



FRENCH-AMERICAN SCHOOL OF NEW YORK

REVISED REOPENING PLAN

August 21, 2020

Dear FASNY Community,

To begin, we want to thank all of our parents for attending our town hall meetings, sending thoughtful emails, and completing our Parent Survey. The time you have dedicated to the reopening plan has been crucial and we have used your feedback to make revisions to our plan in order to provide our community with more specifics. New and revised information is highlighted in light blue throughout the document.

Parent Survey & Meetings

Based on the survey feedback and given the updates to the plan, we would like to invite our community to another series of live Zoom sessions where we can address any further questions or concerns. Each meeting will be attended by the Head of School, the appropriate Division Heads, and our Facilities Director. We have also formed a task force of physicians, who are FASNY parents, that is providing an extra layer of support and expertise in the execution of our plan. The task force includes Jay Gingrich MD, PhD - Columbia University Medical Center; Farris Fahmy, MD, FACOG - Medical Director- Aster OB/GYN; and Jeannette Grullon Fahmy - Practice Manager- Aster OB/GYN. They will be present at these meetings. The FASNY community thanks this task force for their active and positive contribution!

Each session will be a series of questions and answers. Given the large number of participants, we urge you to send your questions in advance please email jwunderlich@fasny.org for Middle & High School and idetrabucsmith@fasny.org for Pre & Lower School. We would also strongly urge you to read our revised plan carefully and in full before submitting questions.

- Pre & Lower school on Wednesday, August 26th from 6pm to 7pm
- Middle & High school on Thursday, August 27th from 6pm to 7pm.

The links to the meetings will be posted on the LMS.

After reading through the updated reopening plan and attending the upcoming town hall meetings we are confident that you will have a clear idea of our safety and security guidelines.

We ask that all parents fill out this [short form](#) by Friday, August 28 informing the school of your choice of in person (full time for pre and lower school and hybrid for middle and high school) or fully remote distance learning to allow our teams to properly plan for the first day of school. Families may switch over to the distance learning model at any time, but once this choice is made, students will remain in distance learning until October break. Switches from an original choice of distance learning to Hybrid On-Site/ In-person learning are also possible.

Should you decide that your child/children will not be attending on site from the beginning of the year, and choose to follow distance learning only please note that school fees will remain the same for both choices.

Quarantine & Testing

As per the email sent out earlier on Monday, please follow the recommendations and guidelines from [New York State](#). As a school, we will promote the concept of wear/wash/watch with our entire community. We strongly urge families to be tested before school begins.

Compliance

It is imperative that all members of our community – students, parents and other guardians, employees, and approved visitors – enter into the 2020-2021 academic year with the intent to comply fully with Center for Disease Control and Prevention and Department of Health guidelines specific to the proper use of face coverings and other personal protective equipment and acceptable hygiene practices. Should students or adults continually struggle to abide by the school’s policies and procedures, school leadership will take appropriate actions. Faculty and student handbooks will include an addendum regarding compliance with COVID-19 NYS guidelines. Families will be required to sign that they have read and received the documents. The handbooks will be distributed electronically within the first week of school. As an institution of learning and working through this new environment will be a learning process for all.

Orientations & First Day Schedules

You will receive detailed information by division regarding student orientations, materials pick up for distance learning, arrival and dismissal information, and first day schedules soon.

We continue to live through a unique moment in time. We deeply appreciate the partnership we have with our families for the benefit of our students. Thank you for your continued patience and support. We look forward to the official start of this school year.

*Sincerely,
Francis Gianni
Head of School*



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HEALTH & SAFETY PROTOCOLS

Capacity

The School used [The Rosner Model](#) as recommended by the New York State Association of Independent Schools (NYSAIS) to make all capacity calculations.

All possible learning spaces on all campuses have been measured to determine capacity for each individual space. Common areas, like cafeterias and gymnasiums, will be designed for optimal student learning, including the use of room dividers, the installation of technology tools including smartboards, and the redesign of traffic to promote social distancing and minimize noise during class time.

PreSchool and Elementary School is planned for daily, onsite, instruction following all social distancing guidelines. Each grade has been reorganized to adhere to the guidelines.

Additional staff and/or hours may be added to ensure proper supervision of students.

In the Preschool, each learning space is designed to keep students 6-feet apart while keeping them engaged in their learning, both independently and with their classmates. Flexible seating options will be utilized to develop fine and gross motor skills and support the students developing comprehension of social distancing. Classrooms will be shown to students and their families before the start of school.

In the Elementary School, all desks will be placed six feet apart and will face in one direction with the ability to see the smartboard in each room. Classrooms will be shown to students and their families before the start of school.

Middle School- 50% model

Week 1: 3 days for group A and 2 days for group B

Week 2: 3 days for group B and 2 days for group A

High School- 50% model

Week 1: 3 days for group A and 2 days for group B

Week 2: 3 days for group B and 2 days for group A

We will align students from the same family into the same group.

On virtual instruction days, students will be required to log into each class as scheduled unless otherwise directed by the teacher.

Student expectations on virtual days will be determined by the teacher based on what will work best for the specific class and what is being learned.

Teachers will be on campus for class instruction.

Non-student facing administrative staff will continue to work from home to allow for additional space.

Temperature

Parents must take students' temperatures before the child leaves for school each day. If their child has a temperature of 100.0 (f) or higher, parents should not send their child to school.

- All students, faculty, and staff will have their temperature checked before entering any campus buildings from a trained staff member from a minimum of 6 ft distance. Staff members taking student temperatures will wash their hands and put on a facemask, eye protection (face shields), and a single pair of disposable gloves. We will be using non-contact thermometers and therefore will clean them periodically with alcohol wipes (or isopropyl alcohol on a cotton swab) and between each staff member taking the temperatures.
- Anyone with a temperature of 100.0 (f) or above will be isolated and sent home. If symptoms continue, individuals will be asked to seek the advice of a healthcare professional. In order to return to school, students and staff will need a doctor's clearance.

Screening

FASNY will use an electronic screening questionnaire from RUVNA, our emergency notification system. You will find a parent guide, [here](#). All students, faculty, and staff will complete the questionnaire daily. All visitors, contractors, and vendors will also be subject to completing the questionnaire before entering the building. Students and staff are required to notify the school when they develop symptoms or if their answers to the questionnaire change during or outside school hours.

Anyone who has a temperature of 100°F (37.7° C) or greater or has a positive response on the screening questionnaire must be isolated from others and sent home immediately.

Any student who has symptoms of COVID-19 should stay home. Symptoms may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

- Diarrhea

The screening questionnaire determines whether the individual has:

- 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;
- tested positive through a diagnostic test for COVID-19 in the past 14 days;
- has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days: and/or
- has traveled [internationally](#) or from a restricted state with widespread community transmission of COVID-19 per the [New York State Travel Advisory in the past 14 days](#).

Face Coverings/PPE

- The definition of a face covering is a cloth, paper, or disposable face covering that covers the nose and mouth. This includes face coverings and masks. It may or may not be medical grade. Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut), and disposable surgical masks that cover both the mouth and nose. Face coverings may not have an exhalation valve. Bandanas and gaiters are not acceptable face coverings in school.
- The definition of a face shield is a clear, plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face, protecting the eyes, nose, and mouth from contamination from respiratory droplets, along with masks or respirators.
- FASNY will provide faculty and staff with one face shield and one face covering. Students are required to bring their own face covering and face shield. Additional masks will be kept in the school offices in the event that a student or staff member should forget one.
- Teachers will wear clear face shields when leading the class from the front of the room and six feet apart from students. They will wear face coverings when moving in the classroom and around the campus. Teachers may also choose to wear the face-covering when at the front of the room.
- Students will wear a face-covering in the classroom. They may also choose to wear a clear face shield during class time.
- Students will wear face coverings when going to the restroom and moving around the building.
- All staff will wear face coverings when moving around the building or within six feet of others.

- If for any reason, a 6 ft social distance cannot be maintained, students and staff will be required to wear both face shield and face covering.
- Families are responsible for sending their children to school with a fresh mask every day. Ideally, an extra mask should be in the child's backpack as well, in a clean container.
- Cloth face coverings should be washed regularly at home. Drying face coverings in direct sunlight also provides an additional element of sanitation.
- You can attach your child's face mask to a lanyard worn around their neck so it does not get lost or fall on the ground when removed.
- We recognize that wearing a face-covering for an extended period of time for young children may be challenging. Since April in [NYS State](#), and again [upheld](#) in July "*any individual who is over age two and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance.*" Teachers will build in activities that promote mask-wearing, as well as mask breaks indoors (for up to, but no longer, than two minutes and six feet apart) and regular mask breaks outside.

Social Distancing

- Classrooms will be set up to promote social distancing of 6ft in all directions. 12ft social distancing will be put in place for PE & Music or classes where students need to project their voices. Teachers in these content areas are preparing lessons and activities with the recommendations in mind.
- Students work in an individual space; to be defined by age with their own supplies. In the preschool, a variety of individual spaces are being designed in each classroom to allow for students to work in different ways. Teachers will design activities to support student stamina for independent work.
- Desks will be turned to face in the same direction to reduce transmission caused by virus-containing droplets.
- All classes in one space, or outside, as much as possible
- Students will remain in their cohorts to the extent possible.
- Student cohorts will be determined by the number of students allowed in each classroom space as determined by the space survey FASNY conducted using the Rosner model.
- Clear signs and markers will be present throughout all campuses to help students, teachers, and staff maintain social distancing guidelines.
- Directional Signage will be placed in all areas:
 - Floor arrows in halls and stairs
 - Directional signage throughout buildings
- Social distancing signage throughout all facilities to be installed on floors/walls
- Physical barriers (cones, tape, rope) will be deployed where appropriate

- Floor markings for social distancing will be placed in high traffic areas - exits/entrances and Restrooms
- Restrooms will be periodically monitored by staff to ensure social distancing, that it is clean, and students are washing hands after use (per NYSED guidelines)
- Outside spaces will be designed to maximize group distancing to slow transmission chains.
 - Outdoor areas will be divided by colored ropes
 - Social distancing signage will be deployed
- Classroom doors and windows will be kept open (weather permitting) in order to maximize ventilation. Air conditioning can and should be kept on in order to increase air circulation. Fans will be added in spaces that need increased air circulation. Teachers and students should dress neatly but can wear summer attire on hot days.
- Teachers will interact with student groups as is necessary and will follow all health and hygiene protocols to protect the students and themselves.

Common Areas

Harbor Campus:

Removal of round tables from student center and placement of extra classroom desks in Student Center distanced at 6ft for staff and student use to be wiped down after each use. Teachers, administrators, and maintenance staff will be responsible for wiping down student center workspaces.

Village Campus - All appropriate spaces are being repurposed as classrooms

Manor Campus - All appropriate spaces are being repurposed as classrooms

Nurse Offices (all campuses)- If there are several students waiting to see the school nurse, arrangements will be made to have students wait at least 6 feet apart

Staff Areas (all campuses)

- All employee lounges will be closed. Bathrooms for adults will be indicated on each campus.
- Coffee stations will be removed
- Group furniture removed from teacher work areas

Operational Activity

Time will be dedicated during the first week of school as orientation for N-12 students to familiarize students with school and new protocols.

Non-student facing administrative staff will continue to work remotely. On the Harbor campus, the offices will be used as work areas for teachers in between classes. Teachers will have to sign in when using the space and wipe down all surfaces after use.

Student assemblies, athletic events/practices, performances, school-wide parent meetings will all be held virtually. Virtual field trip opportunities will be scheduled. All in-person field trips are canceled until further notice. No visitors will be allowed.

Playgrounds will continue to be used with proper safeguards in place. Playground equipment will be cleaned between uses and at the beginning of each day. In the elementary school and preschool settings, there will be staggered playground use rather than allowing multiple classes to play together. Students and staff will wash hands before and after touching play structures and keep 6 feet of space from other children as much as possible. When possible, visual cues will be built in that demonstrate physical spacing.

Restart Operations

Prior to school reopening, all areas will be cleaned and disinfected. Potable water systems will be flushed. HVAC systems will also be checked. All areas will be checked for supply replenishment (hand sanitizer, soap, etc.) Signage will also be checked (social distancing, hand washing, traffic flow) – repair/replace as necessary. Work will be performed by both Day & Night teams.

Ventilation & Air Handling

In most areas of the school, ventilation will be created through the use of open windows and doors and A/C units where necessary. Where possible windows will be opened from the top to ensure student safety. Windows open at the bottom will be measured and locked as per NYS guidelines for safe schools. Portable air filter systems will be placed around the campuses as needed.

Hygiene, Cleaning, and Disinfection

- In addition to cleaning by the Facilities Team, Classrooms/other areas will be equipped with cleaner/disinfectant and paper towels for use by teachers/staff
- Hand sanitizer will be located at all entrances, classrooms, and throughout the building.
- There will be a supply of masks available for students that have not brought one to school
- Signage posted to remind all about the importance of hygiene/masks

Hand Hygiene

There will be increased access and regular opportunities for students and staff to wash hands or use hand sanitizer throughout the day. All community members will be encouraged to wash their hands or use sanitizer about every two hours.

Teachers, staff, and nurses will instruct students on hand hygiene during the first week of school and as needed throughout the year.

- Students will wash hands before and after eating lunch, after playing on outside play equipment, when using the restroom, and other times periodically throughout the day.
- Classrooms and general spaces will be equipped with hand sanitizing stations.
- Bathrooms will be appropriately equipped.
- Bathrooms and general areas will be cleaned and sanitized throughout the day and again each evening.
- Cleaning materials will be in each classroom so that high touch points and student materials can be cleaned throughout the day.
- All campuses will be cleaned and disinfected each evening.

Plexiglass Partitions

Plexiglass partitions or other appropriate physical barriers will be installed in some classrooms to accommodate social distancing guidelines, as well as in offices and areas that have higher traffic patterns like the main office at each campus.

Equipment

- Student equipment will be kept in individual bins.
- Students will minimize sharing equipment to the extent possible.
- Shared equipment will be cleaned and disinfected regularly.
- Every student from K - 10 will be supplied with their own device for participation in class. There will be no shared devices on any campus.
- Lockers will not be available to students.
- In nursery and PreK classes, families will be expected to provide clean nap materials (blankets and sheets) every day which will be returned every day to home. Nap pads will be disinfected and sanitized before and after rest periods.

Campus Access

Access to all campuses will be restricted to students, faculty and staff only in order to reduce transmission risk. Those who share the facilities will have to follow all cleaning & hygiene guidelines.

Deliveries

All packages and mail will be delivered to the main entrance of each school building. The delivery person will need to ring the doorbell and will be greeted outside the building for reception.

Visitors

All visitors must be scheduled and approved ahead of time and will need to complete the screening questionnaire before arrival at the school. Visitors will be subject to temperature checks if they are entering school buildings.

Mail and deliveries will be met outside the door by a member of the facilities staff.

Back to school evenings, orientations, parent-teacher conferences, information sessions, and any other school function will be scheduled virtually until further notice.

Emergency Drills (Fire & Lockdown)

FASNY is required to conduct the required number of emergency drills as we do each year. Modifications will be allowed to respect social distancing guidelines.

Movement on Campus

Student schedules will be designed to minimize movement around the campus, with the exception of lunch, recess, and outdoor activity. Teachers will be encouraged to work outside with students as much as possible in good weather. All students must be dressed appropriately for the weather to go outside - students will go out unless there is significant rain, high winds, or very low temperatures. Students, faculty, and staff will be required to wear face coverings when moving around campus and will follow the one-way flow of traffic.

Vulnerable Populations

- Students who have underlying medical conditions and are at risk for complications from COVID-19 should contact their respective division heads. In these medical cases, students may participate in distance learning activities. Students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety.
- Employees who are at an increased risk for severe illness if they contract COVID-19 may be eligible for a reasonable accommodation, in accordance with the Americans with Disabilities Act and other applicable federal, state, and local laws. Staff members who have health-related concerns about returning to school have been directed to contact Human Resources.
- Teachers who cannot come to our school, even if specific accommodations are provided to teach onsite, will teach remotely to a cohort of students onsite and other students remotely, using live meeting software. In this case, students onsite will be supervised by another teacher or member of FASNY staff. Families will be informed ahead of time of such cases or as soon as the school receives this information.

- Distance learning will be a combination of synchronous and asynchronous activities and developmentally appropriate by division.

CLEANING PROTOCOLS

All areas of the school facility including administrative offices, classrooms, conference rooms, copy/resource rooms, faculty lounges, reception area, and stairwells. All products used are on the EPA approved list.

All cleaning activities, including lavatory cleaning/disinfecting, will be recorded in the daily log.

Day Crew Duties And Responsibilities

A. Educational Areas Daily – Cleaning & Disinfection

Daily Cleaning:

1. Empty all trash receptacles; damp clean, sanitize exterior, and replace liners.
2. Spot clean all walls.
3. Clean all water fountains.
4. Dust mop composition (tile & VCT) floors with a chemically treated dust mop.
5. Spot clean composition floors with an all-purpose cleaner.
6. Spot clean all desk-tops and furniture as needed.
7. Damp clean countertops.
8. Spot clean carpet.
9. Clean cafeteria: tables, service areas, trash areas after each use.
10. All prominent areas, including interior and exterior doors, mirrors, wall switches, and surfaces will be cleaned and damp wiped.
11. Picture frames, wall hangings, and other items within normal reach (approximately 6 feet in height), will be dusted.
12. All glass will be spot-cleaned and fingerprints removed daily.

Daily Disinfecting: Minimum of twice-daily - Custodians will also be constantly cleaning high-touch surfaces during the day.

1. Surface Disinfection Daily: All high touch areas including, light switches, doorknobs, handrails, door frames, bathroom fixtures, tables, chairs/stools, locker fronts will be disinfected daily using either a peroxide-based disinfectant or hospital-grade disinfectant.
2. Disinfect water fountains. Run water after disinfecting.
3. Floor care Daily: Cafeteria, hallway, office, and all other floors will be thoroughly mopped with an approved cleaner.
4. Miscellaneous areas: gyms, basketball courts, stairwells, and others will be polished for visible soil daily and vacuumed/mopped, cleaned, and disinfected.

B. Lavatories: Daytime custodians will check restrooms every 30 minutes - clean and sanitize the same.

1. All lavatories will be washed and disinfected. Check supply of toilet tissue, towel, and soap dispensers will be refilled as required.
2. All lavatory floors will be wet mopped and disinfected.
3. Sinks, urinals, and commodes will be washed and disinfected.
4. All mirrors, powder shelves, dispensers, bright work, nickel and chrome fixtures, enamel, and laminate surfaces, including plumbing equipment, will be washed.
5. Toilet seats (both sides) will be washed and disinfected.
6. Waste receptacles will be emptied and washed.
7. Partitions, tile walls, and enamel surfaces will be washed and disinfected.
8. Where possible one touch stay on faucets have been installed.
9. Paper towels will be available in all bathrooms.
10. Teachers and staff will instruct students on hand hygiene and risk-reducing behaviors in the lavatory.

C. Trash:

After collection, garbage and recycling materials will be placed in a designated area for removal.

D. Supplies

Ensure that each classroom has an adequate stock of cleaning and disinfecting supplies. Maintain inventory of required supplies and reorder as necessary. Cleaning supplies will be stored away from children.

Night Crew Duties And Responsibilities

E. Educational Areas Daily – Cleaning & Disinfection

Daily Cleaning:

1. Surface Cleaning Daily, full facility: All desks, light switches, doorknobs, chairs, and all high-touch surfaces will be cleaned on a daily basis.
2. All hard surface floors will be thoroughly vacuumed and mopped. Special attention will be given to lower school areas where children are often using the floors and sometimes have food allergies.
3. Carpets and rugs will be vacuumed, and spots removed.
4. Upholstered furniture will be vacuumed nightly as needed.
5. All prominent areas, including interior and exterior doors, mirrors, wall switches, and surfaces will be cleaned. Picture frames, wall hangings, and other items within normal reach will be dusted. All glass will be spot-cleaned, and fingerprints removed daily.
6. Wastepaper baskets will be emptied, including recycling bins as needed. Protective heavy-duty liners (poly bags) will be inserted in wastepaper baskets, garbage receptacles, etc.
7. Water fountains and coolers will be washed.
8. All gum and foreign matter will be removed on sight.
9. Kitchens: Thoroughly wash and disinfect all surfaces including but not limited to counters, cabinets, appliances. Empty and clean coffee makers and clean microwave oven interiors. Scour sinks as needed.
10. Classroom whiteboards will be thoroughly cleaned.
11. All A/C vents will be cleaned/dusted
12. Upon completion of all work assignments, classroom furniture will be reset, lights will be extinguished, windows closed, doors locked, and premises secured

Daily Disinfecting:

1. Surface Disinfection Daily, full facility: All desks, light switches, doorknobs, and all high-touch surfaces will be disinfected on a daily basis. Computer keyboards, mice,

remotes, telephones, and classroom smart boards will also be disinfected, using either a peroxide-based disinfectant or hospital-grade disinfectant.

2. Floor Care Daily, full facility; All classrooms, cafeteria, hallway, office, and all other floors will be thoroughly disinfected.
3. Miscellaneous areas: gyms, basketball courts, stairwells, and others will be policed for visible soil daily and vacuumed/mopped, cleaned and disinfected.
4. A/C vents and heat discharge points will be cleaned and disinfected.

F. Lavatories (Daily)

1. All lavatories will be washed and disinfected. Toilet tissue, towel, and soap dispensers will be refilled as required.
2. All lavatory floors will be wet mopped and disinfected.
3. Sinks, urinals, and commodes will be washed and disinfected.
4. All mirrors, shelves, dispensers, bright work, nickel and chrome fixtures, enamel, and laminate surfaces, including plumbing equipment, will be washed and disinfected.
5. Toilet seats (both sides) will be washed and disinfected.
6. Waste receptacles will be emptied and washed.
7. All rubbish will be collected and disposed of.
8. Partitions, tile walls, and enamel surfaces will be washed and disinfected.

G. Trash

After collection, garbage and recycling materials will be placed in a designated area for removal.

H. Other Services

1. Dusting includes but is not limited to: All picture frames and similar wall hangings beyond normal reach. Upper window frames and moldings. Venetian blinds will be dusted twice per week.
2. Vacuum upholstered furniture as needed.
3. Glass panels and glass entrance doors will be washed.
4. Utility rooms will be swept and damp mopped.
5. Replenishment of classroom cleaning supplies.

Comprehensive Cleaning

Comprehensive cleaning will take place any time a case of COVID-19 has been reported. Comprehensive cleaning will be performed by the Night Team. If an entire facility needs to be closed, both teams will perform the comprehensive cleaning assignments. Cleaning will take place at least 24 hours after contact with a positive case of COVID-19 when feasible.

In areas determined to have been occupied by infected persons:

1. All furniture will be thoroughly cleaned and disinfected. In the lower school, all classroom items (playsets, implements, etc.) will be thoroughly washed and disinfected
2. All floors will be thoroughly cleaned and disinfected
3. All other surfaces, especially high touch objects (light switches, door handles, etc.) will be washed and disinfected
4. Classroom rugs/mats will be steam cleaned – if applicable

COVID-19 CASES - ON & OFF CAMPUS

With Symptoms

Individuals - employees, students, or visitors - who become ill with symptoms of COVID-19 are directed to stay home.

Individuals who become symptomatic on campus should separate themselves from the community.

- If a person exhibits COVID-like symptoms, they will be directed to the isolation room on their respective campus. Subsequently, the individual and/or those with whom they have come in close contact may be referred to the school's consulting physician by the school nurse for a COVID-19 test.
- In the case of a student, parents/guardians will be informed and expected to pick up their child from campus as soon as possible; the child will remain under supervision in the isolation room until that point.
- While on campus, the individual will be treated by school medical professionals in accordance with CDC guidance.
- The parent or guardian will be provided with instructions on how to pick up their child and how to seek guidance from a health care provider.
- The determination of how long an individual stays home after exhibiting a fever only, will be done by a healthcare professional in connection with the local health authority. All students and staff will require a doctor's clearance to return to school/work.

If a person has had **symptoms (not including a fever)** but is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once the symptoms have abated and they have felt well for 24 hours
- If they have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school.

Quarantine/Positive COVID-19 test

If a student or member of their immediate family is in quarantine or tests positive, you must contact the health office and the division head immediately.

With a confirmed case on campus

Cleaning: The school will close off areas used by a suspected infected person and will not use these areas prior to proper cleaning and disinfection. Per CDC guidance, FASNY will wait 24 hours before cleaning and disinfecting these areas.

- In accordance with CDC recommendations, in the event a person diagnosed with COVID-19 is determined to have been in a building and poses a risk to the community, we will close these areas for a short time (1-2 days) for cleaning and disinfection.

Contact Tracing: FASNY will notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

- We will cooperate with contact tracing efforts, including notification of potential contacts within the best of our capabilities while maintaining confidentiality required by state and federal law and regulations.
- We will endeavor to identify all those who had close contact with a person diagnosed with COVID-19, in partnership with local health officials.
- Once identified, the school will inform these individuals of this contact and require individuals to stay home and self-monitor for symptoms while following CDC guidance if symptoms develop.
- School staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health. However, certain staff members will participate in the Johns Hopkins contact tracing training course in order to help support contact tracing efforts.

Sick individuals will not be permitted to return until all of the following are met:

- Provide documentation clearing their return signed by a healthcare provider
- Produce a negative COVID-19 test result
- Are no longer symptomatic
- Are released from isolation

Notification:

The school nurses 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.

Communication:

The School will notify the families in all of a teacher's classes should they test positive for COVID-19. If a student tests positive for COVID-19 the families of their classmates will be notified. Other parties will be notified as appropriate in consultation with the local health department on a case-by-case basis. In accordance with [HIPAA](#) regulations, the School will maintain the confidentiality of all students and faculty and staff.

Distance Learning:

If a class or campus needs to close, the classes will pivot to Distance Learning beginning the next day.

Closure:

The School will collaborate with the local health department to determine the parameters, conditions, or metrics (e.g., increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing. Comprehensive cleaning will take place any time a case of COVID-19 has been reported. Comprehensive cleaning will be performed by the Night Team. Where and when on any campus there needs to be comprehensive cleaning will be determined by the school administration, including the health office and the facilities department, and in consultation with the local health authority. If an entire facility needs to be closed, both teams will perform the comprehensive cleaning assignments.

School administrators will consider closing school if absentee rates impact the ability of the school to operate safely. The School may choose to modify operations prior to closing to help mitigate a rise in cases. The School will consult with the local department of health when making such decisions.

Closure Triggers: Decisions about school closure will be made by the school administration in coordination with local health officials, and with the advice of healthcare providers. Details about the scope of the closure (by class, campus, or whole school) will be made on a case-by-case basis using the most up-to-date information about COVID-19 and in collaboration with local health officials. The School may be ordered to close at any time by state or local government and /or local health officials.

Operational Activity: Operational activity will be dependent on the scope of the closure. Students who cannot attend on-campus due to school closure will transition to distance learning with their teachers as soon as possible. Comprehensive cleaning protocols will be put into immediate effect. Reopening will be based on the scope of positive cases and the rules for quarantine and testing in connection with the local health authorities. Individuals will be phased back on to campus after cleaning and sanitizing is complete and the individual has passed the screening protocols. Any individuals who exhibited symptoms must follow the guidelines for quarantine and/or produce a negative COVID-19 test. All students and staff who exhibited symptoms will require a doctor's clearance to return to school/work.

Close Contact

If a person does not have symptoms but was in close contact with a person who is suspected of being COVID-19 positive, FASNY will expect them to follow appropriate CDC guidance. Close contact is defined by the CDC [here](#).

If a student or staff tests positive, their household members will likely be considered close contacts and may need to quarantine.

Siblings

Unless they reside in separate households, if a child tests positive and has a sibling in the school, the sibling must be placed on quarantine which would mean that the sibling should not attend school during the required period for quarantine.

Testing Responsibility

The School strongly encourages all FASNY community members to be tested prior to the start of the school year. In the event that a student or staff member should present with symptoms at school, they will be isolated and sent home as soon as possible. If symptoms continue, individuals will be asked to seek the advice of a healthcare professional. In certain circumstances, community members may be referred to a healthcare provider or a testing site to get tested at the School's request and report the results to the School.

Containment

School Health Offices:

On the Manor Campus, the Health Office remains in the same location. The isolation area will be upstairs in the faculty room.

On the Village Campus, the teacher's lounge will become the Health Office and the teachers' workroom will become the isolation area.

On the Harbor Campus, the medical office and isolation area will be next to the stage in a separate room with an outside exit.

Isolation: Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room while kept separated by at least 6 feet.

Return to School: Schools must follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. All students and staff will require a doctor's clearance to return to school/work.

STUDENT TRANSPORTATION

Parents are encouraged to drive their children to/or school as much as possible to enable a greater amount of distance between passengers. All parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and

do not have a fever of 100.0 (f) degrees or more prior to them boarding their method of transportation to school.

If families have questions about busing, please contact the bus company in your home school district.

By Bus

- Manor Campus
 - Students & drivers must wear a mask at all times.
 - Siblings or children who reside in the same household should be encouraged to sit together.
 - Students will sanitize their hands when they depart the bus
 - When students embark and disembark the bus, they should follow social distancing protocols
- Village Campus
 - Students & drivers must wear a mask at all times.
 - Siblings or children who reside in the same household should be encouraged to sit together.
 - Students will sanitize their hands when they depart the bus
 - When students embark and disembark the bus, they should follow social distancing protocols
- Harbor Campus
 - Students & drivers must wear a mask at all times.
 - Siblings or children who reside in the same household should be encouraged to sit together.
 - Students will sanitize their hands when they depart the bus
 - When students embark and disembark the bus, they should follow social distancing protocols

By Car

- Manor Campus
 - Students' temperatures will be checked while they are in the car.
 - Students must wear a mask when they exit the car.
 - Students will sanitize their hands when they walk into the building
- Village Campus
 - Students' temperatures will be checked while they are in the car.
 - Students must wear a mask when they exit the car.
 - Students will sanitize their hands when they walk into the building
- Harbor Campus
 - Students' temperatures will be checked while they are in the car.
 - Students must wear a mask when they exit the car.

- Students will sanitize their hands when they walk into the building

By Bike/Foot/Train

- On the Manor campus students will have their temperature taken outside and enter by the auditorium. If they have ridden a bike to school they will wait for about 5 to 10 minutes for their temperature to return to normal.
- On the Village campus students who arrive by bike, foot or train will wait in an area indicated by the bus area for their temperature to return to normal (approximately 5 - 10 minutes)
- At the Harbor, students will wait outside the front door at the Boston Post Road entrance.
- Outside areas will be marked by six feet to promote social distancing.

ARRIVAL & DISMISSAL

Entry points are specified below for faculty, staff, and students. All other badge readers will be deactivated. All students will be dropped off in the front of the building. Parents are not allowed in the school building. Families are encouraged to discuss this with their children in advance so students are not surprised in the first few days of school.

Before School Care: All three campuses open at 7:30am. Everyone will have their temperature checked upon arrival. Students will wait in designated areas, socially distanced, until their classrooms open.

Manor Campus

Arrivals and dismissals will be staggered to comply with social distancing guidelines. Students can arrive at two locations: the drive-thru in the parking lot behind the school and the auditorium door by the nurse's office. Arrival times are five minutes longer than dismissal times to account for temperature taking procedures.

- **At the drive-thru**, student temperatures will be taken while they are in their car. If the temperature is above 100.0F they will be asked to return home, along with all siblings and anyone else in the car. If the temperature is normal they will go into the cafeteria and wait for their teacher in a designated area.
- **At the auditorium door**, which will be open at 7:45am, students will have their temperature taken outside the door. If the temperature is above 100.0F they will be asked to return home, along with all siblings and anyone else who traveled to school with them. If the temperature is normal they will go into the auditorium and wait for their teacher in a designated area.
- If a student arrives **by bus** and has a temperature of 100.0F or above they will be isolated in the faculty room upstairs with an adult and their families contacted immediately. Siblings at other campuses will be notified, isolated, and picked up as well.

Students can be dismissed from two locations: the drive-thru in the parking lot behind the school and the gym door with the ramp. Bus students will be taken from the gym door to the buses outside. Teachers and Staff will bring students down to the door and outside to meet their families.

Families are asked to observe social distancing outside the School entrance and to leave campus immediately upon picking up their children.

Hallway/Staircase - all will be two-way passages with clearly marked indicators to promote social distancing.

Village Campus

Arrivals and dismissals will be staggered to comply with social distancing guidelines.

Specific times by grade will be communicated later in August.

Adult supervision will be present to maintain safe traffic flow.

- **BY FOOT**
 - 3rd, 4th and 5th graders will use the Main Entrance at New Street
 - 6th, 7th, and 8th graders will use the cafeteria entrance on New Street and use the staircase next to the door to go directly to their classrooms.
- **BY BUS/BIKE/TRAIN** Student temperatures will be taken while they are in their car/as they exit the bus. If the temperature is above 100.0F they will be asked to return home, along with all siblings and anyone else in the car. If the temperature is normal they will enter the building and go straight to their classroom. Any student with a temperature above 100.0F that arrives by bus will be brought to the isolation room.
Students who arrive by bike will wait in an area indicated by the bus area for their temperature to return to normal (approximately 5 - 10 minutes)
Outside areas will be marked by six feet to promote social distancing.

Dismissal paths will be determined by where a student is in the building at the end of the day and where the nearest exit. Students will take the nearest exit to be dismissed outside. Students will wait outside until they are picked up, except in extreme weather.

- **By Car:** Out the closest exit and walk to the drive-thru
- **By Foot:** Lower School students will walk around to the back entrance for dismissal by foot. Middle School students will be dismissed by foot at the cafeteria entrance on New Street.
- **By Bus:** Students who take the bus will use the closest exit and walk to the bus area on Ralph Avenue.

Lower School students will be escorted by an adult to all dismissal points.

Hallway/Staircase - all will be two-way passages with clearly marked indicators to promote social distancing.

Harbor Campus

- All arrivals exclusively at the Boston Post Road entrance. Student temperatures will be taken as they enter the building. If the temperature is above 100.0 they will be sent to the isolation room and asked to return home, along with all siblings. If the temperature is normal they will enter the building and go straight to their classroom.

- Students who arrive by bike, foot, or train will wait outside for their temperature to return to normal (approximately 5 - 10 minutes) before entering the school building with a normal temperature.
- All dismissals exit at the parking lot entrance in the back of the building or by the designed side door exits.
- Hallway/Staircase - Staircases will be assigned one up (main entrance) and one down (back).

LUNCH

For families who choose the food service program, meals will be prepared by our catering vendor and delivered to each campus via thermal container. Individual thermal bags will be delivered to each classroom and boxed lunches issued to students in the classroom. The PTA and Student Government pizza programs will be suspended at least for the first semester. Students who bring their own lunch to school will do so as usual.

In order to ensure social distancing between individuals while eating lunch, meals will be served to students in their classroom. Teachers/Supervisors 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 be instructed on proper hand hygiene and will perform washing or sanitizing hands before and after lunch. Once seated, students will be allowed to remove face coverings. Students will be instructed to put face coverings in place prior to leaving their seat. Upon meal completion, trash will be collected and removed from the classroom.

Students With Allergies Teachers will be trained in checking food labels for allergens and identifying when and if a student is having an allergic reaction. When possible, students with severe allergies will be in the same cohort.

EXTRACURRICULAR ACTIVITIES/AFTER SCHOOL CARE

Extracurriculars: We will be following all of the same guidelines as the school. Upon arriving at the After School program, each child will have their temperature taken before heading to their assigned room.

Children will be in smaller groups while following the same rules for mask coverings as the school day. While we will not necessarily be able to group members of the same household, we will have smaller group sizes and those groups will remain together for the program.

Children will not share supplies and have an assigned area to store their belongings. There will be no instructors from the outside, only FASNY staff currently working at the school. Use of the playground will be allowed following safety guidelines.

If any child feels ill or has a fever, they will be isolated in the Nurse's office and supervised by the Director. Parents will be called and the child will need to be picked up immediately.

After School Care: After School Enrichment and Clubs will continue to follow the same social distancing as the school day. Masks are to be worn by students and staff when they cannot be 6 feet apart. Clubs and Garderie will be held outside as much as possible.

Staff will disinfect heavily used areas in between at the end of each session of Garderie - 4:20 pm and 5:20 pm for Manor and 3:50 pm and 4:50 pm for Village.

Parents and caregivers will not be allowed to enter the building during dismissal or for any other reason. Staff will bring students to the door and release the child to the parent.

ATHLETICS/PHYSICAL EDUCATION

Athletics: Interscholastic athletics are not permitted at the time of publication and will only operate in accordance with forthcoming state-issued guidance. In-person preseason training is canceled on site. Next week a separate communication will be sent to FASNY families in middle and high school regarding team sports and training.

Physical Education:

In the Preschool, students will go outside for physical activity with their teachers. In the Lower School, students will go outside for physical education, weather permitting. In cases of bad weather, students will do stationary activities in the classroom. More information will be forthcoming before school begins.

DISTANCE LEARNING

In the event school buildings are compelled to close, school will resume virtually. Based on experience and research, a committee of faculty and administrators modified our distance learning protocol from spring 2020.

We know that students respond best to one-on-one or small group instruction virtually, and students need to connect with their teachers regularly. Developmentally young children cannot be virtually synchronous with their teachers for multiple hours a day as it affects brain development and physical growth. Older students have more stamina for extended periods of online instruction. We know that not one size fits all for our students so teachers are prepared to differentiate.

Each division will use the same platform from spring 2020 to maintain assignments and homework. This will also allow for a smoother transition to 100% distance learning in the event that the School is compelled to close.

We drew on student, faculty, and family input from the spring to develop a schedule in each division that prioritizes teacher/student connection and a sustainable balance for families while adhering to our rigorous curriculum.

Actual schedules will be shared with students and families in advance of moving teaching and learning to a distance learning approach should that become necessary.

Grade 6-12 students will follow the in-school schedule when at home with live, virtual instruction via Google Meet including Google Classroom, online group work, and small group instruction. Students will be engaged in learning activities when classes are in session. Cameras for each classroom will be in place to provide an inclusive experience for distance learners.

Technology Plan in Support Of Distance Learning

- **Students:** As part of our technology plan, FASNY provides Chromebook devices to all students grade 4 and above. Although we have a BYOD policy in grades 10 - 12 FASNY will provide devices to any family that demonstrates a need for devices.
- **Staff & Teachers:** The IT department will provide all teachers or staff that request a device with a device to connect to our distance learning/working.

- **All members of FASNY Community** can request hotspots from IT if they have an unstable or no internet connection. This will be provided by IT at no cost. If you are in need please write to itdirector@fasny.org
- **IT SUPPORT** The IT support team responds to tickets at help.fasny.org or by calling our IT HotLine at 914-250-0440
- Since distance learning services run simultaneously with school sessions switching between distance learning and in-school sessions is very smooth.

COMMUNITY INFORMATION & TRAINING

Mental Health, Behavioral, and Emotional Support

The School will support all students, families, faculty, and staff during this period, on-site, and at home. Students' welfare is the top priority of all school reopening and distance learning initiatives. All faculty and staff will be instructed to promote a positive, caring, empathetic, supportive atmosphere for students, families, and co-workers. Resources and support will be provided to School faculty and staff through virtual meetings and online support materials (ex: workshops.)

Each division's Well-being Team will coordinate with grade-level Leaders of Learning to ensure that:

- every student's social-emotional health is monitored;
- students needing extra support are identified as early as possible, including before the school year begins and in consultation with families;
- support plans are tailored to each student who is struggling with distance learning or who is transitioning back into the school setting;
- hybrid-model cohorts are designed with students' well-being in mind.

New students will be paired with returning student "buddies" and will receive continuous outreach and support from faculty and the Well-being Team. Each division will welcome new students with New Student Orientation programming.

The School will also continue its partnership with The Social Institute, whose programming in the coming year will have a strong focus on social-emotional wellness during distance learning periods.

New ways to greet each other will be modeled in classrooms and around campus. Education will be provided and reinforced that viruses do not discriminate.

As a community, we will promote the concept of [wear/wash/watch](#) which reinforces healthy habits and community-wide expectations.

Each division's academic administration, faculty representatives, and Heads of Department will partner with Human Resources to ensure each member of faculty/staff is supported.

Communication

This reopening plan will be on the FASNY [community page](#) of the School's website.

Please the community training and contact information sections for further information.

Internal communications will be linked to the parent pages on our internal school portal.

They will include

- The reopening plan

- The summer update about helping students learn to social distance
- Contact information

If a member of our community is not able to understand the communications regarding reopening please contact the appropriate division head for further clarity.

Attendance

In school, attendance will be taken electronically by teachers in the morning or at the beginning of each class (in middle and high school.) Attendance will also be taken in distance learning sessions.

School Calendar

At present we do not anticipate changing any major school vacations in the [calendar](#) this year. If we are compelled to close for a prolonged period of time, this policy may be revisited to better balance distance learning at home as was done in the spring.

CONTACT INFORMATION

Reopening plan, procedures, and logistics

- Pre & Lower School - idgetrabucsmith@fasny.org
- Middle School/High School - jwunderlich@fasny.org

Health Office Staff

- Liza Dorsey, Nursery - Grade 2 - ldorsey@fasny.org
- Virginia Saccone, R.N. Grade 3 - 12 - vsaccone@fasny.org

Human Resources

- Vanessa Cullen - vcullen@fasny.org

Communications

- Elizabeth Ryan - eryan@fasny.org

Distance Learning Protocols & Support

- Pre & Lower School - your child's French & English teachers
- Middle School - The student's Leader of Learning
 - (formerly known as prof principal)
- High School - The student's Leader of Learning
 - (formerly known as prof principal)

After School

- Kelly Goldstein - kgoldstein@fasny.org

IT Support - [Help Desk for Speedy Assistance](#) or call the IT hotline 914-250-0444