



2021-2022

NYCACs RE-OPENING POLICIES AND PROCEDURES MANUAL

Combined Sections 1-13

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SECTION 1: DISTANCING, PERSONAL HYGIENE AND PPE

Due to the Covid-19 pandemic, NYC Autism Charter Schools (NYCACS) has instituted the following mandatory guidelines. These are in place to mitigate risk for students and staff. Every member of the school community 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 also remain remote, as will clinic and planning meetings with family members.
- Any 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 read and 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) and gaiters **cannot** be used as an alternative to masks. When possible, staff should double-mask for maximum efficacy. 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 area 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 who are 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 when contacting student bodily fluids or when touching food items or soiled/contaminated surfaces.
- Hand sanitizer will be available at all student work stations and via kiosks stationed in common areas (e.g., hallways, staff lounge, bathroom).
- 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 at least three feet from one another at all times. A six-foot distance is recommended whenever possible.
- 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 (created in conjunction with co-located schools), 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 (e.g., using the bathroom) and/or when practicing targeted instructional skills (e.g., restocking).
 - Shared spaces (e.g., gym) will be accessible on a strict schedule that allows for cleaning between use.
 - Classroom schedules and/or use of shared spaces within the school 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.
- 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

General Guidelines:

- Table arrangement should allow for students to be separated by at least three feet at all times (six feet whenever possible). 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 at least three feet apart (six feet whenever possible) 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 unless the space has an air conditioning system that circulates air.
- 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 windows should be 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 or group of classrooms 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 outlined by the CDC, NY State and NYC Departments of Health outside of school and after school hours.
- Staff should avoid sharing materials to the greatest extent possible. Each staff member will have access to an individual set of materials that can travel with them throughout the day.
- 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 three 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.
 - 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

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 are available in all rooms containing 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 designated locations throughout the school.
- 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 students dismiss.

SECTION 4a: STUDENT ARRIVAL AND DISMISSAL (BRONX)

General Protocols:

- All staff must wear 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 three feet from one another. Staff should also ensure that students remain at least three 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).
- Three-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 8:30 AM – 8:45 AM to account for late arrivals.

Roles and Responsibilities:

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

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 three 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.
- Temperature checks will be conducted using a contactless thermometer and will occur in the student drop off area. Students may enter their classroom 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 at least three 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 three 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, and thermometer.
- 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 at the main entrance, factoring in the adjusted location.

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 three-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 three 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 5 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 for pick up.
 - Three-foot markers will be placed on the sidewalk for parents/caregivers.
- Students will be appropriately distanced throughout the dismissal process.
- Students may wait outside by the dismissal area (when accompanied by a staff member) until their transport has arrived.
- 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 main entrance.
- The Packing Up and Transition from NYCACS Classroom to Dismissal Location protocols outlined above should be followed.
- Staff members should wear facial coverings and, when appropriate, additional PPE until they return to their classroom and are appropriately distanced from other staff.

SECTION 4b: STUDENT ARRIVAL AND DISMISSAL (EAST HARLEM)

General Protocols:

- All staff must wear 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 three feet from one another. Staff should also ensure that students remain at least three feet from one another to the greatest extent possible.
- Three-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:

Role	Arrival Responsibilities	Dismissal Responsibilities	Materials Needed	Person Assigned
Student Coordinator	<ul style="list-style-type: none"> - Announces over the walkie-talkie when each student arrives. - Lets bussing personnel and parents dropping off know when students can be released from the vehicle. - Takes student temperatures and provides students with hand sanitizer. 	<p>Announces when each bus/pickup vehicle arrives. Ensures that students get onto the correct bus.</p>	<ul style="list-style-type: none"> - Bussing roster - Walkie-talkie - Contactless thermometer -Disinfectant wipes -Hand sanitizer 	Supervisor rotation
Bus Coordinator	<ul style="list-style-type: none"> - Communicates with bus personnel regarding any route changes/concerns and late bus arrivals. 	<ul style="list-style-type: none"> - Communicates with bus personnel regarding any route changes/concerns and late bus arrivals. - Places six-foot markers at designated locations in the dismissal area. 	<ul style="list-style-type: none"> -Bussing roster -Walkie-talkie 	Operations Team Member
Student Attendance Monitor	<ul style="list-style-type: none"> - Coordinates calls to parents if a student does not arrive without prior notice. - Monitors building entry door. 	N/A	<ul style="list-style-type: none"> -Attendance sheet -Entry door key 	Operations Team Member (may be the same as Bus Coordinator)

STUDENT ARRIVAL

Entering the School Building

- School busses and parent vehicles will be directed to a designated area for drop off along east 100th 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 three feet from one another while waiting for students to arrive.
- Only one bus or vehicle will be unloaded at a time.
- Only one student will exit the bus or vehicle at a time.
 - Upon exiting the bus/vehicle, all students will clean their hands with hand sanitizer and ensure a facial covering is in place.
 - Facial coverings should be worn, minimally, until the student enters their classroom.
 - Before students exit the vehicle/bus, each student's name will be announced over the walkie-talkie and the assigned staff member will assist the student to 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.
- Temperature checks will be conducted using a contactless thermometer once students have reached their classroom. 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 at least three 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 three 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, 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.

*If a student is brought in after 8:45AM by a parent/caregiver, the student must be brought to the security desk at the main entrance of the building where a staff member will be meet them. The staff member or another NYCACS employee will provide hand sanitizer before the student is escorted to the classroom.

STUDENT DISMISSAL

Packing Up

- If students independently pack their own belongings, a staggered schedule should be used to maintain a three-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.
- Students should remain three feet from one another throughout the dismissal process. Staff should assist students in maintaining this distance at all times.

Dismissal

- Busses/Caregiver pick-ups will be announced over the walkie-talkie one at a time.
- Students will be appropriately distanced throughout the dismissal process.
- Students may wait outside by the dismissal area (when accompanied by a staff member) until their transport has arrived.
- 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 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 arrive at the school.
- The parent/caregiver must meet the student at the security desk by the main entrance of the building.
- The Packing Up and Transition from NYCACS Classroom to Dismissal Location protocols outlined above should be followed.
- Staff members should wear facial coverings and, when appropriate, additional PPE until they return to their classroom and are appropriately distanced from other staff.
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SECTION 5: CURRICULUM AND TEACHING MODIFICATIONS

School Hours and Curriculum Modifications:

- The school-day will return to a full six hours of synchronous instruction for all in-person students beginning on September 13, 2021.
- Community Based Instruction (CBI) will be cancelled for the time being, with alternative instructional opportunities being provided within the classroom. Some forms of CBI are scheduled to begin in January 2022.
- As of July 2021, students who meet the following criteria are permitted to attend local, outdoor field trips
 - The student tolerates a face covering for the duration of the field trip
 - The student demonstrates low levels and rates of challenging behavior which can be easily managed in the community.
 - Parental consent has been granted
- 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"> - No physical assistance is required. The student can effectively acquire the skill through verbal, pictorial and/or model prompts OR - Physical assistance can be delivered at arm’s length. 	<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 the skill being taught increases the likelihood of contact with bodily fluids (e.g., toileting, eating, toothbrushing.)</p>	<p>Teaching procedures must be discontinued when:</p> <ul style="list-style-type: none"> - 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) AND - The skill is not part of an essential need (e.g., bathroom use, eating) OR - The skill can be completed by a staff member in lieu of the student. <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

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.
- 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.
- 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 the classroom and accessed only by staff when wearing gloves and face coverings.
- Students will remain at least six 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

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	Instructional use only. Follow the Instructional Bathroom Schedule
Staff Bathrooms	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	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.
- One or two students will be permitted into the bathroom at a time, based on the size of the bathroom. Students of different genders will never be allowed in the bathroom at the same time.
- If a student requires assistance with any part of the bathroom routine, staff may accompany the student into the bathroom.
- When assisting a student in the bathroom, the staff member must wear gloves 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., face shield, 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

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 must be taken in designated locations as directed by the Classroom Supervisor or Head of School.
- Staff must maintain distancing and safety practices during lunch breaks.
- Weather permitting, staff may take lunch breaks 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 co-located school 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 remains open.
- All staff members are required to maintain social distancing guidelines when waiting for the bathroom.

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

Equipment Breaks

Throughout the day, 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.
 - o 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 SICKNESS POLICY

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.
- CDC travel requirements can be found [HERE](#).
- The definition of a close contact is being closer than six feet to another person for more than ten minutes across a 24-hour period.
- All employees working in charter schools are required to be fully vaccinated (minimally having received at least the first dose of the Covid-19 vaccine by Monday, September 27)

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 OR whether they are vaccinated or unvaccinated - 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.
- 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 (see definition above) with the diagnosed individual.
- Adherence to all DOE and DOH Guidelines will be followed – this will include quarantine requirements for close contacts and may include classroom or school closures in certain instances.

Situation	Requirement	Criteria for returning to school	Impact on others/school	Family notification policy
Confirmed diagnosis of Covid-19 (student or classroom staff – vaccinated or unvaccinated)	10 days of isolation from the date of test.	<p>All of the below:</p> <ul style="list-style-type: none"> -10 days home -At least 24 hours fever-free without the use of fever reducing medicine -Overall improvement of Covid-19 related symptoms 	<p>If the diagnosed individual was in school at any point within the prior five days, all staff and students from the classroom pod who are not fully vaccinated must stay home for 10 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 and are not fully vaccinated must stay home for 10 days*.</p> <p>*Exposed individuals may test on day five of isolation and return to school on day seven IF the results are negative and they remain asymptomatic.</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 quarantine 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 quarantine requirements.</p>
Individual (student or staff) experiences one or more Tier 1 Covid-19-like symptom or two or more Tier 2 Covid-19-like symptoms at school or home (see Covid-19 symptom breakdown below)	The individual must get tested, whether or not they are vaccinated. Isolation requirements are dependent upon test results.	<p>If the test is negative, the individual may return as soon as they are 24 hours fever-free without the use of fever reducing medicine.</p> <p>If the test is positive, see above</p>	None unless a diagnosis is confirmed. At that point, see above.	<p>Families of students within the same classroom pod as the individual experiencing criteria-level symptoms or who share a bus with that individual will be notified.</p> <p>Message includes:</p> <ul style="list-style-type: none"> -Date the individual was last at school or on bus. -If the individual was symptomatic at school or on bus.

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 over a 24 hour period and within 48 hours of symptom onset OR the date of testing (i.e., when specimen was collected).</p>	<p>10 days of isolation unless fully vaccinated and asymptomatic.</p> <p>If vaccinated but symptomatic, see above.</p>	<p>Vaccinated individuals are not required to quarantine after exposure unless symptomatic.</p> <p>Individuals who are not fully vaccinated or vaccinated and symptomatic must adhere to all of the below:</p> <ul style="list-style-type: none"> -10 days at home* -If symptoms develop, individual remains home for 10 days from symptom onset, 24 hours fever-free (without the use of fever reducing medicine), and overall improvement of Covid-19 related symptoms. -If a positive Covid-19 test is received, the individual remains home for 10 days from the date of test. <p>*Exposed individuals may test on day five of isolation and return to school on day seven IF the results are negative and they remain asymptomatic.</p>	<p>None unless it is determined through contact tracing that additional exposures to the diagnosed individual have occurred OR if the exposed individual ultimately tests positive.</p>	<p>None unless it is determined through contact tracing that additional exposures to the diagnosed individual have occurred OR if the exposed individual ultimately tests positive.</p>

Any individual who travels internationally	3 days of quarantine with a test on the 4 th day.	See New York State Travel Advisory for information on recommended testing timeline.	None	None
Non-classroom staff (e.g., supervisor, administrator) receives a confirmed diagnosis of Covid-19	10 days of isolation from the date of test.	<p>All of the below:</p> <ul style="list-style-type: none"> -10 days home -At least 24 hours fever-free without the use of fever reducing medicine -Overall improvement of Covid-19 related symptoms 	<p>If the diagnosed individual was in school at any point within the prior five days, any unvaccinated staff and/or students who had contact (within 6 feet for 10 minutes or more across a 24 hour period) will be required to stay home for 10 days*.</p> <p>*Exposed individuals may test on day five of isolation and return to school on day seven IF the results are negative and they remain asymptomatic.</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 quarantine requirements (if any).</p> <p>Message includes: -date the individual was last at school.</p>

Covid-19 Symptom Break Down

Tier 1	Tier 2
<ul style="list-style-type: none"> - Fever of 100 degrees or higher - Excessive or new cough - Shortness of breath or difficulty breathing - Loss of taste or smell 	<ul style="list-style-type: none"> - Fatigue - Muscle and/or body aches - Headache - Nausea - Vomiting - Diarrhea - Sore throat - Congestion or excessive runny nose - Conjunctivitis

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, at the start of 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 (see Symptom Breakdown table) will require the student to remain home and test as per the Situation/Requirement table above.
- 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 a tier 1 symptom (i.e., fever of 100 degrees or higher, excessive or new cough, shortness of breath or difficulty breathing, loss of taste or smell) or excessive runny nose, vomiting, and/or diarrhea, the student's parent/caregiver will be notified immediately and must pick up their child as soon as possible. The school will inform the parent of the corresponding protocol that must be followed based on the symptoms.
- 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 a tier 1 symptom or multiple tier 2 symptoms.
- Experiencing a single tier 1 symptom or multiple tier 2 symptoms will activate the Covid-19 symptomatic protocol, requiring the student to remain home for a minimum of 10 days (see table above) or show negative results on a PCR Covid-19 test before returning to school.

*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 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 vomiting, diarrhea or meet criteria for remaining home as part of the Covid-19 protocols outlined in the table above.

Staff Becomes Sick During the School Day:

- Staff should alert their supervisor if they begin to experience Covid-19-like symptoms (listed above) during the school day and will be directed to return home immediately.

*If a staff member is remaining home due to a mandated quarantine or isolation requirement resulting from a positive test or exposure (only for those not yet fully vaccinated).but is not actively ill, they may be offered remote work (e.g., providing remote instruction, material preparation) if such work is available. Otherwise, they will be required to use their allotted personal days.

*Additional Covid-specific personal days will be granted as needed for this purpose.

SECTION 10: CONTACT TRACING, REPORTING WITH LOCAL AGENCIES, AND SCHOOL CLOSURE

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

- The DOH (or its affiliates) will contact schools when there is an associated case.
- If schools receive word of 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.

NYCACS will comply with all outlined guidance from the DOH and may opt for a more conservative school closure criteria given the size of our student population and their specific profiles (e.g., difficulty tolerating masks).

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

In addition to reporting Covid-19 cases to the DOH Situation Room, the school(s) will also submit a daily Covid-19 report card to NYS Department of Health indicating the number of individuals referred for testing, confirmed cases of Covid-19, and number of tests conducted. Those data are accessible [HERE](#).

A COVID-19 Safety Coordinator (or their designee) will be assigned as the main point of contact after a positive COVID-19 case has been identified, and will be responsible for overseeing all subsequent communication. At NYCACS, Heads of School will serve in this capacity. Coordinators are responsible for answering questions from students, families, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school. Coordinators will also work closely with local health departments and other schools to monitor public health conditions and jointly develop monitoring strategies.

In addition, a designated COVID-19 Safety Coordinator will be appointed whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels. At NYCACS, the Executive Director will serve in this capacity.

A summary of these responsibilities and others are outlined in the table below.

Steps to Be Taken Upon Whole School Closure

Responsibility	Task Details	Timeline	Person Responsible
Contact local health officials	DOHMH at 866-692-3641, Monday through Saturday, 9AM-5PM	Immediately	Head of School
Contact families	Inform families of closure – send message through Remind, email, and call.	Immediately	Head of School with support from Executive Director
Contact staff	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 with support from Executive Director
Contact building partners	Follow DOE process for alerting building partners. East Harlem: Central Park East 2 DREAM Charter School Children’s Aid Society Bronx: PS 463 Urban Scholars Community School PS X188 at X198 (District 75) Montefiore Medical Center School Health Program	Immediately	Head of School
Contact bus companies and transportation paraprofessionals	Contact all bus companies with potential timeframe of closure. Contact transportation paraprofessionals and agencies.	Immediately	East Harlem: Office and Parent Relations Manager Bronx: Operations Manager
Parent needs assessments	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
Initiation of remote instruction	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
Contact and cancel scheduled services	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 Operations Manager

Contact Cleaning servicing	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
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SECTION 11: REMOTE INSTRUCTION IMPLEMENTATION

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 as per directives from a doctor. 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 due to mandated isolation or doctor directives.

- 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](#)).

- **Ongoing Remote Instruction Deemed Medically Necessary:**

To be used when remote instruction is deemed medically necessary by a doctor.

- When remote instruction is deemed necessary, the student's Remote Instruction Plan will be implemented and scheduling determined with parents.
- Remote instruction will consist of both synchronous and asynchronous activities.
- A family who requires such remote instruction can resume in person instruction upon clearance from a medical professional

- This request should be made in writing to the Head of School one month in advance of a student's return.

SECTION 12: TRAINING MATERIALS FOR PROPER HANDWASHING AND PPE USE

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:
 - o In between fingers
 - o Backs of hands
 - o Wrists
 - o 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.
 - o 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 – Handwashing: How and When](#)

SECTION 13: PARENT MEETINGS, OBSERVATIONS, AND VISITORS

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. Determinations about virtual visits will be made on a case-by-case basis.
- Visitors who are allowed admittance into the building will be required to show proof of vaccination (with some exceptions for delivery personnel and others who are not in contact with students and staff) and fill out the NYCACS Health Screener.