

MOUNT SINAI ELEMENTARY SCHOOL

REOPENING PLAN (Preliminary)

2020-2021

Based on New York State DOH Guidance-As of August 13, 2020

I. People

A. Social Distancing and Face Covering

✓ Social Distancing

During In-Person Instruction the following mandatory guidelines will be followed:

- Kindergarten classrooms have been arranged to allow for 18-20 Kindergarten students a week which would allow Kindergarten students to return for In-Person instruction four days per week. Class size and room size would allow appropriate social distancing.
- All Grades 1-4 classrooms in Mount Sinai Elementary have been rearranged to ensure that desks are facing the same direction and desks have been reduced to 12-15 desks in a room in order to maintain the mandatory amount of social distancing while allowing students to attend school for In-Person instruction four days per week.
- Each Kindergarten through Grade 4 classroom will be treated as an isolated “cohort” that remains together throughout the school day and has limited interactions, if any, with other cohorts.
- A school aide will be stationed in the hallways and near bathrooms, to maintain social distancing with students traversing hallways and ensure that bathrooms are used in a limited capacity.
- Hallways will be designated with arrows as “one way hallways” in order to reduce traffic flow.
- Separate entrances will be used for each grade level (K-4) to ensure students are socially distanced while entering the building.
- Students who arrive early for school will be seated in the hallway, six feet apart, while waiting for school to begin and monitored by a school aide.
- Physical education classes will be held outdoors, when possible, with students spaced 12 feet apart. If physical education must be held indoors students will still be spaced 12 feet apart.

<p>✓ Face Coverings</p>	<ul style="list-style-type: none">• All students, faculty and staff at Mount Sinai Elementary will wear a mask when social distancing is not possible. Masks will be encouraged at all times and mandated when within six feet of another person.• Any students who requires a “face covering break” will be able to take a supervised break in a room without other students present. Cohorts will be encouraged to take breaks throughout the day (outside when weather permits). Students who exhibit difficulty in maintaining face coverings for an extended period of time may have built-in breaks throughout the day scheduled.• All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance; and for this reason, individuals – including students – must wear face coverings in common areas, such as entrances/exits, lobbies, and when traveling around the school.• Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering.• Mount Sinai Elementary will provide assistance, through one of the district’s social workers, to students who have difficulty adjusting to face coverings for anxiety-related or social reasons.• Mount Sinai Elementary School will provide guidance to faculty (via the district medical staff) and students (via the classroom teachers in conjunction with the school nurse) in the proper use of PPE.
<p>✓ Social Distancing for Certain Activities</p>	<p>Mount Sinai Elementary School will ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities that require projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in gym classes). This will be accomplished by:</p> <ul style="list-style-type: none">• The cancellation of the schoolwide chorus program for 2020/2021.• Physical Education classes being held outdoors when weather permits and, on days when it does not, spreading out classes in the gymnasium in an appropriate manner.• Reducing the number of students able to practice wind instruments to groups that could adhere to 12 feet of social distance.

✓ **Space Configurations**

Mount Sinai Elementary School will modify or reconfigure spaces and areas and restrict the use of classrooms and other places where students, faculty, and staff gather (e.g., lockers, cubbies, entryways, hallways, staff room), so that individuals can be socially distanced (e.g., side-to-side and when facing one another), and are not sharing workstations, desks, tables, or other shared surfaces without cleaning and disinfection between use by:

- Replacing all classroom “tables” with individual desks.
- Maximizing classroom space by eliminating “teacher desks” if necessary.
- Spreading desks out, six feet apart, to accommodate 12-15 students per classroom.
- Designating an additional “staff room” with room for teachers to spread out and stay more than six feet apart while using workstations during “lunch” or “Preparation Period” time.
- The main office has been physically reconfigured to ensure that all secretarial staff and administrators are more than six feet apart at all times.

Mount Sinai Elementary school will put in place tape or signs with arrows in hallways, or spaces throughout the school, and post signage and distance markers denoting spaces of six feet in all commonly used areas by:

- Using duct tape on floors to designate “one way” arrows in hallways
- Designating “seats” on cafeteria tables with duct tape to indicate appropriately socially distanced seats for students during lunchtime.
- Marking designated spots to “line up” for students in outdoor areas.

Mount Sinai Elementary will be closed to members of the general public. Any use of a school facility or grounds by the general public will be subject to the same guidelines required during all other school operations.

✓ **Schedules**

- Mount Sinai Elementary School will move to a hybrid learning plan where students Grades K-4 will receive four days of In-Person instruction per week. Grades K-4 Students will receive Remote Learning one day per week.’

Sample Schedule K-4 Hybrid

Monday	Tuesday	Wednesday	Thursday	Friday
K-4	K-4	K-4	K-4	K-4
In-Person	In-Person	Remote	In-Person	In-Person

	<ul style="list-style-type: none"> • Arrivals and Dismissals will be conducted to facilitate proper social distancing.
✓ Signage	<ul style="list-style-type: none"> • Mount Sinai Elementary School will post signs throughout the school and will share similar messages with the school community via SchoolMessenger, the school’s website and Facebook that are consistent with DOH COVID-19 signage regarding public health protections against COVID-19. • Mount Sinai will also develop age appropriate signage with consistent messaging to post throughout the school community.
B. Gatherings	
✓ Meals	<ul style="list-style-type: none"> • Mount Sinai Elementary will keep students socially distanced in the cafeteria via designated spots in the cafeteria. If not feasible on a given day, meals will be served in classrooms. • Proper cleaning and disinfecting will occur between lunch periods. • Mount Sinai Elementary will prohibit sharing of food and/or beverages with the exception of members of the same household. • Students will be socially distanced during lunch periods by designated spots marked with an “X”.
✓ Small Spaces	<p>Mount Sinai Elementary will limit capacity in supply rooms and single occupancy offices (such as principal or assistant principal) to one person unless all parties are wearing acceptable face coverings or are members of the same household.</p>
✓ Faculty and Staff Meetings	<p>Mount Sinai Elementary will hold all faculty, staff and/or grade level meetings either virtually or in the cafeteria with reduced group size and increased ventilation.</p>

<p>✓ Ventilation</p>	<p>Mount Sinai Elementary will open doors and/or windows whenever possible (weather permitting).</p>
<p>✓ Common Areas</p>	<ul style="list-style-type: none"> ● Mount Sinai Elementary will make hand sanitizer and disinfecting wipes available near vending machines and coffee machines that are used communally. ● All cleaning and disinfecting supplies will be kept out of reach of younger students. ● Mount Sinai Elementary will place “Occupied” signs outside of faculty bathrooms to ensure that bathrooms are used at minimum (or single) occupancy at all times. ● Mount Sinai Elementary will place an aide as a monitor outside of student bathrooms to ensure that students maintain social distancing when using restrooms and reinforcing proper handwashing protocols with students upon entry and exit of restrooms.
<p>C. Operational Activity</p>	
<p>✓ Cohorts</p>	<ul style="list-style-type: none"> ● Mount Sinai Elementary School classrooms will constitute separate cohorts of 12-20 students. ● Mount Sinai Elementary will prevent intermingling across cohorts, to the greatest extent possible by limiting movement of the cohort throughout the day. The only movement of the cohort will be to lunch and potentially physical education. ● Faculty may travel in and out of the classroom for art and/or music instruction and will wash hands and/or use provided hand sanitizer upon entry and exit of the classroom.

<p>✓ In-Person Instruction</p>	<p>The goal of the district is to return all students to in-person instruction on a consistent basis.</p> <p>However, due to the nature of COVID-19, the risk of community transmission and the need to follow mandatory guidelines for reopening the buildings need to prepare for a hybrid model of instruction.</p> <p>Mount Sinai Elementary is prepared for a combination of in- person instruction and remote learning to facilitate a hybrid model of four days of In-Person instruction combined with one day of Remote Learning.</p> <p>Mount Sinai Elementary will use asynchronous video instruction in lieu of in-person gatherings (e.g., classes, office hours) for one day per week (and potentially more if school closures occur), per CDC guidance “Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19).</p>
<p>D. Movement and Commerce</p>	
<p>✓ Student Drop-Off and Pick-Up</p>	<p>Mount Sinai Elementary will designate spots in the lobby for parents to stand (socially distant) while picking up students and will restrict access to the building for parents to only essential purposes (such as CSE meetings or picking up a student being sent home for COVID-related reasons).</p> <p>Arrivals and Dismissals will be conducted in a manner which facilitates proper social distancing.</p>
<p>✓ Deliveries</p>	<p>Mount Sinai Elementary will have deliveries dropped off at the back of the cafeteria to custodial staff to minimize entry to the building and avoid unnecessary interaction with students and/or staff.</p>
<p>✓ Faculty/Staff Entrances and Exits</p>	<p>Mount Sinai Elementary will designate separate entry (main entrance) and exit (district exit) doors for faculty and/or staff to avoid bidirectional flow of traffic.</p>

<p>✓ Shared Objects</p>	<p>Mount Sinai Elementary will prohibit sharing of materials such as dry erase boards on a daily basis by designating boards for use by certain students. Similar protocols will be set for pencils, markers, pens and other materials that have traditionally been shared but will now be designated for individual use. If items must be shared they must be shared after days of not being used and possible disinfection when appropriate.</p>
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<p>II. Places</p> <p>A. Personal Protective Equipment</p>	
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<p>✓ PPE</p>	<ul style="list-style-type: none"> • Mount Sinai Elementary faculty may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the faculty or staff member. • For nurses and faculty in close contact with students, N-95 respirators or other PPE used under existing industry standards will continue to be used, in accordance with OSHA guidelines. • In addition to the necessary PPE as required for certain workplace activities, Mount Sinai Elementary will procure acceptable face coverings and provide such coverings to the faculty and staff (as well as keep an adequate supply of backup face coverings and other PPE) who directly interact with students or members of the public while at work at no cost to the faculty or staff member, pursuant to Executive Order 202.16, as amended and extended. • Mount Sinai Elementary will advise faculty, staff, and visitors that they are required to wear face coverings in common areas or situations where social distancing may be difficult to maintain, such as walking in hallways, and traveling around school buildings. . Nurses and aides who work in the nurse’s office will be required to wear N-95 respirators and appropriate PPE.
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<p>B. Hygiene, Cleaning and Disinfection</p>	
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<p>✓ Hygiene</p>	<ul style="list-style-type: none"> • Mount Sinai Elementary will maintain logs in all offices, restrooms, and classrooms indicating the date, time and scope of cleaning. Offices, common spaces and classrooms will be cleaned daily (with more frequent cleaning done when necessary) while restrooms will be cleaned multiple times throughout the day. • In a hybrid model, classrooms will be thoroughly disinfected between each cohort’s usages. • The school nurse has purchased “hand washing kits” for the school to deliver lessons about proper handwashing
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	<p>routines. Faculty and staff will be trained in delivering the lessons and information will be distributed to parents as well.</p> <ul style="list-style-type: none"> ● Hand sanitizer has been purchased by the school district and will be available in common areas as well as classrooms. ● Monitors will be present outside of the restroom to ensure proper hand sanitizer usage by the students. ● Signage on proper hand sanitizer usage, and when it is more appropriate for hand washing, will be placed outside of restrooms near hand sanitizers. ● Receptacles are placed around the school with “no touch” cans.
<p>✓ Cleaning and Disinfection</p>	<ul style="list-style-type: none"> ● Custodial staff is responsible for the cleaning of all rooms and common areas, however cleaning supplies have been purchased and distributed to individual teachers. ● All water fountains will be taped off and closed with the exception of the one water bottle filling station located near the gymnasium. ● If cafeteria tables are able to be used, they will be cleaned after each cohort’s use. ● Desks and classrooms will be cleaned nightly after each cohort’s use. ● Specific sinks and urinals will be closed from usage in order to maintain 6 feet of distance between students. ● Bathroom monitors will be placed outside of the restrooms to ensure social distancing is maintained and restroom occupancy maintains below two students.
<p>✓ Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case</p>	<p>If and when an individual is confirmed, or suspected, to have COVID-19, the following will occur at Mount Sinai Elementary :</p> <ul style="list-style-type: none"> ● The area, or areas, that were in use by the individual will be closed off immediately. ● The local health department will be consulted to determine if school closure, or simply closure of affected areas, is necessary. ● All doors and windows in affected areas will be opened to increase circulation. ● The areas will be cleaned and disinfected after 24 hours (or as long as possible to wait).
<p>C. Coordination and Phased Reopening</p>	
<p>✓ Coordinator</p>	<ul style="list-style-type: none"> ● The principal, Rob Catlin, will serve as the elementary school’s COVID-19 coordinator.
<p>D. Communications Plan</p>	
<p>Communication of Plan</p>	<ul style="list-style-type: none"> ● A building committee was formed that included: <ul style="list-style-type: none"> ○ 3 teachers ○ School nurse ○ School social worker ○ Head custodian

	<ul style="list-style-type: none"> ○ CSEA representative ○ Principal ○ Assistant Principal ● The committee met on 6/17 as well as 7/24 to review building reopening plans. ● The committee's input was discussed and included in the Administrative Reopening Meetings and the larger district-wide Reopening Committee meetings ● The committee will continue to meet throughout the summer and during the school year. ● The district distributed a survey to parents to assess parent priorities and decisions regarding the 2020/2021 school year. The survey was posted on the district's website for community access. ● Once the plan has been finalized it will be distributed via the district's website and the elementary school's Facebook page. Parents will also be notified by phone via SchoolMessenger. ● Videos will be made showing the changes to the building and shared with parents and students via the elementary school's website. ● Signs will be posted to remind students and parents of COVID-19 protocols. ● The elementary school principal, Rob Catlin, will serve as the COVID-19 coordinator.
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III. Processes

A. Screening and Testing

<p>✓ Health Screening and Temperature Checks</p>	<ul style="list-style-type: none"> ● All students will be provided with laminated cards for parents to fill out at home on a daily basis. These cards will indicate responses to the health questionnaire. If the student's temperature was taken at home this will allow them to bypass temperature screening upon arrival at the building. ● If a student has a temperature above 100.0 they should remain home. ● If a student does not have an updated screening card they will have their temperature taken upon arrival. ● If a student presents a temperature above 100.0 they will be sent directly to a separate entrance and area (the hallway near that entrance has been converted to a room) to wait to be picked up. They will be supervised in a socially distanced manner by a staff member until pickup. ● Staff and faculty, as well as visitors, will fill out a daily questionnaire upon entry and will either self-report their temperature and answer the questionnaire or will have the opportunity to take their own temperature upon entry.
<p>✓ Positive Screen Protocols</p>	<ul style="list-style-type: none"> ● Students who screen positive for COVID-19 will be immediately escorted to the designated COVID-19 waiting area. ● Parents or guardians will be provided with information in regards to healthcare and testing upon pickup. ● The local health department will be consulted about the requirements for determining when individuals who screened positive for COVID-19 can return to the in-person learning environment. <p>The elementary school principal, Rob Catlin, will serve as the central point of contact for all COVID-19 information.</p>

<p>✓ In-Person Screening</p>	<ul style="list-style-type: none"> ● All staff members who perform in-person screenings will be provided with: <ul style="list-style-type: none"> ○ N95 Respirators ○ Gloves ● Staff members conducting screenings will also be trained by district medical staff in appropriate protocols and who are familiar with CDC, DOH and OSHA protocols.
<p>B. School Health Offices</p>	
	<ul style="list-style-type: none"> ● Students who develop COVID-19 symptoms during the day will be sent to wait in the designated COVID-19 room while supervised from a distance by a staff member. ● Staff members who care for suspected or confirmed individuals will be equipped with: <ul style="list-style-type: none"> ○ N95 respirator ○ Eye protection
<p>C. Tracing and Tracking</p>	
<p>✓ Metrics</p>	<ul style="list-style-type: none"> ● The Mount Sinai School District will follow the metrics provided by New York State Department of Health and the Suffolk County Department of Health to monitor the level of COVID-19 transmission in the surrounding area. ● When COVID-19 cases are discovered at the Elementary school the local health department will be consulted regarding closures. ● When possible school will remain open and classes and/or other areas will be closed prior to a schoolwide closure.
<p>✓ Notification</p>	<ul style="list-style-type: none"> ● The school nurse or building administration will contact the local health department when a positive diagnostic test is reported by an individual in school facilities or on school grounds (student, parent, faculty, staff, and visitor). Appropriate follow-up actions will be taken.
<p>✓ Tracing Support</p> <ul style="list-style-type: none"> ○ 	<ul style="list-style-type: none"> ● School officials will support the local health department with any tracing information needed while also maintaining confidentiality of the individual who has tested positive.
<p>✓ Quarantine, Isolation, and Return to School</p>	<ul style="list-style-type: none"> ● The District will consult with the state and local health departments regarding monitoring and movement restrictions of COVID-19 infected or exposed persons, including isolation or quarantine. ● School administration will notify all parties who have come in contact with a person with COVID-19 while also maintaining confidentiality. ● The District will refer to the DOH “<i>Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infections of Exposure</i>” for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or following close contact with a person with COVID-19

