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Core Health and Safety Principles and Definitions

Responsible Parties

David S. Lourie, Head of School

Face Coverings

All faculty, staff, and students will be required to wear a face mask throughout the school day. The school will provide reusable two-layer cloth masks to all students, faculty, and staff and have disposable masks available as well.

Social Distancing

The school will maintain six feet of space in all directions between individuals when they are in classes and other rooms in the building. The building’s architect produced a complete set of plans showing the number of students that could safely occupy each space. Collaborative tables will be replaced by single desks that can be distanced appropriately. The school will also provide each student a polycarbonate desk shield. All physical barriers we will use will meet the United States Department of Labor’s Occupational Safety and Health Administration (OSHA) guidelines. Floor markings will be installed to reiterate the importance of social distancing.

This is one page from our plans showing the socially-distanced classroom layout for the eighth floor.
Spaces

The school also consulted with our building’s architect to assess and repurpose all possible spaces in our facility for use as classroom spaces, while maintaining 6’ of social distance between individuals. These spaces include the gymnasiums, black box theater, both dining rooms, library (with removal of books), and the potential use of an outdoor courtyard. Most of these spaces can be divided into two spaces using customized wall partitions.

This is an example of repurposing space. The cafeterias become three lower-school classrooms.

In-Person Instruction

Our school’s reopening task force created a plan for all students to return to in-person instruction if conditions allowed. We also have developed both a hybrid model of both in-building and online instruction, and a fully online model. In our hybrid version, we are planning for students in grades K-6 to be in the building every day and those in grades 7-12 to be hybrid. When all students are in the building every day, they will be socially distanced and therefore using, for example, two spaces rather than one. We can accommodate this increase by using the repurposed space mentioned above. When necessary to maintain 6’ social distancing, classes will be split into two sections each in its own space. Wide lens cameras and mobile microphones will be installed in 73 spaces throughout the building so teachers can teach out, teach in, and teach across two rooms. In grades K-6 the students will stay in classrooms and teachers will travel to them. The school is considering a phased-in return schedule if we are able to come back to the building, which will allow everyone to acclimate to new protocols and adjust to new routines in classrooms and as everyone enters, exits and travels through the buildings.
Cohorts

Students in grades K-6 will remain in cohorts throughout the school day, with faculty coming into classrooms while maintaining social distance. Students in grades 7-12 will have limited class periods and thus reduced movement and transitions throughout the building during the day.

Screening

All parents (on behalf of our students), as well as faculty and staff, will be required to complete an online, remote, health screening each morning before being allowed to enter the school building. This mandatory screening will include conducting a daily temperature check and attesting to the absence of other symptoms. Furthermore, anyone entering the building who has not completed the online screening (student, faculty, staff, contractor, vendor, etc.) must undergo a health screening, including a temperature check by a school employee. The school devoted extra rooms for the nursing staff in the coming year to include nursing rooms as well as isolation rooms for anyone exhibiting symptoms of COVID-19.

Transportation

For any potential travel that might occur on school buses, the school has developed protocols and procedures that require all individuals to wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and to maintain appropriate social distancing. We are also encouraging parents/legal guardians to drop off or walk students to school to reduce density on buses.

Food Services

Lunch will be served each day in the classroom for students in grades K-8. Students in grades 9-12 will get their lunch “grab and go” and will eat in designated areas while maintaining proper social distance. Desks will be cleaned before and after eating by dedicated cleaning staff. Students will be instructed by the nurse and will perform proper hand hygiene before and after eating. For students and employees with allergies, at the beginning of each semester the school nurse provides a list to dining room staff, by grade, of the individuals and allergy type. Food service will prepare a special meal and label it for the respective individual. Epinephrine auto injectors are supplied on each floor in the Divisional Offices. Teachers are trained at the beginning of each school year and as needed to recognize an allergic reaction and the use of an epinephrine autoinjector. Nurses are also available to respond as needed.

Ventilation

Our building’s HVAC is new, and we have been working with our original design engineers and made the following changes: from a MERV 12 to a MERV 14 - 2” pleated HEPA filters in all units as a pre-filter with a secondary 12” HEPA main filter. In regards to outdoor air (OA), we have several DOA (Dedicated Outdoor Air) units that will be reprogrammed to run at 100% OA.
Fire Code Compliance

Collegiate School will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC), except as specified in 19 NYCRR 1221.2(d). Collegiate School will adhere to all NYC Department of Building and FDNY regulations and guidelines.

Hygiene, Cleaning, and Disinfection

The school will adhere to and promote hygiene, cleaning, and disinfection guidance set forth by the Department of Health (DOH) and the Centers for Disease Control and Prevention (CDC). All students, faculty, and staff will be trained on proper hand and respiratory hygiene, and our custodial department will maintain logs that include the date, time, and scope of cleaning and disinfection, as well as identifying the frequency of cleaning and disinfection for each facility and area type, assigning responsibility to staff.

Contact Tracing

A member of the nursing staff 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. We have developed plans to support local health departments in tracing all contacts to any individual who tests positive, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. We will maintain confidentiality as required by federal and state law and regulations and will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.

Return to School

Our policy states that anyone who has tested positive for COVID-19, has been directly exposed to someone who has tested positive, and/or who is exhibiting symptoms, must remain home in accordance with guidance from the NYS and NYC DOH (maybe 14 days or longer). We will require written clearance from a medical provider to return to school.
Reopening

Capacity
The school has determined the quantity of students, faculty, and staff who can return in-person, all while maintaining appropriate social distance. Architectural plans show that we can run 100% in the building. We are taking precaution for faculty providing partitions in offices and have found additional space they can occupy. The school will provide all required personal protective equipment (PPE) and will create and maintain a dedicated COVID-19 isolation space until a sick person can be safely picked up/depart from the school.

Social Distancing
We have established protocols and procedures for students, faculty, and staff to maintain appropriate social distancing when on school grounds and in school facilities.

PPE and Face Coverings
The school has established protocols and procedures for students, faculty, staff, and other individuals to ensure the use of appropriate PPE to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. We will require 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). The school will provide all necessary PPE. Face covering breaks will occur during lunch and recess as long as social distancing can be maintained.

Operational Activity
We have created detailed plans and schedules for all potential scenarios and the use of all spaces in the building and on grounds. These include 100% in building, a lower-density hybrid model, and fully online. Working with our architect, every space has been adapted to classroom learning while maintaining required social distancing. We are also accommodating students who will need to be fully online by equipping all teaching spaces with live-stream capability. We have ensured that all of our students and faculty have the necessary technology for remote teaching and learning. Programmatic changes will be made as recommendations emerge. We have adopted policies that include postponing all field trips, canceling large events, reducing the length of the day and the number of transitions, and not allowing visitors into the building.

Restart Operations
We have created and implemented plans to safely reopen the building, including cleaning and disinfection, restarting building ventilation, water systems, and other key facility components.
**Attendance**

Attendance will be collected and reported.

- In Lower School, an online platform, School Dismissal Manager, is used to gather attendance information. This is where parents report absences or late arrivals. Teachers report absences directly to the division head.

- In Middle School, a student’s parent should call or email the Middle School Office by 8:20 a.m. each day of his absence to explain the absence and to allow the School to meet its responsibility to account for the student’s whereabouts. Teachers take attendance on Connect during each class meeting. The Middle School Office tracks any students missing throughout the day.

- In Upper School, a student’s parent should call or email the Upper School Office before 8:30 a.m. each day of his absence to explain the absence and to allow the School to meet its responsibility to account for the student’s whereabouts. Teachers take attendance in Collegiate’s portal during each class meeting. The Upper School Office tracks any students missing throughout the day.

**Hygiene, Cleaning, and Disinfection**

- Nurses will provide training in person or online to students, faculty, and staff prior to the opening of school, regarding: proper PPE usage, hand washing, mask usage, covering coughs, respiratory hygiene, and avoidance of touching face and eyes.

- A dedicated cleaning staff will be available to clean/disinfect school wide before, during and after school hours in accordance with the CDC and DOH regulation guidelines for hard surfaces, furniture, electronics, copiers, and shared objects. This will be a continual process, and there will be a set cleaning schedule for every day/night that will be signed off on by the Building Services Supervisor.

- The cleaning staff will be trained by the nurse in regards to the wearing of PPE while cleaning.

- No fabric furniture in student areas.

- No shared furniture in student areas; students work at their own desks, which will be cleaned after each single usage.

- Cleaning supplies used as specified by CDC and DOH guidelines.

- Touchless hand sanitizer dispensers have been installed throughout the building.

- Sanitizing wipes, tissues, gloves, hand sanitizer dispensers, and paper towels have been installed in each classroom, conference room, and office space.

- Bathrooms will have scheduled cleanings multiple times throughout the school day and additionally, as needed. Hand sanitizer dispensers have been placed at each bathroom entrance. Social distancing will be maintained in each bathroom.

- Doors will be kept open or propped to reduce usage of doorknobs and to allow for increased air flow.

- Only the water bottle filling station option at the water fountains will be in use.

- Sanitizing sprayer operation by the cleaning staff will be used after surfaces are cleaned with soap and water or wipes.

- Hand-washing stations will be placed in several areas around the building.
Emergency Drills

All Fire and Lockdown Drills will be conducted as per FDNY regulations. Collegiate School will adhere to Fire Code Section 404 that requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans.

Extracurriculars

We are in the process of adopting policies regarding extracurricular programs and which activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). The school’s interscholastic athletic league canceled all fall sports. All-school assemblies and large events have been canceled or postponed.

Before and Aftercare

Our aftercare program has been suspended, and the school is offering online options for families.

Vulnerable Populations

We have adopted policies regarding vulnerable populations, including students, faculty, and staff who are at increased risk for severe COVID-19 illness, and those students who may not feel comfortable returning to an in-person educational environment. This includes live stream cameras in each learning space to allow students to continue with their classes. For employees, we are also offering accommodations for remote telework and modified educational or work settings to maximize safety. We will also provide additional PPE to individuals with underlying health conditions. We will make all appropriate 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 in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible.

Individual Student Accommodations

We understand that some students will have medical conditions that will prevent them from coming to the building. We also anticipate students may be absent for an extended period of time if they or a family member contracts COVID-19. Furthermore, some families may be uncomfortable sending their child to 301 FPS and may request that they learn online. Technology, specifically in-classroom cameras, will allow us to accommodate the above to the best of our ability.
Transportation

All individuals will be required to wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and individuals will maintain appropriate social distancing. The school has encouraged parents/legal guardians to drop off or walk students to school when possible, and bike racks will be installed to encourage biking to school.

Food Services

Lunch will be served each day in the classroom for students in grades K-8. Students in grades 9-12 will get their lunch “grab and go” and will eat in designated areas while maintaining proper social distance. Desks will be cleaned before and after eating by dedicated cleaning staff. Students will be instructed by the nurse and will perform proper hand hygiene before and after eating. For students and employees with allergies, at the beginning of each semester the school nurse provides a list to dining room staff, by grade, of the individuals and allergy type. Food service will prepare a special meal and label it for the respective individual. Epinephrine auto injectors are supplied on each floor in the Divisional Offices. Teachers are trained at the beginning of each school year and as needed to recognize an allergic reaction and the use of an epinephrine autoinjector. Nurses are also available to respond as needed.

Mental Health, Behavioral, and Emotional Support Services and Programs

The school’s psychological services team, which includes three psychologists, is available to assess and address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction. Plans are being created to work with administration, faculty, and parents to identify and support students having difficulty with transitioning back into the school setting, especially given the changed school environment. Mental health staff will be readily available to meet with students, both individually and in groups. In addition, this staff will also conduct student workshops to help support our students around issues related to COVID-19, as well as other issues. Faculty will participate in professional development over the summer, including how to support students during and after the ongoing COVID-19 public health emergency.
Communication

The school has communicated regularly to the community about our plans for the reopening of school, via emails, in teleconference meetings and on our website. The school will continue to send updates and applicable information about policies and protocols. The school has purchased signage for the building with clear instructions on health protocols and procedures.

**Reopening Plan**

**Communication**

There is a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Remove ALL PPE before exiting the patient room and closing the door. Reassemble PPE in the following sequence:

1. **GLOVES**
   - Grasp bottom ties or elastic bands of the mask/respirator, then the ears at the top, and remove without touching the front.
   - Hold removed glove in gloved hand.

2. **MASK OR RESPIRATOR**
   - Front of mask/respirator is contaminated — DO NOT TOUCH!
   - Front of mask/respirator is contaminated during patient examination.
   - Secure mask/respirator in designated receptacle for reprocessing. Otherwise, discard in a waste container.

3. **GOOGLES OR FACE SHIELD**
   - Outside of goggles or face shield are contaminated.
   - Remove face shield or goggles from the back by lifting the head band and ear pieces.
   - Remove the face shield or goggles from the body and discard in a waste container.

4. **GOWN**
   - Remove gown away from your body so that the back of the gown and the outside of your fingers are touching the inside of the gown.
   - Pull gown away from neck and shoulders, touching inside of gown only.

5. **ALL PPE**
   - Discard in a waste container.
   - Grasp bottom ties or elastics of the mask/respirator, then the ears at the top, and remove without touching the front.
   - Remove all PPE before exiting the patient room.

**How to Safely Remove Personal Protective Equipment (PPE)**

**Example 1**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. GLOVES</td>
<td>Grasp bottom ties or elastic bands of the mask/respirator, then the ears at the top. Remove without touching the front. Hold removed glove in gloved hand.</td>
</tr>
<tr>
<td>2. MASK OR RESPIRATOR</td>
<td>Front of mask/respirator is contaminated — DO NOT TOUCH! Secure mask/respirator in designated receptacle for reprocessing. Otherwise, discard in a waste container.</td>
</tr>
<tr>
<td>3. GOOGLES OR FACE SHIELD</td>
<td>Outside of goggles or face shield are contaminated. Remove the face shield or goggles from the back by lifting the head band and ear pieces. Remove the face shield or goggles from the body and discard in a waste container.</td>
</tr>
<tr>
<td>4. GOWN</td>
<td>Remove gown away from your body so that the back of the gown and the outside of your fingers are touching the inside of the gown. Pull gown away from neck and shoulders, touching inside of gown only.</td>
</tr>
</tbody>
</table>

**Example 2**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. GOWN AND GLOVES</td>
<td>Grasp bottom ties or elastic bands of the mask/respirator, then the ears at the top. Remove without touching the front. Hold removed glove in gloved hand.</td>
</tr>
<tr>
<td>2. GOOGLES OR FACE SHIELD</td>
<td>Outside of goggles or face shield are contaminated. Secure mask/respirator in designated receptacle for reprocessing. Otherwise, discard in a waste container.</td>
</tr>
<tr>
<td>3. MASK OR RESPIRATOR</td>
<td>Front of mask/respirator is contaminated — DO NOT TOUCH! Secure mask/respirator in designated receptacle for reprocessing. Otherwise, discard in a waste container.</td>
</tr>
<tr>
<td>4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER</td>
<td>Performed hand hygiene between steps if hands become contaminated and immediately after removing ALL PPE.</td>
</tr>
</tbody>
</table>
Monitoring (Includes Screening, Testing Protocols, Testing Responsibility, and Early Warning Signs)

As previously noted, daily screening will be required for all members of the community, including students, faculty, and staff. Any community member exhibiting COVID-19 related symptoms, or who verbalizes that they have recently been exposed to an individual with a positive COVID-19 test, will be required to leave the building with a referral to their private healthcare provider for a medical evaluation. Referrals and follow-up will be provided by a member of the nursing staff. Those who do not have a private medical provider will be given contact information for local urgent care centers or NYC Health and Human Services testing sites. Students, faculty, and staff with recent international travel or travel to a state on New York’s mandatory quarantine list must follow the guidelines of the NYS Travel Advisory before returning in-person to school, regardless of the results of a COVID-19 test. The nursing office will maintain daily records of positive COVID-19 cases and alert the NYS and NYC Departments of Health in the event of increased clusters of positive cases, as guided by the metrics laid out by the NYS and NYC Departments of Health.
含育

学校健康部门

社区成员如果出现潜在的COVID-19症状将被隔离在私人隔离室，并由学校护士进行监测。当离开建筑时，这些个体将通过一个单独的出口离开我们的社区。

隔离

如果到来时筛查结果呈阳性，将被护送至私人隔离室，并由学校护士进行照护。这些个体将在隔离室停留，直到他们能够独立离开，或者由看护人接他们。护士已被提供适当的PPE来照护所有个体。

收集

护士将联系看护人来接症状学生的学生。护士将将看护人转介到他们的私人医疗保健提供者或适当测试场地。护士将通过电话、短信或电子邮件跟看护人跟进。

感染的个体

这些个体将被要求提供来自医疗保健提供者的书面通知，说明他们不再是COVID-19阳性或传染性，并且已经遵循了当地NYC卫生部门的建议。

暴露的个体

这些个体将被要求提供来自医疗保健提供者的书面通知，说明他们COVID-19检测阴性，并且已经遵循了当地NYC卫生部门的建议。

卫生、清洁和消毒

洗手和手消毒站已经提供，并将被全天多用途使用。特定的清洁程序规定了所有表面将被指定清洁团队每天多次清洁和消毒。
Contact Tracing

Nurses will make every effort to provide NYC and NYS Departments of Health with all pertinent information related to the known contacts made by any individual who tests positive for COVID-19.

Communication

Protocols will be shared on the COVID-19 dedicated pages of the school website. Additionally, emails with pertinent information will be sent to caregivers.
Closure

Closure Triggers
Nurses will maintain records of positive COVID-19 individuals and alert the NYC and NYS Departments of Health according to the metrics provided by the City and State. The school will follow any recommendations provided by the City and State as they pertain to closure of the school building or reducing the density and seamlessly shifting to remote learning.

Operational Activity
Nurses will alert the school administration of the guidelines and recommendations provided by the NYC and NYS Departments of Health. As noted above, schedules have been created that will allow for seamless transition from in-person to remote learning for all students.

Communication
Nurses will communicate pertinent information to the school administration. The school will communicate directly with all parents, students, faculty, and staff regarding school closure. For community members, all necessary information will be shared on the COVID-19 dedicated pages of the school website. Additionally, emails with pertinent information will be sent to caregivers.