



Saratoga Independent School Reopening Plan/New York State Department of Health

July 20, 2020

“The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy.” Rev. Martin Luther King, Jr.

As we prepare for the reopening of school in September in the midst of the COVID-19 pandemic, our very first priority is the health and safety of every member of the school community. We will continue to communicate the important information in this plan to all members of the community as we move toward reopening. The plan will be reviewed as new information becomes available, and we will make changes in procedures as necessary.

Equally important is maintaining the quality of the education and sense of community that SIS provides to our students, whether in person or remotely. In-person teaching and learning are being re-examined in light of the changes and restrictions made necessary by new protocols and procedures (e.g., masks, six foot distancing, time devoted to enhanced personal and institutional hygiene, etc.). Opportunities for outdoor learning and gathering are being added to our schedules.

A school-wide remote learning daily schedule has been shared with parents. Teachers are planning concurrently for in-person and remote learning so that we will be prepared for either in September. We will engage students in our curriculum in person or remotely, and will carry on S.I.S.'s values of leadership, respect, creativity, active engagement, and meaningful learning.

Our administrative team, faculty, and staff are partners in the creation and implementation of the following list. SIS families are a critical part of the success of these efforts, and we appreciate their willingness to adapt and follow new health and safety guidelines, and to help their children understand the importance of new rules and responsibilities. We are grateful for their support and for that of our Board of Trustees during this most unusual time.

1. Health and safety

1. Individual health/temperature checks for every adult and child who enters the school
 - Before every person enters the school, faculty and staff will implement mandatory health screenings, including temperature checks, in order to identify individuals who may have had COVID-19 or who may have been exposed to the virus.

- Information will be logged daily.
 - Parents will be required to check their child's temperature each day, at home, prior to departing to school.
 - If the child's temperature is higher than 100.00°F, the child will remain home, and the parent will notify the School Nurse immediately.
 - If a vendor or other non-employee is screened prior to entering the building and shows symptoms of illness, the person will be denied entry to the school.
 - If the individual is a student, the school nurse will follow protocols to have the child, isolated, picked up and sent home immediately.
2. Parents/caregivers drop off and pick up children outside school building
- Parents/caregivers will drop students off without entering the building.
 - Faculty or the School Nurse will be present to accept the students.
 - If a child arrives late to school, a teacher or staff member will greet the child and perform the necessary health and temperature checks.
 - To lessen density, we will use three entrances: main entrance (for Intermediate and fifth grade students), connector entrance (for PreK, kindergarten and Primary students), and the field entrance for Middle School students.
3. Health and safety measures - schedule, frequency; possible temporary closure for resurgence of COVID-19.
- If in-person instruction is not feasible due to an outbreak or surge in the COVID-19 virus, the school will convert to on-line learning.
 - Plans for on-line learning are in place.
 - Families have been informed of the schedule that will be followed each day.
 - Teachers will provide specific weekly schedules and links to online resources and live classes.
 - The school will follow curriculum whether in person or remote.
4. Student or staff illness - isolation, immediate pick-up from school
- If a student or staff exhibits symptoms of COVID-19 while at school, the person will immediately be isolated in the School Nurse's office until pick up can take place or, if a staff member, the person can leave premises on his/her own.
5. School community health and safety protocols - determine best practice for use of masks, gloves, etc. by community members.
- All adults in the community will wear masks.
 - We will follow NYS guidelines regarding appropriate age for students to wear masks.
 - Students, faculty, and students will wear their own masks, which must be washed nightly.
 - Families will be informed of mask requirements.
 - The school will have a small supply of disposable masks.
 - All members of the school community will be properly instructed in the best practices of PPE.
6. Ventilation of building on daily basis

- Ventilation will be increased on a daily basis by opening windows and doors, while maintaining health and safety protocols.
7. We have purchased and will install MERV 11 or MERV 13 air filters for HVAC as needed
 - We have determined that the school’s heating and cooling system can support the increased virus protection of MERV 11 or 13 filters, as recommended by the Governor. A supply of filters has been ordered and will be installed before students return to the building.
 8. Visual cues for social distancing in classrooms, hallways, common rooms, entrances
 - Signage will be clear and easy to read and follow. Teachers will introduce and explain expectations regarding signage and will review regularly with students.
 9. Signage for health and safety expectations - social distancing, hand washing/sanitizing, coughing/sneezing, masks
 - Signage will be clear, and easy to read and follow.
 - Teachers will allocate extra time during the day to wash and sanitize hands.
 - Students and teachers will sanitize hands upon entering and leaving a classroom.
 - Teachers and School Nurse will instruct students on correct ways to protect others when coughing/sneezing (cough into elbow and throw away tissue immediately after use).
 - Best practices of masks will be communicated by teachers and School Nurse (i.e. cover both mouth and nose at all times; how to safely remove a mask; discourage students from touching masks while in place).
 10. Students' social and emotional health
 - Faculty and staff will receive available resources in order to address students’ social and emotional health after returning to school.
 - The school will continue to follow Responsive Classroom guidelines, activities, and techniques to engage students in the community, with special attention to building a sense of comfort and security, as well as responsibility, amid changes due to the pandemic.
 - Special attention will be paid to students whose families have experienced illness or death as a result of the coronavirus.
 11. Relocation of nurse's office to larger space, less crowded location
 - The school nurse’s office has been moved to a larger, less central space, with a bathroom and an area to isolate ill students until they can be picked up by a parent/caregiver. There is an exterior door nearby.
 12. Monitoring out-of-state travel or close interaction with out-of-state guests by SIS community members–families and staff
 - Quarantine of students, faculty, or staff may be required after international travel or travel within certain states with widespread community transmission of COVID-19.

- We will remind members of the community of all states affected by Governor Cuomo's Executive Order 205 and the quarantine restrictions placed on persons traveling from the states listed on the Order.
- The school will inform parents and faculty of the expectation that they will remain in the area for two weeks prior to the start of school. If they travel, they will be expected to quarantine for two weeks before returning to school.

13. COVID-19 testing of faculty and staff.

- We await and will follow DOH and NYSED requirements regarding COVID-19 testing for faculty, staff, and students and implement if required.

2. Student experience

1. Visual cues for social distancing in classrooms, hallways, common rooms, entrances

- Signage will be clear and easy to read and follow.
- Teachers will instruct students on how to follow the signage.
- Vendors and other visitors will be instructed by staff to follow signage and the traffic flow throughout the school.
- Arrows will direct students and staff to use hallways in appropriate direction.

2. Signage for health and safety expectations - social distancing, handwashing/sanitizing, coughing/sneezing, masks

- Signs will be clear and located throughout the school

3. Reconfigure classrooms and all other spaces to allow social distancing

- All classrooms are being adapted and properly equipped in order to allow for social distancing.
- Classes will be kept small in order to allow students and teachers to move with ease around the rooms.
- Additional school spaces will be used as classrooms or classroom extensions, and classes will be held outdoors as much as possible.

4. Common spaces - adapt to new uses - extra classroom space

- Outdoor space will be used with and without tents as classroom space, weather permitting. To divide classes or cohorts, teachers can utilize unused classrooms, or the Great Room can be configured with dividers for several groups.

5. Reconfigure daily schedules - minimize movement and contact throughout the school

- Staggered arrival and dismissal times will be established for our students within the busing schedule limits.
- Cohorts of students will be established in order to minimize overlap with groups.
- Teachers will move to different classrooms, rather than moving the students.

6. Review and adapt our academic schedules as necessary
 - We will review and adjust our academic schedule, if needed, in order to minimize exposure of students and faculty.
7. Re-imagine and adapt our pedagogy to requirements of social distancing
8. Students' social and emotional health
See above - 1-10
9. Remote learning expectations
See below - 1-11
10. Hybrid learning research, resources, and best practices
See below - 1-11
11. Remote learning research, improvements, plans in event of another lockdown
 - Online learning methods, training, and procedures have been reviewed with faculty in the event of another lockdown or surge in virus cases.
 - Curriculum will be followed whether school is in person or remote.
 - A remote learning schedule has been established for all grades, and teachers are ready to adjust and proceed with online learning.
 - Parents have been notified of a possible hybrid learning approach, which will allow a student who is unable to attend school to participate in classes via a Zoom connection provided by the teacher. Teachers will work individually with these students online as necessary.
12. Lunch - grab and go lunches - cafeteria used only on limited basis or not at all, with thorough disinfecting before and after each use
 - Students will be properly socially distanced while eating in the cafeteria or in classrooms.
 - If students eat in the cafeteria, numbers will be limited, social distancing will be in place, and the area will be disinfected between lunch periods.
 - Since students will be socially distanced at meal times, face masks will not be required when seated and while eating.
 - Tables will be disinfected after each lunch period.
 - Students will have snack and lunch outdoors as frequently as possible.
13. Using restrooms
 - Frequent cleaning/sanitation of the restrooms will take place during school hours.
 - Proper social distancing measures will be in effect.
 - Students will be given frequent reminders about cleanliness and handwashing in rest rooms.
14. Reopening orientations for parents and students during summer to introduce and discuss plans and protocols for reopening

- A schedule has been established so that parents and children are invited to the school to learn more about health and safety plans and protocols that will be in place by the fall.

15. Plexiglass table dividers in classrooms

- Table dividers will be placed on all tables in classrooms so that students will be protected during class time

3. Communication – internal, external; current and prospective families; faculty staff

1. Parents have received a daily schedule for remote learning for students in PreK - Grade 8

2. Remote learning research, improvements, plans have been implemented throughout the spring and summer in preparation for another period lockdown

3. Teachers are prepared to accommodate students unable to attend in person by linking them into the classroom via Zoom for full class instruction and for individual attention from the teacher.

- Online learning methods, training, and procedures are in place in the event of another lockdown or surge in virus cases.
- A schedule has been established for all grades, and teachers are ready to adjust and proceed with online learning.
- Parents have been notified of a possible hybrid learning approach and assured that high-level learning will continue.

4. Re-imagining special events, as necessary: we will change school events for all families to a series of smaller gatherings to accommodate social distancing and limited density. If possible, events will be held outside or digitally. The same approach will be used for faculty meetings.

- To reduce social density, additional indoor and outdoor space(s) that can be repurposed for instruction or other required purposes within the school building and school grounds.

5. Regular newsletters to families including reopening information will continue, as will communication with alumni and the greater Saratoga community via our website and social media

6. Reopening information will be posted on the school's website and Facebook page.

7. Four reopening orientations for groups of teachers are being held in July. Additional orientation will occur in August.

8. Eight reopening orientations for families are scheduled in July and August. Additional orientations will be held for students and families in September.

- Communication plans for students, parents, faculty, staff and visitors that includes instructions, training, signage, and a consistent means to provide individuals with information.

- Communication with students and families about preparing for the upcoming year will include adapting to social distancing requirements, wearing face coverings, and proper hand and respiratory hygiene.
9. Information will be sent to parents regarding taking students' temperatures and running a health check before students leave home to come to school.
 10. Following legal guidelines for contact tracing and medical privacy laws, the school community will be informed if there is a case of COVID-19 among students or staff (or among immediate relatives of students or staff).
 - The school will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors.
 - In order to assist with contact tracing, all visitors will be logged into a visitor log book.
 11. We will inform the Saratoga County Health Department immediately if a case of COVID-19 is suspected at school.
 - See above - 3-8

4. Finances

1. We have purchased necessary supplies - masks, gloves, hand sanitizer stations, hand sanitizer supply, signage, plexiglass for table dividers and desk shields, etc.
2. MERV 11 or 13 replacement filters for HVAC have been ordered and will be installed.
3. Repaired screens have been installed in the Great Room and are being installed in the Middle School for ventilation.
4. Will purchase clear vinyl shower curtain dividers and rods for bathrooms and other areas, if necessary.
5. Looking into donation and purchase of large tents for outdoor learning and play.
6. We are researching the purchase of standing office dividers to reconfigure large common spaces for additional classroom space.
7. Ongoing COVID testing of faculty, staff, and students may include costs for the school, which will be researched.

5. Logistics – Operations

1. Parents/caregivers drop off and pick up children outside school building, where they will be met by faculty and staff.

2. All staff and students will have temperatures checked prior to entering the school and will be screened according to a template for health history over the past 24 hours.
3. Staff and students with a temperature higher than 100.00°F will not be allowed to enter the building and the nurse will be called.
 - Staff members with a temperature higher than 100.00°F will go home immediately.
 - Students will be isolated in the health office and parents will be required to pick up children immediately. The school will follow up.
 - All individuals must have their temperature checked each day – ideally, at home, prior to departing to school – before entering any school facility.
4. All adults and students over 6 (we are awaiting New York State guidelines regarding masks for younger children) will be required to wear masks that cover both nose and mouth at all times indoors. Outdoors, masks may be removed as long as a six foot distance is maintained.
5. Intensive cleaning and disinfecting will take place daily, using cleaning materials recommended by the New York State Department of Health.
 - A custodian will be on duty for most of the school day and after school to disinfect high use areas and high touch surfaces.
 - The school and the custodian will maintain logs that include the date, time, and scope of cleaning and disinfection, as well as identify cleaning and disinfection frequency for each area of the school.
 - The school will follow DOH guidelines regarding materials used for cleaning and disinfecting.
6. Ventilation of building on daily basis
 - Screens have been repaired and installed where necessary
 - Windows will remain open to increase ventilation as long weather allows.
 - The school has purchased and will install MERV 11 or MERV 13 air filters for HVAC as needed, and as recommended by the Governor.
7. Visual cues for social distancing in classrooms, hallways, common rooms, entrances
 - See 1-8 above
8. Signage for health and safety expectations - social distancing, handwashing/sanitizing, coughing/sneezing, masks
 - See 1-9 above
9. Traffic patterns will be designated in classrooms, hallways, and stairwells.
10. Classrooms are being reconfigured to allow social distancing.
11. Common spaces will be adapted to new uses as necessary.
12. Mail and package delivery and pick-up has been moved outside the main entrance
13. Adapt procedures for safety - arrival, dismissal, lunch, recess.

- Arrival and dismissal times will be staggered and we will use three entrances: main entrance for intermediate, Fifth Grade, and staff; connector entrance for PreK, Kindergarten and Primary; and the field entrance for Middle School and the Nurse's Office.
 - Dismissal will take place from classrooms, rather than the Great Room.
 - Students will be accompanied by teachers or staff to buses and cars.
 - Additional recess periods will allow greater social distancing on the playgrounds.
 - Use of high touch recess equipment will be limited.
 - Students will learn no-touch games and activities.
14. Lunch will consist of grab and go meals or meals from home.
- The cafeteria will be used for staggered meal periods with limited numbers of students seated six feet apart.
 - The cafeteria will be thoroughly disinfected before and after each use.
 - Classrooms and outdoors will also be used for snack and lunch.
 - Students will receive regular guidance in how to perform hand hygiene before and after eating.
 - Sharing of food and beverages will not be allowed.
15. The cafeteria will move away from its sustainability efforts until the virus is under control; we will use one-use plastic utensils rather than silverware.
16. Food delivery will take place outside the building.
- The number of visitors permitted on school grounds or in school facilities, and, if visitors are allowed, should be limited. If vendors enter the building, screening of visitors will take place.
17. Restrooms
- Students will receive regular reminders about appropriate bathroom use and handwashing procedures.
 - Shower curtain dividers will be used in bathrooms, if necessary, to allow protection between sinks.
 - The school will put in place practices for adequate social distancing in small areas, such as restrooms and break rooms, and will employ signage and systems (e.g., flagging when occupied) to restrict occupancy when social distancing cannot be maintained.
18. Nurse's office has been relocated to a larger space, in a less crowded location, near an exterior door.
19. Busing: We are dependent on local school districts and are awaiting information
20. Re-imagining special events, as necessary - See above 3-4
21. Reopening orientations for teachers over the summer - See above 3-6
22. Reopening orientations for parents and students during summer - See above 3-7
23. Monitoring out-of-state travel by SIS community members - See above 1-12

Submitted to DOH by

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