

Lyceum Kennedy

French American School

Health and Safety Plan for Reopening

August 7, 2020

HEALTH AND SAFETY PLAN FOR REOPENING

Goal:

- ✓ **Safety First** – Providing a safe and healthy learning environment for our community is our top priority. Lyceum Kennedy Reopening Plan not only meets Centers for Disease Control (CDC) and New York State (NYS) guidelines but exceeds them in most cases. Lyceum Kennedy (the School) will follow CDC and health department protocols to send infected or exposed individuals home as well as (when required) close, clean and disinfect the school. The School determines if a class or the entire school must quarantine. Parents will be contacted immediately and provided updated information regarding the quarantine. NYS governor will guide the decision regarding school closure due to an COVID-19 resurgence and the School will proceed with only distance learning.
- ✓ **Sense of Community** – Belonging to a community is essential for social and emotional well-being. We are all in this together and we must all do our part to ensure we stay safe in a responsible way.
- ✓ **Choice** – Parents are required to choose their child(ren)’s learning format (see pages 3 – 5). The deadline for selecting the learning format is August 31st for students beginning school September 9th.
- ✓ **Academics** – Ensure all students receive instruction that meets New York State and French Ministry of Education standards and have the necessary supports for success
- ✓ **Support** – Additional support to meet the needs of special population
- ✓ **Training** -- Provide training, time, support, and flexibility necessary for staff to produce a successful outcome
- ✓ **Communication** – Provide proactive, clear communication to all families and staff
- ✓ **Flexibility** - Understanding that information about COVID-19 and how to mitigate its spread is constantly changing, along with guidelines from New York State, the Federal government and its authorities, the School is prepared to be flexible in responding to this pandemic. Although our goal is to maintain in-person learning, we are ready to pivot to hybrid or distance learning quickly and effectively to ensure both the safety and the best educational outcome for your children.

Pledge:

A successful return to campus will require all members of our community to work together to achieve a common goal. That is why we will be asking everyone to sign a return to school agreement and commit to do their part to keep our community healthy and safe. **Your commitment reinforces our shared responsibility to each other that extends from our campus to our homes.** Your participation will have a major impact on preventing the spread of COVID-19 in the Lyceum Kennedy community. Therefore, we ask that all students, faculty, and families agree to the following, whether on or off campus:

- Social distancing (maintaining six feet of space)
- Wearing a face mask
- Staying home when sick
- Washing hands frequently
- Quarantining for 14 days if returning to New York City from a state where there is a surge in COVID-19 cases or from an international location.
 - please check the CDC travel website for information about travel both within the United States and Internationally
 - <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
 - please check the New York State COVID-19 Travel Advisory website for information about quarantining upon arrival in New York:
 - <https://coronavirus.health.ny.gov/covid-19-travel-advisory>
- Informing Lyceum Kennedy school administration if a member of the family has been in close contact with an individual who tested positive for COVID-19

While the School cannot eliminate the possibility of someone contracting COVID-19, adherence to the above steps can go a long way to help reduce risk and mitigate spread.

Reopening Plan

Extraordinary times require an extraordinary response. Lyceum Kennedy is responding to these uncertain times by offering families the flexibility to choose In-Person or Remote Learning for their children for the 2020-2021 school year. If you choose the Remote Learning option for your child, the deadline for this decision is August 31, 2020.

However, if New York State decides to reverse its decision on reopening, or if the school needs to quarantine due to a positive case of COVID-19, all students will transition to remote learning.

In-Person Learning

Nursery to 12th Grade – Face to Face 5 Days

	Monday	Tuesday	Wednesday	Thursday	Friday
Nursery to 12 th	In-Person @ LK	In-Person @ LK	In-Person @ LK	In-Person @ LK	In-Person @ LK

- ❖ All students will be in school
- ❖ In the hallways, common areas and while entering the school, students will be expected to maintain social distancing
- ❖ Face masks will be required throughout the day
- ❖ Student will be given short mask breaks
- ❖ Students remain in their classroom for most of their instruction. No mixing of classes
- ❖ Class size will be reduced to 12 to 15 students
- ❖ Students will be seated at the appropriate social distancing requirement of 6 feet
- ❖ For classrooms that do not allow for all students to be socially distanced, we will utilize additional classroom space for small group instruction
- ❖ Students who receive extra support, may leave the classroom
- ❖ Specialty teachers will push into the classrooms. For Physical Education, whenever possible instruction will be held outside the school building while practicing social distancing. This will be contingent upon the weather on that day. If not possible, Physical Education class will be held in the gym and lunchroom space

Blending Learning

Nursery to 5th Grade – 2 Days Face to Face/3 Days at Home

	Monday	Tuesday	Wednesday	Thursday	Friday
Group A	In-Person @ LK	At Home Live Stream	In-Person @ LK	At Home Live Stream	On-Line ~ Independent Work
Group B	At Home Live Stream	In-Person @ LK	At Home Live Stream	In-Person	On-Line ~ Independent Work

- ❖ This plan mixes in-person and remote learning

- ❖ Each group would have 5 to 8 students. Students will be assigned to a group and stay with that group all day
- ❖ All classes will be streamed live over zoom or Google Meet for those students who are home all day
- ❖ Friday morning will be on-line (live) lessons with the teachers. Friday afternoon, students will do independent work. Teachers will use Friday afternoon for planning, meetings, and/or individual student support sessions
- ❖ Daily attendance will be taken
- ❖ Laptop computers will be provided, as needed, to support learning on-line

6th - 12th Grade – Stay at Home Weeks

- ❖ The hybrid model for the Upper School will keep the classes together but half of the students will be home weekly on a rotating basis:
 - Week A: 6, 7, and 8th grades stay at home for distance learning.
 - Week B: 9, 10, 11 and 12th grades stay at home for distance learning

Remote Learning

Nursery to 12th Grade -- Remote Learning 5 Days (Revised Schedule)

	Monday	Tuesday	Wednesday	Thursday	Friday
Nursery to 12th	Remote Learning	Remote Learning	Remote Learning	Remote Learning	Remote Learning

- ❖ All students will attend class virtually Monday through Friday
- ❖ Nursery to 5th Grade students will be on-line between 2.5 and 3.5 hour for core subjects.
- ❖ 6th to 12th Grade Students will have a modified schedule that will include synchronous, face to face online classes in the morning and asynchronous learning in the afternoon.
- ❖ Attendance will be taken each day and/or each class
- ❖ Students will be informed of our Acceptable Use - Remote Learning Policy which will list our expectations for appropriate student etiquette and behavior in a distance learning environment
- ❖ Clear guidelines will be given to students from their classroom teachers, coordinators, and head of school on distance learning expectations and schedules
- ❖ Laptop computers will be provided, as needed, to support learning on-line
- ❖ Teachers, including specialty teachers, will follow a revised daily schedule with their class.
- ❖ Live class meeting can be whole instruction, small group instruction and/or one-on-one instruction

Health and Safety Procedures

The guidelines below have been carefully considered to address and promote the safety, health, and welfare of our entire school community. The School's health screening guidelines and policies are subject to change as new information becomes available. Procedures to protect the health and safety of the Lyceum Kennedy community fall into five main categories:

- Health Assessment Screenings
- Self-reporting and Infections
- Protection
- Social Distancing
- Disinfection

Health Assessment Screenings

Health assessment screenings of students and staff will be required to be conducted prior to the arrival at school and as they enter the School's building. The School will implement the following procedures:

1. Lyceum Kennedy staff will be encouraged to stay home if they are sick and parents to keep sick children home
2. All staff and parents will be required to complete a mandatory health screening assessment including a temperature check that will be completed electronically
3. Staff and students' temperatures will be checked in the morning upon entering the school, upon request and as per need
4. Staff and parents will be required to answer a "no" to all the following to be permitted access to the School's building:
 - ✓ A temperature of 100.4 F or greater
 - The individual will be denied entry into the building or sent to the School's Isolation Room, prior to being picked up
 - ✓ Any COVID-19 symptoms in the past 14 days
 - ✓ A positive COVID-19 test in the past 14 days
 - ✓ Close contact with confirmed or suspected COVID-19 case in the past 14 day
 - ✓ Out of state or international travel over the past 14 days

Self-reporting Exposure and Infections

In the event a student or Lyceum Kennedy staff reports testing positive for COVID-19 or has been exposed to a person who tests positive for COVID-19:

- ✓ The student or staff should immediately notify the student's homeroom teacher or coordinator
- ✓ If a student or staff tests positive for COVID-19, the School will immediately notify state and local health authorities and cooperate with contact tracing efforts, including notification of potential contacts, such as colleagues or visitors who have had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations

Protection

- ✓ All individuals (students, staff, and faculty) who enter our school building must complete a daily on-line pre-screening questionnaire, which must be submitted by 8:00 a.m. each morning. This questionnaire will attest that the individual is illness/symptom free before arriving at the School and that he/she has not been exposed to COVID-19. Anyone who does not complete this questionnaire prior to entering school, will be asked to do so before entering the building.
- ✓ Lyceum Kennedy will send out daily reminders to both students and staff to complete the COVID pre-screening questionnaire
- ✓ Upon arrival to campus, all students and staff will have their temperature checked.
 - ✓ Anyone who has a temperature of 100.4 F or higher, will not be allowed to enter the building and will be sent home.
- ✓ Students will also be screened to see if they show symptoms of COVID-19 or signs of other illness, which could include the following:
 - Flushed cheeks
 - Rapid breathing or difficulty breathing
 - Fatigue or extreme fussiness
 - Coughing
 - Watery eyes
- ✓ All students and staff are expected to follow our sick policy and stay home if they are exhibiting any signs of illness. If symptoms arise during the school day, the individual will be isolated and sent home promptly. Symptoms of illness include:
 - ✓ Vomiting or diarrhea in the last 24 hours
 - ✓ Fever greater than or equal to 100.4 in the past 24 hours without fever reducing medication
 - ✓ Any signs or symptoms of a respiratory illness (cough, runny nose, etc.) with or without fever
 - ✓ If diagnosed with pink eye or strep throat, the individual must be on an antibiotic first least 24 hours before returning to school
- ✓ Students/staff may not return to school until they are illness/symptom free for 72 hours; in the case of a COVID-19 diagnosis, they must follow CDC guidelines
- ✓ Face Coverings
 - ✓ Staff and Faculty
 - Any time that a staff or faculty members are less than 6 ft. from each other or interacting with children, a face covering (mask) is required
 - Lyceum Kennedy has an adequate supply of PPE to be used as needed at no additional cost to the staff
 - ✓ Students
 - All students over the age of 2 will be required to wear a mask. However, students may remove their face covering during mealtimes (snack, lunch), sitting at their own desk if they are 6 feet from another student, and for short breaks as long as the student maintains appropriate social distance.

- Students are required to bring appropriate face covering from home. However, Lyceum Kennedy has an adequate supply of face masks and
 - Face coverings must be cleaned daily and not shared
 - Students will be taught how to adequately put on and take off a mask
- ✓ **Materials and Supplies**
 - ✓ Each student will have their own basket/bins with their individual supplies for the day
 - ✓ Shared materials will be cleaned and disinfected after every use
- ✓ Students will be instructed on proper handwashing techniques and covering of coughs and sneezes among students and staff
- ✓ Lyceum Kennedy will monitor absenteeism
- ✓ Signage regarding signs and symptoms of COVID-19, proper handwashing, respiratory etiquette and how to properly wear a facemask will be placed around the school
- ✓ **What Happens when a student or staff member develops COVID-19 like symptoms while at school?**
 - Persons with possible COVID-19 symptoms will be directed to our quarantine (isolation) area
 - Staff members will be escorted out of the building
 - Students will stay in the quarantine area until their parents arrive. Students will be supervised by a staff member until their parent or emergency contact can retrieve them from school
 - Persons who have been sent home due to possible COVID-19 may return to school when they are able to provide the school with one the following:
 - Documentation from a health care provider following an evaluation
 - Negative COVID-19 test result and no symptoms (all symptoms resolved)
- ✓ **What happens if there is a positive COVID-19 Diagnosis?**
 - If a student or staff member reports that he/she has tested positive for COVID-19, the School will always maintain the confidentiality of the individual
 - Lyceum Kennedy will notify the state and local health authorities immediately upon being informed of any positive COVID-19 test results by a student or staff member
 - All areas that the individual came in contact with will be deep cleaned and disinfected in accordance with the CDC guidelines
 - We expect all students and staff who had contact with the infected person to quarantine at the direction of the health department
 - Anyone that has been exposed to the COVID-19 virus should also quarantine for 14 days and have not developed symptoms before returning to school.
 - An individual may return to school if the following three conditions are met
 - No fever for at least 72 hours (a full day without the use fever reducing medicine)

- Other symptoms have dissipated (cough, shortness of breath, etc.)
- Have tested negative for COVID-19
- Received clearance from the doctor

Mask Guidance

Below is Lyceum Kennedy's guidance as it pertains to face masks:

- ✓ Face masks are required for anyone entering the building
- ✓ Not all masks are created equal. We recommend looking for masks made with at least 2 layers of fabric. This also allows for a placement of a filter between the two layers if desired
- ✓ Masks should cover the nose and mouth without large gaps
- ✓ Please ensure the face mask (to include any spare face masks sent with your child) has been tested for good fit prior to its use at school
- ✓ The mask should have ear loops or ties so it can be adjusted to ensure a good fit
- ✓ For people who wear glasses, look for a mask with a bendable border at the top so it can mold the mask to fit the bridge of the nose and prevent glasses from fogging

Social Distancing

- ✓ All staff and students will practice feasible modified social distancing
- ✓ Visitors will have limited access to the building (essential visits). The school will only allow essential visitors, guests, contractors, and vendors into the building. COVID-19 health screening protocols will be conducted at the security desk for all visitors. Visitors will be required to wear a mask, and their temperature will be checked. Anyone with a temperature of 100.4 F or higher will be denied access to the building. Additionally, a health checklist will need to be completed before access is granted
- ✓ Essential visits consist of:
 - Pre-scheduled meetings that cannot be conducted virtually. Parents will be provided the opportunity to meet with teachers/administrators virtually through a Zoom meeting including parent/teacher conferences, which should be limited to virtual meetings
 - Picking up sick persons
 - Other visits deemed essential by the school administration
- ✓ Lyceum Kennedy will maintain a continuous visitors log of every person who enters the building
- ✓ Arrival and dismissal times will be staggered
 - **Lower School:**
 - Arrival Times
 - 8:15 to 8:25 – 1st and 2nd Grade
 - 8:30 to 8:40 – Preschool
 - 8:45 to 8:55 – 3rd Grade
 - 9:00 to 9:10 – 4th and 5th Grade
 - Siblings may come at the first time and can go directly to the classroom

- Students who arrive after 9:15 will be considered late and will need a late pass to enter class. Students will be allowed to use the elevator.
- Dismissal Times
 - 2:30 to 2:45 – Preschool (all classes)
 - 2:50 to 3:00 – 1st Grade
 - 3:05 to 3:15 – 2nd Grade
 - 3:20 to 3:30 – 3rd Grade A
 - 3:35 to 3:45 – 3rd Grade B
 - 3:50 to 4:00 – 4th Grade
 - 4:05 to 4:15 – 5th Grade
- Students who are late will be taken to either after care or homework help (study hall)
- **Upper School:**
 - Arrival:
 - The School Building will open at 8:00 am. Students will begin the screening process and enter the building between 8:00 and 8:25 a.m. while maintaining social distancing outside of the building.
 - Students who arrive after 8:25 will be considered late.
 - Dismissal:
 - The Upper School already has staggered dismissal times ranging from 3:25 to 5:35 pm.
 - Additionally, at the three dismissal times (3:25, 4:35, 5:35), students will have a staggered dismissal by grade.
- ✓ Class Size – each class will have no more than 12-15 students per classroom. If there are more than 15 students, students will be divided into cohorts
- ✓ Classes will be kept apart as best as possible. Mixing of classes (cohorts) will be minimized.
- ✓ To reduce movement, students will remain in their classrooms; staggered time to use restrooms
- ✓ Traffic flow patterns will be created to ease congestion
- ✓ Visual aids will be used to show social distancing
- ✓ When classes are in a shared space (lunchroom, gym, playground, etc.), classes will be required to maintain social distance (min. 6 ft)
- ✓ Student's desk will be 6 feet apart in both directions. If a student is sitting at a table, they will sit 6 feet apart
- ✓ No field trips will be conducted until it is deemed safe for the students to travel into the community
- ✓ Outdoor space (park) will also be utilized for gym class
- ✓ Windows will be open to improve ventilation
- ✓ All planned gym activities will have little or no physical contact
- ✓ Students will not be able to store their lunches in the refrigerator or use the microwave oven at this time. Students will also be able to keep their lunches in their backpack or cubby (preschool).

- ✓ Students will be required to bring a cold lunch from home. Parents who wish for their child(ren) to have a hot lunch, may either register for the hot lunch program or place their child's lunch in an insulated thermos.
- ✓ Little Green Gourmets (school's caterer) will offer "contactless food" service with individual boxed lunches to minimize contact.
- ✓ Students will be eating lunch in their classrooms
- ✓ Students in the Upper School will not use their lockers. All belongings will be brought directly to and stored in the classroom
- ✓ Signage to promote social distancing will be placed throughout the school

Cleaning and Disinfecting

- ✓ Custodial staff will maintain a daily cleaning/sanitizing log that includes date, time, and scope and keep it on file at each building
- ✓ Classrooms and high touch areas (for example: door handles, rails, counter, tabletops, bathroom fixtures) of the building will be wiped down periodically throughout the day
- ✓ As per CDC guidelines each night the building will be deep cleaned and disinfected
- ✓ Staff will be required to use applicable PPE to perform cleaning and disinfecting
- ✓ All classrooms will be provided with proper disinfecting wipes and paper towels
- ✓ All desks/tables/chairs in the classrooms will be wiped down with disinfecting wipes by the teacher at end of each class
- ✓ All materials, including gym materials, that are shared will be wiped down with disinfecting wipes by the teacher after each use
- ✓ All disinfectants used will be those that are approved by the CDC for fighting COVID, and meets EPA standards for child safety
- ✓ Hand sanitizer stations will be placed at all building entrances, at each classroom, and common space locations throughout the school
- ✓ Mats for nap time will be cleaned and disinfected every day
- ✓ All carpets where students sit will be steam cleaned every night
- ✓ Adequate supplies will be provided for proper hand hygiene (soap, paper towels, hand sanitizer)
- ✓ Touch free amenities, such trash receptacles, touch free paper towel dispensers and soap dispensers will be placed in all bathrooms
- ✓ All individuals must perform proper hand hygiene, especially during these instances:
 - Upon entering the building
 - Between activities
 - After using the restroom
 - Before and after eating
 - After using shared materials
- ✓ On the first day of school, all students will be taught proper hand washing techniques
- ✓ Daily reminders on handwashing washing will be reinforced
- ✓ All students will be taught the proper etiquette for coughing and sneezing
 - Always cover your mouth and nose when coughing or sneezing

- Coughing or sneezing into the crease of your arm
- Wash hands or use hand sanitizer every time you touch your mouth or nose

Attendance

- ✓ Daily Attendance will be maintained through the student management system, PowerSchool by classroom teachers
- ✓ For Upper School, attendance will be taken each period
- ✓ Coordinators and the Dean of Students will contact parents about attendance and lateness

Technology

- ✓ In order to establish continuity of learning while adhering to all health and safety guidelines, all classes, Pre-K through 12th Grade, will be equipped with live Google Meet and/or Zoom access for students who are ill or quarantining at home, or parents' choice for remote learning
- ✓ Additionally, all Upper School Students will be required to have a laptop which stays with them in the classroom and is brought home every night.
 - if students have their own laptop, they can continue using it.
 - if students do not have a laptop, a Chromebook will be issued to the student by the school and will be returned at the end of the 2020-2021 school year.

After School Activities and Field Trips

- ✓ At this time, New York State is requiring that after school activities be limited to study hall, extra help, and other academically necessary activities.
- ✓ Further, it is unsafe at this time to bring students to field trips that would require unnecessary travel and contact with people.
 - Many field trip destinations are working on remote field trips. The School will be taking advantage of those options where possible to give students the most well-rounded educational experience

Mental Health/Emotional Support

- ✓ It is understood that returning to school in September might be a difficult and anxiety provoking experience for your child. With that in mind:
 - Teachers will be trained on issues relating to children and the COVID-19 virus, and how to identify students who may be struggling with this issue
 - Teachers will regularly check in with students on a group and individual basis.
 - The School is retaining an on-call school psychologist to advise teachers and staff as well as respond to any issues that students might be experiencing

Emergency Drills

- ✓ New York State Education Law 807 requires schools to conduct 8 evacuation and 4 lockdown drills each school year. A protocol will be established to adapt to fire drills and lockdown drills while maintaining social distancing restrictions.

Recordkeeping

- ✓ As mandated by New York State all schools are to sustain logbooks of anyone that enters the School's buildings (student, staff, visitors, and vendors).
- ✓ Daily cleaning logs will be maintained on site. This logbook will document: the date, time and scope of cleaning and disinfection.

Training

- ✓ The School is committed to provide staff the requisite trainings (such as PPE, hygiene, cleaning, and disinfecting protocols). These trainings will be provided as follows: online virtual leaning, live instruction (if needed) and the dissemination of the most updated information provided by New York City, New York State health and education departments and Office of Safety and Health Administration (OSHA), and the Center of Disease Control and Prevention (CDC)
- ✓ All teachers and staff will be trained in recognizing and responding to food allergies

Communication Procedures

- ✓ The Head of School will communicate openly and regularly with all Lyceum Kennedy families and staff while maintaining the confidentiality of students, families, faculty, and staff.
- ✓ The School will communicate with parents/caregiver and students utilizing Google Classroom, email, and phone
- ✓ The School will post the reopening plan at school, on the website, and email it to parents
- ✓ The Head of School encourages parents and guardians to share their concerns so that we may address this dynamic situation in a timely and effective manner
- ✓ The Lyceum Kennedy will communicate any necessary COVID-19 information including but not limited to the following:
 - Notification of positive cases
 - School closure in the event of an outbreak
 - Links for information regarding updates or changes in NYS DOH and/or CDC guidelines
 - Protocol to instruct parents/guardians to observe for signs of illness in their child according to CDC
 - Requirements for parents to keep their child home from school
 - Requirements for students and staff to return to school after illness

- ✓ If parents have specific questions, they can contact the following individuals
 - COVID-19 – Mr. Thomas Mitchell, COO of Lyceum Kennedy
 - Academics – homeroom teacher and/or grade level coordinator
 - IT – Lower School – Mr. Sherman Caldwell; Upper School – Mr. Michael Tolan
 - All other questions – Head of School Office