



REOPENING OPERATIONS, MONITORING, CONTAINMENT & CLOSURE

REOPENING OPERATIONS

Reopening Operations

The required items below are detailed on pages 3-5 of the DOH Interim Guidance. Please provide detailed responses to the following organized by the bulleted, bolded headings identified below (e.g., 2a: Reopening Operations (overview description))

- Capacity
- Social Distancing
- PPE and Face Coverings

CAPACITY

Capacity: Phasing and quantity of students, faculty and staff allowed to return in person, considering factors such as ability to maintain appropriate social distance, availability and use of personal protective equipment, local medical capacity and referencing safe transportation plans (see Transportation section, below);

- Icahn schools will follow the recommended guidelines from the CDC and the Department of Health to determine capacity.
- A site assessment of all rooms will be completed to determine available space prior to use of the room
- Room capacity will be determined by using the 6 foot radius method.
- Although each room will be assessed, a typical classroom room is roughly 400 Sq. ft. allowing 11 individuals in the room using the 6 ft. circle measurement.
- Calculator used to determine social distancing:
<https://education.ky.gov/comm/Documents/RoomCapacityCalculator.xlsx>
- Each room door will be clearly marked with the maximum capacity allowed.
- The school will ensure appropriate personal protective equipment (PPE) is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Specifically, appropriate PPE means, at least, an acceptable face covering, which must be worn by all individuals at all times but is required to be worn any time or place that individuals cannot maintain appropriate social distancing. However, if face coverings are to be worn by all individuals at all times, the school will allow students and staff to remove their face covering during meals so long as they maintain appropriate social distance. Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose.



- Protective facemasks, if individuals does not have one, will be provided to all that enter the building
- Temperature screening will be taken at all entry points
- A software will be used daily to monitor temperature checks and store contact tracing information for all those who enter the building. Parents and staff will attest to certain questions regarding COVID-19 exposure before entering the school building. Individuals with a failed response to any of the questions or fails the temperature check will not be allowed in the building. The isolation room may be used for student pick-up in the event a pickup arrangement is required.
- Hand Sanitizers will be readily available throughout the building
- Hallways, stairs and other common areas will be clearly marked with directional signs or marked as not for use unless there is an emergency.
- Elevators will only be accessible for anyone with a health issue or impairment that requires the use of the elevator. All others will only use the stairs.
- Icahn will determine if there is sufficient entrance and egress availability to maintain 6 ft. distancing.
- The Icahn schools will check regularly with local medical facilities for capacity by using the following website: <https://forward.ny.gov/covid-19-regional-metrics-dashboard>
- Icahn will assess the space available to provide two rooms for health service personnel, one of which will be for healthy students to obtain medication or nurse treatment and the other room will be for isolating the ill person.
- Only employees, students registered for in-person schooling, essential and emergency workers will be allowed in the building. Requests from other individuals to enter the building will be assessed and approved by administrators before entrance is allowed.
- Schools will continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. School leaders will plan for these drills to be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies.
- In the event the learning model changes and additional space is required, the school will consider and assess additional and/or alternate indoor space(s) that may be repurposed for instruction or other required purposes in support of in-person instruction within the school facility, school grounds, municipal facilities, municipal grounds, or community (e.g., community centers), as well as outdoor space(s) where health and safety conditions (e.g., allergies, asthma) allow for such potential usage.
- Charter School will rely on NYCDOE Pupil Transportation to ensure that school bus companies and personnel follow all appropriate guidelines for safety. Those families relying on NYC public transportation will be provided with full information and guidance for using public buses, subways, and taxis according to NYCDOH rules.



SOCIAL DISTANCING

Social Distancing: Protocols and procedures for students, faculty, and staff to ensure appropriate social distancing when on school grounds and in school facilities;•

- Groups will be kept as small and static as possible.
- Numbers of allowable students per classroom are based on the CDC recommended guidelines of no less than 6 feet of distance in all directions between students.
- The school will ensure appropriate social distancing to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Specifically, appropriate social distancing means six feet of space in all directions between individuals or use of appropriate physical barriers between individuals that do not adversely affect airflow, heating, cooling, or ventilation, or otherwise present a health or safety risk. If used, physical barriers must be put in place in accordance with United States Department of Labor's Occupational Safety and Health Administration (OSHA) guidelines, and may include strip curtains, cubicle walls, plastic barriers or similar materials, or other impermeable divider or partition.
- Hallways, one way signs will be posted
- Bathrooms, signs with the number of individuals allowed will be posted at the door.
 - Younger students will be taken as a group to monitor spacing
- Classroom and office shields will be provided to ensure spacing is followed
- Floor markings will be placed throughout the building
- Each room door will be posted with the maximum number allowed
- Desk shields will be installed for each student and teacher.
- Students will receive individual clear closing bins to store personal items such as coats and technology in order to keep student items separated. Bins will be emptied out each day and students will not be allowed to store items in the classroom overnight.

PPE AND FACE COVERINGS

- PPE and Face Coverings: Protocols and procedures for students, faculty, staff and other individuals to ensure appropriate PPE is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Plans for all students, faculty and staff to have the required PPE (i.e., acceptable face coverings) before entering school facilities, grounds, or any other space owned or administered by the education corporation/school.
- Please include the policies the school will have in place to accommodate individuals who are unable to medically tolerate a face covering, and adequately maintain appropriate social distancing.
- Please include the policies the school will have in place for students not admitted to school for safety and health reasons. Note that the Institute considers students not



being admitted to school for PPE reasons as similar to a uniform violation in terms of due process. Students may be briefly, safely detained from school while someone or the school provides PPE.

- Students, faculty, and any other person entering school grounds are required to wear facemasks at all times. This includes the physical building, lobby, parking lot, schoolyard, and/or school buses.
- Icahn Charter Schools will provide all staff members with appropriate face coverings. Faculty members may wear a face covering of their choice provided it meets the guidelines set forth by the CDC and DOH. Face coverings may NOT have a valve of any kind on it.
- Posters on proper use of face masks will be placed throughout the building
- An acceptable face covering must be worn by all individuals at all times and is **required** to be worn any time or place that individuals cannot maintain appropriate social distancing.
- Facemasks covering cannot have a breathing valve.
- Students are required to come to school with a clean face covering in order to be admitted into the building. The school will have facemasks readily available throughout the school year for distribution. Anyone without a face covering will be isolated until the face covering is on.
- Pursuant with regulations allowing students to remove face coverings while eating, Icahn Charter schools will outfit each student desk with a shield to add additional safety measures to prevent exposure to illness.
- Anyone who is unable to wear a facemask or unable to adequately maintain social distancing because of a medical condition will be accommodated to the best of the schools ability and capacity. Accommodation requests must be done in writing and provided to the school soon after seeing the doctor. Certain accommodations may include walking throughout the building at key points in time when there is no one else utilizing the same space. When in a room, the individual must remain seated at all times and behind desk shields. If at any point, movement is necessary, it is only allowable when no one is utilizing the same space. Other individuals may need to move to allow more than 6 ft. of walking space. At no point in time should the individual linger anywhere in the building and movement throughout the building must be coordinated with the school. Anyone who has a COVID related illness will not be allowed in the building and may work remotely. A medical note from a doctor will ultimately be required from the employee when this accommodation is being provided. At any point in time, the school may ask for an updated doctor's note to confirm the accommodation is still in effect. Doctor's note must have a return to work date on the note. The final guidance and other accommodation lists will be provided to staff prior to the start of the school year.
- In locations in which social distancing cannot be met or is met but comes close to the limit of acceptable distance, partitions will be installed to deter exposure.



- DOH will provide all the PPE and supplies necessary for outfitting the school health office, including but not limited to eye protection, gloves, gown, and masks.

OPERATIONAL ACTIVITY

• Operational Activity: Determinations on how classes, shared spaces and activities may be adapted in various phases of learning operations. Include and identify below in the Vulnerable Populations section information on which, if any, students will be offered alternative approaches such as alternative schedules or hybrid/unique/individual instruction including personal or full time remote or in person learning. In this section include how schedules provide for students from the same household. Also include in this section how shared spaces such as cafeterias, libraries, playgrounds and gymnasiums will be modified and used and if and how cohorts will be implemented. Policies regarding field trips, special congregate events, and visitors, considering risks for COVID-19 transmission, as well as protocols and procedures for social distancing, PPE usage, and cleaning and disinfection, which may include conducting virtual events;

- For Icahn Schools in Shared spaced with the NYCDOE: Charter schools will collaborate with co-located schools, whether charter or district, through their building councils and shared space committees to follow all health and safety protocols as prescribed by the NYCDOE and NYCDOH while maximizing these spaces for instructional purposes.
- The school will “cohort” students, to the extent practicable, to limit potential exposure to the COVID-19 virus. Cohorts, particularly for younger students, are self-contained, pre-assigned groups of students with reasonable group size limits set forth by the school in their plans. The school will enact measures to prevent intermingling between cohorts, to the extent possible (e.g., separation by appropriate social distancing, particularly if there are multiple cohorts in one area). The School will make reasonable efforts to ensure that cohorts are fixed – meaning contain the same students – for the duration of the COVID-19 public health emergency. Faculty may instruct more than one cohort so long as appropriate social distancing is maintained.
- Although faculty may be used for more than one cohort, it is strongly not advised with younger students as social distancing is nearly impossible to guarantee. Any person, student or staff, who is within 6 feet of another individual for 10 or more continuous minutes, must be included in the group if a group quarantine goes into effect. Allowing crossing of staff could potentially put a large portion of a school at risk very quickly.

RESTART OPERATIONS

• Restart Operations: Plans to reopen facilities and grounds such as cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components as applicable;

- If the capacity to open windows is available, windows will be opened to increase fresh air circulation. Weather permitting, windows will be open up to the height allowable for NYC



school buildings and NYC laws. HVAC central systems will be outfitted with hepa filters and replaced every quarter.

- For Icahn Schools in NYCDOE shared spaces: Charter Schools will rely on NYCDOE custodial engineers and follow directions from NYC Division of School Facilities (DSF) to ensure the safe restart of building systems as well as cleaning and disinfection of the facility.
- Icahn is currently reviewing adding additional HVAC hardware, where applicable, to include Ultraviolet light cleaning.
- COVID-19 Disinfection, remediation and prevention sprayers will be used in allowable areas.
- Bathroom facilities or fixtures will not be reduced in order to decrease student travel between floors.
- All bathrooms will have a touchless experience and new equipment is being installed.
- Water fountains will remain accessible, but the school will encourage students to bring water from home.
- Trash receptacles will be touchless.
- Food utensils, plates and bags will be disposable.
- The Icahn schools will follow the CDC guidelines on cleaning and disinfection. The guidelines can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- Common shared spaces such as lobby, hallways, staircase, elevator and bathrooms will be routinely cleaned and disinfected throughout the day with an EPA-approved disinfectant.
- Classrooms will receive a nightly disinfection with an EPA-approved disinfectant.
- In the event individuals require a change in room, bathrooms will be disinfected by an approved EPA-disinfectant prior to use.
- When EPA-approved disinfectants are not available, the school will mix ½ cup of bleach to every 1 gallon of water, or 70% alcohol solution.
- The following disinfectant procedure will be used:
 - **Clean First:**
 - a. Wear disposable gloves to clean and disinfect.
 - b. Clean surfaces using soap and water, then use disinfectant.
 - c. Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
 - d. Practice routine cleaning of frequently touched surfaces.
 - e. More frequent cleaning and disinfection may be required based on level of use.
 - f. Surfaces and objects in public places, such as phones, pens or other shareable items should be cleaned before sharing
 - g. High touch surfaces include:
 - h. Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



- **Disinfect Second**
 - a. Recommend use of EPA-registered household disinfectant
 - b. Follow the instructions on the label to ensure safe and effective use of the product.
 - c. Many products recommend:
 - Keeping the surface wet for a period of time (see product label).
 - Contact time is critical to fully disinfect.
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Avoid mixing chemicals. Read instructions.
 - Wash hands when done.
 - Lock up cleaning materials

HYGIENE, CLEANING, AND DISINFECTION

• Hygiene, Cleaning & Disinfection: Protocols and procedures for school-wide cleaning of classrooms, restrooms, cafeterias, libraries, playgrounds, school busses, and all other school facilities, as well as training and promotion of hand and respiratory hygiene among all individuals in school facilities and on school grounds;

- The school will adhere to and promote hygiene, cleaning, and disinfection guidance set forth by DOH and the Centers for Disease Control and Prevention (CDC). The school will train all students, faculty, and staff on proper hand and respiratory hygiene. The school will maintain logs that include the date, time, and scope of cleaning and disinfection, as well as identify cleaning and disinfection frequency for each facility and area type and assign responsibility to staff.
- Charter School will rely on NYCDOE Pupil Transportation to ensure that school bus companies and personnel follow all appropriate guidelines for cleanliness and disinfection. Any school buses contracted directly by charter schools will meet the same guidelines as provided by NYCDOH.
- Icahn Schools in shared NYCDOE: Charter Schools will rely on NYCDOE custodial engineers and follow directions from NYC Division of School Facilities (DSF) to ensure that ongoing cleaning and disinfection of all classrooms, shared spaces, and outdoor facilities meets standards as prescribed by the NYCDOH and CDC.
- To limit cross contamination, staff and students will have limited movement in the building throughout the day. Movement will be area specific and students and staff will not go beyond the authorized areas. Our focus is to maintain same group contact where applicable.
 - Common spaces(Lobby, Halls, Stairwells, etc.) will be disinfected regularly throughout the day.
 - Classrooms will be cleaned and disinfected nightly with an EPA-approved disinfectant.
 - Restrooms will be cleaned and disinfected using EPA-approved disinfectant every hour.



- Cafeteria will be offline and not available for use. If needed, the same procedure for the classroom will be followed.
- Outside Playground/Equipment will be offline and not available for use
- Library room will be offline and not available for use. . If needed, the same procedure for the classroom will be followed.
- In the event any offline rooms are needed, classroom cleaning protocol will be used.
- COVID-19 Disinfection, remediation and prevention sprayers will be used in allowable areas.

Training of cleaning staff will be ongoing throughout the year with a reopening training prior to the start of the school year:

Training will include:

1. The use of a daily checklist to inspect their area and ensure there is sufficient supplies for each day.
2. What does cleaning and disinfecting mean and the difference between the two?
3. Training on EPA approved disinfectants and how to properly use the product.
4. The proper use of PPE equipment.
5. Since the cleaning personnel will travel throughout the building, an emphasis in the training will be to ensure cleaning staff clean their hands regularly.

The cleaning procedures in the Restart Operations section will be used:

• **Clean First:**

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
- More frequent cleaning and disinfection may be required based on level of use.
- Surfaces and objects in public places, such as phones, pens or other shareable items should be cleaned before sharing
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

• **Disinfect Second**

- Recommend use of EPA-registered household disinfectant
- Follow the instructions on the label to ensure safe and effective use of the product.
- Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Contact time is critical to fully disinfect.
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Avoid mixing chemicals. Read instructions.



- Wash hands when done.
- Lock up cleaning materials

EXTRACURRICULARS

• Extracurriculars: Policies regarding extracurricular programs and which activities will be allowed, considering social distancing, PPE usage and cleaning and disinfection as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies and other gatherings). Policies should consider how to maintain cohorts if applicable, or members of the same household. Responsible parties should refer to DOH's "Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency" (<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/SportsAndRecreationMasterGuidance.pdf>) to assist in development of these policies; however, interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming;

- At the time of published Interim Guidance, interscholastic sports are not permitted.
- Until schools can safely resume at full capacity, all extracurricular activities will be postponed unless they can be run completely virtually.
- This includes all use of the building(s) for gatherings such as Saturday Academy, Parent/Teacher Conferences, Child Study Meetings, etc.
- Icahn schools in shared space in NYDOE buildings: Charter School will follow the same guidelines for exposure prevention - masks, social distancing, limited cohorts of students - as followed during the school day to the extent possible as recommended by the NYCDOH.

BEFORE AND AFTERCARE

• Before and After Care: Policies regarding before and after care programs, considering social distancing, PPE usage and cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Policies should consider how to maintain cohorts, if applicable, or group members of the same household;

- Until schools can safely resume at full capacity, all before and after school care, programs, and activities will be postponed until schools can safely resume at full capacity.
- Icahn schools in shared space in NYDOE buildings: Charter School will follow the same guidelines for exposure prevention - masks, social distancing, limited cohorts of students - as followed during the school day to the extent possible as recommended by the NYCDOH

VULNERABLE POPULATIONS

• Vulnerable Populations: Policies regarding vulnerable populations, including students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, to allow them to safely participate in educational activities and, where appropriate, accommodate either specific circumstances. These accommodations may include, but are not limited to, remote learning telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions. Responsible parties must also identify and describe any modifications to social distancing or PPE that may be necessary for certain student or staff populations, including individuals who have



hearing impairments or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty and staff to the greatest extent possible;

- Vulnerable Populations: Student Option for Remote Instruction
- Parents/Guardians who are not comfortable with sending their child(ren) to school may choose the option of full time remote instruction.
- The request for this determination will be documented and confirmed in writing to families, and entered into the student's permanent record.
- Families may choose for students to attend school completely remotely at any time, but may only return to the in person option at specified re-entry dates.
- Re-entry dates will coincide with the first day of a new marking period.
- This decision has been made to deter the spread of illness and remain in compliance with specified social distancing and cohorting guidelines.
- Icahn Charter Schools reserve the right to review situations individually, and may authorize an alternate re-entry date in certain circumstances. If this decision is made, it will be done so in a manner that does not put any other students or staff members at a higher risk for the transmission of illness.
- Vulnerable Populations: Staff Members
- Staff members who are at an increased risk for severe COVID-19 illness and individuals who may not feel comfortable returning to an in-person educational environment, may request accommodations to allow them to safely participate in educational activities.
- Where appropriate, Icahn Charter Schools will accommodate requests based on specific circumstances. These accommodations may include, but are not limited to, remote learning telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions.
- Icahn Charter Schools will inform staff members of potential available accommodations in writing.
- Staff members who are requesting accommodations based on the increased risk of COVID-19 due to underlying conditions must do so in writing by completing the appropriate form to Human Resources.
- Medical documentation must be completed by the staff member's board certified physician to support the need for requested accommodation.
- Medical documentation will require updated certification from the physician at a minimum of every 45 calendar days. This policy is in place strictly to determine that the number of certified teaching staff is appropriate to safely comply with the social distancing and cohorting guidelines set forth by the CDC, DOH, and NYSED.

TRANSPORTATION

- Protocols and procedures should include how school busses will be adapted to keep students and staff safe (e.g., how face coverings will be provided to students in need, how



members of the same household will be seated together, how social distancing will be conducted on buses, whether bus schedules will be adapted to accommodate reduced capacity, whether any health screening will be conducted at the home before students board busses, how parents/legal guardians will be encouraged to drop off or walk students to reduce density on buses);

- Charter School will rely on NYCDOE Pupil Transportation to ensure that school bus companies and personnel follow all appropriate guidelines for safety as recommended by the NYCDOH.
- The guidance must follow the State-issued public transit guidance which stipulates that individuals must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing, unless they are members of the same household. Responsible Parties should encourage parents/legal guardians to drop off or walk students to school to reduce density on buses.

FOOD SERVICE

• Food Services: Protocols and procedures for on-site and remote food services for students, considering appropriate social distancing and any modifications to service that may be necessary (e.g., providing meals in a combination of classrooms and cafeterias, staggering meal periods). Measures to provide for students with food allergies if providing meals in spaces outside the cafeteria. Protocols and procedures must also include how students will perform and hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged. Additionally, protocols and procedures must account for cleaning and disinfecting prior to the next group of students arriving for meals, if served in the same common area (e.g., cafeteria). Also include the education corporation's/school's plan for communicating to parents regarding food availability when students are rotated to offsite instruction and in the event of a shut down during the 2020-2021 school year;

- Charter School will rely on NYCDOE SchoolFood to ensure that service personnel follow all appropriate guidelines for safety as recommended by the NYCDOH. The school will train school staff as needed to reinforce the protocols adopted by food service and custodial personnel to ensure healthy, safe meals and the least disruption to the instructional day.
- The guidance must contain a policy in which school breakfast and/or lunch is provided to students who were previously receiving school meals, both on site and remote. For students on site, the school will provide meals while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced. The school may serve meals in alternate areas (e.g., classrooms) or staggered meal periods to ensure social distancing and proper cleaning and disinfection between students.
- The preference of the Icahn schools is to have a grab and go in the morning. The grab and go will consist of breakfast and lunch for that day only.
- All items will be disposable. There will be no need to wash utensils, plates or cups.



- The collection of disposable waste by the custodial staff will be completed soon after breakfast and lunch each day. Garbage pails will be outside the door. This will allow students to go one at a time and outside the classroom just off the room door.

MENTAL HEALTH, BEHAVIORAL, AND EMOTIONAL SUPPORT SERVICES AND PROGRAMS

• Mental Health, Behavioral, and Emotional Support Services & Programs: Available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty and staff when school reopens for in-person instruction (e.g., how will they identify and support students having difficulty with transition in back to 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 and coping and resilience skills for students, faculty and staff; and;

- The Guidance Counselor for the specific grade level will give a virtual class to support SEL. Generally, this will take place on days where students are completely remote from home.
- Additionally the Physical Education teacher may assist in this area to support mindfulness and promote physical activity that supports purposeful breathing exercises and stress reduction as well as health classes to support healthy eating, lifestyle choices, and hygiene.
- Guidance counselor will have general classroom discussion with students and staff to address specifically any issues related to COVID-19 and anyone who was personally affected.
- The School will take time to cultivate and deepen relationships, build partnerships, and plan for SEL
- The school will design opportunities where adults can connect, heal, and build the capacity to support students
- The school will create a safe, supportive, and equitable learning environment that promotes all students' SEL
- Surveys will be issued to parents and students regarding COVID-19 and other family concerns or distresses.
- A schedule will be designed to have one on one meetings those who have been personally affected by COVID-19.
- On Wednesdays, the school counselors will provide professional development sessions to teachers to build and broaden a healthy learning environment.

COMMUNICATION

• Communication: Communications plans for students, parents/legal guardians of students, faculty, staff and visitors that includes applicable instructions, training, signage and a



consistent means to provide individuals with information. Plans should describe how schools will communicate with students and families about preparing for the upcoming year, which should include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene. Consider developing web pages, text and email groups, social media to disseminate information. Schools should develop communication plans in multiple languages, as necessary to ensure effective understanding across all languages spoken by families attending schools operated by the education corporation.

- Communication plans for students will include transmitting information through the Google management system. All students use Google each day and students will be able to access information through a platform they are familiar with.
- School webpages will be closely monitored and updated as necessary
- Signage and posters will be displayed throughout the facility
- Training of staff will be provided on how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene. Teachers will teach students on the same protocols
- Icahn Charter Schools will post the full 2020 Reopening Plan on the charter's main website at www.ica hncharter schools.org and all of the individual school websites will have an area that redirects them to the main website to access the most updated information available.
- The school will regularly use parent and staff surveys to update our protocols and re-opening plans.
- Additionally, in compliance of CDC and DOH guidance, signage will be used to remind individuals 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 will be provided to all students and staff members on proper usage of PPE, social distancing, movement throughout the building, fire/emergency safety protocols, etc. The training will be recorded and available when retraining is necessary.



2B. MONITORING.

Monitoring includes protocols and procedures to track health conditions at schools. The minimum required items below are detailed on page 5 of the DOH [Interim Guidance](#). Please provide detailed responses to the following organized by the bulleted, bolded headings identified below (e.g., 2b: Monitoring (provide a brief, overview description))

- Screening
- Testing Protocols
- Testing Responsibility

SCREENING

• **Screening:** Protocols and procedures for mandatory health screenings, including temperature checks of students, faculty, staff, and where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. Responsible parties should consider limiting the number of visitors permitted on school grounds or in school facilities, and if visitors are allowed, screening of such visitors. Students not admitted for medical reasons (fever, coughing, etc.), which should be documented, must be provided with home instruction, which may be on-line, and ideally commencing the same day. While some charter schools have relied on districts to provide home bound instruction, each charter should have a plan in place for instruction of students not admitted to school for medical reasons as well as sick and quarantined students during the 2020-21 school year;

- The school will limit the number of individuals entering the school building.
- If at all possible, meetings will be held virtually. Otherwise, social distancing and PPE equipment protocols will be followed. All meetings must be pre-approved by the Principal of the school.
- Contractors will have access to the building once all students have left the building and will be limited on where they will travel. Approved PPE equipment is required to enter the building.
- The school will use an online application that parents and staff members must use each morning before entering the building. The application will ask a few monitoring and screening questions. If there is a response that triggers a potential COVID exposure, an email is sent to the COVID liaison. The liaison will then follow protocols in reporting the activity. Examples of screening questions:
 - a. 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;
 - b. tested positive through a diagnostic test for COVID-19 in the past 14 days;



- c. has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days: and/or
 - has 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
- The secondary layer of screening will take place when entering the building. Everyone will have his or her temperature taken. Anyone who has a temperature of 100.00°F or greater will be isolated from others and sent home immediately. This should accommodate anyone who does not have access to the online screening process.
- Anyone who does not complete the online screening questions and has a temperature lower than 100.0°F when entering the building will be asked to answer the screening question. Parents may be called to answer the screening questions for the younger students in the building. All others will be sent home immediately.
- Temperature or health information will not be stored or shared. Only a pass or fail will be recorded.
- Staff members will supervise students who are waiting their turn for a temperature check. While waiting, students will be socially distanced
- A staggered entry and exit time into the building will be implemented to abide by the 6 ft social distancing requirement.
- Staff members will be trained to perform temperature screenings
- To abide by the social distancing requirement, it may be necessary to take the temperature of individuals outside of the school building.

HEALTH TESTING PROTOCOLS

• Health Testing Protocols: Process for the provision or referral of diagnostic testing for students, faculty, and staff for COVID-19, in consultation with local health department officials, when needed, which should include plans for testing for symptomatic individuals, close contacts of COVID-19 confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory (<https://coronavirus.health.ny.gov/covid-19-travel-advisory>), before allowing such individuals to return to in-person attendance at the school;

- The school will comply with the CDC guidance and not conduct COVID-19 testing or require testing or antibody testing of students or staff members.
- The school will identify who in the community is responsible for referring, sourcing, and administering testing on the school website.
- Charter School will consult with their assigned NYCDOH nurse to determine which staff and students presenting symptoms should be referred for COVID-19 tests. COVID-19 testing is available across New York City and unless determined otherwise by NYCDOH, students and staff will continue to use their own doctors or clinics/hospitals of their choice.



- Currently the NYCDOH is creating a questionnaire for schools to use.
- The COVID liaison will work closely with the local health department and DOH in order to provide the most updated information regarding available testing sites.
- Currently the NY Department of Health provides the following information on their website for testing sites: <https://coronavirus.health.ny.gov/find-test-site-near-you>
- The parent or guardian will be instructed to call their health care provider, or if they do not have a healthcare provider, to follow up with a local clinic or urgent care center.

HEALTH TESTING RESPONSIBILITY

• Health Testing Responsibility: Identification of who in the community is responsible for referring, sourcing, and administering testing (e.g., local health department testing site, physician offices, hospital system), particularly in the event that large-scale testing at the school is needed; and,

- The school will comply with the CDC guidance and not conduct COVID-19 testing or require testing or antibody testing of students or staff members.
- Charter School will consult with their assigned NYCDOH nurse to determine which staff and students should be referred for COVID-19 tests. COVID-19 testing is available across New York City and unless determined otherwise by NYCDOH, students and staff will continue to use their own doctors or clinics/hospitals of their choice.
- If Charter School students and staff need access to large-scale testing, the school will follow directions from NYCDOH regarding where testing should happen and communication to the school community.
- Currently the NY Department of Health provides the following information on their website for testing sites: <https://coronavirus.health.ny.gov/find-test-site-near-you>

EARLY WARNING SIGNS

• Early Warning Signs: Defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable levels, established by DOH and local health departments; define and describe how the education corporation/school will deploy method(s) to monitor against such metrics.

- The school will closely monitor absenteeism for trends and assess if the increase in absenteeism is related to COVID-19 or for other reasons.
- The school will follow all metrics as set by NYCDOH if cases in NYC are increasing beyond an appropriate level and modify in-person instruction as necessary.
- The school will monitor the pass or fail morning screening for trends. Each day the COVID liaison will be able to retrieve daily reporting on the pass and fail rate.
- The school will monitor the number of students, when in school, who requires isolation
- Parent contact and data collection on potential cases in the home



- Closely monitoring information from the Department of Health and other local health departments
- Gather local reports on increased illnesses in the school community
- The school will monitor its contact tracing tool daily to assess if there is a controlled group warning sign
- The contact tracing tool will follow HIPAA guidelines and the tool will not collect any medical information

2C. CONTAINMENT

Containment includes protocols and procedures for how to respond to positive or presumed positive cases, as well as preventative practices the education corporation/school will deploy. Responses must include those details as well as preventative practices (if identified above please reference). At a minimum, reopening plans must incorporate items bulleted below from requirements detailed on page 6 of the DOH [Interim Guidance](#). Please provide detailed responses to the following organized by the bulleted, bolded headings identified below (e.g., 2c: Containment (provide a brief, overview description)

- School Health Offices
- Isolation
- Collection....

SCHOOL HEALTH OFFICES

• School Health Offices: Protocols for safely caring for a student, faculty or staff member if they develop symptoms of COVID-19 during the school day;

- The Icahn school has developed protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID 19 during the school day.
- The school COVID liaison will ensure the safety protocols set in place are followed. Protocols will be assessed frequently to accommodate any new guidance from DOH and/or NYSED as well as any specific school related matter that requires the school to revisit the protocols.
- Containment, Isolation, Contact Tracing and Cleaning and Disinfection are key components once a report of a COVID-19 related symptom is announced.
- A COVID committee that includes school administrators will review suggestions or requests to update the school protocols.
- A suggestion survey will routinely be issued to stakeholders, internally and externally, to improve and update our plan as necessary and to reinforce that everyone involved in the Icahn school is a stakeholder. The message to stakeholders is that we as a school community must do our part to avoid the spread of the virus.
- DOH will provide all the PPE and supplies necessary for outfitting the school health office, including but not limited to eye protection, gloves, gown, and masks.

ISOLATION

• Isolation: Procedures to isolate individuals who screen positive upon arrival, or symptomatic individuals should they become symptomatic while at school, providing appropriate PPE



for school health offices staff caring for the symptomatic individual(s). Protocols for safe transportation, including pick-up arrangements, if applicable, for symptomatic students, faculty and staff;

- **Isolation:** Procedures have been developed to isolate individuals who screen positive upon arrival, or symptomatic individuals should they become symptomatic while at school. The school will provide appropriate PPE for school health office staff caring for the symptomatic individual. The school will ensure that safe transportation, including pick up arrangements, if applicable, for symptomatic students, faculty, and staff.
- The school will set aside a room for the sole purpose of isolation and to provide a safe area for pick up. The room will be closely monitored to ensure there is no breach in the isolation.
- Where available, the isolation room will be near the exit of the building and away from other rooms.
- Only medical staff or an approved designee will be allowed in the isolation room and approved PPE equipment must be worn at all times. Social distancing protocols must be followed.

• **Collection:** Protocols for how parents or legal guardians should pick up their students with instructions that the student must be seen by a health care provider;

- **Collection:** The school will ensure that clear instructions are provided to parents or legal guardians in the event a pick up is required. Instructions will be provided to the parent or legal guardian that the student must be seen by a health care provider.
- During the collection, all parties must wear approved PPE equipment.
- Collection will take place in a designated area, preferably near an exit, to avoid exposure.
- Parents or legal guardians are not to linger in the building during the collection process and a quick exit out of the building is required.
- Each collection of students or staff will be documented. If necessary, the local health department will be contacted if there are warning signs or trends occurring.
- Individuals, parent or legal guardian, collecting a student will be reminded to protect himself or herself and others in the family unit from exposure by practicing social distancing, isolation when needed, wearing facemasks, cleaning, disinfecting, and ventilating shared spaces if available

INFECTED INDIVIDUALS

• **Infected Individuals:** Requirements that persons who have tested positive complete isolation and have recovered, and will not transmit COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department;



- **Infected Individuals:** Infected individuals may return to the school only when the requirement that persons who have tested positive complete an isolation protocol and have recovered and will not transmit COVID 19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department.
- Students or staff that test positive for COVID-19 will be required to stay out of school for 10 days or until symptoms end per the guidance of the NYCDOH.
- A medical note is required in order to return to the school.

• **EXPOSED INDIVIDUALS**

• Exposed Individuals: Requirements that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department;

- **Exposed Individuals:** Individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department.
- If an individual has been **exposed** to COVID-19 they must be quarantined for a period of 14 days even if they test and receive a negative test result.
- Any student or staff member who has been within 6 feet for 10 continuous minutes or more to individuals with suspected or confirmed COVID- 19 must be quarantined for 14 days.
- Isolation-10 days along with a fever free period of 24 hours if they have a confirmed case of COVID-19
- When there is a confirmed exposure within a controlled group even with 6 ft social distancing and the exposure is a continuous 10 minutes or longer, all in the controlled group must be quarantined for 14 days.
- Students or staff that have been exposed to COVID-19 will be required to stay out of school for 14 days. Schools will consult with NYCDOH or NYC Trace to determine who is an "exposed" individual and must stay out of school.
- A medical note may be required to return to the school.

HYGIENE, CLEANING, AND DISINFECTION

• Hygiene, Cleaning, and Disinfection: Adherence to, and promotion of, hygiene, cleaning, and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas;



- **Hygiene, Cleaning and Disinfection** The school will adhere to, and promote, hygiene, cleaning, and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas.
- A certified cleaning and disinfection trainer will provide training to all staff before the reopening of the school.
- The training will be recorded and available for all staff to view at any time.
- Training will be provided to the custodial staff on the proper use of COVID-19 Disinfection, remediation and prevention sprayers.

CONTACT TRACING

• **Contract Tracing:** Plans to support local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program (<https://coronavirus.health.ny.gov/new-york-state-contact-tracing>) – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies ; and

- **Contact Tracing:** Plans to support local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies. In addition, the school will use an application to monitor and track cohorts and potential exposure.
- The school will cooperate with the NYC's Test and Trace Corp. program and any other mandates required by the NYCDOH
- The school will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors. In the case of an individual testing positive, the school will develop and maintain plans to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality must be maintained as required by federal and state law and regulations. Responsible Parties must cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.
- An online application will assist and record daily contact tracing for students and staff. Any potential contamination is recorded on the application and an email is sent to all responsible parties with a list of potential contamination contacts during the time in the school building and traveling to and from school.
- The contact-tracing tool will follow HIPAA guidelines and the tool will not collect any medical information.

COMMUNICATION

• **Communication:** Plans to share protocols and safety measures taken by the education corporation/school with all relevant parties including parents/legal guardians, faculty,



staff students and the local community.

- **Communication:** The school COVID 19 liaison will be responsible for sharing protocols and safety measures taken by the school with all relevant parties including parents /legal guardians, faculty, staff, students and the local community.
- The school website is one of the platforms the school will communicate to relevant parties.
- See Communication section of 2A for additional details.

2D. CLOSURE

Closure includes contingency plans and procedures for decreasing the scale or scope of in person education and/or closing the school. At a minimum plans must incorporate the following, again detailed in the DOH [Interim Guidance](#) at page 6. Please provide detailed responses to the following organized by the bulleted, bolded headings identified below (e.g., 2d: Closure (provide a brief, overview description)

- Closure Triggers
- Operational Activity
- Communication

CLOSURE TRIGGERS

• Closure Triggers: Identification of the condition(s) that may warrant reducing in-person education or closing the school, in consultation with DOH and local health departments, and plan for an orderly closure;

- After consulting with the DOH and it is recommended the school close.
- Icahn will collaborate with their local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level. School administrators will consider closing school if absentee rates affect the ability of the school to operate safely. Icahn may choose to modify operations prior to closing to help mitigate a rise in cases. Icahn will consult their medical director and/or the local department of health when making such decisions.
- Each charter will work with the NYCDOH to determine what conditions (i.e. number of positive COVID-19 cases in the building) would trigger a pod, section, or full school closure and the amount of time of the closure.
- Lack of certified teachers on staff.
- High absenteeism in students and/or staff
- The NYS Governor's office recommends school closure.



- The NYC Department of Education recommends school closure.

OPERATIONAL ACTIVITY

• Operational Activity: Determination of which operations will be decreased, or ceased, and which operations will be conducted remotely. Include processes to conduct orderly closures which may include phasing, milestones and involvement of key personnel; and,

- All in school learning will cease
- The school will go with the remote learning option
- There will be no need for technology distribution. Technology will be stored at home on the first day of school.
- Custodial services will continue
- Administrative staff will work remotely and when necessary will come in on a predetermined day.
- No one is allowed back in the building without a pre-approval from the network office.
- Charter schools will collaborate with co-located schools, whether charter or district, through their building councils and shared space committees to follow all health and safety protocols as prescribed by the NYCDOE and NYCDOH while maximizing these spaces for instructional purposes.

COMMUNICATION

• Communication: Plan to communicate internally and externally throughout the closure process.

- See Communication section of 2A for additional details.