



This reopening plan for Covenant Love Community School (CLCS) has been established in accordance with the guidance created by the New York State Department of Health (NYSDOH). Careful consideration has been given to state and local mandates and recommendations, as we plan and prepare for in-person instruction for the 2020-2021 school year. If the school closure mandate is lifted, CLCS will begin the school year with all students on the physical campus. Extensive health and safety measures will be in place to help protect students, families, staff, and guests from the spread of COVID-19. We desire to provide an educational environment that is physically safe, socially enriching, emotionally nurturing and spiritually formative.

Core Safety Principles and Definitions

- 1. COVID-19 Coordinator:** The COVID-19 Coordinator will be responsible for overseeing this plan, and has affirmed she has read, understood, and will adhere to the standards set forth in the NYSDOH Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency. Pamela Bateman, school principal, has been appointed COVID-19 Coordinator, and she has developed this plan in conjunction with members of the staff and school community committed to the safe reopening of CLCS.
- 2. Face Coverings:** The Coordinator will ensure that all individuals - students, staff and guests - will wear appropriate face coverings and utilize any other personal protective equipment (PPE) required by NYSDOH guidelines. Acceptable face coverings include, but are not limited to, a cloth-based face covering (ie. hand-sewn or purchased fabric mask, bandana) or a surgical mask that covers both the nose and mouth.
- 3. Physical Distancing:** We will use the term physical distancing in this document to refer to social distancing of six feet or more in all directions between individuals. We will encourage safe social interactions within the guidelines for required physical distancing. A face covering will be required whenever appropriate physical distancing or approved barriers are not possible, unless an individual cannot tolerate a face covering for medical or mental health reasons.
- 4. Spaces:** To reduce density, the Coordinator has set in place plans and procedures to use alternative indoor spaces to be repurposed for instruction or other required purposes in support of in-person instruction, as well as outdoor space(s) where health and safety conditions allow for such potential usage. In addition, the Coordinator is considering and

assessing additional facilities within the community should the need for alternative spaces arise.

5. **In-Person Instruction:** The Coordinator has prioritized efforts to return all students to in-person instruction at this time. In addition, plans and procedures have been developed to include remote/distance learning as necessary through the 2020-2021 school year. In the event that students must return to in-person learning in phases, students will be prioritized based on educational or other needs.
6. **Cohorts:** The Coordinator has made plans to "cohort" students, to the extent practicable, to limit potential exposure to the COVID-19 virus. Cohorts are self-contained, pre-assigned groups of students with reasonable size limits. Our cohorts will be developed based on age group and enrollment levels, but are expected to be between five and ten students. Intermingling between cohorts will be prevented to the extent possible and reasonable efforts will be made to ensure that cohorts contain the same students for the duration of the COVID-19 public health emergency. Faculty will instruct more than one cohort while maintaining appropriate physical distancing.
7. **Screening:** The Coordinator will implement mandatory health screenings, including temperature checks and symptom questionnaires, for students, faculty, staff, and visitors to identify any individuals who present symptoms of COVID-19 or who may have been exposed to the COVID-19 virus. All individuals will have their temperature checked each day. If an individual presents a temperature of greater than 100.0°F, the individual will be denied entry into the facility or sent directly to an isolation area prior to being picked up or otherwise sent home. The Coordinator will use a daily screening questionnaire for faculty and staff reporting to school, as well as questionnaires for parents to answer for their students. Remote health screenings will be coordinated through an online app (PickUp Patrol) before any individual reports to school, whenever possible.
8. **Transportation:** All busing is provided by the students' local school districts. Students riding a bus will be expected to follow all protocols and regulations of the school district while boarding, riding on, and exiting from, the bus.
9. **Food Services:** Our school does not have a cafeteria. Students will bring in their own snack and lunch as usual, and will not share their food. Students will eat in their classroom, the gym, or outdoors, while maintaining appropriate physical distance. There will be proper handwashing, cleaning and disinfection before and after meals are eaten.
10. **Ventilation:** The Coordinator has made plans to increase ventilation with outdoor air to the greatest extent possible while maintaining health and safety protocols. Our school has many screened windows which will be opened to the extent practicable based on weather conditions. Each room will be equipped with an air purification system with HEPA filters for use when outdoor ventilation cannot be maintained.
11. **Hygiene, Cleaning and Disinfection:** Required hygiene, cleaning and disinfection protocols and procedures will be followed. The Coordinator will establish training for all students, faculty, and staff on proper hand and respiratory hygiene. Frequent handwashing, use of hand sanitizer, and frequent cleaning and disinfection of high-touch

surfaces will be a regular part of the school day. Logs will be maintained that include the date, time, and scope of cleaning and disinfection. The frequency and scope of cleaning for each area type (bathroom, stairway handrails, playground, etc.) as well as the staff responsible for that cleaning will be logged as well. The building will be cleaned and disinfected on a daily and weekly basis according to the guidelines set forth by the NYSDOH.

12. **Contact Tracing:** The Coordinator 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. If this occurs, the Coordinator has developed a plan 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. This plan includes maintaining visitor logs that include name, contact information (phone and/or email address), time and date of entering and leaving the school. Such logs will be made available to the appropriate health department(s). Student attendance records as well as Teacher/Staff sign-in logs will also be made available to the appropriate health department(s) to aid in determining those who may have had contact with the COVID-19 positive individual. In addition, our plan will ensure that the COVID-19 positive individual has been provided with information about the NYS Contact Tracing program, including access to the [Contact Tracing Tool](#) as well as the caller ID and number for the program (“NYS Contact Tracing” (518-387-9993). Confidentiality will be maintained as required by federal and state law and regulations. The Coordinator will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.
13. **Return to School:** The Coordinator has established 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 includes 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. The Coordinator has referred 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 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.

Building Plans, Procedures and Operations

1. **Capacity:** Considering physical distancing, PPE usage, local medical capacity, and safe transportation, the size of our school population allows for careful and thoughtful reopening for in-person instruction for our entire enrollment five days a week.
 - a. **Arrival and Dismissal:**
 - i. **Students:** We will utilize at least two doors for student arrival and dismissal as well as staggered arrival and departure times to minimize congestion. Students will go to their classrooms upon arrival and will be dismissed from classrooms. Parents who drive their child/children to school will remain outside the building during drop-off and dismissal, and visitors within the building will be limited. The intercom system will assist us in preparing students to safely leave the building and board their bus or car at the end of the day.
 - ii. **Staff** will arrive and depart at times other than students and/or use multiple entrances/exits that are not typically used by students, including the kitchen, deck and combination doors.
 - iii. Deliveries will take place with limited contact and all required screenings and PPE usage by delivery personnel.
 - b. **Classrooms:** Unnecessary items will be removed from rooms to make maximum space for students to remain physically distant from those who are not part of their household (we have two sets of twins enrolled). Rooms will be reoriented to create maximum distance between student desks while maintaining appropriate physical distance from the instructor. Our former lunchroom will be converted to a classroom for our combined first and second grade class. The current enrollment for that combined class is 8 students. The former Spanish and tutoring rooms will be combined by removing their dividing wall to create one large classroom. The former second grade room will be used for tutoring and other small group instruction. The PreK/Kindergarten room will be used for Kindergarten only this year, as we are not accepting applications for PreKindergarten students for the 2020/2021 school year. There are other building modifications that will be made if enrollment increases before opening and additional classroom space is needed.
 - c. **Shared Spaces:** The library will have movable barriers to allow for safe movement around a class that is attending a library session. The art room will be used for small groups or individual instruction in art, and for other small group or individual instruction. The gymnasium will be used for indoor physical education when weather dictates, as well as music classes and Encounter (chapel) with appropriate physical distancing maintained and face coverings worn as required. Use of bathrooms will be closely monitored to limit the number of occupants.
 - d. **Small Spaces:** Gathering in small spaces (i.e., supply rooms, offices) by more than one individual at a time will be limited, unless all individuals in such space at the same time are wearing acceptable face coverings, or are members of the

same household, or there is an appropriate physical barrier in place. 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. Signage will be used to designate 50% of maximum capacity in such areas.

2. **Physical Distancing:** Protocols and procedures will be in place to ensure proper physical distancing with 6 feet maintained in all directions or appropriate impermeable physical barriers between individuals, unless the core activity (ie. instruction) or safety measures involved require a shorter distance between individuals, or individuals are members of the same household. Signs and distance markers will be placed denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate.
 - a. Student's personal items will be kept at or near their classrooms to limit dispersal at arrival and departure, as well as to keep movement within the school to a minimum.
 - b. Teachers will have designated locations to keep their personal belongings to provide a minimum of cross use (assigned coat hooks, boot trays, etc). Homeroom teachers' arrival times will necessarily be earlier than that of students and they will maintain proper physical separation and mask use when required before and after school. Staff breaks will be staggered to allow for physical distancing.
 - c. Office staff will have designated spaces for their work which are not shared by others unless proper cleaning and disinfecting of the location is performed between users. Individual offices will be equipped with HEPA air purifiers and doors and windows will be kept open when practicable.

3. **PPE and Face Coverings:** All individuals entering the building will be appropriately screened and will be required to wear an acceptable face covering, unless it is not medically or emotionally tolerated. If necessary, a mask will be provided by the school.
 - a. Students will wear masks when appropriate physical distancing cannot be maintained. Masks will be required in the halls and restrooms, as well as at times when students from other cohorts may be in the same location. Mask breaks will be scheduled at times when social distancing is easy to maintain. Students may wear their own acceptable face coverings or the school will provide masks of appropriate size, if necessary. Parents will be asked to ensure that their students are equipped with and are wearing an acceptable face covering before entering the building. If none is available, one will be provided.
 - b. Face coverings should be cleaned or replaced after use and must not be shared. Students and parents/legal guardians will take responsibility for maintaining their personal face coverings. [CDC guidance](#) on cloth face coverings and other types

of PPE, as well as instructions on use and cleaning will be provided to all school members (families, teachers and staff) via electronic communications.

- c. 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.
- d. Bus riders will follow the protocol set forth by the school districts that provide the bus service.
- e. Teachers and Office Staff will wear masks when appropriate physical distancing cannot be maintained. They may choose to wear their own acceptable face coverings or ones provided by the school. Masks should be donned before entering the building and there will be a supply of clean masks for adult use if necessary.
- f. 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](#).
- g. Responsible Parties and faculty may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the faculty or staff member.

4. **Operational Activity**

- a. Field trips will only be considered if all safety precautions can be followed.
- b. Encounter (chapel) and other group events will be held in the gymnasium with appropriate social distancing. Entering and exiting will be staggered by cohort and cohorts will remain together during the event. Acceptable face coverings will be used if physical distancing is not maintained and/or if the event involves singing or other projection of the voice.
- c. Visitors will be screened before entering the building, including a temperature check and health questionnaire, and will be required to wear an acceptable face covering for the duration of their visit. Large assemblies that would normally involve visitors will not be held indoors during the school year unless and until the COVID-19 public health emergency has ended.
- d. Individual classes will be conducted as a cohort with students remaining together all day. Supplemental education teachers will bring their lesson to the classroom where practicable, to decrease student movement in the building.
- e. Family groupings will be utilized in cohorts or scheduling wherever practicable.
- f. Masks will be worn anytime students are outside of their classroom within the building.

- g. Library books can be checked out and will be sanitized before returning to the shelf.
 - h. PE, Music, Environmental Education and other classes will be held outdoors as often as possible. When PE and Music classes take place in the gymnasium, 12 feet of social distancing will be maintained or masks will be worn.
 - i. Use of the playground will be limited to one cohort and high-touch, non-porous surfaces will be properly cleaned between uses. Recess will be staggered to allow for more physical distancing.
 - j. Shared equipment for PE, Art, Science and other activities will be disinfected between uses by different cohorts. Individual students will have their own supply of everyday classroom equipment, including electronic devices, so that sharing will not be necessary.
 - k. Office operations will follow guidelines found in the [Interim Guidance for Office-Based Work During the COVID-19 Health Emergency](#). Such guidelines will also be used for Faculty/Staff Meetings, and large spaces or online conferencing will be used for such meetings to ensure individuals maintain appropriate physical distances (i.e. leave space between chairs, have individuals sit in alternating chairs).
5. **Restart Operations**
- Our school building is also used as a church on evenings and weekends. This facilitates reopening because cleaning and disinfecting has been continuous all summer. Building ventilation, water systems, and other facility components are current.
6. **Hygiene, Cleaning, and Disinfection** (The following will be carried out with reference to https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_schools.pdf as well as any updates from the NY State Health Department or CDC cleaning guidelines for the COVID-19 health emergency.)
- a. General purpose spaces
 - i. Logs will be maintained with date, time, scope of cleaning and disinfection, and responsible party. Logs will be stored in the Administrative Assistant's office.
 - ii. Disposable disinfectant wipes will be available for commonly used areas.
 - iii. Water fountains will be closed and students will be required to bring filled water bottles from home. A refill station will be provided.
 - iv. Any spaces or items that are shared will be sanitized between cohorts.
 - v. Where practicable, doors within the building will remain open to allow for movement that requires a minimum of door handle use. Stair rails and door knobs will be disinfected periodically during the school day.
 - b. Classrooms

- i. Classrooms will be sanitized daily as well as cleaned before and after meals that are eaten in the classroom. Official cleaning logs will be stored in the Administrative Assistant's office.
- c. Restrooms
 - i. Restrooms will have touchless soap and paper towel dispensers as well as touchless trash receptacles.
 - ii. Barriers will be placed between sinks.
 - iii. Cohorts will be encouraged to use restrooms at scheduled times during the day to discourage congregation. Lines on the floor will mark social distancing when waiting for the restroom.
 - iv. Masks will be worn in the restroom.
 - v. Restroom use will be monitored to assure appropriate capacity and occupancy indicators will be used.
 - vi. Disinfection of high-touch surfaces (stall handles, flush knobs, etc.) will occur several times during the school day.
- d. Cafeteria
 - i. All meals will be eaten in the classroom, the gym, or preferably, outdoors with student cohorts.
- e. Library
 - i. Physical barriers will be created to increase safety during library time.
 - ii. All library books will be sanitized before being returned to the shelf.
- f. Playground
 - i. High touch metal and plastic surfaces will be sanitized between cohorts.
- g. Buses
 - i. Bus cleaning is the responsibility of each school district.
- h. Public Use
 - i. Our school is on private property and use of the facilities and grounds are limited to the school and church community at this time. In the event of any use of the building for non-school functions, this shared use will be clearly discussed with the church trustees and elders to establish a protocol that assures appropriate disinfecting of shared spaces will occur before students re-enter any areas of the building used by the church.
- i. Staff Lounge and Kitchen
 - i. The high-touch surfaces of the coffee machine, water cooler and refrigerators will be disinfected daily. Individuals will sanitize their hands and don masks before obtaining containers (i.e., cups, glassware, bowls), silverware, or food and beverages from cupboards, cooler or refrigerators. Soiled items will be sanitized in the dishwasher by an individual wearing disposable gloves and returned to the appropriate location by an individual who has washed/sanitized their hands and is wearing an acceptable face covering. Hand sanitizer will be available in the lounge

and kitchen areas. Disposable place settings will be made available to individuals who choose to use them.

- j. Office Equipment and Furniture
 - i. High-touch surfaces on printers, copiers, phones and other electronic equipment will be frequently disinfected.
 - ii. Cupboard handles and filing cabinet pulls will, likewise, be disinfected on a frequent basis.
 - iii. If cleaning or disinfection products or the act of cleaning and disinfection causes safety hazards or degrades the material or machinery, the Coordinator will put in place hand hygiene stations between use and/or supply disposable gloves and/or limitations on the number of employees using such machinery.
 - k. PE, art, music, and other equipment
 - i. Sharing of equipment, instruments, and materials will be kept to a minimum.
 - ii. All equipment, instruments, and materials will be sanitized between cohorts.
 - l. Personal hygiene
 - i. All students, faculty and staff will be trained on proper hand washing and covering coughs and sneezes. Families will be provided with ways to reinforce this at home.
 - ii. Soap, running warm water, and disposable paper towels will be provided for hand washing.
 - iii. An alcohol-based hand sanitizer will be available in every classroom and in common shared areas, and will be used with adult supervision.
 - iv. Parents may request, in writing, that their child not use hand sanitizer. The school will allow students to wash hands instead.
 - v. Near hand sanitizer stations, signs will be posted reminding students that visibly soiled hands must be washed with soap and water.
 - vi. Trash receptacles are touch-free.
 - m. Teachers, staff, students, and visitors will be trained in appropriate hygiene practices. Signage and classroom instruction will be used to teach and reinforce recommended hygiene practices.
7. **Extracurricular Activities** will be limited, and will only be held if appropriate physical distance can be maintained between participants, and all necessary safety precautions can be enacted. Activities will occur outdoors whenever possible.
8. **Before and After School Care** will maintain the same safety and cleaning protocols followed during the school day. Our very small After School Program is limited to the current student population.

9. **Vulnerable Populations** will be accommodated on a case-by-case basis in consultation with families/guardians, teachers, the COVID-19 Coordinator, and medical professionals.
- a. Students requiring nebulizer treatments for asthma-related acute respiratory care are not in our current student population. If and when such students are enrolled, the school will consult with the students' healthcare providers for alternate asthma medication delivery systems.

10. **Transportation** by bus is the responsibility of school districts. Families transporting their own children are responsible for the safety of their children until they arrive at school each morning, and upon leaving the building at dismissal.

11. Food Services

- a. Lunch will be outdoors as much as possible, and in classrooms or the gym in case of bad weather.
- b. Students will be required to wash their hands prior to eating.
- c. Food sharing will be prohibited.
- d. All high touch areas will be sanitized prior to and at the conclusion of meals.

12. Mental Health, Behavioral and Emotional Support Services and Programs

- a. Prior to school reopening, teachers and staff will attend professional development training in identifying and addressing physical, emotional and behavioral needs of students and staff.
- b. Special attention and instruction will be given to students to aid in the development of coping and resiliency skills.
- c. Resources and referrals to address mental health, behavioral, and emotional needs of students, faculty and staff when school reopens for in-person instruction will be made available to the school community. Tompkins County has a broad range of resources and human services available to our school community, and we will continue to network with other professionals, agencies, and organizations on a regular basis to help individuals and families receive the support they need. School members will also be made aware of the NY State Office of Mental Health's Emotional Support Helpline (1-844-863-9314).

13. Communication

- a. Communication with families prior to school starting will include the use of social media, school website, email, and the Praxischool network.
- b. Communication and training will cover social distancing, proper wearing of face coverings, hygiene, and health screenings, as well as other appropriate topics such as the proper cleaning (as applicable) and/or discarding of PPE.

- c. Customized and age-appropriate signage specific to our school setting, and consistent with the NYSDOH's signage, will be placed throughout the school. Signage will be used to remind individuals to:
 1. Stay home if they feel sick.
 2. 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.
 3. Properly store and, when necessary, discard PPE.
 4. Adhere to social distancing instructions.
 5. Report symptoms of, or exposure to, COVID-19, and how they should do so.
 6. Follow hand hygiene, and cleaning and disinfection guidelines.
 7. Follow respiratory hygiene and cough etiquette.
- d. Multiple languages will be used as needed.

14. Monitoring

a. Screening

- i. Daily health screenings will include temperature checks upon arrival for all individuals.
 1. Personnel performing in-person screening activities, including temperature checks, will be appropriately protected from exposure to potentially infectious individuals entering the building and will be provided with and use PPE which includes, at a minimum, an acceptable face covering and may also include gloves, a gown and/or a face shield . Personnel performing screening activities will be trained by employer-identified individuals who are familiar with CDC, DOH and OSHA protocols.
- ii. Health questionnaires will be completed by all faculty and staff daily and periodically by families.
- iii. If a student or adult has a temperature over 100°F, or presents symptoms of COVID-19, they will be referred to get diagnostic testing at a local health clinic or testing site, or their primary care doctor.
- iv. CLCS is prohibited from keeping records of student, teacher, staff, and visitor health data (e.g., the specific temperature data of an individual), but is permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).
- v. Health questionnaires will determine whether an individual has:
 1. 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;

2. tested positive through a diagnostic test for COVID 19 in the past 14 days;
 3. has experienced any [symptoms of COVID-19](#) including a temperature of greater than 100.0° F in the past 14 days and/or
 4. 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.
- vi. It is noted 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 will be taken into consideration during the screening/questionnaire process.
 - vii. CLCS will remind staff, teachers, parents/guardians that individuals 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 individual no longer has a fever.
 - viii. All school members (i.e., students' families, teachers, staff) will be reminded that quarantine may be required after international travel or travel within [certain states](#) with widespread community transmission of COVID-19, pursuant to current CDC and DOH guidance, as well as [Executive Order 205](#).
 - ix. Individuals (or their parents/guardians) are 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.
 - x. Responses to all health screening activities will be received and reviewed through the PickUp Patrol app, and either the Coordinator (Principal), her Administrative Assistant and/or the School Office Manager, as central points of contact, will attest to having reviewed this information. The school office, which includes these three persons, will be the location for individuals to inform the school if they later experience COVID-19-related symptoms or COVID-19 exposure, as noted on the questionnaire.
 - xi. The Coordinator 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.

b. Testing Protocols

- i. Students, teachers and staff will be referred for diagnostic testing, in consultation with the Tompkins County Health Department, when needed,

due to symptoms, close contact of COVID-19 suspected or confirmed individuals, or recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the [New York State Travel Advisory](#). Results of testing must be obtained before such individuals will be allowed to return in-person to the school.

c. Testing Responsibility

- i. The Tompkins County Health Department has the most current information about referring, sourcing, and administering testing. The Health Department will be contacted if a testing referral has been made.
- ii. The closest Tompkins County testing sites are located at The Shoppes at Ithaca Mall on Triphammer Road, and at Cornell University for families that are eligible members of the Cornell community.

d. Early Warning Signs

- i. The COVID-19 Coordinator is responsible for monitoring local health metrics to determine if cases may be increasing beyond acceptable levels per the NY State and Tompkins County Health Department. Such monitoring will be performed through those entities' websites on no less than a bi-weekly basis.

15. Containment

a. School Health Offices

- i. Students, teachers or staff will be monitored for symptoms of COVID-19 during the school day. Students will be monitored by teachers and staff for signs of illness and will be sent to be temperature checked if warranted. Teachers and staff will self-monitor and report to the office any emerging symptoms and request a temperature check as needed.

b. Isolation

- i. If anyone presents symptoms of COVID-19 during the school day, an isolation room will be utilized until they can leave the school building. Appropriate PPE will be provided to the staff member providing care for the individual in isolation.
- ii. PPE requirements for staff members caring for sick individuals must include both standard and transmission-based precautions. If our local area is affected by moderate to substantial community transmission, eye protection (i.e., goggles or face shield) will be added. When caring for a suspected or confirmed individual with COVID-19, gloves, a gown, and a fit-tested N-95 respirator will be used, if available (or surgical face mask

and face shield, if not available), as well as eye protection. Appropriate PPE supplies will be kept on site to be used as needed.

c. Collection

- i. The isolation room has an exterior door from which parents may retrieve their child or from which a staff member may exit to transport themselves home. Parents will be instructed to contact their child's health care provider as soon as possible. Teachers and Staff will be instructed to contact a health care provider as well.

d. Infected Individuals

- i. Persons who have tested positive for COVID-19 must complete quarantine, have recovered, and have no possibility of transmitting COVID-19 when returning to in-person learning. For such individuals, their treatment, quarantine requirements, and return to school will be coordinated with the local health department, medical personnel, and the COVID-19 Coordinator.

e. Exposed Individuals

- i. Persons exposed to the COVID-19 virus must complete quarantine and not have 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, medical personnel, and the COVID-19 Coordinator..

f. Hygiene, Cleaning, and Disinfection

- i. If a school member is diagnosed with COVID-19, all contaminated areas will be closed off. Outside doors and windows will then be opened where practicable to increase air circulation in the area.
- ii. Contaminated areas will be closed off for 24 hours if possible, and then disinfected according to guidance set forth by the NY State Department of Health and the [U.S. Center for Disease Control](#) before reopening.
- iii. 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 will continue.
- iv. If COVID-19 cases develop, the Coordinator will consider restricting access within school facilities and across school grounds, particularly in affected areas, to avoid full school closures. In such instances, the Coordinator may choose to temporarily move classes from where an

individual has tested positive for COVID-19 to a remote/virtual format until all contacts can be identified, notified, tested, and cleared.

- v. 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.

g. Contact Tracing

- i. Any individual exposed to COVID-19 will be notified by phone call and will be given quarantine and return instructions. We will support the local health department contact tracing 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.
- ii. Individuals who were exposed to COVID-19 by the infected person will quarantine based on current NY State Department of Health protocol. <https://tompkinscountyny.gov/health/factsheets/coronavirusfaq#quarantine>
https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeereturntowork_053120.pdf
- iii. This process will be conducted in coordination with the local health department.

h. Communication

- i. Protocols and safety measures taken by the school after a school member has a confirmed case of COVID-19 will be shared with all relevant parties, including parents/guardians, teachers, staff, students and the local community.
- ii. These communications will be made via phone and other means which may include texting, video conferencing, email, social media, and our website.

16. Closure

a. Closure Triggers

- i. School building closure will be determined in coordination with the local health department and school district.

b. Operational Activity

- i. If school building closure is required, students will be sent home with all needed materials and instructions to continue learning effectively from home through virtual instruction delivered through Google Classroom and other online platforms. If other suitable locations are available in which to conduct in-person instruction for all or prioritized portions of the student

body, staff will transport needed instructional supplies to the new location and students will bring their materials to the alternate site.

- ii. Operations that will decrease or cease due to closure include in-person classroom instruction, in-person staff meetings, regular office use and other high contact activities.
- iii. Operations that will continue remotely include, but are not limited to, synchronous and asynchronous instruction, regular staff meetings, required clerical work, curriculum and assessment meetings, and parent-teacher conferences.

c. Communication

- i. Communications with all stakeholders with regard to a closure will be conducted via phone and other means which may include texting, video conferencing, email, social media, and our website throughout the closure process.

17. Engagement

- a. These plans reflect engagement with school stakeholders and community members including, but not limited to, church trustees, administrators, teachers, staff, older students, parents/guardians, local health department, local health care providers and other schools.

18. Posting

- a. These plans shall be posted at the school and on the CLCS website for faculty, staff, students and parents/legal guardians to access. In addition, these plans will be made available electronically to any interested party.