

Longview School Fall Reopening Plan

Health and Safety

Designated Staff Person

The Longview School director will serve as the Designated Staff Person who will be the point person for all issues related to the school and COVID-19. As such, they will be responsible for engaging with students, parents, faculty, and staff to answer questions or concerns about health and safety requirements regarding COVID-19 concerns. The DSP will assign other staff to play a support role for COVID-19 related work, but the DSP will ultimately be responsible for the safe operation of the school in accordance with this reopening plan.

Communication

The school utilizes an email listserve communication system with lists for parents, students, and staff. This is our primary modality of communication with parents. For those parents who notify us that they prefer a different form of communication, we offer phone calls or texts as viable alternatives. The school reopening plan will be accessible through the main page of the Longview School website.

During the summer, Longview will provide our reopening plan to parents, students, and staff. Feedback will be welcomed. The school will also send out questionnaires in order to determine the likely type of participation in our Hybrid Model (see below) that families will be pursuing in September, as well as soliciting input about the concerns people would most like to see addressed.

Before the start of school in the fall, Longview will send out information about the cancellation procedure so that all families know how to access necessary information.

Daily Questionnaire

All parents will have to complete a daily questionnaire about their child(ren) and submit this either prior to entrance to the school building or at a station set up at one of the two entrances. All staff will have to complete a similar questionnaire, as will any other people entering the building. The questions will include the following:

- Have you (or the child the form is being completed for) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19?
- Have you (or the child the form is being completed for) tested positive through a diagnostic test for COVID-19 in the past 14 days?
- Have you (or the child the form is being completed for) experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days?
- Have you (or the child the form is being completed for) 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?

If any of the answers to these questions are affirmative, then the person should not come to school. If they are already at school and need to await pickup, we will follow the procedure outlined below in the section entitled Management of Ill Persons.

In addition, the staff members doing the screening will make a visual inspection of the person for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. If any of these signs of illness are present, the DSP will be notified and they will make a determination about whether the person should be admitted to the building or sent home.

The questionnaire will be completed digitally by smartphone or computer. Paper screening materials will be available as a backup.

Daily Temperature Screening

Upon arrival at the school at a station set up at one of the two entrances, any person who intends to enter the building must have their temperature taken (even if this information has been parentally reported prior to the student's arrival). Longview will be preferentially utilizing non-touch digital thermometers. Any reading of greater than 100.0°F will result in the person either not being admitted into the building, or if the person needs to await pickup, we will follow the procedure outlined below in the section entitled Management of Ill Persons.

Questionnaire/Temperature Screening Procedure

The staff members conducting the questionnaires/screenings will perform hand hygiene, wear disposable gloves, and wear a mask (and preferably a facemask as well). Non-contact thermometers will be wiped with an alcohol wipe or the like between each student.

Record Keeping

The school will maintain a record that confirms which individuals were screened and the pass/fail result of the screening.

Promoting Healthy Hygiene Practices

Signage

The school will place signs in highly visible areas throughout the school reminding the community of the following messages:

- Stay home if they feel sick;
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others;
- Adhere to social distancing instructions;
- Report symptoms of, or exposure to, COVID-19;
- Follow hand hygiene, and cleaning and disinfection guidelines;
- Do not touch their face;
- Follow respiratory hygiene and cough etiquette.

Training

Training will be provided to both staff and students. Staff will be trained during August Staff Conference Days. Students will be trained during the first 2 days of school, and these lessons will be reinforced regularly. Staff training will cover healthy hygiene practices, coping and resilience skills, and all of the school's new procedures as outlined in this plan. Student training will cover healthy hygiene practices and the new practices relevant to their age group. In addition, parents will be trained in the school's new procedures, both through email and meetings, some of which may take place over Zoom.

Hand Hygiene

The school will promote the use of good hand hygiene. There will be a prioritization of the use of traditional hand washing with soap and warm water (lathering for a minimum of 20 seconds) with ample locations provided throughout the school. Alternatively, dispensers (preferentially touch-free) with alcohol-based hand sanitizers (60% alcohol or greater) will be placed throughout the school. Time will be set aside for more frequent hand-washing.

Respiratory Hygiene

Training will include the proper processes and procedures for ensuring respiratory hygiene. Messaging will include the information that the COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes, and as a result, it is important that students and staff cover their mouths or noses with a tissue when coughing or sneezing, and dispose of the tissue appropriately. A supply of tissues and trash cans will be available throughout the school. When no tissue is available, the use of the inside of the elbow (or shirtsleeve) to cover the mouth or nose will be required, as will performing hand hygiene after sneezing, coughing, and handling dirty tissues or other soiled material.

Social Distancing

Social distancing will be reinforced by a number of policies and procedures, and with messaging.

- Floor signs will be placed throughout the school reminding the students and staff about proper 6' social distancing.
- The small school (30-40 total students in an almost 10,000 square foot building) will be divided into 2 cohort groups, K-5 and 6-12. Students will only mix with students outside of their cohort group preferentially outside but when necessary, indoors with proper social distancing.
- The two cohort groups will use separate entrances and exits, and separate bathrooms.
- Drop-off will be done by parents outside of the building.
- Desks and group tables will use plexiglass shields to create extra barrier protection, but still preferentially maintaining social distancing.
- Students will be given more inclusive materials lists so that they will be expected to have more of the materials individually rather than drawing from a communal supply for items such as pens, paper, books, etc.
- After-school activities will be extremely limited, in order to limit interaction outside cohort groups and to eliminate events where social distancing would not be feasible.
- Visitors to the building will be limited and preferentially scheduled during hours students are not in the school.
- There are times when social distancing will be unable to be maintained. For example, aides working with their particular 1:1 students will not maintain social distancing. An aide and their 1:1 student is an example of a sub-cohort group.

Medically Vulnerable/High-Risk Groups

Teachers who are immuno-compromised or 65 years of age or older will be expected to fulfill their responsibilities through distance learning. Students who are immuno-compromised will be able to participate in our hybrid program, participating in the same classes as in-person students but doing so from home using Zoom.

Hybrid Program

Longview School recognizes that some parents will not be willing to send their children to in-building schooling at the commencement of the school year. In order to accommodate this contingency, Longview

will be offering a hybrid educational model both to students who are in medically vulnerable/high-risk groups and to other students (at the discretion of the family).

Hybrid model:

- a. In-class instruction for those students in the school building.
- b. Zoom, online, livestream classes for students learning from home.
 - i. These classes will follow the typical school schedule, and will combine in-person students with those on Zoom. Since they will be livestreamed, they will maintain the highest level of engagement for students utilizing distance learning.

Access: All students in our community have access to Chromebooks provided by the school. Our surveying of the families has shown that all students have access to internet service at home. This combination will allow for full accessibility to all students in our community.

Mental Health, Behavioral, and Emotional Support Services

The school will maintain its mentorship program to provide psychological support for students. Mentor groups will be re-arranged so that each mentor has students within cohort groups. Mentors will continue to meet individually with each of their mentees for at least 20 minutes every other week, but additionally as needed. Time is built into the schedule for these meetings.

Personal Protective Equipment (PPE)

The school will maintain a supply of the following PPE:

- face masks (disposable surgical masks);
- respirators (N95) masks;
- face shields;
- gloves.

Use of Face Coverings

In general, students and staff will be required to wear face coverings in the school building and on school grounds. These face coverings may include cloth masks, transparent masks, and face shields. In order to take into account Social/Emotional Learning and to allow “mask breaks,” there will be times face coverings will be optional as follows:

- During classes/instruction when social distancing is able to be followed;
- During classes/instruction when plexiglass shields are able to be effectively utilized;
- During meals;
- During outdoor play/activities or indoor PE activities within one’s cohort group.

Students and staff will be trained on the proper use and cleaning of face coverings.

Students and staff who are unable to medically tolerate a mask and bring in a signed note from a medical professional to that effect, will only use face coverings in accordance with the doctor’s specifications.

Management of Ill Persons

Students and staff with symptoms of illness will be sent to the DSP who will meet with the person in the Dedicated Isolation Area [DIA] to evaluate if there are symptoms of COVID-19 that are not explained by a chronic health condition or another condition that the school has already received notification of with documentation from a medical professional. If there are, the DSP will arrange for the person to be picked

up (students) or to leave school (staff). Students would be escorted from the DIA area to the parent/guardian who would be instructed to call a healthcare provider.

The DIA will be monitored by a supervising adult when there is a student there. Hygiene supplies and PPE will be kept available in the room. After use, the room will be disinfected and then re-opened for use.

Return to School after Illness

The school will follow the CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19 as described below.

If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19, they can return to school:

- Once there is no fever, without the use of fever-reducing medicines, and they have felt well for 24 hours; and
- If they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.

OR

- Once there is no fever, without the use of fever-reducing medicines, and they have felt well for 24 hours; and
- If they have quarantined for 14 days.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever-reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

OR

- The person has two negative COVID-19 test results from at least two consecutive respiratory specimens collected more than 24 hours apart.

COVID-19 Testing

The school will not provide COVID-19 testing.

The following are two local locations where students and staff are able to get testing:

CareMount Medical

Medical group

185 NY-312, Brewster, NY 10509

(845) 278-7000

Appointment required

AFC Urgent Care Danbury West

Urgent care center

100 Mill Plain Rd, Danbury, CT 06811

(203) 826-2600

Appointment not required

Contact Tracing

The school will cooperate with state and local health department contact tracing. In order to support this, the school will:

- keep accurate attendance records of students and staff members;
- ensure student schedules are up to date;
- keep a log of any visitors; and
- assist local health departments in tracing all contacts of the individual at school.

School Closures and Quarantining

If there is a student/staff member or household member of a student/staff member in the school who tests positive for Covid-19, the school will immediately coordinate with the local health department and follow their instructions which will supersede the below policies.

When a student/staff member tests positive for COVID-19, the school will be closed for the remainder of that school day (if applicable) and the following day (minimum--1 full day though a weekend day would be sufficient), so that staff can clean the building. School will then resume.

Students and staff who have had direct, prolonged contact with someone known to have COVID-19 (not simply exhibiting symptoms) will be required to leave school and not return to the building until they have completed 14 days of quarantine without developing Covid-19. If this would require too many members of a cohort group to leave school or if it would require too many staff to leave school that would make school teaching and supervision too limited (at the determination of the DSP in collaboration with the teachers), that cohort may be directed to temporarily switch to online instruction.

“When a member of the student/staff’s household tests positive for COVID-19 or has a positive diagnosis of COVID-19 from a licensed healthcare provider, any students/staff living in or visiting that household (with direct, prolonged contact) will not be able to attend school until they have completed 14 days of quarantine without developing Covid-19 after they no longer have direct, prolonged contact with that household member or after that household member meets the requirements under “Return to School after Illness: If a person is diagnosed with COVID-19” (see above).”

Students and staff who are required to leave school but are healthy enough to do work will be required to participate in online instruction (whether as the student or the teacher).

Schedule Changes

Due to the need for staff to have extra time to clean the building, the typical afterschool program will be discontinued until further notice. If there is a need for a few students to stay after school hours, these

students will preferentially be outside, and secondarily, be in spaces that involve no contact outside their cohort group without social distancing being maintained.

Field Trips

The school will significantly limit field trips. When these are taken, there will be a focus on doing so within cohort groups. In addition, trips will preferentially be outdoor education trips which involve little contact with people who are not a part of the school.

Cleaning and Disinfecting

The school will follow CDC guidance for cleaning and disinfecting.

End-of-Day Cleaning

At the end of each day, the school will be cleaned with a 2-pronged approach.

First, the school will be utilizing EPA-approved HOCL sanitizer, produced by a GenEon system. (HOCl is on the EPA approved product list, and is specifically on the EPA's list of ingredients that may be acquired by manufacturers in response to COVID-19. The entire school and any used outdoor furniture/play equipment will be fogged at the end of each day, using a fogging machine filled with hypochlorous acid sanitizer.

Second, surfaces will be cleaned utilizing spray bottles containing an EPA approved (N-list) disinfectant.

These surfaces include

- Tables
- Doorknobs
- Light switches
- Countertops
- Handles
- Desks
- Phones
- Keyboards and tablets
- Toilets and restrooms
- Faucets and sinks.

During the School Day Cleaning

Similar to End-of-Day Cleaning, the school will also use a 2-pronged approach.

First, heavy use and less ventilated areas will be fogged at least 1 time during the school day. These include but are not limited to bathrooms and classrooms.

Second, high-touch surfaces will be cleaned with spray bottles at least 1 time during the school day.

These surfaces include

- Student tables
- Computer room keyboards and mice
- Doorknobs
- Student Desks
- Bathroom faucets and sinks.

Cleaning Schedule

The school will maintain an online cleaning schedule so that staff is easily able to report cleaning as it is completed.

Safety Drills

Safety drills will continue to be held in accordance with NY State guidelines. In order to support social distancing, the meeting area for these drills will be separate for each cohort group.

Transportation

The school does not provide transportation for students. Students are generally transported either by their parents or by local school districts. In the latter case, students will be required to follow the protocol established by each of these districts.

Food Services

The school does not provide food services. Students will continue to bring their own food or will be able to utilize a coordinated take-out system that limits outside contact with non-community members. Students will eat with their cohort groups with proper social distancing or the use of plexiglass barriers.

Facilities

General Health and Safety

The school building will continue to meet all aspects of building code as it applies to schools. This includes meeting all requirements of fire code.

COVID-19 Specific Facility Issues

Ventilation

The school has been evaluated for ventilation by an HVAC professional. Changes have been made to the ventilation system to ensure that there are appropriate ventilation and filtration. A UVC light, state-of-the-art filtration system (AirScrubber Model 9960052) is being installed and will be fully operational that ensures as the air is ventilated through the school HVAC system, it is being filtered through UVC lights to kill COVID-19. The existing air filters will be upgraded to MERV 13 efficiency. Natural ventilation is also being encouraged through the use of windows that open and doors (especially bathroom doors) that will be propped open.

Classrooms

Classrooms will be arranged to maintain social distancing between desks. Plexiglass barriers will be available for student desks, teacher desks, and for other areas where an additional barrier is prudent.

Check-in

Daily check-in will be done in two separate locations, one for each cohort group. Middle and high school will do so at the main entrance, and elementary school will do so at the upstairs entrance.