



2020-2021

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## **NYCACS RE-OPENING POLICIES AND PROCEDURES MANUAL**

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Combined Sections 1-13

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## SECTION 1: DISTANCING, PERSONAL HYGIENE AND PPE

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Due to the Covid-19 pandemic, NYC Autism Charter Schools (NYCACS) will institute the following mandatory guidelines upon re-opening. These are in place to mitigate risk for students and staff. Every staff member is expected to follow all guidelines exactly as written.

- Within NYCACS as well as the wider school buildings, staff should attempt to maintain a distance of at least six feet from other adults at all times.
- Consistent classroom cohorts or pods will be created and contact with those outside of an individual's pod will be minimized to the greatest extent possible. We will continue to rely on video conferencing technology for any meetings or cross-pod communication. Some supervision will remain remote as well, as will clinic meetings with family members.
- Signage and markers directing the flow of movement and distancing requirements throughout the building must be adhered to.
- Staff and students must use designated building entry/exit points and stairwells.
- All staff will be required to view a designated set of training materials on proper use of PPE. ([See Training Materials for Hand Washing and Proper PPE Use](#))
- Face masks or cloth facial coverings must be worn by staff while in the building and when social distancing is not possible. Face masks should not contain any type of valve as it decreases effectiveness. Facial coverings may be removed in the following situations:
  - If you are in a room alone.
  - If you are in a room with members of your pod and are at least six feet away from every other person in the room.

As-needed breaks will be given in order to briefly and safely remove face coverings. These should take place in a designated spot within the classroom. ([See Staff Breaks](#))

- Students should wear masks or cloth facial coverings and remain a safe social distance from others while in the building to the greatest extent possible. However, given the challenges NYCACS students may have with such requirements, it is understood that there will be ongoing teaching and shaping of these skills, with enhanced PPE provided to staff in order to maximize safety with students less able to demonstrate them.
- Staff are expected to have clean hands at all times and/or be wearing gloves. Disposable gloves will be available and should be worn whenever contacting students or shared surfaces directly. If contact is made with a student or shared surface without gloves or some type of covering (e.g., a tissue used when opening a door handle), staff should wash their hands immediately.

- Hand sanitizer will be available at all student work stations and via hallway kiosks.
- Additional protective equipment (e.g., gowns, face shield, goggles) will be available and may, at times, be required. These items should always be put on, worn, and taken off as directed.
- Staff will maintain a distance from students that allows for instruction. Unnecessary closeness and physical contact between staff and students should be avoided whenever possible.
- Students should remain or be guided to remain six feet from one another at all times.
- Students must remain within NYCACS spaces during all times of the day. Staff should also remain within NYCACS spaces with the exception of lunch. Shared building spaces should only be accessed when approved by the Classroom Supervisor or Head of School. Outdoor spaces will be accessed on a predetermined schedule, weather permitting.
- Movement between spaces in the school should be avoided to the greatest extent possible.
  - Staff and students must remain in their classrooms with the exception of designated times during the day.
  - Shared spaces (e.g., gym) will be accessible on a strict schedule that allows for cleaning between use.
  - Classroom schedules should only be modified when approved by the Classroom Supervisor or Head of School.
- Staff must remain in their designated classrooms or an approved alternate designated space during prep periods and non-instructional hours. This includes outdoor space for assigned lunch periods.
- Each student will have a designated storage space for personal belongings (e.g., cubby, locker, bin). Storage spaces should remain closed when not in use.
- Each staff member will have a designated storage space for personal belongings (e.g., locker, closet, bin). Spaces should remain closed when not in use and only accessed by individual staff members as needed.
- As referenced above, all meetings that cannot allow for proper social distancing will be held remotely.

## SECTION 2: CLASSROOM ARRANGEMENT AND ORGANIZATION

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### General Guidelines:

- Table arrangement should allow for students to be separated by at least six feet at all times when table dividers are not being used. To the greatest extent possible, students should be assigned individual workspaces (e.g., desks and chairs) that will not be shared with other students across the day. If an individual's workspace must be shared for whatever reason, all furniture will be cleaned between uses ([See Classroom Hygiene and Cleaning](#)).
- For dyad and group work sessions, students must be six feet apart or separated by clear panels, as referenced above.
- Classroom windows should be easily accessible and able to be opened readily. Windows should be opened for at least 10 minutes every hour.
- Classrooms should not have any shared play/relaxation spaces. Individual break spaces must be created.
- Classroom doors should remain open at all times. If a door must be closed, the door handle must be cleaned once per hour and the windows opened more frequently and/or for longer durations.
- Each classroom should have one designated area for staff to eat their lunch and take equipment breaks. This area will be separated from the rest of the room by a clear divider.
- Each classroom should have a designated area from which remote instruction can be provided to students at home as needed.

### Staff Materials and Organization:

- Each classroom will operate as a pod. Staff should limit direct exposure to other people outside of their classroom during the workday. Staff are *strongly* urged to maintain social distancing and facial covering protocols outside of school and after school hours as well.
- Staff should avoid sharing materials to the greatest extent possible. Each staff member will have an individual set of materials that travels with them throughout the day.
  - Staff will be provided with individual supply containers and wearable packs to allow for easy transportation of materials. Classrooms should determine additional supplies that will be needed in order to avoid sharing.
- Each staff member will have their own walkie-talkie for their use only. Each staff member is responsible for ensuring that their walkie-talkie is charged at the start of the day and cleaned at the end of the day. Walkie-talkies may not be shared across staff, except in the case of an emergency. Regular cleaning should be conducted in the event that a walkie must be shared.

### Students Work Areas and Material Organization:

- Students must have designated spaces for personal belongings to be stored. When accessing storage spaces, students must maintain a six-foot distance from one another. This may mean that personal belongings are accessed on a staggered schedule.
- All students must have their own individual materials used only by them. Materials should be kept in closed plastic bins or plastic baggies whenever possible.
  - If an item must be shared, it must be disinfected between uses. In this case, the protocol for disinfecting should be posted in close proximity to those materials.
  - Student instructional materials should be organized by staff member.
- All snacks should be stored in air-tight containers and accessed by individual students or by staff members wearing gloves and facial coverings. ([See Student Food and Meals](#))

## SECTION 3: CLASSROOM HYGIENE AND CLEANING

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Cleaning and disinfection guidelines issued by New York State Department of Health can be found [HERE](#).

- Students should wash/sanitize their hands (rubbing hands together for 20-30 seconds with lots of lather) at the following times during the day at a minimum:
  - After arrival/unpacking
  - After using the bathroom every time
  - Before and after eating
  - Upon contacting their own or anyone else's bodily fluids (e.g., hands in mouth, blowing nose, coughing on hands)
- Staff should wash/sanitize their hands at the following times during the day at a minimum:
  - After arrival/unpacking
  - After using the bathroom every time
  - Before and after eating
  - Upon re-entering the school at any point (e.g., after getting lunch)
  - Upon contacting any bodily fluids or assisting a student with an activity that involves bodily fluids (e.g., wiping, eating, nose blowing)
    - Gloves should be worn while assisting students with any self-care skills in which contact with bodily fluids may occur
  - After having physical contact with a student (e.g., assisting with challenging behavior, providing manual guidance)
- Cleaning Bins will be created for all rooms with sanitizing wipes, disinfectant spray, paper towels, and gloves. These bins should be kept stocked in a clear, central location. Hand sanitizer and tissues will be kept at each student's work station, classroom tables, and any other space that might be helpful (e.g., teacher desk). All supplies will be restocked by a designated person at specific times during the week.
- Hygiene kiosks containing hand sanitizer and wipes will be located in each hallway to be used in those spaces.
- Any surface or item that is used by more than one person must be disinfected after each use.
- Once students are dismissed, classroom staff are responsible for cleaning the following items in their classrooms:
  - Tables and desks

- Chairs
- Door handles
- Window handles
- Technology (e.g., computers, iPads, timers)
- All classrooms, offices, bathrooms, and hallways will be cleaned each day by building custodians and the NYCACS' contracted cleaning service after staff dismiss at 3:30PM.



## **SECTION 4a: STUDENT ARRIVAL AND DISMISSAL**

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### General Protocols:

- All staff must be wearing a walkie-talkie during arrival and dismissal and ensure that it is on with the volume turned up.
- Throughout the arrival and dismissal process, staff should remain at least six feet from one another. Staff should also ensure that students remain at least six feet from one another to the greatest extent possible.
  - For students who are in reduced ratios when exiting the bus, visual prompts can be used to maintain distancing (e.g., ropes with student-specific rings at the end)
- Six-foot markers will be placed on the ground in the arrival/dismissal area (e.g., cones, sidewalk chalk).
  - Staff are to wait with their classroom/pod in a designated area, as indicated by each classroom's visual marker.
  - If spacing cannot be maintained, staff will wear additional PPE as needed.
  - Pathways will be marked to indicate direction and flow during arrival/dismissal.
- During the arrival and dismissal process, staff should avoid conversation with one another that does not immediately pertain to students' arrival/departure and/or their wellbeing.
- During arrival, staff will remain at the arrival location from 8:45AM-9:10AM to account for late arrivals.

**Roles and Responsibilities:**

| <b>Role</b>   | <b>Arrival Responsibilities</b>   | <b>Dismissal Responsibilities</b>  | <b>Materials Needed</b>   | <b>Person Assigned</b> | <b>Back Up Person</b> |
|---|---|--|---|------------------------|-----------------------|
| <b>Student Coordinator</b>                                    | <ul style="list-style-type: none"> <li>- Announces over the walkie-talkie when each student arrives.</li> <li>- Lets bussing personnel and parents dropping off know when students can be released from the vehicle.</li> <li>- Sanitizes students' hands when exiting the vehicle (staff should assist as needed).</li> </ul>  | <ul style="list-style-type: none"> <li>- Announces over the walkie-talkie when each bus/pickup vehicle arrives.</li> <li>- Ensures that students get onto the correct bus.</li> </ul>  | Bussing roster, walkie-talkie   | Adina                  | Additional CS         |
| <b>Bus Coordinator</b>  | <ul style="list-style-type: none"> <li>- Communicates with bus personnel regarding any route changes/concerns and late bus arrivals.</li> <li>-Places magnetic signage along doors in stairwell to block access by others in the building.</li> <li>- Places six-foot markers at designated locations in the arrival area.</li> <li>-Collects markers at the end of arrival.</li> <li>-Collects magnetic signage along doors in stairwell.</li> </ul> | <ul style="list-style-type: none"> <li>- Communicates with bus personnel regarding any route changes/concerns and late bus arrivals.</li> <li>-Places magnetic signage along doors in stairwell to block access by others in the building.</li> <li>- Places six-foot markers at designated locations in the dismissal area.</li> <li>- Collects markers at the end of dismissal.</li> <li>-Collects magnetic signage along doors in stairwell.</li> </ul> | Bussing roster, walkie-talkie, six-foot markers   | Jasalyn                | Leigh/Jen J.          |
| <b>Attendance Temperature Monitor (Stationed at bus stop)</b> | <ul style="list-style-type: none"> <li>- Completes attendance sheet as students arrive</li> <li>- Coordinate calls to parents if a student does not arrive without prior notice.</li> <li>- Takes and records all student temperatures (pass/fail) before entering the school building.</li> </ul>  | N/A  | <ul style="list-style-type: none"> <li>- Contactless thermometer</li> <li>- Attendance and temperature recording sheet</li> </ul> | Jen J.                 | Additional CS         |

## STUDENT ARRIVAL

### Entering the School Building

- School busses and parent vehicles will be directed to the playground on the corner of Tinton Avenue and Home Street for drop off.
  - If a parent/caregiver does not have a vehicle, they will be directed to the student drop-off area.
- All staff members should be outside for student arrival.
- All staff members must wear facial coverings during student arrival and maintain a distance of at least six feet from one another.
- Only one bus or vehicle will be unloaded at a time.
  - Before students exit the vehicle/bus, each student's name will be announced over the walkie and the assigned staff member will meet the student at the bus.
    - For parents/caregivers who do not have a vehicle, staff will meet them in the designated pick up area.
    - Parents who do not see their child's assigned arrival staff person should bring them to the Attendance Temperature Monitor upon arrival at the building.
  - Upon exiting the vehicle, all students will have their temperature taken, clean their hands with hand sanitizer, and put on a facial covering, when possible.
    - Facial coverings should be worn, minimally, until the student enters their classroom.
  - All students will be escorted into the building and to their NYCACS classrooms by a staff member.
    - Independent student transitions must be approved by the Head of School.
    - Students in reduced ratio classrooms will be escorted in small groups. Students and staff will be required to wear face coverings and social distancing will be maintained, to the greatest extent possible, during the transition. A pathway from the arrival location to the school entrance will be clearly marked and should be used only by students and staff entering the building. No other students or staff should occupy the pathway.
- Prior to entering the building, all students will have their temperature checked using a contactless thermometer. Temperature checks will occur before a student gets off the bus or out of their parents' car, or in the student drop off area. Students may enter the building only once they show

a temperature of under 100.0 degrees Fahrenheit. ([See Covid-19 Diagnosis and Sickness Policy for more details.](#))

### Transition from School Entrance to NYCACS Hallways

- All NYCACS staff and students will use the designated stairwell when transitioning from the arrival location to classrooms.
- Staff and students should always use the right side of the stairwell.
- Students should remain six feet from one another throughout the transition to NYCACS classrooms. Staff should assist students in maintaining this distance.

### Entering NYCACS Hallways

- Upon entering NYCACS hallways, students should go immediately to their assigned classrooms.
- All personal belongings should be removed and placed in the students designated storage area (e.g., cubby, locker, bin).
  - If students cannot be at least 6 feet away from one another when unpacking, a staggered schedule will be implemented that allows only one student in the area at a time.
- After unpacking, students and staff should wash and/or sanitize hands before moving on to the next activity.

### Late Arrivals

- If a bus arrives after staff have re-entered the building, the Bus Coordinator will announce the late bus over the walkie-talkie and will meet the assigned staff members at the arrival entrance.
  - The Bus Coordinator will bring the door key, hand sanitizer, thermometer, and attendance/temperature recording sheet.
- The arrival process outlined above will be followed as students exit the bus.
- One staff member must remain at the school building entrance.

\*The same protocol should be followed when a student is dropped off late by a parent or caregiver.

## STUDENT DISMISSAL

### Packing Up

- Any student belongings that are outside of the classroom will be collected by one staff member and brought into the classroom for pack up.

- If students independently pack their own belongings, a staggered scheduled should be used to maintain a six-foot distance between students at all times.
- Once packed up, students should remain seated at an assigned location in the classroom until their bus is called.
- Students should be completely packed up by at least five minutes prior to dismissal time.

### Transition from NYCACS Classrooms to Dismissal Location

- All NYCACS staff and students will use the designated stairwell during dismissal.
- Staff and students should always use the right side of the stairwell.
- To the greatest extent possible, all students should wear facial coverings from the time they leave NYCACS classrooms until they get onto the bus or are picked up by a parent/caregiver. Once on the bus, OPT guidelines will apply.
- When a student's bus is announced, the student should be escorted downstairs and to the dismissal location.
  - Exceptions to this process for individual student needs must be approved by the Classroom Supervisor and the Head of School.
- Students should remain six feet from one another throughout the dismissal process. Staff should assist students in maintaining this distance at all times.

### Dismissal

- The Student Coordinator will report to the outside dismissal area 10 minutes prior to dismissal time and begin announcing busses as they arrive.
- Busses will be announced over the walkie-talkie one at a time.
  - Parents/caregivers will wait in their vehicle or in the dismissal area in the playground for pick up.
    - Six-foot markers will be placed on the ground for parents/caregivers.
- Once at the bussing location, students should be immediately directed to their assigned bus/vehicle while maintaining a six-foot distance from other students.
- If there is the need for the student to wait before getting on the bus, they should remain in one of the designated waiting areas and at least six feet from other staff and students.
- During dismissal, all staff members should wear facial coverings until they return to their classrooms and are appropriately distanced from other staff.
- Staff should immediately return to their classrooms once their assigned student is on the bus.

- **Early Pick Up**
- If a parent/caregiver wants or needs to pick up a student before the regularly scheduled dismissal time, the parent/caregiver will call the office or send a Remind message to let staff know when they are at the school.
- The parent/caregiver will wait outside of the school in the dismissal area or in their vehicle.
- The Packing Up and Transition from NYCACS Classroom to Dismissal Location protocols outlined above should be followed.
- Staff members should wear facial coverings and/or additional PPE, if appropriate, until they return to their classroom and are appropriately distanced from other staff.

## **SECTION 4b: STUDENT ARRIVAL AND DISMISSAL**

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### **General Protocols:**

- All staff must be wearing a walkie-talkie during arrival and dismissal and ensure that it is on with the volume turned up.
- Throughout the arrival and dismissal process, staff should remain at least six feet from one another. Staff should also ensure that students remain at least six feet from one another to the greatest extent possible.
- Six-foot markers will be placed on the ground in the arrival/dismissal area (e.g., cones, sidewalk chalk).
- During the arrival and dismissal process, staff should avoid conversation with one another that does not immediately pertain to students' arrival/departure and/or their wellbeing.

**Roles and Responsibilities:**

| <b>Role</b>                       | <b>Arrival Responsibilities</b>  | <b>Dismissal Responsibilities</b>  | <b>Materials Needed</b>  | <b>Person Assigned</b> | <b>Back Up Person</b> |
|-----------------------------------|--|--|--|------------------------|-----------------------|
| <b>Student Coordinator</b>        | <ul style="list-style-type: none"> <li>- Announces over the walkie-talkie when each student arrives.</li> <li>- Lets bussing personnel and parents dropping off know when students can be released from the vehicle.</li> <li>- Takes student temperatures and provides students with hand sanitizer.</li> </ul>   | Announces when each bus/pickup vehicle arrives. Ensures that students get onto the correct bus.  | <ul style="list-style-type: none"> <li>- Bussing roster</li> <li>- Walkie-talkie</li> <li>- Contactless thermometer</li> </ul> | Supervisor rotation    | N/A                   |
| <b>Bus Coordinator</b>            | <ul style="list-style-type: none"> <li>- Communicates with bus personnel regarding any route changes/concerns and late bus arrivals.</li> <li>- Places magnetic signage along doors in stairwell to block access by others in the building.</li> <li>- Places six-foot markers at designated locations in the arrival area.</li> <li>- Collects markers at the end of arrival.</li> <li>- Collects magnetic signage along doors in stairwell.</li> </ul> | <ul style="list-style-type: none"> <li>- Communicates with bus personnel regarding any route changes/concerns and late bus arrivals.</li> <li>- Places magnetic signage along doors in stairwell to block access by others in the building.</li> <li>- Places six-foot markers at designated locations in the dismissal area.</li> <li>- Collects markers at the end of dismissal.</li> <li>- Collects magnetic signage along doors in stairwell.</li> </ul> | <ul style="list-style-type: none"> <li>-Bussing roster</li> <li>-Walkie-talkie</li> <li>-Six-foot markers</li> </ul>           | Irene                  | Christina             |
| <b>Student Attendance Monitor</b> | <ul style="list-style-type: none"> <li>- Coordinates calls to parents if a student does not arrive without prior notice.</li> <li>- Monitors building entry door.</li> </ul>   | N/A  | <ul style="list-style-type: none"> <li>-Attendance sheet</li> <li>-Entry door key</li> </ul>                                   | Supervisor rotation    | N/A                   |



## STUDENT ARRIVAL

### Entering the School Building

- School busses and parent vehicles will be directed to a designated area for drop along east 100<sup>th</sup> Street between 1st Avenue and the FDR Service Road.
- All staff members should be outside prior to student arrival.
- All staff members must wear facial coverings during student arrival and maintain a distance of at least six feet from one another while waiting for students to arrive.
- Only one bus or vehicle will be unloaded at a time.
  - Before students exit the vehicle/bus, each student's name will be announced over the walkie-talkie and the assigned staff member will meet the student at the bus.
  - Upon exiting the vehicle, all students will have their temperature taken, clean their hands with hand sanitizer, and will put on a facial covering when possible.
    - Facial coverings should be worn, minimally, until the student enters their classroom.
  - All students will be escorted into the building and to their NYCACS classrooms by a staff member.
    - Independent student transitions must be approved by the Head of School.
    - Students in reduced ratio classrooms will be escorted in small groups. Students and staff will be required to wear face coverings and social distancing will be maintained, to the greatest extent possible, during the transition. A pathway from the arrival location to the school entrance will be clearly marked and should be used only by students and staff entering the building. No other students or staff should occupy the pathway.
- Upon exiting the bus or arrival vehicle, all students will have their temperature checked using a contactless thermometer. Students will be directed to exit the bus/arrival vehicle one at a time to avoid crowding as temperatures are taken. Should a student show a temperature of over 100.0 degrees Fahrenheit, they will be taken to a designated isolation room and the family will be contacted immediately for pick up. [\(See Covid-19 Diagnosis and Sickness Policy for more details.\)](#)

### Transition from School Entrance to NYCACS Hallways

- All NYCACS staff and students will use the designated stairwell when transitioning from the arrival location to classrooms.
- Staff and students should always use the right side of the stairwell.

- Students should remain six feet from one another throughout the transition to NYCACS classrooms. Staff should assist students in maintaining this distance.

### Entering NYCACS Hallways

- Upon entering NYCACS hallways, students should go immediately to their assigned classrooms.
- All personal belongings should be removed and placed in the students' designated storage area (e.g., cubby, locker, bin). In classrooms where personal storage areas are within six feet of one another, unpacking will occur on a staggered schedule.
- After unpacking, students and staff should wash or sanitize hands before moving on to the next activity.

### Late Arrivals

- If a bus arrives after staff have reentered the building, the Bus Coordinator will announce the late bus over the walkie-talkie and will meet the assigned staff members at the arrival entrance.
  - The Bus Coordinator will bring the door key, hand sanitizer, thermometer, and attendance/temperature recording sheet.
- The arrival process outlined above will be followed as students exit the bus.
- One staff member must remain at the school building entrance.

\*The same protocol should be followed when a student is dropped off late by a parent or caregiver.

## STUDENT DISMISSAL

### Packing Up

- Any student belongings that are outside of the classroom will be collected by one staff member and brought into the classroom for pack up.
- If students independently pack their own belongings, a staggered schedule should be used to maintain a six-foot distance between students at all times.
- Once packed up, students should remain seated at an assigned location in the classroom until their bus is called.
- Students should be completely packed up by at least five minutes prior to dismissal time.

## Transition from NYCACS Classrooms to Dismissal Location

- All NYCACS staff and students will use the designated stairwell during dismissal.
- Staff and students should always use the right side of the stairwell.
- To the greatest extent possible, all students should wear facial coverings from the time they leave NYCACS classrooms until they get onto the bus or are picked up by a parent/caregiver. Once on the bus, OPT guidelines will apply.
- When a student's bus is announced, the student should be escorted downstairs and to the dismissal location.
  - Exceptions to this process for individual student needs must be approved by the Classroom Supervisor and the Head of School.
- Students should remain six feet from one another throughout the dismissal process. Staff should assist students in maintaining this distance at all times.

## Dismissal

- The Student Coordinator will report to the outside dismissal area 10 minutes prior to dismissal time and begin announcing busses as they arrive.
- Busses/Caregiver pick-ups will be announced over the walkie-talkie one at a time.
- Once at the bussing location, students should be immediately directed to their assigned bus/vehicle while maintaining a six-foot distance from other students.
- If there is the need for the student to wait before getting on the bus, they should remain in one of the designated waiting areas and at least six feet from other staff and students.
- During dismissal, all staff members should wear facial coverings until they return to their classrooms and are appropriately distanced from other staff.
- Staff should immediately return to their classrooms once their assigned student is on the bus.

## Early Pick Up

- If a parent/caregiver wants or needs to pick up a student before the regularly scheduled dismissal time, the parent/caregiver will call the office or send a Remind message to let staff know when they are at the school.
- The parent/caregiver will wait outside of the school in the dismissal area or in their vehicle.
- The Packing Up and Transition from NYCACS Classroom to Dismissal Location protocols outlined above should be followed.
- Staff members should wear facial coverings and/or additional PPE, if appropriate, until they return to their classroom and are appropriately distanced from other staff.

## SECTION 5: CURRICULUM AND TEACHING MODIFICATIONS

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### School Hours and Curriculum Modifications:

- NYCACS will be shortening the school day by 30 minutes and providing families with an asynchronous remote learning plan for each child's physical fitness, allowing us to mitigate social distancing concerns with respect to our gym space and necessary cleaning protocols required between uses.
- Community Based Instruction will be cancelled for the time being, with alternative instructional opportunities being provided within the classroom.
- Field trips and enrichment in its usual form (i.e., piano instruction, baseball) will be cancelled for the time being.
- Teaching procedures and skill acquisition programs may be modified to reduce the potential health and safety risk for students and staff. All teaching procedures will be evaluated and modified based on the criteria in the table below.
  - Each student's program list will be reviewed for teaching procedures that fall into categories two and three.
  - When possible, modifications to teaching procedures will be made to ensure that the target skills can continue to be taught.
  - Modifications to teaching procedures will be reflected within data collection procedures.
  - A list of programs that can no longer be implemented according to these criteria will be sent to the Head of School and reviewed with families.

| 1. Continue as written   | 2. Additional PPE Required   | 3. Discontinue   |
|--|--|--|
| <p>A teaching procedure may continue as written when:</p> <ul style="list-style-type: none"> <li>- No physical assistance is required. The student can effectively acquire the skill through verbal, pictorial and/or model prompts<br/>OR</li> <li>- Physical assistance can be delivered at arm's length.</li> </ul> | <p>Staff will be required to wear enhanced PPE, above and beyond that outlined in the Distancing and Safety Protocol (e.g., face shield, gown, N95 mask, goggles) when:</p> <ul style="list-style-type: none"> <li>- The staff member must be within arm's length of the student throughout the teaching procedure<br/>AND</li> <li>- Physical assistance is required regularly as part of the teaching procedure<br/>OR</li> <li>- The skill being taught increases the likelihood of contact with bodily fluids (e.g., toileting, eating, toothbrushing.)</li> </ul> | <p>Teaching procedures must be discontinued when:</p> <ul style="list-style-type: none"> <li>- The staff member is highly likely to come in contact with large amounts of bodily fluid (e.g., dental toleration, toothbrushing rehearsal that requires manual guidance, using a tissue)<br/>AND</li> <li>- The skill is not part of an essential need (e.g., bathroom use, eating)<br/>OR</li> <li>- The skill can be completed by a staff member in lieu of the student.</li> </ul> <p>A modified teaching procedure may be determined, or parents may be trained to teach the skill at home.</p> |

## SECTION 6: STUDENT FOOD AND MEALS

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The following guidelines are in place to minimize movement throughout the school and reduce the amount of contact staff have with student food.

### Parent Guidelines for Food Sent from Home:

- Prepare all foods at home to the greatest extent possible (e.g., cut food into bite size pieces, ensure that sauce or dressing is already on food).
- Ideally, food should not require heating or refrigeration at school. Food should be warmed at home and sent in a thermos or with ice packs.
- Any food that requires heating at school should arrive in a microwave safe container.
- Food will not be transferred to a separate plate/bowl for eating.
- Food should be sent in daily. No food will be stored overnight at school unless approved as part of instruction. Such food should not require preparation by staff in order to be consumed.
- Families are strongly encouraged to send in snacks that might be needed throughout the day.
- Families are asked to provide their child with a reusable water bottle. Water bottles will be sent home daily for cleaning.

### Snacks During the School Day:

- Staff must wash or sanitize their hands prior to handling student food.
- Staff must wear a face covering when obtaining plates, bowls, and utensils and throughout the period of time when the student is eating.
- Students must wash or sanitize hands prior to eating.
- Snacks will be dispensed from sealed packages that are designated for each individual student and not shared between students.
- Snack bags/containers should be stored at each student's individual workstation.
- Staff and students must wash or sanitize hands once a student is finished eating.

### School Meal Pickup and Distribution

- A designated adult will be responsible for picking up and distributing school-provided breakfast and lunch to each classroom. Gloves and facial covering must be worn throughout this process.
  - Breakfast: *(Person's Name/Position), (Backup person)*
  - Lunch: *(Person's Name/Position), (Backup person)*

- Any materials used during this process (e.g., lunch bag, transportation cart) must be disinfected prior to and after use.
- Food should remain covered at all times prior to consumption.
- Food will be distributed to each classroom by the designated adult. Classroom staff will collect meals at the classroom doorway so as to avoid the distributor having to enter the classroom.
- Any opened, leftover food should be thrown away immediately at the end of each meal.

### Student Meal Periods

- Students must eat all meals in their designated classrooms or in an alternative approved location (e.g., Life Skills Room).
- Staff must wear gloves and facial coverings during student mealtimes.
- Students must wash or sanitize hands prior to and after meals.
- Plates, bowls, napkins, and utensils will be stored in closed containers in the classroom and accessed only by staff when wearing gloves.
- Students will remain at least 6 feet from one another during mealtimes.
- Staff will remain at least six feet from students during mealtimes unless the student requires assistance and/or specific mealtime skills are being taught. Staff may be required to wear additional PPE (e.g., facial shield, gown, goggles) while assisting students during mealtimes.
- At the end of the meal period, students may assist in cleaning up while maintaining a six-foot distance from all other students.
- At the end of the meal period, students and staff must wash or sanitize their hands.
- All surfaces used during the meal period should be disinfected.

## SECTION 7: STUDENT BATHROOM USE

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### Bathroom Allocation: East Harlem

| Bathroom Location      | Access – Who Can Use   |
|------------------------|--|
| Bathrooms in Hallway 1 | Students from classes 1, 2, 3, 4, and 5.                               |
| Bathrooms in Hallway 3 | Students from classes 6, 7, 8, 9 and 10                                |
| Instructional Bathroom | For instructional use only. Follow the Instructional Bathroom Schedule |
| Staff Bathrooms        | For staff only   |

### Bathroom Allocation: Bronx

| Bathroom Location | Access – Who Can Use    |
|-------------------|-------------------------|
| Big Bathroom      | Students from Hallway 2 |
| Small Bathroom    | Students from Hallway 1 |
| Staff Bathrooms   | For staff only          |

### Student Bathroom Protocol:

- To the greatest extent possible, students should use only the bathroom assigned to their classroom.
- All student bathrooms will be gender neutral.
- Only one student can be in a bathroom at a given time.
- If a student requires assistance with any part of the bathroom routine, one staff member may accompany the student into the bathroom.
- When assisting a student in the bathroom, the staff member must wear gloves and a face shield in addition to their mask.
  - If prolonged close contact (e.g., manual guidance throughout bathroom routine) or contact with bodily fluids (e.g., assistance with wiping) is required, the staff member may wear additional protective items (e.g., gown, goggles).
  - Protective equipment must be discarded or cleaned upon exiting the bathroom.
- Students must wash hands prior to exiting the bathroom. Staff should ensure that handwashing is thorough ([See Proper Use of PPE and Handwashing](#)). If there are concerns about thoroughness, students should also use hand sanitizer before exiting the bathroom.



- When waiting for an occupied bathroom to become available, the student and accompanying staff member must wait in the designated waiting area outside of the bathroom. Waiting areas will be clearly marked on the floor.
  - If students from co-located schools are transitioning, NYCACS students should wait in the closest waiting area within NYCACS hallway following distancing guidelines.

## SECTION 8: STAFF BREAKS

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### Staff Lunch Break

- Staff will have a scheduled 30-minute lunch break during the day. Lunch breaks will be staggered so as to allow for distancing in high traffic areas (e.g., staff lounge, kitchens).
- Staff may store food in the refrigerators in the designated area. When storing and retrieving food, the distancing and safety guidelines for each space must be followed ([See Distancing, Personal Hygiene, and PPE](#)).
- All staff are required to sanitize or wash hands before and after their lunch breaks.
- Lunch breaks may be taken in the following locations, while adhering to the distancing and safety guidelines for each space:
  - Staff lounge
    - Staff who eat in a staff lounge must only occupy available positions, as indicated by markers, to ensure social distancing.
  - Partitioned lunch break area in staff members' respective classrooms
  - Outside
- When taking a lunch break in a designated area of the classroom, the following rules must be followed:
  - No phone calls.
  - If using a device that makes sound, headphones must be worn.
  - Minimize conversation and interaction with other staff and students in the classroom.
- At the end of the lunch break, the staff member is responsible for disinfecting all chairs, tables, and surfaces used.
- Absolutely no dishes should be left in the sinks or on counters. Any dishes found in these locations at the end of the day will be disposed of.

### Bathroom Breaks and Usage

- All staff will use the designated staff bathrooms (e.g., East Harlem - library bathrooms closest to Hallway One; Bronx - bathrooms across from Science and Art Rooms).
- Bathrooms will be gender neutral and can be used by any NYCACS employee.
- Only one person is allowed in the bathroom at a time.
- The bathroom doors should remain open when the bathroom is not in use. When exiting the bathroom, the staff member must insert the doorstop and ensure that the door is propped open.
- Designated waiting areas will be indicated on the floor outside of the bathrooms.

- All staff members are required to wash hands thoroughly before exiting the bathroom.

## Equipment Breaks

Throughout the day, when distancing is not possible, staff are required to wear facial coverings. Depending on the needs of individual students and the programming being run, some staff may be required to wear additional protective equipment (e.g., facial shields, gowns) for parts of the day. When this is the case, it may be necessary for staff to take short, periodic breaks that allow for the removal of protective equipment.

- Supervisors and Head Teachers should assess the individual needs of staff members in order to determine the appropriate schedule for equipment breaks.
- Equipment breaks will be no more than 5 minutes in length.
- During an equipment break, the staff member is to remain in the classroom within a designated area that allows for distancing according to the distancing guidelines.
  - Staff members must determine and clearly communicate to colleagues the plan for supervision of their assigned student(s) in advance of each equipment break.

## SECTION 9: COVID-19 DIAGNOSIS AND SICK POLICY

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### RESOURCES AND GENERAL INFORMATION

- Information on Covid-19 prevention and symptoms can be found [HERE](#)
- Information on Covid-19 testing can be found [HERE](#). Scroll down to search for testing sites by zip code.
- All Covid-19 cases are reported to the [New York State Contact Tracing Program](#). If you receive a call from the contract tracing program (518-387-9993), please pick up/call back as soon as possible.
- Travel advisories and a list of restricted states can be found [HERE](#)

### Diagnosis of Covid-19 Symptoms, Exposure, and Diagnosis

- The school should be notified immediately if a student or employee receives a confirmed diagnosis of Covid-19. Documentation must be provided.
- If any student or employee tests positive for Covid-19, regardless of whether they are symptomatic or asymptomatic, they may return to school only after completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.
- **Prior to returning to school following any Covid-19 related absence (diagnosis, exposure, symptoms), a student's family or employee must provide a doctor's note indicating that it is safe for the individual to return to school.**
- Upon receiving information about a confirmed diagnosis, the school will contact the appropriate authorities (assuming they have not already contacted the school) and engage in contact tracing protocols as directed by that office. Such efforts may include providing Department of Health (DOH) personnel with a list of individuals at our site who have been in close contact (more than 10 minutes within six feet during the stipulated time frame) with the diagnosed individual.
- Adherence to all DOE and DOH Guidelines will be followed – this may include classroom or school closure.

| Situation   | Isolation requirement                                   | Criteria for returning to school   | Impact on others/school  | Family notification policy   |
|---|---|--|--|--|
| <p>Confirmed diagnosis of Covid-19 (student or classroom staff)</p>   | <p>10 days of isolation from the date of test.</p>      | <p>All of the below:</p> <ul style="list-style-type: none"> <li>-10 days home</li> <li>-At least 24 hours fever-free</li> <li>-Overall improvement of Covid-19 related symptoms</li> </ul>   | <p>If the diagnosed individual was in school at any point within the prior five days, all staff and students from the classroom pod must stay home for 14 days. Remote instruction will be conducted during that time.</p> <p>If the diagnosed individual is a student who travels to/from school by bus, all other students who ride the same bus must stay home for 14 days.</p> <p>*Students and staff from the classroom or bus are considered to have been exposed. Exposure policy must be followed.</p> | <p>All families will be notified of a confirmed diagnosis in the school.</p> <p>Families within the classroom pod will be notified of the isolation requirements.</p> <p>If the diagnosed individual is a student who travels to/from school on the bus, all families whose children ride the same bus will be notified of the isolation requirements.</p> |
| <p>Individual (student or staff) experiences Covid-19-like symptom(s) at school or home.</p> <p>Symptoms include (but are not limited to): Fever of 100 degrees or higher, excessive cough, shortness of breath or difficulty breathing, loss of taste/smell, fatigue, muscle and/or body ache or headache, nausea or vomiting, diarrhea, or sore throat, congestion or excessive runny nose.</p> | <p>10 days of isolation from the onset of symptoms.</p> | <p>All of the below:</p> <ul style="list-style-type: none"> <li>-10 days home</li> <li>-At least 24 hours fever-free</li> <li>-Overall improvement of Covid-19 related symptoms</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>-A negative Covid-19 test</li> </ul> <p><i>*If a positive Covid-19 test is received, the diagnosed individual must remain home for 10 days from the date of test and the steps outlined above will be taken in terms of notification and isolation requirements.</i></p> | <p>None</p>  | <p>Families of students within the same classroom pod as the individual with symptoms or who share a bus with that individual will be notified.</p> <p>Message includes:</p> <ul style="list-style-type: none"> <li>-Date the individual was last at school or on bus.</li> <li>-If the individual was symptomatic at school or on bus.</li> </ul>         |

| Situation  | Isolation requirement | Criteria for returning to school  | Impact on others/school   | Family notification policy   |
|--|-----------------------|---|---|--|
| <p>Individual is exposed to a positive case of Covid-19</p> <p>Exposure definition: Within 6 feet of a person who has a confirmed diagnosis of Covid-19 for 10+ minutes and within 48 hours of symptom onset OR the date of testing (i.e., when specimen was collected).</p> | 14 days of isolation  | <p>All of the below:</p> <p>-14 days at home</p> <p>-If symptoms develop, individual remains home for 10 days from symptom onset, 24 hours fever-free, and overall improvement of Covid-19 related symptoms</p> <p>-If a positive Covid-19 test is received, the individual remains home for 10 days from the date of test.</p> <p><i>*A negative Covid-19 test does NOT allow an exposed individual to return to school prior to meeting criteria.</i></p> | None  | <p>Families within the classroom are notified that an individual has had exposure.</p> <p>Message includes:</p> <p>-date of the individual was exposed.</p> <p>-date the individual was last at school.</p>  |
| Any individual who travels to a state or country with a <u>travel advisory</u> .   | 14 days of isolation  | This is considered exposure and should be treated as such (see above).  | None  | None   |
| Non-classroom staff (e.g., supervisor, administrator) receives a confirmed diagnosis of Covid-19   | 10 days of isolation  | <p>All of the below:</p> <p>-10 days home</p> <p>-At least 24 hours fever-free</p> <p>-Overall improvement of Covid-19 related symptoms</p>   | <p>If the diagnosed individual was in school at any point within the prior five days, all staff and students who had contact (within 6 feet for 10 minutes or more) will be required to stay home for 14 days.</p> <p>*This is considered exposure and should be treated as such.</p> | <p>All families will be notified of a confirmed diagnosis in the school.</p> <p>Families of students who had exposure to the individual will be notified of the isolation requirements.</p> <p>Message includes:</p> <p>-date the individual was last at school.</p> |

## NYCACs STUDENTS

### Screening:

- Parents will be required to take their child's temperature and complete a questionnaire every morning before school. This information will be collected via a secure application designed for this purpose.
  - Students will only be allowed in school if they pass the morning questionnaire.
  - If a student arrives at school without a questionnaire response having been received, that student will be brought to the isolation room until a parent is contacted.
- Additionally, prior to entering the school building each day, students will have their temperature checked using a contactless thermometer and will be visually screened for Covid-19 related symptoms (see list of symptoms in the table above).
- It is strongly suggested that students remain home even if they are experiencing different or milder symptoms than those listed in the table above such as excessive sneezing or other symptoms that result in the frequent expulsion of body fluids.
  - Should a student exhibit these symptoms while at school, the parent/caregiver will be notified and pick up will be strongly recommended. If pick up is not available, teaching opportunities and activities may be limited for the remainder of the day. The student may also be removed from the classroom and monitored in a separate room.

### Student Arrives with a Temperature:

- If a student shows a temperature of 100.0 degrees Fahrenheit or higher, and/or other Covid-19 related symptoms, parents/caregivers will be contacted immediately and required to pick up their child as soon as possible.
  - Such Covid-19 related symptoms will require the student to remain home for a minimum of 10 days (see table above for the list of symptoms).
- The student will remain outside the school building until all other students have been escorted to their classrooms. The student will then be escorted to the school's isolation room (separated from other students and staff) and monitored there until pick up.

### Student Becomes Sick During the School Day:

- If, at any point during the school day, a student shows symptoms of a fever that is 100.0 degrees or above, excessive coughing or runny nose, vomiting, diarrhea, and/or shortness of breath, the student's parent/caregiver will be notified immediately and must pick up their child as soon as possible.

- The student, along with all of their belongings, will be brought to the school's isolation room (separated from other students and staff) and monitored there while awaiting pick up.
- A student will not be sent home on the bus after displaying the symptoms listed above.
- These are considered a Covid-19 related symptoms and will require the student to remain home for a minimum of 10 days (see table above).

\*When a parent/caregiver is picking up a student during the school day for any reason (e.g., sickness, early dismissal), they must contact the school as soon as they have arrived at the building. The student will be escorted out of the building by a staff member and brought to the parent/caregiver.

Parents/caregivers must remain outside of the building at all times.

\*Anytime a student must remain home (e.g., during a mandated isolation period), remote instruction can be provided assuming the student is able to participate. ([See Remote Instruction Implementation for more details.](#))

## NYCACs EMPLOYEES

### Staying Home:

- All staff will be required to take their temperature and submit a questionnaire daily prior to arriving at work. This information will be collected via a secure application designed for this purpose. Staff **MUST** remain home if they experience one or more of the following symptoms: a fever that is 100.0 degrees or above, excessive coughing or runny nose, vomiting, diarrhea, and/or shortness of breath. These are considered Covid-19 related symptoms (see table above).

### Staff Becomes Sick During the School Day:

- Staff should alert their supervisor if they begin to experience any of the symptoms listed above during the school day and will be directed to return home immediately.

\*If a staff member is remaining home or quarantining out of precaution/exposure rather than active illness, he/she will be expected to work in some capacity (e.g., providing remote instruction, material preparation).



## SECTION 10: CONTACT TRACING AND SCHOOL CLOSURE

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Upon a confirmed case within the NYCACS community, the school will immediately notify the Department of Health (DOH) if the DOH has not already reached out.

- DOH will have a team to contact schools when there is an associated case.
- If schools hear about a lab-confirmed case within the school community (should be verified that the person tested positive by PCR test for COVID-19), they can report to DOHMH at 866-692-3641, Monday through Saturday, 9AM-5PM.

The DOH has outlined Covid-19 case investigation and school closure guidelines [HERE](#). NYCACS will comply with all outlined guidance from this authority and may opt for a more conservative school closure criteria given the size of our student population and the close contact that students have with one another during OPT transportation to and from school.

For classroom or school closure, staff and families will be notified immediately, and remote instruction will be started as soon as possible.

## Steps to Be Taken Upon Whole School Closure

| Responsibility  | Task Details  | Timeline                                    | Person Responsible  |
|---|---|---|---|
| <b>Contact local health officials</b>                             | DOHMH at 866-692-3641, Monday through Saturday, 9AM-5PM   | Immediately                                 | Executive Director  |
| <b>Contact families</b>   | Inform families of closure – send message through Remind, email, and call.  | Immediately                                 | Head of School  |
| <b>Contact staff</b>  | Inform staff of closure – ensure all staff are alerted. Send message through Remind and email. Include any paraprofessionals working at the school.   | Immediately                                 | Head of School  |
| <b>Contact building partners</b>                                  | Follow DOE process for alerting building partners.<br><br>East Harlem:<br>Central Park East 2<br>DREAM Charter School<br>Children’s Aid Society<br><br>Bronx:<br>PS 463 Urban Scholars Community School<br>PS X188 at X198 (District 75)<br>Montefiore Medical Center School Health Program | Immediately                                 | Head of School  |
| <b>Contact bus companies and transportation paraprofessionals</b> | Contact all bus companies with potential timeframe of closure. Contact transportation paraprofessionals and agencies.   | Immediately                                 | East Harlem:<br>Office and Parent Relations Manager<br>Bronx:<br>Operations Manager |
| <b>Parent needs assessments</b>                                   | Reach out to families to determine needs related to childcare, food, etc.   | Once initial closure notices have been sent | Clinical Supervisors, Director of Adolescent Programming, and Head Teachers         |
| <b>Initiation of remote instruction</b>                           | Reach out to families to solidify remote instruction schedules.   | Once initial closure notices have been sent | Clinical Supervisors, Director of Adolescent Programming, and Head Teachers         |
| <b>Contact and cancel scheduled services</b>                      | If a school-wide closure has been initiated, review staff calendar and cancel all services that were scheduled during the closure period (e.g., AC maintenance)   | Once all items above have been completed    | Office and Parent Relations Manager and/or<br>Operations Manager                    |
| <b>Contact Cleaning servicing</b>                                 | Schedule deep clean for the entire school or affected areas. If a school-wide closure has been initiated, cancel daily cleaning service.  | Once all items above have been completed    | Operations Manager  |

## SECTION 11: REMOTE INSTRUCTION IMPLEMENTATION

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At times throughout the year, the school building may be closed and/or individual students may not be able to attend school as a result of the current Covid-19 public health crisis (e.g., isolation requirements, illness) or due to family choice. In these cases, students will continue their education through remote instruction. The guidelines below are in place to ensure that remote instruction can be implemented as efficiently and effectively as possible.

### Remote Instruction Preparation

- **Classroom Preparation for Remote Learning:**
  - Staff will take their assigned iPads and laptops to and from school on a daily basis.
  - Equipment and materials that have been used by staff for remote instruction should remain at staff homes.
  - Student Remote Instruction Plans will be developed for all students and updated on a regular basis. Head Teachers are responsible for working with their classroom teams and supervisor to keep these plans updated.
  - A Classroom Remote Instruction Schedule will be established and updated on a regular basis. Head Teachers are responsible for working with their classroom teams and supervisor to keep the schedule updated.
  
- **Student Preparation for Remote Learning:**
  - Remote learning technology (e.g., laptops, iPads) that has been loaned to students by the school, will remain at students' homes.
    - Families may, at times, be asked to send assigned technology to school with their child.
  - Equipment and materials that have previously been provided to families by the school will remain at students' homes.
  - Materials developed during the course of in-school instruction that would benefit remote instruction should be duplicated and sent home with students.

## Conditions Under which Remote Instruction is Implemented:

- **Remote Instruction Implementation during School-Wide Closure:**

The city, state, or school leadership may make a decision to close schools for a period of time.

- Families will be notified of the closure date and the timeline for remote instruction to commence.
- Head Teachers will contact families to discuss their child's remote instruction schedule.
- Head Teachers will work with supervisors to determine if any changes are necessary to the Classroom Remote Instruction Schedule.
- If possible, staff will return to the school building to gather additional materials required for remote instruction. These materials should be clearly listed on each student's Remote Instruction Plan.
- If necessary and when possible, remote instruction materials will be delivered to student homes.
- Remote instruction may be implemented within two days of a school closure.

- **Remote Instruction Implementation for Individual Students who have been attending school in-person:**

To be used when a student is required to stay home or a family opts to keep a student home who had previously been attending school in-person (e.g., isolation requirements, illness).

- The school should be contacted immediately if remote instruction is being requested. Remote Instruction may be implemented within two days of the request.
- Head Teachers will contact the family to discuss the remote instruction schedule.
- If necessary and when possible, remote instruction materials will be delivered to student homes.
- The student may return to in-person instruction once the school, family, and/or medical professional determine it to be safe. ([See Sickness and Covid-19 Diagnosis for more details.](#))

- **Election of Remote Instruction:**

To be used when a family elects to keep their child in remote instruction when in-person instruction is available for any number of personal reasons (e.g., health conditions of household members, safety concerns).

- The election of remote instruction is a quarterly commitment. Remote instruction quarters are as follows:
  - First day of school - December 31st
  - January 1st - March 31st

- April 1st - June 30th
- July 1st - August 31st
- A family who has elected remote instruction and would like to begin in-person instruction during the next quarter must inform the school at least two weeks prior to the start of the new quarter.
  - This request should be made in writing to the Head of School.
- When remote instruction is elected, the student's Remote Instruction Plan will be implemented and scheduling discussed with parents.
- By electing remote instruction, the parent/guardian understands that instruction will consist of both synchronous and asynchronous activities.

## SECTION 12: TRAINING MATERIALS FOR PROPER HANDWASHING AND PPE USE

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All NYCACS staff members will be required to review the training materials and resources outlined below prior to the reopening of schools.

### Handwashing

1. Wet your hands under running water.
2. Put soap on your hands.
3. Scrub your hands together for 20 seconds making sure to target:
  - In between fingers
  - Backs of hands
  - Wrists
  - Under fingernails
4. Rinse your hands under running water.
5. Dry hands with a paper towel.

### **Staff and students will be required to wash hands including but not limited to:**

- After using the bathroom
- Before and after handling food

### Using Hand Sanitizer

(Note: Use of hand sanitizer does not replace washing your hands with soap and water, but may help in times that soap and water are not available)

1. Use enough to wet hands completely (about dime or quarter size).
2. Rub over both hands until dry, which takes approximately 20 seconds.

### How to Put on and Take Off a Mask

1. Use hand sanitizer or wash hands before applying a mask.
2. Remove the mask from the box and make sure there aren't any tears.
3. Locate the top edge of the mask (stiff bendable edge that can be molded to fit your nose).
4. Face the colored side of the mask outwards.
5. Place the mask on your face so it is covering your nose and your mouth.

6. Place the loops on the side of the mask around your ears or tie the ties behind your head and nape of neck to affix the mask to your face.
7. Mold the top of the mask to fit your nose and pull the bottom of the mask to fit your chin.
8. When removing the mask, wash or sanitize your hands.
9. Remove the mask by the loops or bands.
  - Avoid touching the front of the mask.
10. Discard disposable masks.

### How to Put on Gloves

1. Wash or sanitize your hands.
2. Pick up the glove on the side and slide your hand into the glove; pull it down over the wrist.
3. Pick up the other glove on the side and slide your other hand into the glove; pull it down over your wrist.

### How to Take Off Gloves

1. Slide your finger inside of the glove at the wrist and pull the glove off so it turns inside out.
2. Use the inside of the first glove to pinch the bottom edge of the other glove by the wrist and pull the glove off so it turns inside out.
3. Discard both gloves.

### How to Put on a Gown

1. Unfold the gown.
2. Place your arms in the arm holes so that the opening of the gown is at your back.
3. Tie the strings at the top of the gown and flip the gown over your head.
4. Place the strings around your waist and tie in front of your body.

### How to Take Off a Gown

1. Untie the ties at the neck and around the waist.
2. Pull the gown so that it can be rolled up inside-out.
3. Discard in the trash.

### How to Clean a Computer

1. Unplug and turn off your device before cleaning.
2. Using an alcohol wipe or Clorox Disinfectant Wipe, gently wipe the hard, nonporous surfaces of the computer.

3. To clean the display, place the laptop so that the display lays on the table.
4. Allow to sit for at least two minutes until the active ingredients dry.
5. Do not get moisture into any openings.
6. Do not submerge your computer in cleaning agents.

#### Video Tutorials That Must Be Viewed by All Staff Members:

1. [How to Wear a Mask](#)
2. [How to Wash Hands](#)
3. [How to Put On and Take Off Gloves](#)
4. [Proper Use of PPE](#)
5. [How to Clean a Computer](#)

#### Additional Resources

1. [CDC – Wearing Face Coverings](#)
2. [CDC – Cloth Face Coverings](#)
3. [CDC – Handwashing: How and When](#)



## SECTION 13: PARENT MEETINGS, OBSERVATIONS, AND VISITORS

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Until further notice, no one other than NYCACS employees, students, and hired service personnel will be allowed into the school.

### Parent Clinics and Observations

- In-person clinics/observations will be suspended until further notice.
- All clinics and parent observations will be held virtually.
- A parent/guardian may schedule additional virtual observations by contacting the classroom supervisor and Head Teacher.

### Open Houses and Accepted Students

- Open houses will be available via video on our website.
- Should a family be offered placement during the year, a virtual tour will be scheduled.

### Internship Program, Student Observations, and Professional Visitors

- NYCACS Internship Program and student observations will be suspended until further notice. Virtual observations will be considered starting January 2021.