



# Notre Dame School of Manhattan

**Notre Dame School of Manhattan**  
COVID-19 Return to Campus Reopening and Operational Plans

**July 26, 2020**

## **Table of Contents**

Welcome Back

### **Reopening of School - In-Person Instruction Protocols**

1. Covid-19 School Team
2. Capacity Considerations
3. Face Coverings
4. COVID-19 Related Notification Requirements
  - Symptom Awareness
  - Stay Home if Sick
  - Feeling Sick on Campus
5. Social Distancing
6. Operational Activity
7. Restart Operations
8. Hygiene Protocols
9. Extracurriculars
10. Vulnerable Populations
  - Students
    - i. Accommodation Requests
  - Faculty/Staff
    - i. Leave and Accommodation Requests
11. Emotional Support Services
12. Transportation
13. Food Services
14. Communication Plans

### **Monitoring Protocols**

15. Health Screening
  - Health Screening and Temperature Monitoring For Faculty and Staff
  - Health Screening and Temperature Monitoring For Students
16. Testing Protocols

### **Containment Protocols**

17. School Health Office
18. Response Plan for COVID-19 Infections on Campus
  - Isolation procedures
  - Parent Notification and Student Pick-up procedures
19. Return to Campus Protocols Following COVID-19 Infection, Symptoms or Exposure
20. Cleaning and Disinfecting Protocols
  - Routine Cleaning
  - Cleaning After a Suspected Positive COVID-19 Case

## 21. Communication Protocols

- Signs and Notices
- Training

### **Closure Procedures**

## **WELCOME BACK**

Notre Dame School takes the health and safety of our community members very seriously. With the spread of COVID-19, we all must remain vigilant in mitigating the outbreak, especially as we begin to return to campus. In order to be safe and maintain operations, we are implementing this COVID-19 Exposure Prevention, Preparedness, and Response Plan (“Plan”) that contains our plans for restarting campus operations including the return of our students, faculty and staff.

Given the fast-developing nature of the COVID-19 outbreak, the School may modify this Plan when necessary to comply with the most recent Center for Disease Control and Prevention (CDC) and State and Local Health Department Guidance, the Occupational Safety and Health Administration (OSHA) as well as New York State NY Forward Guidance for Pre-K to 12 Schools.

Any questions concerning this Plan, please contact a member of the Covid-19 School Team indicated below.

### **REOPENING OF CAMPUS PROTOCOLS:**

#### **1. COVID-19 SCHOOL TEAM**

The School has designated the following faculty and staff as members of the COVID-19 School Team responsible for developing the school’s COVID-19 operational plan and for overseeing the implementation of the school’s COVID-19 safety and response protocols.

Any questions regarding the School’s COVID-19 plans can be directed to any member of the school’s COVID-19 team indicated below.

#### **COVID-19 School Team Members**

Jaelyn Brilliant, Principal

Karina Vargas, Vice Principal

Yazmine Mendoza, Administrative Assistant, Staff Services

Rigobert Chery, Director of Maintenance

Jean Canavan, RN, School Nurse

#### **2. CAPACITY CONSIDERATIONS**

Our plan is for the opening day of school to take place on campus on Wednesday, September 2nd, beginning with orientation for students in grades 10 and 11. Thursday, September 3rd, we will welcome students in grades 9 and 12

for their orientation.

Classes will begin on Tuesday, September 8<sup>th</sup> with a staggered schedule of two grade levels in the building per day. Mondays and Tuesdays will be grades 9 and 11. Wednesdays and Thursdays will be grades 10 and 12.

We will introduce all students to our virtual synchronous and asynchronous learning through Zoom and Google Classroom on Friday, September 11<sup>th</sup>. No students will report to school on Fridays; instead they will engage in remote learning.

For each weekday, there will be individual schedules for students and teachers so that the students will know what classes they have at what time, and whether their classes are in school or via Zoom or Google Classroom.

### **3. FACE COVERINGS**

We have ordered three-layer, navy blue face masks with a pocket for a carbon filter with a ND crest. We have 1,200 of them and 2,500 carbon filters. The ND face masks will be a required part of the uniform for all students. Each student will receive two face masks when they come to school for orientation. Faculty and Staff also will be provided school face masks at no charge.

All community members and visitors must wear face masks while on campus, especially when appropriate social distancing is not possible. Students also must wear face masks these to and from school. Face masks do not have to be worn during meals or when in classrooms during instruction time as long as appropriate social distancing is maintained.

It is recommended that students put their name on the inside of the face mask with indelible ink and carry a brown lunch bag with their name on it so that when they take their face masks off at lunch, they can put them in the brown bag for safekeeping. Face masks should never be shared.

Any community member who cannot meet this requirement, should contact the School Nurse to see if an exception can be granted. Such requests will be handled on a case by case basis.

### **4. COVID-19 RELATED NOTICE REQUIREMENTS**

To reduce the spread of COVID-19, community members who are sick, or were potentially exposed to COVID-19, must stay home and contact our School Nurse before returning to campus.

### **COVID-19 Symptom Awareness**

**Community members should be aware that COVID-19 symptoms may appear 2-14 days after exposure. COVID-19 symptoms include:**

- Cough
- Shortness of breath, difficulty breathing
- Fever or chills
- New loss of taste and/or smell
- Muscle or body aches
- Sore throat
- Fatigue
- Headache
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### **Community Members Must Not Come to School If:**

- **They are experiencing any COVID-19 symptom or test positive for COVID-19**
- **They are awaiting results of a COVID-19 test**
- **A family member has COVID-19**
- **They have come in contact with someone who has, or is suspected of having, COVID-19.**

No student should attempt to come to school if they show any symptoms of any illness. We ask all parents and caregivers to be especially vigilant about this in the coming year. Should a student fall ill at school, she will be allowed to see the nurse. If your daughter needs to go home, please be prepared to pick her up from school and take her home when we call you.

## **5. SOCIAL DISTANCING**

Community Members must always maintain appropriate social distancing (minimum 6 feet separation) when possible while on campus:

- a. Limit physical contact with others as much as possible
- b. Always try to maintain a distance of at least six (6) feet between you and others
- c. Follow standing markers and directional guidelines in hallways to ensure safe distancing
- d. Avoid common areas as much as possible
- e. Elevator use will be limited to 2 individuals at a time

- f. Faculty and staff meetings will be by video or teleconference to the extent possible to reduce the density of gatherings. To the extent videoconferencing or teleconferencing is not preferable or possible, the school will hold meetings in open, well-ventilated spaces and ensure that individuals maintain appropriate social distance.

The school has large, spacious, airy and air conditioned classrooms. We will keep all the classroom desks in the rooms but will mark some seats reserved, spaced in a way that the students will sit with social distance space around them. Classrooms will be populated at half capacity, with space set aside to provide adequate social distancing. This is possible, given that only half the students will be using the building each day, Mondays through Thursdays. Students must respect these boundaries, which will be marked.

We have double staircases on both the east and west sides of the building. Traditionally, we have used only one staircase on each side of the building. Beginning this fall we will use both staircases on each side of the building, which will be labeled up and down staircases. The hallways will be marked to keep the students to the right while walking. All of this is in an effort to keep social distancing when moving about the building. In our larger rooms such as the Dolan Center and the N.D. Commons, there will be social distancing reminders throughout.

We are all now accustomed to seeing plexiglass panels protecting people in various work environments. Plexiglass is not approved for schools because it is combustible. We have chosen to install Lexan panels to use in our school for additional protection. We have approved the third edition of designs for clear Lexan panels for various locations throughout the school. These panels are currently in production. For this, we worked with Duggal Design.

Special signage will remind the students to keep social distance. This year, teachers will move from classroom to classroom to minimize person to person contact. Students will, for the most part, stay in small cohorts throughout the school day, with teachers traveling to them.

The flow of traffic throughout the building will be one directional, with separate staircases for travel up and down.

All shared electronics, writing utensils, and books will be off limits during the Public Health Emergency. Employees and students must bring their own devices and supplies from home. Teachers and students are issued iPads by the school for individual use. Teachers will also be issued laptops. If any school items must be shared, the person

using the shared item much wipe it down with disinfectant wipes both before and after use.

### Student Drop-Off and Pick-Up

The School will notify families of the designated area for student drop-off and pick-up and will limit contact and entry of parents/legal guardians into the building to the extent possible.

### Facility Modification to Enhance Social Distancing

The school will make facility modifications to its classrooms and public spaces in order to best protect the community from the spread of COVID-19. Some changes and expectations are as follows:

- Lockers will not be available for use during the 2020-21 school year. Teachers will strive to teach and assess in a paperless fashion. Necessary books and supplies should be kept with the student at all times or on or beside her assigned desk.
- Students will be assigned a classroom, where they will spend most of their day, only traveling for certain classes.
- Hand sanitizer stations will be available in every classroom and on every hallway.
- Lexan dividers will be installed in certain classrooms and offices.
- Teachers will make sure classrooms are properly ventilated.
- The school will limit gathering in small spaces (e.g., elevators, supply rooms, faculty offices) by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings. However, even with face coverings in use, occupancy will not exceed 50% of the maximum capacity of the space, unless it is designed for use by a single occupant.

## **6. VISITORS/DELIVERIES**

We will not be hosting visitors to our school this first semester. We do not expect to have full school assemblies until Public Health Officials indicate that there is no longer a need for social distancing. The wide variety of college representatives who visit and interview the members of our senior class will do so virtually.

Any visitors that do come onto campus will be limited to essential visitors only during the time of the Public Health Emergency. All visitors will have a temperature check and will sign in for contact tracing capability

Adeline Jean-Pierre, our receptionist in the lobby, will maintain the log of all visitors and delivery personnel. The log will be kept at her desk in the building

lobby entrance.

There will be a designated area for pickups and deliveries, and contact will be limited to the extent possible.

## **7. OPERATIONAL ACTIVITY**

The school is implementing a hybrid schedule for the fall semester to reduce the risk of COVID-19 exposure. These plans are detailed in the attached schedules which show in person and virtual class times.

## **8. RESTART OPERATIONS**

The school building has been thoroughly cleaned in March upon closure and again in July. The building ventilation systems and water systems will be checked before opening.

Additionally, the ventilation system will be checked to determine if it can be modified to increase ventilation rates or the percentage of outdoor air circulating into the system. To the extent possible, the School also will improve air filtration, reduce recirculation, and disable demand-controlled ventilation.

Classroom windows and doors will remain open when safe to do so to increase outside air flow.

## **9. HYGIENE PROTOCOLS**

Community Members will be required to wash hands thoroughly and frequently and follow the CDC recommended precautions to help prevent the spread of COVID-19:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds.
- Avoid using other student's phones, desks, school supplies, etc.

For handwashing, the School's restrooms will be will stocked with soap, running warm water, and disposable paper towels. The school also has placed hand sanitizer stations for use by community members and visitors throughout the building both in

classrooms and in common areas. Signage will be placed near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.

## **10. EXTRACURRICULARS, SPORTS, AND THE EXTENDED DAY ACADEMIC PROGRAM**

The School intends to offer sports and extracurricular activities to the extent it is safely possible to do so. The School will follow the NY DOH guidance for Sports and Recreation During the COVID-19 Public Health Emergency to the extent it offers any sport or recreation programs, including following the recommendations for the proper use of PPE, cleaning and disinfecting considerations, and social distancing requirements.

Fall Sports have been delayed until 9/21/20 pursuant to the CHSAA league, the Catholic High School Athletic Association. Updates on fall sports will be provided to our community as we receive them.

The school plans to continue to offer tutoring at its Extended Day Academic Center. The Catholic High School Athletic Association (CHSAA) will guide our sports program. Clubs and activities will also likely meet via videoconference. Tutoring through our Extended Day Academic Center will have attendance caps and will also be available via videoconference when necessary.

The school will not hold large public gatherings or events during the first semester, at least, of the 2020-21 school year.

To the extent any activity requires a community member to project their voice (e.g., singing, lecturing), playing a wind instrument, or engage in an aerobic activity resulting in heavy breathing (e.g., participating in gym classes), the school will ensure that a distance of 12 feet in all directions is maintained between all of those community members participating in the activity.

## **11. EMOTIONAL SUPPORT SERVICES**

The School will have resources and referral information available to address mental health, behavioral, and emotional needs of students, faculty, and staff to help support community members having difficulty with transitioning back into the school setting, especially given the changed school environment. Any training for faculty and staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency, as well as information on developing coping and resilience skills for students, faculty, and staff will be provided as required.

## 12. VULNERABLE POPULATIONS

### Students:

For students who believe it would be unsafe for them to return to Campus, Notre Dame will work with vulnerable students, families, and the students' physicians individually to determine possible accommodations. Families should reach out to the School Nurse to start the process.

### Faculty/Staff:

Faculty are represented by the Federation of Catholic Teachers (FCT). The School will follow all guidelines and contractual obligations set forth by the FCT as well as all federal, state and local laws regarding leave and accommodation requests.

Teachers with special health-related vulnerabilities should communicate with the school's administrative team and with their union if they need to request an accommodation. Likewise, non-union staff members with health-related vulnerabilities should communicate with the school leadership, who will consult with the Board of Trustees, to evaluate reasonable accommodation requests. All requests for accommodations due to health-related vulnerabilities will be evaluated on a case by case basis in accordance with school policies and applicable law.

Notre Dame teachers will be updated on the details of the school schedule during the last week of July 2020. Faculty will all teach remotely on Fridays and may leave the building whenever their teaching or coverage duties are complete.

## 13. TRANSPORTATION

The great majority of students and staff traditionally travel to school via public transportation. Given the Public Health Emergency, we will be encouraging community members to use alternative means to arrive to school such as walking or riding bicycles.

If public transportation use is required, all community members will be reminded of the importance of safe commuting, maintaining adequate social distance, wearing masks while commuting, and washing hands thoroughly upon arrival to the School.

All community members will be required to face coverings at all times on public transportation and/or busses (e.g., entering, exiting, and seated), and that

individuals should maintain appropriate social distancing, unless they are members of the same household.

#### **14. FOOD SERVICES**

Students will eat lunch in the ND Commons. The tables there will have Lexan partitions so that four girls can sit comfortably and safely at our round tables. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

#### **15. TRAVEL**

New York State has issued a mandatory quarantine policy for people traveling in from other states ([see link](#)). If a community member travels, they should follow CDC and NY state travel guidelines during their trip.

In addition, all community members must notify the COVID-19 School Team of any international or out of state travel plans before returning to campus. Any community member who travels internationally or to an area on the NY State Travel Advisory list (even if the area was added while away), will be required to remain out of school for up to 14 days upon return from travel.

Please adjust your travel plans accordingly.

#### **16. SCHOOL-WIDE COMMUNICATIONS PLANS**

The school intends to communicate regularly and in as timely a way as possible regarding any changes to its educational plan because of the COVID-19 crisis. Email notifications may come from the school's President, Principal, or Vice Principal. In addition, notifications will be posted on the school's website: [www.cheznous.org](http://www.cheznous.org) and via its social media platforms, Facebook, Twitter, and Instagram. Students are required to regularly check their school email accounts. Families are also encouraged to regularly check their email accounts. Families should reach out promptly to the school by email and phone with any updates on the health of their students and their families.

### **MONITORING PROTOCOLS**

#### **17. HEALTH SCREENING**

For all students and teachers/staff who come to school in the morning, there will be a daily temperature check. If an individual presents a temperature of greater than

100.0°F, the individual will not be allowed to enter campus or sent directly to the isolation area prior to being picked up or otherwise sent home.

In addition, faculty and staff will be asked to answer Health Screening questions daily. Students will be asked health screening questions periodically.

The school will use a mobile app (MyMedBot) for employees and students to answer screening questions before departing for school each morning. Our School Nurse will review and document that the screening process was completed daily. The screening questions that will be asked are as follows:

- (a) Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID- 19?
- (b) Have you tested positive for COVID-19 in the past 14 days?
- (c) Have you experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days?
- (d) Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days?

## **18. TESTING PROTOCOLS**

Testing and isolation (including non-attendance) will be required for any member of the school community (students, faculty, or staff) with COVID-19 symptoms.

At the beginning of the school year, teachers will submit student cohort seating charts to the COVID-19 School administrative team and to aid in tracing and monitoring. If there is a COVID-19 positive case at school, the entire cohort, along with other students and faculty members the person with the COVID-19 diagnosis has been in contact with, will be required to study and teach from home for the 14-day period quarantine period (if during that time a community member who has been exposed develops symptoms or tests positive for COVID-19, the return to school protocols following a positive COVID-19 case will be followed). Complete remote learning will be instituted for this cohort and for any other individuals who have been in close contact with the person diagnosed. The community member who is diagnosed with COVID-19 will not be able to return to campus until the return to school protocols are met.

Members of the Notre Dame community who have had contact with someone with COVID-19 inside or outside our School community are required to stay home and

maintain social distance (at least 6 feet) from others until 14 days after their last exposure to a person with COVID-19. Contacts will be advised to check their temperature twice daily and watch for symptoms of COVID-19, and if symptoms develop or the community member tests positive for COVID-19, the return to school protocols following a positive case of COVID-19 will be followed.

## **CONTAINMENT PLANS**

### **19. SCHOOL HEALTH OFFICE**

Our new school nurse is Ms. Jean Canavan, R.N. She will ensure the School Health Office is run in compliance with CDC guidance and that proper PPE is utilized when treating symptomatic community members. In addition, she will ensure proper cleaning and disinfecting occurs in any areas utilized by a symptomatic community member.

She will be a member of the COVID-19 School Team and available to answer any COVID-19 related questions.

### **20. RESPONSE PLAN FOR COVID-19 INFECTIONS ON CAMPUS**

If a community member, visitor or other individual who has been on campus tests positive for COVID-19, the School has prepared a COVID-19 response plan to ensure all health and safety protocols are followed. The School's response plan includes the following actions which will be coordinated by the COVID-19 School Team members:

- Notification of NY State and/or NYC local health department
- Tracking and notification of community members who may have come in close contact with the COVID-19 positive individual
- Enhanced cleaning of areas on campus used by the COVID-19 positive individual in accordance with CDC and NY DOH standards.
- In the event of a confirmed positive COVID-19 case within the School community (student, faculty, staff, or visitor), the School will report the diagnosis to the Department of Health and will close for 2 – 5 days for a thorough cleaning. Only maintenance staff wearing PPE will be present during this time, airing out the building thoroughly before sanitizing it.

The School Nurse and administrative team will serve as contact tracers in any such instance working with the NYC department of Health in accordance with the protocols, training and tools provided through the NY State Contact Tracing Program. This steps also will be followed:

- Reporting to the Department of Health and seeking advice

- Contacting all members of the school community the person has had close contact with, including all members of the assigned class cohort and their families, if the person is a students
- Notifying contacts of their potential exposure and notifying the school community of the situation. Importantly, confidentiality regarding the COVID-19 positive individual will be maintained in accordance with federal, state and local law.
- Recommending and helping to refer contacts for testing
- Preventing stigma by maintaining individual privacy in the contact tracing process
- Connecting student contacts with alternate remote educational services during the self-quarantine period
- Providing work-from-home platforms, or sick leave, to employees who must quarantine

### Isolation, Parent Notification and Student Pick-up Procedures

Any community member who falls ill, with COVID-19 symptoms, during the course of the school day will be isolated in the school's isolation room, near the nurse's office. The cot used by the nurse has disposable, paper linens. The sick person's family member will be contacted and instructed to come to school to pick up the sick person, who will not leave the isolation room until exiting the building.

## **21. RETURN TO SCHOOL PROTOCOLS FOLLOWING COVID-19 INFECTION, SYMPTOMS, OR EXPOSURE**

The following guidelines will be used to determine when a community member can return to school on campus following COVID-19 symptoms, exposure, or positive case. These guidelines comply with current CDC and NY Health Department guidance and may be updated in response to the most recent CDC or NY State Health Department guidance.

In addition to the below Return to School standards, in all COVID-19 related cases, documentation from a health care provider following evaluation will be required before returning to school on campus.

### **A. Community Members who have COVID-19 symptoms**

- i. Community Members who have COVID-19 symptoms but no known exposure to a person with COVID-19

- For community members who are symptomatic for COVID-19 (either indicate on the Daily Health Screening Certification or otherwise notify the School that they are experiencing COVID-19 symptoms), the return to school protocol shall include, at minimum, documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution.
- ii. Community Members who have COVID-19 symptoms following known exposure to a person with COVID-19
  - Community members who develop COVID-19 symptoms following known exposure to a person with COVID-19, must remain off campus until they satisfy the Return to School protocols for someone who has tested positive for COVID-19, even if they receive a negative COVID-19 test result.

**B. Community Members who tested positive or are presumed to have COVID-19**

Community members may return to school when:

- At least 10 days have passed since symptoms first appeared; **and**
- At least 72 hours have passed since last fever without the use of fever-reducing medications **and**
- Symptoms (e.g., cough, shortness of breath) have improved
- Release from isolation

**C. Community Members with laboratory-confirmed COVID-19 (who never experienced symptoms)**

Community members who tested positive for COVID-19 but never experienced symptoms may return to school when:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test; **and**
- They have not developed symptoms since their positive test.

**D. Community Members who have been in close contact with a person who tested positive for COVID-19**

Community members may return to school 14 days from the last date of exposure to a person who is sick with COVID-19 assuming the community member does not develop symptoms or test positive for COVID-19 during

the 14 day period.

**E. Community Members who have traveled internationally or NY State travel restricted area:**

Community members will be asked to remain out of campus for up to 14 days after return.

**22. CLEANING AND DISINFECTING PROTOCOLS**

The School has instituted enhanced practices in accordance with CDC and NY state and NYC guidelines, which includes cleaning and disinfecting of frequently touched surfaces and equipment in common areas. Cleaning and disinfection at the school will be rigorous and ongoing and will occur at least daily, and more frequently as needed. The School will follow the guidelines in the DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" and "Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19."

All school facilities will be thoroughly cleaned every day after students leave the building at 3 pm. EPA recommended cleaning agents shown to be effective against COVID-19 will be used and are in stock. These products include:

- Quat 32, One-Step Germicidal Cleaner and Deodorant: disinfectant, bactericidal, fungicidal, mildewstatic, virucidal
- Bac-Shield, Antimicrobial for Textiles and Surfaces
- Victoria Bay Disinfectant Spray Cleaner: cleaner, disinfectant, virucide, deodorizer, tuberculicidal

In addition to daily cleaning, all faculty and staff will have access to disinfectant wipes and will be required to clean their shared areas and any frequently touched surfaces frequently throughout the day.

In addition to enhanced cleaning protocols, a cleaning log that document the date, time and scope of cleaning will be maintained on site. Rigobert Chery, Director of Maintenance, will maintain the cleaning logs and be responsible for ensuring cleaning and disinfecting products, as well as hand sanitizer is available at all times and that a sufficient supply is maintained at school for refill needs.

**Routine environmental cleaning and disinfection:**

- Community members should frequently clean and disinfect their work areas. The School will provide cleaning supplies for this purpose.
- All frequently touched surfaces in the office such as, telephones, handrails, and doorknobs will be routinely cleaned and disinfected by cleaning staff.
- Common areas and break/lunchroom areas will be routinely cleaned and disinfected by the cleaning staff.
- Any trash collected at the office will be emptied frequently.
- The School has new, approved cleaning supplies in house and set up, ready to use. There are Purell hand sanitizers located throughout the building.

**Perform enhanced cleaning and disinfection after suspected/confirmed COVID-19 on Campus:**

If a community member or visitor is suspected or confirmed to have COVID-19, we will engage in a deep cleaning of appropriate areas on campus in accordance with the most recent CDC and NY DOH cleaning guidelines.

If it has been less than 7 days since the COVID-19 positive person was on campus, we will close off any areas that were used for prolonged periods by that individual. In addition, the School will report the diagnosis to the Department of Health and potentially will close the entire campus for 2 – 5 days for a thorough cleaning if such closure is recommended by the NYC DOH.

- Only maintenance staff wearing PPE will be present during the closure time.
- We will wait 24 hours before cleaning and disinfecting to minimize potential exposure of our maintenance staff due to respiratory droplets. If waiting 24 hours is not feasible, we will wait as long as possible.
- During this waiting period, we will open outside doors and windows to increase air circulation in these areas.

If it has been 7 days or more since the COVID-19 positive person was on campus, we will continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

## **23. COMMUNICATIONS AND TRAINING PROTOCOLS**

**Signs and Notices:**

- Community members are required to follow all posted signage throughout the campus including occupancy limit signs and areas marked off by tape to maintain social distancing.
- The signage will include reminders to faculty, staff and students to:
  - Stay home if they feel sick.

- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of, or exposure to, COVID-19, and how they should do so.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

**Training:**

The School will train all students, faculty, and staff on proper hand and respiratory hygiene, and will provide parents and/or legal guardians information on ways to reinforce these protocols at home.

**CLOSURE PROCEDURES**

It is also important to note that should the virus numbers in NYC increase to a higher risk number, we are prepared to switch to all-remote learning. Our priority is always to keep all members of our community safe, while also providing a complete and engaging education throughout the school year.

The school will notify all members of its community by email and social media postings of any need to close and next steps in resuming education for its students.