



Derech HaTorah of Rochester  
71 Maiden Lane  
Rochester, NY 14616

## Reopening Plan for September 2020

### **Protocols and procedures for restarting school operations for students, faculty, and staff returning to in-person instruction**

#### **Core Health and Safety Principles and Definitions**

- **Responsible Parties:** Derech HaTorah of Rochester (DHR), represented by the school coordinator and assistant principal, Rabbi Dov Chastain; and Rabbi Ross Kosow, the building manager.
- **Face Coverings:** DHR will maintain protocols and procedures for students, faculty, staff, and other individuals to 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.
- **Social Distancing:** DHR will maintain protocols and procedures for students, faculty, and staff to 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 air flow, heating, cooling, or ventilation, or otherwise present a health or safety risk.
- **Spaces:** To reduce social density, DHR has considered using 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, as well as outdoor space(s) where health and safety conditions (e.g., allergies, asthma) allow for such potential usage.
- **In-Person Instruction:** To ensure equity in education, DHR has prioritized efforts to return all students to in-person instruction at this time. However, based on the dynamic nature of local community transmission of the COVID-19 virus, a phased-in approach or hybrid model combining in-person instruction and remote/distance learning may be necessary at various times through the 2020-2021 school year. In planning for these approaches and models, our school plans will indicate if certain students will be prioritized to return to in-person instruction first or more frequently based on educational or other needs (e.g., early grades, students with disabilities, English language learners), given requirements for equity, capacity, social distancing, PPE, feasibility, and learning considerations.
- **Cohorts:** DHR 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 (no more than 20). DHR has enacted 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). DHR 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.

- **Screening:** DHR will implement 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. Specifically, all individuals must have their temperature checked each day, either at home or in school. If an individual presents a temperature of greater than 100.0°F, the individual must be denied entry into the facility or sent directly to a dedicated area prior to being picked up or otherwise sent home. DHR will also use a daily screening questionnaire for faculty and staff reporting to school; and will periodically use a questionnaire for students, particularly younger students, who may require the assistance of their parent to answer. Remote health screening (via text, digital application, or telephone, which may involve the parent) will be implemented before individual report to school each day.
- **Transportation:** Consistent with State-issued public transit guidance, local school districts must develop protocols and procedures, which include 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. DHR and local districts also are encouraging parents to drop off their children at school to reduce density on buses.
- **Ventilation:** DHR will increase ventilation with outdoor air to the greatest extent possible (e.g., changing filters on air ventilation system and opening windows and doors) while maintaining health and safety protocols, particularly for younger students.
- **Hygiene, Cleaning, and Disinfection:** DHR will adhere to and promote hygiene, cleaning, and disinfection guidance set forth by DOH and CDC. DHR will train all students, faculty, and staff on proper hand and respiratory hygiene. DHR will also 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.
- **Contact Tracing:** DHR 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, DHR will 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 will be maintained as required by federal and state law and regulations. DHR will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.
- **Return to School:** DHR will have protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This return to school protocol shall include, at minimum, documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation. Refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

## **Specific Plans:**

**Reopening of in-person instruction** includes protocols and procedures for restarting school operations including students, faculty, and staff returning to in-person instruction. At a minimum, plans must incorporate the following:

- **Capacity:** Phasing and quantity of students, faculty, and staff allowed to return in-person, considering factors such as ability to maintain appropriate social distance, personal protective equipment (PPE) availability, local medical capacity, and availability of safe transportation. Based on DHR's small enrollment (120 students, projected), large classrooms and facility (48,000 square feet), social distancing should be possible at all times within the school building.
- **Social Distancing:** Protocols and procedures for students, faculty, and staff to ensure appropriate social distancing when on school grounds and in school facilities. Specifically, the schedule will be built to ensure that only one class/cohort is in each hallway at the same time. Additionally, there will be three lunch periods to allow for social distancing during lunch time. Finally, all classrooms will be set up to ensure that social distancing is maintained.
- **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 school or school district (e.g., school buses) will be available when social distancing is not possible.
- **Operational Activity:** No classes will operate with more than 20 students, a cohort. They will be kept 6' apart at all times, including when walking to the lunchroom or gym. Students will remain with their cohorts throughout the school day and will not interact with other cohorts. The school will not conduct large assemblies. Field trips will require social distancing. When possible, virtual, online meetings and events will be held to minimize visitors to the building.
- **Restart Operations:** DHR has created plans to safely reopen facilities and grounds, which include cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components, as applicable.
- **Hygiene, Cleaning, and Disinfection:** DHR has created protocols and procedures for school-wide cleaning and disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses, 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.
- **Extracurriculars:** DHR has created 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. Specifically, P.E., art and computer classes will continue as planned while maintaining social distancing. All equipment used will be sanitized per the requirements and protocols.
- **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, will be allowed to safely participate in educational activities and, where appropriate and possible, their specific circumstances will be accommodated. These accommodations may include but are not limited to remote learning or telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions. DHR will 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 impairment or loss, students receiving language services, and young students, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible.

- **Mental Health, Behavioral, and Emotional Support Services and Programs:** DHR will provide some resources and, when appropriate, referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction (e.g., how they will identify and support students having difficulty with transitioning back into the school setting, especially given the changed school environment). Faculty and staff will receive additional training on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency, as well as information on developing coping and resilience skills for students, faculty, and staff.
- **Communication:** DHR will put in place communications plans for students, parents of students, faculty, staff and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Specifically, DHR will communicate with students and families before the start of school regarding preparing for the upcoming year, which will include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene. They will also receive a copy of this entire reopening plan. Additionally, parents and staff will receive daily text message health screenings that will require them to confirm that they (faculty and staff), or their children (students), have not been exposed to COVID-19, do not have a fever or any other symptoms.

**Monitoring** includes protocols and procedures to track health conditions at schools. At a minimum, DHR will incorporate screenings, have testing protocols, and will keep vigilant for warning signs if cases increase, as established by state and local health departments; and will define and deploy method(s) to monitor such metrics.

**Containment** includes protocols and procedures for how to respond to positive or presumed-positive cases, as well as preventative practices. DHR's plan incorporate the following:

- **School Health Offices:** DHR 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 student or staff member will be isolated until they are picked up or leave the grounds.
- **Isolation:** DHR has developed 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 office staff caring for the symptomatic individual. Protocols will be in place for safe transportation, including pick-up arrangements, if applicable, for symptomatic students, faculty, and staff, as well as plans to be examined by a health care provider.
- **Infected Individuals:** Requirements have been put into place to ensure that those who have tested positive complete isolation and have recovered, 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.
- **Exposed Individuals:** DHR requires 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.
- **Hygiene, Cleaning, and Disinfection:** DHR 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.
- **Contact Tracing:** DHR has 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.

- **Communication:** DHR will share protocols and safety measures taken by the school with all relevant parties including parents, faculty, staff, students and the local community.

**Closure** includes contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education, and/or closing the school. At a minimum, DHR will incorporate the following:

- **Closure triggers:** If applicable, DHR will identify conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure.
- **Operational Activity:** If applicable, DHR will determine which operations will be decreased, or ceased and which operations will be conducted remotely. It will include a process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel.
- **Communication:** DHR will communicate internally and externally throughout the closure process.

### **Standards for Responsible School Activities in New York State:**

No school activities can operate without meeting the following minimum State guidance, as well as applicable federal requirements, including but not limited to such minimum standards of the Americans with Disabilities Act (ADA), Centers for Disease Control and Prevention (CDC), Environmental Protection Agency (EPA), and OSHA. The State standards apply to all school activities in operation during the COVID-19 public health emergency until rescinded or amended by the State.

DHR's reopening plans are organized around three distinct categories: people, places, and processes.

As a result of New York's Reimagine Education Advisory Council's key principles, the following guidelines have been put into place as part of Derech HaTorah of Rochester's (DHR's) reopening plans:

## **I. PEOPLE**

### **A. Social Distancing and Face Covering**

#### ***Social Distancing***

- DHR school personnel will ensure that appropriate social distancing is maintained between individuals while in school facilities and on school grounds, inclusive of students, faculty, and staff, unless safety or the core activity requires a shorter distance or individuals are of the same household.

#### ***Face Coverings***

- If there is a time or place that individuals cannot maintain appropriate social distancing, school employees and/or students will wear acceptable face coverings.
- Although face coverings are strongly recommended, DHR has considered developmental appropriateness, feasibility, and our ability to implement such policy in a safe, consistent manner and we have determined that students will maintain social distancing at ALL times, thereby minimizing the need for masks, except on buses (see below), at dismissal and in common areas.
- All individuals at DHR and on school grounds will be prepared to put on a face covering if another person unexpectedly cannot socially distance; and for this reason, individuals – including students – must wear face coverings in common areas, such as entrances/exits.

- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering.
- DHR will offer assistance to students who may have difficulty in adapting to wearing a face covering on buses or in common areas.
- DHR will train all students, faculty, and staff on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. This training should be extended to contractors and vendors, if DHR will be supplying the contractors and vendors with PPE.

### ***Social Distancing for Certain Activities***

- DHR will ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities requires projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in P.E. classes).

### ***Space Configurations***

- DHR will carefully schedule breaks, recess and times between classes to restrict the use of classrooms and other places where students, faculty, and staff gather (e.g., lockers, cubbies, entryways, hallways), so that individuals can be socially distanced (e.g., side-to-side and when facing one another), and are not sharing workstations, desks, tables, or other shared surfaces without cleaning and disinfection between use.
- Since DHR will be using a cohort model, cleaning and disinfection may be performed in between each group's use instead of individual's use.
- Where feasible, DHR will put in place measures to reduce bi-directional foot traffic using tape or signs with arrows in hallways, or spaces throughout the school, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., outdoor spaces, libraries, classrooms and cafeterias).
- While COVID-19 lasts, DHR will be closed to the general public (i.e., not students, faculty, or staff). Neighborhood children and families will not be allowed to use playgrounds and fields.

### ***Schedules***

- DHR will schedule and coordinate arrival and dismissal procedures to ensure that students and staff are able to maintain proper social distancing, and assign lockers or other student storage areas by cohorts. Despite these restrictions, DHR will ensure that students will not carry an unreasonable number of books or materials throughout the day by leaving appropriate materials in special designated areas in each classroom.

### ***Signage***

- DHR will post signs throughout the school and will regularly share similar messages with the school community, consistent with DOH COVID-19 signage regarding public health protections against COVID-19. DHR will develop customized and age-appropriate signage that is consistent with the Department's signage. Signage should 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.

## **B. Gatherings**

### ***Meals***

- DHR will schedule three different daily lunch periods to ensure social distancing between individuals while eating in the school cafeteria. The staggered meal periods will ensure social distancing and proper cleaning and disinfection between students.
- Teachers will prohibit sharing of food and beverages unless individuals are members of the same household. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.
- Students will eat snacks at their own desks.

### ***Small Spaces***

- DHR will limit gathering in small spaces (e.g., supply rooms, faculty offices) by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same household. However, even with face coverings in use, occupancy should not exceed 50% of the maximum capacity of the space, unless it is designed for use by a single occupant.

### ***Faculty and Staff Meetings***

- Pursuant to their school reopening plan, DHR may use video or teleconferencing for faculty and staff meetings and conferences to reduce the density of congregations, per CDC guidance "[Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)". When videoconferencing or teleconferencing is not preferable or possible, DHR will hold meetings in open, well-ventilated spaces and ensure that individuals maintain appropriate social distance (e.g., leave space between chairs, have individuals sit in alternating chairs).

### ***Ventilation***

- DHR will increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols. Additionally, DHR's building manager will check and change filters in the school's existing air filtration system.

### ***Common Areas***

- DHR will put in place practices for adequate social distancing in small areas, such as restrooms and breakrooms, and will develop signage and systems (e.g., bathroom passes) to restrict occupancy when social distancing cannot be maintained in such areas.
- To the extent practical, DHR will stagger schedules for faculty and staff to reduce density and promote social distancing in enclosed areas (e.g., coffee breaks, meals, and shift starts/stops).

## **C. Operational Activity**

### ***Cohorts***

- DHR will put students in cohort groups, by grade/class to the extent practicable to limit potential exposure. “Cohorts,” particularly for younger students, are self-contained, pre-assigned groups of students with reasonable group size limit (fewer than 20 students). DHR will enact measures to prevent intermingling across cohorts, to the greatest extent possible (e.g., separation by appropriate social distancing, particularly if there are multiple cohorts in one area). DHR 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.

### ***In-Person Instruction***

- While the goal is to return all students to in-person instruction, due to the dynamic nature and risk of community transmission of COVID-19, DHR has prepared for a combination of in-person instruction and remote learning to facilitate a phased-in approach or hybrid model, which may be necessary at various times throughout the 2020-2021 school year. In such approaches and models, DHR may be required to use video or teleconferencing in lieu of in-person gatherings (e.g., classes, office hours), per CDC guidance “Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)”.
  - In cases where in-person instruction is not feasible, phased-in and hybrid models of education will need to consider if certain students will be prioritized for in-person instruction first or more frequently based on educational or other needs (e.g., early grades, students with disabilities, English language learners), and must balance this with equity, capacity, social distancing, PPE, feasibility, and learning considerations.
  - If COVID-19 cases develop, DHR may consider restricting access within school facilities and across school grounds, particularly in affected areas to avoid full school closures. In such instances, DHR may choose to temporarily move classes where an individual has tested positive for COVID-19 to remote/virtual format until all contacts can be identified, notified, tested, and cleared.
- To maximize in-person instruction, DHR will implement measures to decrease density and congregation in school facilities and on school grounds, when possible, such as:
  - Finding alternative spaces in the school building to allow for more in-person instruction;
  - adjusting class or work hours, where appropriate and possible;
  - limiting in-person presence to only those staff who are necessary to be at the school during normal school hours;
  - maintaining or increasing remote workforce (e.g., administrative staff) to accommodate social distancing guidelines;
  - staggering schedules and allowing more time between classes to reduce congestion in hallways, walkways, and buildings; and/or
  - shifting design of class schedules to accommodate social distancing guidelines, including cohorts (e.g., alternative classroom schedules, full-time in-person learning for younger students).

### ***Shift to Online Instruction Due to Outbreak***

- In the event that the CDC, Monroe County Department of Health, the governor of NYS or any other authority declares that schools must close, DHR will ensure that all students and teachers have access to devices that can access online instruction. If needed, we will resume full online classes in the same manner that they were conducted this past spring during the initial lockdowns. As required by law, accommodations will be made for students with IEPs and recognized disabilities as well as ELLs.



## **D. Movement and Commerce**

### ***Student Drop-Off and Pick-Up***

- DHR will establish designated areas for student drop-off and pick-up, limiting contact and entry of parents/legal guardians into the building, to the greatest extent possible.

### ***Deliveries***

- DHR will establish designated areas for pickups and deliveries, limiting contact to the extent possible.

### ***Faculty/Staff Entrances and Exits***

- To the extent feasible, DHR will limit on-site interactions (e.g., designating separate ingress or egress for faculty and staff, eliminating bidirectional flow of individuals to the extent practicable).

### ***Shared Objects***

- DHR will put in place plans or measures to limit the sharing of objects, such as lockers, cubbies, laptops, notebooks, touchscreens, writing utensils, chalk and dry erase boards, musical instruments, tools, and toys, as well as the touching of shared surfaces, such as conference tables and desks; or require students, faculty, and staff to perform hand hygiene before and after contact.

## **II. PLACES**

### **A. Personal Protective Equipment**

- Acceptable face coverings for COVID-19 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. Face shields worn without other face coverings are not considered adequate protection or source control against COVID-19 and should not be used.
  - Teachers may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the faculty or staff member.
- However, cloth-based face coverings or disposable masks shall not be considered acceptable face coverings for workplace activities that require a higher degree of protection for PPE due to the nature of the work. For those types of activities, N-95 respirators or other PPE used under existing industry standards should continue to be used, in accordance with [OSHA guidelines](#).
- In addition to the necessary PPE as required for certain workplace activities, DHR will procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to their faculty and staff who directly interact with students or members of the public while at work at no cost to the faculty or staff member, pursuant to Executive Order 202.16, as amended and extended.
- DHR will have an adequate supply of face coverings, masks, and other required PPE on hand should faculty or staff need a replacement, or if needed by students.
- DHR will advise students, faculty, staff, and visitors that they are required to wear face coverings in common areas or situations where social distancing may be difficult to maintain, such as entering/exiting classrooms, walking in hallways, and traveling around school buildings.

- DHR will allow students, faculty, and staff to use their own acceptable face coverings, but cannot require faculty and staff to supply their own face coverings. Employees can wear their personally owned protective coverings (e.g., surgical masks, N-95 respirators, face shields), as long as they adhere to the minimum standards of protection for the specific activity.
- DHR will request that students bring their own face covering, but may not require it and will procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to any student who does not have their own, at no cost to the student.
- Face coverings should be cleaned or replaced after use and must not be shared. Students and parents/legal guardians should take responsibility for maintaining their face coverings. Please consult [CDC guidance](#) for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning.

## **B. Hygiene, Cleaning and Disinfection**

### ***Hygiene***

- DHR will ensure adherence to hygiene, cleaning and disinfection requirements as advised by the CDC and DOH, including "[Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)," and the "[STOP THE SPREAD](#)" poster, as applicable. DHR will maintain logs that include the date, time, and scope of cleaning and disinfection. DHR will identify cleaning and disinfection frequency for each facility type and assign responsibility.
- DHR will train all students, faculty, and staff on proper hand and respiratory hygiene, and should provide information to parents and/or legal guardians on ways to reinforce this at home.
- DHR will provide and maintain hand hygiene stations around the school, as follows:
  - For handwashing: soap, running warm water, and disposable paper towels.
  - For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical. Student use of alcohol-based hand sanitizers should always be supervised by adults to minimize accidental ingestion and promote safe usage; supervision is required for elementary school students. Parents can inform the school that they do not want their child to use alcohol-based hand sanitizers by sending a written notice to the school. Schools must provide accommodations for students who cannot use hand sanitizer, to allow for their use of handwashing stations.
  - Hand sanitizer stations will be available on each floor of the building in convenient locations. Touch-free hand sanitizer dispensers will be installed where possible.
    - DHR will place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.
    - DHR will remind individuals that alcohol-based hand sanitizers can be flammable and may not be suitable for certain areas in school facilities and on school grounds.
- Receptacles/trash cans will be placed around the school for disposal of soiled items, including paper towels and PPE.

### ***Cleaning and Disinfection***

- Cleaning and disinfection are the primary responsibility of the school's custodial staff. However, DHR will also provide appropriate cleaning and disinfection supplies to faculty and staff for shared and frequently touched surfaces:

- Disposable wipes will be provided for faculty and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and/or after use, followed by hand hygiene.
- To reduce high-touch surfaces, if possible, DHR will install touch-free amenities, such as water-bottle refilling stations, trash receptacles and paper towel dispensers, where feasible.
- If installing touch-free amenities is not feasible, DHR will, at a minimum, make hand sanitizer available near high-touch surfaces (e.g., trash receptacles, paper towel dispensers).
- DHR will close water drinking fountains (unless they are configured as a bottle refilling station) and encourage students, faculty, and staff to bring their own water bottles or use disposable cups.
- DHR will conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables which should be cleaned and disinfected between each individual's use, if shared. If cohorts are used, cleaning and disinfection may take place between each cohort's use rather than each individual. Cleaning and disinfection must be rigorous and ongoing and should occur at least daily, or more frequently as needed. DHR will use the DOH's "[Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)" for detailed instructions on how to clean and disinfect facilities.
  - DHR will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.
  - DHR will ensure that materials and tools used by employees are regularly cleaned and disinfected using registered disinfectants, per the Department of Environmental Conservation (DEC) [list of products](#) registered in New York State and identified by the EPA as effective against COVID-19.
  - Best practices to implement in school (student) bathrooms include, but are not limited to:
    - existing physical barriers between toilets and sinks if six feet of separation is not feasible; and
  - DHR will ensure distancing rules are adhered to by using signage, occupied markers, bathroom passes, or other methods to reduce restroom occupancy at any given time, where feasible.
- DHR will not provide cleaning and disinfecting supplies to younger students, nor should students be present when disinfectants are in use.

### ***Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case***

- DHR will clean and disinfect exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
- DHR will follow CDC guidelines on "[Cleaning and Disinfecting Your Facility](#)," if someone is suspected or confirmed to have COVID-19:
  - Close off areas used by the person who is suspected or confirmed to have COVID-19.
    - DHR will not necessarily need to close operations, if they can close off the affected areas (e.g., classroom, restroom, hallway), but they will consult with local health departments to finalize protocols.

- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning and disinfecting, unless waiting 24 hours is not feasible, in which case, wait as long as possible.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
  - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
  - Refer to DOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)" for information on "close and proximate" contacts.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

### **C. Coordination and Phased Reopening**

- DHR has designated a COVID-19 safety coordinator, Rabbi Dov Chastain, whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

### **D. Communications Plan**

- DHR affirms that we have reviewed and understand the State-issued industry guidelines and must submit reopening plans, as outlined above and instructed below, prior to reopening.
  - Please note that the State will decide on reopening dates for Pre-K through Grade 12 schools in early August 2020.
- DHR will engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing reopening plans. Plans for reopening should identify the groups of people involved and engaged throughout the planning process.
- DHR will develop a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.
- DHR will ensure all students are taught or trained 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.
- DHR will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.
- DHR will designate a coordinator, Rabbi Dov Chastain, to be the main contact upon the identification of positive COVID-19 cases and to be responsible for subsequent communication. Coordinators will be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.
- The coordinator work closely with local health departments and other schools to monitor public health conditions and jointly develop monitoring strategies.

### **III. PROCESSES**

#### **A. Screening and Testing**

##### ***Health Screening and Temperature Checks***

- DHR will implement 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.
  - All individuals must have their temperature checked each day – ideally, at home, prior to departing to school – before entering any school facility. If an individual presents a temperature of greater than 100.0°F, the individual must be denied entry into the facility, or sent directly to a dedicated area prior to being picked up or sent home.
  - DHR will also utilize a daily screening questionnaire for faculty and staff reporting to school; and periodically use a questionnaire for students, particularly younger students, who may require the assistance of their parent to answer.
    - DHR prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).
  - Screening will be conducted remotely (e.g. by text, digital application, or telephone, which may involve the parent/legal guardian), before the individual reports to school, to the extent possible; or may be performed on site at the school.
    - Remote screening should be coordinated to identify individuals who should not go to school and should be referred to their health care provider for further evaluation and COVID-19 testing.
    - On-site screening should be coordinated in a manner that prevents individuals from intermingling in close or proximate contact with each other prior to completion of the screening.
  - Screening for all students, faculty, staff, and, where practicable, visitors, contractors, and vendors, must be completed using a questionnaire that determines whether the individual has:
    - (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
    - (d) 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.
- If applicable, DHR will consider implementing health screening practices for unscheduled visitors.
- Refer to CDC guidance on "Symptoms of Coronavirus" for the most up to date information on symptoms associated with COVID-19.
  - Please note that the manifestation of COVID-19 in children, although similar, is not always the same as that for adults. Children may be less likely to present with fever as an initial symptom, and may only have gastrointestinal tract symptoms, which should be taken into consideration during the screening process. DHR will remind parents that students may not attend school if they have had a temperature of greater than 100.0°F at any time in the past 14 days, even if a fever-reducing medication was administered and the student no longer has a fever.

##### ***Positive Screen Protocols***

- Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school,

must be immediately sent home with instructions to contact their health care provider for assessment and testing.

- Students who are being sent home because of a positive screen (e.g., onset of COVID-19 symptoms) must be immediately separated from other students and supervised until their parent or emergency contact can retrieve them from school.
- DHR will provide such individuals with information on health care and testing resources, if applicable.
- DHR will immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.
- DHR will require individuals to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of school hours.
- DHR will establish policies, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment. This returning to learning protocol must include at minimum documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution, or if COVID-19 positive, release from isolation.
- DHR will designate a central point of contact(s), which may vary by activity, location, shift or day, responsible for receiving and attesting to having reviewed all screening activities, with such contact(s) also identified as the party for individuals to inform if they later experience COVID- 19-related symptoms or COVID-19 exposure, as noted on the questionnaire.

### ***In-Person Screening***

- DHR will ensure that any personnel performing in-person screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious individuals entering the facilities. Personnel performing screening activities should be trained by employer-identified individuals who are familiar with CDC, DOH, and OSHA protocols.
- Screeners will be provided with and will use PPE, which includes at a minimum, an acceptable face covering or mask, and may also include gloves, a gown, and/or a face shield.

### **B. School Health Offices**

- DHR will develop protocols for caring for a student, faculty, or staff member who develops COVID-19 symptoms during the school day. These protocols must include:
  - Identification of a dedicated area to separate students, faculty, or staff with symptoms of COVID-19 from others until they can go home or to a health care facility, depending on severity of illness;
  - Plans to ensure that symptomatic students who are waiting to be picked up remain under the visual supervision of a staff member who is socially distanced;
  - PPE requirements for school health office staff caring for sick individuals, which must include both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (i.e., goggles or face shield) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, and a fit-tested N-95 respirator should be used, if available (or surgical face mask and face shield, if not available), as well as eye protection. Please consult CDC guidance for additional information; and
  - Required guidelines for cleaning and disinfection.
- DHR will develop protocols for asthma-related acute respiratory treatment care using up to date standard of care:
  - Nebulizer treatments and suctioning are identified by the CDC as aerosol-generating procedures requiring a N-95 mask fitted to the healthcare worker;

- Consult with students' healthcare providers for alternate asthma medication delivery systems; and
- Consult with school maintenance and facilities department for environmental controls.

### **C. Tracing and Tracking**

#### ***Metrics***

- DHR will identify clearly defined measures that will serve as warning signs that the level of COVID-19 transmission may be increasing in the school setting beyond an acceptable level, as defined by state and local health departments.
  - DHR will include a process in their plan if/when COVID-19 cases are discovered at school, including closing areas or classes where individuals were infected or more broadly the entire school in consultation with the local health department.
  - DHR may choose to modify operations prior to instituting school-wide closures to help mitigate a rise in cases.

#### ***Notification***

- DHR will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff, and visitors.

#### ***Tracing Support***

- In the case of an individual testing positive, DHR will 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 state and local health department contact tracing, isolation, and quarantine efforts.
  - If applicable, DHR will partner with local health departments to train older students, faculty, and staff to undertake contact tracing efforts for populations in school facilities and on school grounds, where feasible.

#### ***Quarantine, Isolation, and Return to School***

- State and local health departments will implement monitoring and movement restrictions of COVID-19 infected or exposed persons, including isolation or quarantine.
- DHR will ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing, tracking or other mechanism.

DHR will refer to DOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)" regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

## **IV. SUBMISSION OF SCHOOL PLANS**

DHR has already submitted an affirmation at the below link that they have read and understand this guidance. Further, pursuant to this guidance, DHR has prepared and submitted this plan for reopening and operating during the ongoing emergency by July 31, 2020. Plans should be presumed to be approved upon submission, unless otherwise notified by the State that modifications are necessary to ensure compliance with this guidance.

DHR's plan reflects engagement with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents of students, and local health care providers), particularly local infectious disease doctors and the local health department, and in accordance with the minimum

requirements referenced herein, cover: (1) reopening of school facilities for in-person instruction, (2) monitoring of health conditions, (3) containment of potential transmission of the 2019 novel coronavirus, and (4) closure of school facilities and in-person instruction, if necessitated by widespread virus transmission.

DHR will conspicuously post completed reopening plans at the school and on our website for faculty, staff, students, and parents of students to access.

This plan will be submitted to NYSED and DOH and it will be made publicly available.

<https://forms.ny.gov/s3/PK-12-Education-Reopening-Plan>, then select "Private Schools".



