft distance as they wait for the bathroom.
- Classroom furniture will be limited to allow for maximum space between people.
- The pod model allows for small groups of students to be together at all times and to not to mix with one other pod.
- Each pod of ten students and two staff members will not have contact with any other students and their contact with any other staff will be limited to temperature checks, escorts to the nurse, etc.
- Food sharing is prohibited and students will have individual materials.
- Visual aids (e.g., painter's tape, stickers, posters, cones etc.) to illustrate traffic flow and appropriate spacing to support social distancing;
- Restrict the use of classrooms and other places where students, faculty, and staff gather (e.g., lockers, cubbies, entryways, hallways), so that individuals can be socially distanced. Because there will be so few classrooms used, there will be designated classroom space to devote to staff break space while ensuring a very small number of adults in one space.
- Classrooms will be disinfected every day after students depart and deep-cleaned on Wednesdays, between cohorts, and extra cleaning will be done in rooms that will be used 4 days a week.
- Ensure that a distance of twelve (12) feet in all directions is maintained between individuals while participating in activities requires projecting the voice (e.g., singing) or aerobic activity.
- Offices: All office spaces will allow for more than 6ft distance between desks for adults. Exceptions: In the exceptional cases when 6ft distance cannot be maintained in the school both staff and students will be provided with increased Personal Protective Equipment (PPE), such as gloves, gowns, N95 masks, and face shields.

PPE and Face Coverings

- All individuals are required to have a face covering or mask in place before they enter the building. Masks with valves are not acceptable.
- The School shall supply all staff and students with one (1) reusable face mask for the one (1) day of attendance. Should the School increase the amount of days for staff and students in a subsequent phase, the School shall provide one (1) reusable mask per day of attendance. The mask(s) shall be OSHA compliant.
- Staff face coverings should be cleaned or replaced after use and must not be shared. Students and parents/legal guardians should take responsibility for maintaining their face coverings. School shall issue guidance to parents/legal guardians. If mask hygiene is reported as an issue, the student shall be required to wear a school issued disposal mask each day. PPE stockpile: Each classroom will be equipped with enough masks for students for the week in case masks need to be replaced. Additionally, the school has over a month's worth of masks on hand for both students and staff. The school also maintains a stockpile of gloves, hand sanitizer, soap and paper products. Students and

staff must wear face coverings or masks at all times, with exceptions only for those students or staff for whom it is not safe to do so due to age, medical conditions, or other considerations according to CDC Guidelines.

- If a student or staff member arrives at school without an acceptable face covering, they will be required to stay outside the school until a member of the administration retrieves a disposable mask that shall be worn by the individual.
- BxC will additionally provide every student and staff with face shields for those who wish to wear them as extra PPE.
- BxC will provide staff with disposable gloves for anytime they may need to distribute items to students.
- Meals: Face shields may be worn by students while eating. Students may lift their masks to drink water. When done eating and drinking students will put their masks back on.
- The school will provide additional PPE for staff whose interaction with students requires additional protection. For example, school nurses will be provided with masks, gloves, gowns, and face shields.
- School Nurse(s) shall be provided with N95 masks, gloves, gowns, and face shields.
- The school will provide a sneeze guard in the main office.
- BxC will also adhere to social distancing of 6 feet throughout the entire school day.
 - BxC will have backup disposable masks available for students and staff who need them.
 - Staff may choose to wear their own mask or one provided by the BxC.
 - BxC will comply with OSHA Guidelines for PPE and face coverings particularly for those staff that must have close contact with students due to the nature of their work and those that are in the isolation room.
- Teachers can take students to an outside area for a mask break as long as they are 12 feet apart from others. There shall be no mixing of pods during mask breaks. (ie.roof, walk around the block
- The below listed of PPE has already been purchased by the school to be distributed to students/staff at the start of reopening:
 - Reusable Student Masks= 1,100
 - Reusable Student Face Shields = 150
 - Reusable Adult Masks = 150
 - Reusable Adult Face Shields = 50
 - Disposable Student Masks = 30,000
 - Disposable Adult Masks =10,000
 - N95 Masks = 100
 - Disposable Gloves = 100 boxes each small, medium and large
 - Disposable Gowns = 150
 - The school will be using this PPE Inventory to ensure it has enough PPE on hand.
 - The school will ensure they never dip below an eight (8) week supply of PPE and will generally work to have a twelve (12) week supply on hand at all time.
 - There shall be at least two (2) disposable masks per day allocated for both staff and students.
 - There shall be at least two (2) disposable gloves allocated per day for staff.

Hygiene, Cleaning and Disinfecting Frequent hand washing and hand sanitizing

- All students and staff will engage in frequent hand washing, including upon arrival, before and after meals, after bathroom use, after coughing or sneezing, and before dismissal.
- Hand sanitizer will be placed at all entrances used by staff and students, in the hallways and within all rooms. Students and staff are encouraged to sanitize often during the day.
- Protocols will be established for effective hand washing in accordance with NY Dept of Health Guidelines. If hand washing is not available, hand sanitizer with at least 75 percent alcohol content will be used.
- Signage will be placed throughout the school for effective hand washing and sanitizing. Regular cleaning, sanitizing, disinfecting, and disposal protocols will be followed.
- BxC will undertake new routines and proper signage to ensure that facilities and surfaces are regularly cleaned, sanitized, and disinfected in accordance with NY Dept of Health Guidelines (DoH) throughout the BxC day and rooms are deep cleaned by custodial staff nightly. The contents of the cleaning fluids used by the school are aligned with CDC and OSHA compliance and this information is available upon request.
- Custodial staff will follow all cleaning protocols set forth by NYC Division of School Facilities which includes frequent disinfecting of high touch areas like railings and door handles. Frequent cleaning is defined as no less than three (3) times during the school day.
- A cleaning log for high touch areas and bathrooms will be kept and made available.
- Paper products will be made readily available to all to ensure respiratory hygiene (sneezing/coughing).
- The school will provide ample cleaning supplies and all instructional and common spaces will be equipped with hand sanitizers and disinfectant spray.
- BxC will ensure that cleaning and disinfection are the primary responsibility of the school's custodial staff. Bargaining Unit Employees shall not be required to clean or disinfect any areas of the school.
- BxC will conduct regular nightly cleaning and disinfection of the facilities.
- BxC will use an electrostatic sprayer, which is found to be more effective in distributing disinfectant sprays.
- BxC will maintain cleaning logs that include the date, time, and scope of cleaning and disinfection. Upon request by the UFT, the school shall provide the Union with all cleaning logs.
- BxC will ensure regular cleaning and disinfection of restrooms. Restrooms will be cleaned and disinfected every hour or more often depending on frequency of use.
- BxC will ensure that materials and tools used by employees are regularly cleaned and disinfected using registered disinfectants.
- BxC will follow the information provided in the DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" and "Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19" for detailed instructions on how to clean and disinfect facilities.

Extracurriculars

All extra-curricular activities will be suspended for Phase 3.

Vulnerable Populations

- Students: All families will have the choice for their child to participate in virtual-only instruction at any time within this reopening plan. If a student has an increased risk for COVID-19 and wants to attend school in-person, the school will work with the family on an accommodation, which will be discussed on a case-by-case basis (ex. increased PPE).
- Staff: As part of BxC's response to COVID-19, the school is committed to supporting employees impacted by COVID-19.

Monitoring

Our school nurse is already in the building preparing and will be there for all the hours that students are present. The DoH will send a substitute nurse if necessary, and if DoH doesn't then BxC will contract a nurse to work on those days.

Screening

As required by the DOH, BxC will implement mandatory health screenings of students, staff, and any vendors or visitors every day.

Daily Screening Questionnaires:

- BxC will use a daily screening questionnaire for staff reporting to school to be completed on paper before reporting to school. Families will receive the paper as they arrive and fill it out for their child. After that, children will receive 10 copies to keep in their folder and produce each time they arrive. If a child arrives without a parent/guardian and without a form signed by a parent/guardian, they will be moved to a holding area and leadership will reach out to their family to do the screening before they are allowed in the building.
- The questionnaire will be managed by school leadership, who will not let any staff member or student into the building until completion and review of their survey.
- Parents shall be emailed the night before the morning that the questionnaire is due.
- Screening for all students and staff, and visitors, contractors, and vendors, will be completed using a questionnaire that determines whether the individual has:
 - knowingly been in close or proximate contact (within 6 feet for at least 10 minutes) in the past fourteen (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 fourteen (14) days
 - has experienced any symptoms of COVID-19 in the past fourteen (14) days:
 - Temperature of greater than 100.0°F
 - A new cough, new loss of taste or smell or shortness of breath
 - traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past fourteen (14) days.
- Any persons with a "Yes" response to any of the above screening questions will not be allowed to enter the school
- Students and staff are required to notify the school when they develop symptoms or if their answers to the questionnaire change during or outside school hours.

- Screening of students and staff must include a daily temperature check.
- BxC has purchased 5 no-touch thermometers for the nurse plus building entrances. The Leadership team will all be trained on CDC, DOH, and OSHA protocols and train on how to accurately take temperatures and will be the only ones able to perform temperature checks.
- Screeners will be provided and use PPE, which includes an acceptable face covering or mask, gloves, a gown, and/or a face shield.
- The Leadership Team will log each individual's temperature in a secure tracker as "Clear" vs. "Not Clear". Anyone who has a temperature of 100.0 degrees or higher will "Not Clear" the temperature check.
- All visitors and vendors will be temperature checked at point of entry and will be required to remain masked for the duration of their visit
- Temperature checks will also be performed at entry points by BxC leadership upon arrival in the morning for students and staff. Temperature checks shall be performed outside the building. In the event that there is more than one person waiting to be checked, all persons shall be masked and at least 6 feet apart.
- Persons who have a fever of 100.0 degrees or above or other signs of illness will not be admitted to the BxC building. If a minor under the age of 13 is unaccompanied they will be placed in the isolation room and await a parent/guardian to pick them up.
- All persons entering the building must use hand sanitizer provided at entry points.
- BxC will follow screening safety guidelines set forth by the CDC.
- BxC will strongly recommend the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk.

Student Shows Symptoms of COVID-19 While at School

- A classroom teacher or school aide notifies the BRT that a student is not well and experiencing one or more COVID-like symptoms, including:
 - Fever of 100.0 degrees F or higher or chills,
 - New cough,
 - New loss of taste or smell, and/or
 - New shortness of breath.
- The student showing symptoms of COVID-19 will be escorted to the Isolation Room by a designated BRT member wearing appropriate PPE.
- The area/classroom where the student was showing symptoms must be cleaned as soon possible. A deep cleaning of the area/classroom must be performed at the end of the day.
- BRT Emergency Officer calls the student's guardian for pick up.
 - When the ill student is placed in the Isolation Room, the building nurse will be contacted and will come to the Isolation Room and assess the student.
 - Should the nurse/health professional be unavailable at that moment to examine the student, the student must wait in the building's Isolation Room until assessment is complete.
- The student cannot be released to the guardian until the health assessment is completed.
- Upon arrival of the student's guardian, the BRT Emergency Officer escorts the student to the visitors' entrance for pick-up by the guardian, reviews the NYCDOE's "Sent Home With Symptoms" letter

with the guardian, and advises the student to visit a doctor and get tested for COVID-19, and provides the information of the closest testing site

- (Open external link)
- When the ill student has been picked up and the Isolation Room is empty, the Isolation Room must be closed momentarily for a rapid deep cleaning, so the room may be opened again quickly. A deep cleaning of the Isolation Room must be performed at the end of the day.
- The principal, BRT Leader and/or Recorder will ensure that the incident involving the ill student is:
 - Reported to the Department of Health by calling 866-692-3641
- The Department of Health will provide the principal with a letter to be disseminated to the school community regarding a student exhibiting COVID-like symptoms during the school day. BxC will use all communication platforms available to disseminate the letter.
- Family support will follow up with the family on the ill student's condition on regular intervals.
- The principal and/or designee shares any test results or updates with the Department of Health

Staff member Shows Symptoms of COVID-19 While at School

- The ill staff member immediately notifies principal that they are not feeling well and are experiencing COVID-like symptoms.
 - Symptoms of COVID-19 include:
 - Fever of 100.0 degrees F or higher or chills,
 - New cough,
 - New loss of taste or smell and/or,
 - New shortness of breath.
- The principal will alert the BRT for awareness and potential support, including temporary coverage of a class, and nurse, if necessary.
- The school will advise the staff member to get tested as soon as possible.
- The staff member goes home.
 - If the staff member does not immediately leave the building and needs to wait for transportation assistance, the staff member may report to the Isolation Room.
 - Any staff member with special health concerns are managed by the BRT Special Needs Coordinator.
- The area/classroom where the staff member was showing symptoms must be cleaned as soon possible. A deep cleaning of the area/classroom must be performed at the end of the day.
- The DOH will provide the principal with a letter to be disseminated to the school community regarding a staff member having exhibited COVID-like symptoms during the school day.
 - The school may use any communication platform available to disseminate the letter.
- The principal and/or designee will follow up with the ill staff member and share any test results or updates with the DOH

Testing

For Phase 3, BxC will follow all DoE Guidelines including the following:

- All students who have selected in-person for Phase 3 and all staff shall get tested within and no more than seven (7) days before the start of in-person instruction. Upon the commencement of in person learning, students and staff must produce a negative COVID-19 test result to enter the building. BxC shall notify the United Federation of Teachers of all positive COVID-19 test results by students and

staff prior to the commencement of in-person learning. Students and staff who have tested positive for COVID-19 shall quarantine for fourteen (14) days and shall be required to produce a negative COVID-19 test at the conclusion of the fourteen (14) day quarantine to enter the school building.

- BxC will offer on-site testing one day during the week of 1/11.
- Once in-person learning has begun, BxC will conduct on-site testing of 25% of in-person staff and students each week.
- Families opting for hybrid learning will be required to sign consent for at-school testing.

If a symptomatic student is sent home but has had no known contact with a positive case, the student can only return to school when all the following are met.

- Presents clearance from a health care provider evaluation AND
 - Presents a negative COVID-19 test result AND
- The student has been symptom free for 24 hours without the use of medication.
- Additionally, the student should participate in remote learning, if feeling well enough.
- If DoH or Test + Trace determines the student is considered a close contact of a positive case, the student can only return to school when all the following are met:
 - The student has completed a 14-day quarantine regardless of symptoms or test results since their last exposure to that case AND
 - Presents clearance from a health care provider evaluation inclusive of a negative COVID-19 test result AND
 - The student has been symptom free for 24 hours without the use of medication.
 - Additionally, the student should participate in remote learning, if feeling well enough.

If a school-based staff member shows symptoms of COVID-19 while at school:

- School-based staff members showing symptoms at COVID-19 will be directed to leave the building.
- The school will strongly encourage the staff member to visit a doctor and get tested for COVID-19.

If the staff member has had no known contact with a positive case, the staff member can only return to work when all the following are met:

- Presents a negative COVID-19 test result AND
- Presents clearance from a health care provider evaluation AND
- The staff member has been symptom free for 24 hours without the use of medication.

If DoH or Test + Trace determine the staff member is considered a close contact of a positive case, the staff member can only return to work when all the following have been met:

- The staff member has completed a 14-day quarantine regardless of symptoms AND
- Presents clearance from a health care provider evaluation AND
 - Presents a negative COVID-19 test result AND
- The staff member has been symptom free for 24 hours without the use of medication.

If the school extends Phase 2 (pilot) beyond January 1, 2021 or additional Phases have been negotiated between the UFT and BxC, the following testing protocols shall apply unless the parties negotiate otherwise:

Once in-person learning has commenced, BxC will implement COVID-19 testing program, a robust program of repeated COVID-19 testing of adults and students present in the school. 25% of in-person staff and students will be tested on-site every week.

- The School shall obtain written parental /guardian consent for students to be tested in school from every student/parent at the commencement of in-person learning and continuously throughout the school year, including consent to have results shared with NYC Department of Health and Mental Hygiene, Test & Trace Corps, and Department of Education as necessary. Parents will be informed that, as testing is performed throughout the year, if parental/guardian refuses to provide consent for a student, the student will be moved to the remote learning cohort.
- Staff will be required to give consent to have results shared with NYC Department of Health and Mental Hygiene, Test & Trace Corps, and Department of Education as necessary. The school shall establish a mandatory time every week at the school dedicated to conducting the COVID-19 tests. The percentage of individuals to be tested will be twenty-five percent (25%) of the individuals in the school (students and staff) per week. The percentage of those tested shall be selected randomly within each cohort inclusive of the staff. Non-Bargaining Unit Employees including but not limited to custodial staff, operations, and school administration shall be considered their own cohort to be tested. Once a staff member or student has been selected, they won't be in the testing pool again until the following month or until one hundred percent (100%) of all staff and students are tested or whichever comes sooner. The objective of BxC testing program is to have every staff member and student who participates in the in-person learning program tested at least once per month.
 - Test and Trace Corps and DOHMH will utilize a sampling technique based on standard protocols, working with outside experts.
 - Students enrolled in in-person learning will be included in the cohort for testing.
 - All UFT titles will be required to participate in the BxC COVID-19 testing program.
 - Other school staff will also be required to participate in the COVID-19 testing program.
- Specimen collection will be conducted or supervised by appropriate personnel from a testing company contracted by the school.
- Students and staff are required to report any positive test result, either taken independently or through this COVID-19 testing program, to the school. The School shall report all positive COVID-19 cases to the UFT.
- There will be a weekly meeting between the school administration and the UFT to review the implementation of the COVID-19 testing program in the School and resolve any issues that arise in the process.

Closure

BxC will follow the guidance of the DoH for school closures. This guidance may change and BxC's policies will change with it, but currently the DoH recommends the following guidelines:

The following shall trigger either the cohort(s) to move to remote learning or the School to close:

- A pod inclusive of staff that has one (1) positive COVID-19 test result shall be designated for remote learning for at least fourteen (14) days.

- A pod having two (2) or more “suspected” cases of COVID-19 may trigger a school building closure of 48 hours or more upon the advice of the local department of health. At that point, the school would transition to remote learning.
- A pod shall be quarantined for fourteen (14) days and move to remote learning if the teacher facilitating that class needs to quarantine for fourteen (14) days or upon the advice of the local department of health.
- The entire school shall be quarantined for fourteen (14) days and move to remote learning if two (2) or more confirmed cases of COVID-19 among students or staff are found in different classrooms or one (1) confirmed case of COVID-19 among staff who may have had contact with multiple pods.

The school shall follow the guidance of the Department of Health in requiring staff and students to produce a negative COVID-19 test result after a fourteen (14) day period or closure to return to in-person learning.

Early Warning Signs and Closure Triggers

It is important to note that the above threshold is just one trigger for closing schools, but may not be the only trigger. For example, a decision to close schools would be based on recurring, uncontrolled outbreaks of COVID-19 in schools, even if the overall case rates across New York City remained low.

School administrators will consider closing school if early warning indicators such as increased absenteeism or increased illness in the school rise beyond an acceptable level and will impact the ability of the school to operate safely even if the overall case rates across New York City were to remain low

Containment

School Health Office

DoH school nurse is responsible for triage of all symptomatic persons. BxC staff will immediately escort any student or adult with indications set forth by the NYC DoH during the school day to the isolation room so that the school nurse can make the determination if they must be sent home. All reports by the school nurse should be made in compliance with HIPAA, FERPA, and Education Law 2-d. BxC will staff the isolation room and assist the school nurse as needed with:

- Student supervision
- Telephone calls, text, or emails to parents/guardians
- Provide assistance with completing any required paperwork other than nursing documentation.

Isolation

- Symptomatic students will be escorted to a separate isolation room overseen by staff until they can be picked up by their guardian.
- Staff and students will be properly masked and distanced at all times while in the isolation room. Staff will be wearing additional PPE when they are in the isolation room as per CDC guidelines.
- Students will be escorted from the isolation room to the guardian upon their arrival at the designated school entrance to limit visitors within the school building.
- The guardian will be instructed to call their health care provider, or if they do not have a healthcare provider, to follow up with a local clinic or urgent care center. BxC will share a list of resources to assist the family with getting the student assessed and tested.

Infected Individuals

- The class pod will close and all students move to remote learning until further guidance is received from DoH Testing and Tracing team.
- Documentation from a healthcare provider evaluation indicating symptom resolution, or if COVID-19 positive, release from isolation, indicated by these CDC guidelines will be required to return to hybrid learning for students.
- Infected staff will be allowed to return to work according to the Interim Guidance for Public and Private Employees Returning to Work Following COVID 19 Infection or Exposure. Exposed Individuals
- Exposed individuals must remain home for 14 days and transition to remote learning.
- Exposure consideration is if persons were within 6 ft for 10 minutes or more of infected persons.
- Negative COVID tests will not allow them to return before the 14 day exposure quarantine period.
- We will follow the DoE recommendation that we quarantine the whole pod of students after one positive or suspected case of student or staff infection for 14 days after exposure and move to remote.

Hygiene, Cleaning and Disinfection

- BxC will close off areas used by a person suspected or confirmed to have COVID-19 and not use these areas until after cleaning and disinfection has occurred by custodial staff or an outside provider per CDC and DoH guidelines and using proper disinfectant materials.

As per the guidelines BxC will be:

- Opening outside doors and windows to increase air circulation in the area.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible
- Cleaning and disinfecting all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately deep cleaned and disinfected it will be reopened for use. ○ Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection. Contact Tracing
- DoH will notify the school of any cases that affect the school identified by the NYC Contact Tracing Corps.
 - If a positive test result is reported directly to the school before the DOH contacts the school then the school will contact the DOH
 - If a positive case is reported the pod will close and all students will move to remote learning until further instructions received from DoH
 - The DOH then conducts contact tracing and will request all necessary information from the school ○ The DOH then advises the school on next steps
 - If there are two or more positive tests in the building then the building will be closed while the DOH conducts contact tracing
 - BxC will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.
 - BxC will cooperate with state and local health department contact tracing by knowing who may have had contact at school with a confirmed case by:
 - Keeping accurate attendance records of students and staff members.
 - Ensuring student schedules are up to date.
 - Keeping a log of any visitors which includes date, time and where in the school they visited.

- Assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program. Communication
 - BxC will provide regular updates about health and safety, scheduling, and all other information families should be aware of in a variety of accessible forms including: email, Text messaging via Remind, and mass texting
 - BxC will use templates provided by DoH to communicate with families related to instances of COVID exposure or positive cases found in school.
 - Student confidentiality will be maintained at all times according to HIPPA, FERPA and Education Law 2-d.

Closure

BxC will follow DoE, DoH and NYS guidance to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

BxC closely follows the governor’s guidance on color zones and the ways this guidance responds to current science. BxC will coordinate with the NYC Department of Health, the Department of Education, and the State Health Department regarding any and all decisions to close.

Closure Triggers We will follow the DoE and DOH guidelines as outlined below:

Please note: BxC will follow the guidance of the DoH for school closures. This guidance may change and BxC's policies will change with it, but currently the DoH recommends the following guidelines:

Conclusion of Investigation	During Investigation (for at least 24 hours)	After Investigation
One confirmed case	Close classroom, transition to remote learning	Classroom remains closed for 14 days; students and staff in close contact with positive case quarantine for 14 days
At least two cases linked together in school, same classroom	Close classroom, transition to remote learning	Classroom remains closed for 14 days; students and staff in close contact with positive case quarantine for 14 days

At least two cases linked together in school, different classrooms	Close school building, transition to remote learning	School opens after investigation; classrooms of each case remain closed and quarantined for 14 days Additional school members are quarantined based on where the exposure was in the school (e.g., the locker room)
At least two cases linked together by circumstances outside of school (e.g., acquired infection by a setting and/or source outside of the school)	Close school building, transition to remote learning	School opens after investigation; classrooms remain closed for 14 days
At least two cases linked together by circumstances outside of school (e.g., acquired infection by a setting and/or source outside of the school)	Close school building, transition to remote learning	School opens after investigation; classrooms remain closed for 14 days
At least two cases, not linked, exposure occurred for each outside of school setting	Close school building, transition to remote learning	School opens after investigation; classrooms remain closed for 14 days
At least two cases linked together by circumstances outside of school (e.g., acquired infection by a setting and/or source outside of the school)	Close school building, transition to remote learning	School opens after investigation; classrooms remain closed for 14 days

Operations

The operations team and family support team will:

- Ensure all families have supplies needed to switch to fully remote.
- Ensure all families have technology necessary to switch to fully remote
- Switch all attendance tracking to remote protocols.
- Notify school nurse, DoH, DoE School Foods and OPT of school closure.

- Notify the custodial team of school closure and request deep cleaning of all rooms.

Other factors that will be considered in determining school closure include:

- New York State Guidelines: BxC will follow the local and New York State guidelines on identifying the metrics for school closure that positive COVID-19 cases may be increasing beyond an acceptable level. These indicators include an analysis of new cases, testing, hospitalization, and ICU Capacity.
- NY Monitoring Dashboard: We will monitor against such metrics daily by checking the NY Monitoring Dashboard found at <https://forward.ny.gov/covid-19-regional-metrics-dashboard>.
- Out of an abundance of caution, regardless of early warning signs, the school may choose to send a select pod(s) or the full school into a fourteen (14) day quarantine any time if it feels any concern about the health and safety of any individual(s). Further, out of an abundance of caution, regardless of early warning signs, the school may choose to transition to 100% remote learning for an indefinite duration of time to be later determined based on the health of the school community members and/or in consultation with the local department of health.

Child Nutrition

As school food service operations transition from serving meals during unanticipated school closures and summer meals to serving school meals, School Food Authorities (SFAs) will need to consider national, state, and local health and safety guidelines. It is important that SFAs engage school food service directors in district or system wide discussions regarding plans for reopening schools to ensure that students participating in all learning models have access to healthy meals. BxC uses the services of DoE School Foods for all our student meals.

In school learning students

All students in school will take all meals provided by DoE Office of School Foods within their classrooms

- Operations staff will ensure all school meals are bagged for pick up from the cafeteria
- Operations staff will pick up and deliver bagged meals directly to classrooms
- All eating surfaces will be disinfected/sanitized prior to and after meals
- All students will wash and sanitize their hands prior to and after eating
- All students will maintain 6 ft social distance while they are eating and unmasked

Remote learning students

For families remaining in remote learning BxC will continue to share updated information from DoE Office of School Foods regarding grab and go meal locations as well as food bank and SNAP assistance locations to ensure all families have access to nutritional meals.

Transportation

Pupil transportation also presents certain unique challenges, especially with regard to the transportation of homeless students, students in foster care, students in nonpublic and charter schools, and students with

disabilities. So, it is critical that schools and school districts must be sure to include Transportation Department staff in all school re-opening planning.

BxC uses the school busing services of NYC Office of Pupil Transportation BxC will communicate all matters regarding transportation with families.

Socio-Emotional Well-Being

Ensure that a district-wide and building-level comprehensive developmental school counseling program plan, developed under the direction of certified school counselor(s), is reviewed and Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools Questions related to this guidance may be directed to reopening.guidance@nysed.gov updated to meet current needs. Below is a detailed description of the BxC school counseling program plan, which has been updated to meet current needs regarding the Covid 19 public health emergency.

Mental Health and Trauma-Responsive Practices for Staff

- Professional Development sessions for staff on:
 - Trauma-informed practices,
 - Self-care, and
 - How to support students during a public health crisis
- Creating spaces for staff reflection: all-staff meetings, adult crew, team meetings, co-director teacher check-ins, and surveys
- Survey staff regularly to assess needs
- Opportunities for staff to connect (e.g. lunches, game nights, workshops)
- Opportunities for staff to have 1:1 check-ins with a clinical social worker on staff or with co-directors during Office Hours

Communication

- BxC will share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students and the local community, and UFT.
- State and local health departments will implement monitoring and movement restrictions of COVID-19 infected or exposed persons, including isolation or quarantine.
- BxC will 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, and have been alerted to such exposure via tracing, tracking or other mechanism.

Special Education, Counseling, SETSS, and ENL

Students will continue to receive academic instruction in the context of an ICT class via zoom or via teachers who have collaborated closely within their ICT pair around the needs of individual students. All related services, SETSS, and ENL supports will also be provided via zoom. For students who are in-person/remote learning, students receiving one or more services will have an up to date individualized schedule that will be sent to teachers, providers and families. When updated, the same communication will be sent out by the Director of Student Support or other members of leadership. Students receiving related services, counseling, ENL and SETSS will continue on zoom where appropriate in order to support scheduling staying consistent and at the same time weekly. If a student is in the building during their mandated service, they will be placed in a separate space to log on with a teacher if appropriate. That additional space will be rotated and will be cleaned after use.

In-Person Time

Staff shall be in person 2 days each week and work remotely the other three days. While we will do our best to accommodate individual schedules, the assignment of days will be determined by the needs of the school to best serve our students.

There shall not be any classroom teachers without any of their students. Middle school teachers will work entirely with students they teach, while K-5 classroom teachers may have a mix of their students and other students on the grade.

Both teachers assigned to a pod shall have 2 one-hour long preps and one hour long lunch break over the course of the in-person teaching day.

Employees shall not be assigned more than one (1) in-person pod for any reason.

Staff can eat lunch in designated classrooms that do not have students and will hold a maximum of three (3) staff members with appropriate spacing between them.

FAMILY COMMUNICATION

During this crisis and constantly changing school plans, it's essential that we have clear and direct communication with every family.

We have established a Family Communication Team consisting of out-of-classroom staff. The team is in charge of keeping in touch with all of our families. Each member of the team has a caseload of 12-15 families, and develops and deepens relationships with those families over the course of the year. The team contacts those families to find out how their children are doing and what ways we can support the students academically and the family more generally. These calls are in addition to regular calls from classroom teachers to families.

Some of the other ways that the school keeps in contact with families are:

- Everyone on Remind App
- Everyone signed up for text and e-mail blasts
- Frequent updates from leadership
- Bi-weekly Community Council

RACIAL JUSTICE AND EQUITY

BxC is committed to being a school that advances anti-racism, equity, and social justice in the ways we educate our students, the ways we work with our families, and the ways that we operate as an institution. This commitment was a founding principle of the school and there is a lot for us to be proud of, but so much need for growth and improvement as well. We are committed to deepening and expanding this work in the following ways:

- Using our whole staff reading and study of We Want to Do More Than Survive: Abolitionist Teaching and the Pursuit of Educational Freedom by Dr. Bettina Love and Culturally Responsive Pedagogy and the Brain: Promoting Authentic Engagement and Rigor Among Culturally and Linguistically Diverse Students by Zaretta Hammond.
- Setting up structures for staff members and students to name and address racialized comments and incidents
- Devoting significant professional development time during our Summer Institute and Friday PD sessions throughout the year to important conversations about anti-racism
- Elevating the voices and impact of BIPOC school leaders and other BIPOC staff
- Analyzing our curriculum and materials from K-8 with an anti-racist lens, revising some units and replacing others
- Creating more opportunities to hear students' voices in guiding and evaluating what they're learning
- Increasing our use of circle structures to ensure that all participants' voices are honored and help create paths forward