



Community Partnership Charter School

241 Emerson Pl
Brooklyn, NY 11205

Beginning with Children Charter School 2

215 Heyward St
Brooklyn NY 11206

Reopening Plan Submitted to New York State Department of Health on behalf of:

Beginning with Children Charter School 2

Community Partnership Charter School



Executive Summary:

As we approach the 2020-21 school year, our priority is to provide the very best learning environment for each of our students, while also safeguarding the health and safety of our student, family and staff community. In these challenging times, the import of our mission is even more critical. And we remain steadfast in our commitment to provide for our students a supportive community that nurtures a love of learning, teaches creative problem-solving, fosters the development of character, and creates learning opportunities inside and outside of the classroom.

Our Reopening team, comprised of our School Leadership teams, Beginning with Children network staff, and the CPSEC Board chair, has been carefully monitoring the latest guidance from the CDC, the New York State Department of Health, and the New York State Education Department to ensure that we have the proper protocols in place to best facilitate learning in a safe environment. The Reopening team has solicited, and will continue to solicit and incorporate, feedback from families and staff members as we construct and refine a reopening plan that best serves the needs of all constituencies. We recognize the individual and safety concerns of each of our stakeholders -- families, students, teachers and staff. We further recognize that we will need to be flexible in order to respond to those concerns and to a changing health and regulatory environment. Clear and frequent communication will be key.



Reopening Operations:

Reopening Timing and Capacity:

Our schools, Community Partnership Charter School (CPCS) and Beginning with Children Charter School 2 (BwCCS2), are bound by New York State and city decision-making as to how soon we can reopen our schools for in-person learning. Under current guidance, Governor Andrew Cuomo will make a determination during the week of August 1-7 on whether New York City meets the criteria to open schools for in-person instruction (and further guidance will be provided on the necessity to re-close).

All of our students will begin the 2020-21 school year on August 24, utilizing remote instructional platforms. However, the timing, phasing, and quantity of students and staff returning in person, will, by necessity, be different for each of our four school sites, CPCS Lower School, CPCS Middle School, BwCCS2 Lower School and BwCCS2 Middle School, given the instructional and staffing models of each Lower and Middle School, as well as each site's access to the appropriate and necessary space to provide in-person instruction to our students in a safe and reasonable manner. Our goal is to ensure the maximum amount of high quality, synchronous instruction for all students.

We will prioritize the frequency of in-person instruction for our youngest students and our students with disabilities and English Language Learners, recognizing that they struggle the most with the remote classroom environment. Because our Lower Schools currently have footprints that would restrict in-person instruction to 2-4 days per week for grades Pre-K through 5 given social distancing guidelines, we are seeking additional space options for those schools (see Table 1: Current Space Overview).

Our reopening plans for each school for the start of the 2020-21 academic year include a fully remote model of instruction, a hybrid model incorporating in-person and remote learning, and a fully in-person model.

CPCS Lower School (co-located with PS 270 at 241 Emerson Pl, Brooklyn, NY 11205)

At CPCS LS, we are working with the Building Council to gain access to additional underutilized classrooms and shared space. If we are successful, we will be able to serve PreK through 2nd grade for 4 days a week with in-person instruction, assuming appropriate staffing levels are available. Grades 3-5 would have 3 days a week in-person, and two days of remote instruction. In addition, we are considering the use of classrooms at our CPCS Middle School co-location (see below).

BwCCS2 Lower School (co-located with IS 71 at 215 Heyward St., Brooklyn, NY 11206)

At BwCCS 2 Lower School, there is no underutilized capacity in the building. We hope to temporarily re-site elementary students in our privately-owned facility at 11 Bartlett Street. If we are successful, we will be able to serve Kindergarten through grade 5 for four or five days a week with in-person instruction, assuming appropriate staffing levels are available.



If these options are not feasible, we will institute a hybrid instructional model at both Lower Schools, with students divided into cohorts and rotating between in-person and remote live instruction on alternating days, prioritizing the frequency of in-person instruction for PreK through first grade, Sped and ELL students.

CPCS Middle School (Co-located with PS 256 at 114 Kosciuszko St, Brooklyn, NY 11216)

CPCS Middle School students are currently located in facilities with sufficient space for full-time, in-person instruction. As noted above, we are considering re-allocation of some portion of CPCS Middle School space to CPCS Lower School students on a temporary basis. The CPCS Middle School model may, therefore, include more frequent remote instruction. Based on assessments, we know that our Middle school students have been better able to independently access and thrive in our remote instructional program. In addition, recent research shows a higher risk of older students spreading the COVID-19 virus.

BwCCS2 Middle School (privately-owned facility at 11 Bartlett Street)

Similarly to CPCS Middle School, we are designing a program with more remote instruction for BwCCS2 MS students, based on academic assessments, health concerns and the prioritization of our youngest students for in-person learning.

Table 1: Current Space Overview

Site	Students	Staff	Space	Total Capacity Assigned footprint only using social distance guidelines
CPCS Lower School (PreK-5)	298	42	❖ 17 Full-sized Classrooms ❖ Shared Cafeteria, Gym, Library, Auditorium ❖ Potential access to 4-8 underutilized classrooms in co-located building	190-245
CPCS Middle School (6-8)	115	24	❖ 13 Full-sized Classrooms ❖ Shared Cafeteria, Gym, Auditorium, Library	140-184
BwCCS 2 Lower School (K-5)	309	45	❖ 20 Full-sized Classrooms ❖ Shared: Library, Auditorium, Cafeteria	230-295
BwCCS 2 Middle School (6-8)*	155	24	❖ 18 Full-sized Classrooms ❖ Cafeteria, Library, Multi-purpose Space	260-335

* Privately-owned facility



Availability of Safe Transportation:

- For our students that qualify for school busing through the Department of Education's Office of Pupil Transportation (OPT), our Schools will rely on NYCDOE Pupil Transportation to ensure that school bus companies and personnel follow all appropriate guidelines for safety.
- For our students that rely upon our privately contracted bus service, we will ensure that said service and personnel follow all appropriate guidelines for safety.
- Those families relying on NYC public transportation will be provided with full information and guidance for using public buses, subways, and taxis according to NYCDOH rules.

Social Distancing Measures:

Arrival:

- At school entrances, signage will remind families and students to maintain appropriate social distance (e.g. six feet of space in all directions between individuals) while waiting to enter the school facilities.
- Each of our co-located school sites has a separate entrance that will be utilized solely by our students and staff.
- At morning arrival, two staff members wearing appropriate PPE will oversee the entrance of students. Staff will check each student's temperature with a non-contact thermometer and confirm possession of a face covering.
 - Students without a face mask will be given one prior to entry.
 - Students with a fever above 100° Fahrenheit will be sent home. Students with a fever who have arrived at school independently will be escorted to the building's designated isolation space (see *Containment* below), and the parent/guardian will be notified to pick up the student as soon as possible.

Inside the School:

- Signage and decals on walls and floors in school buildings will remind students and staff members to remain six feet apart during transitions to and from classrooms and the restroom. Where six feet of distance cannot be maintained, students and staff will be required to wear face masks.
- Classrooms will be configured with desks facing one direction and spaced to ensure that students, while seated, have six feet of space between them.
- While inside the school buildings, students will remain in their designated classroom for the duration of each school day. Students will take periodic mask breaks outside of the school building.
- Stairways: Students and staff will maintain social distance while using stairways, and to the extent feasible, stairways will be designated as one-way. School staff members will stagger



student schedules, and coordinate with the co-located Building Council to ensure the use of stairways is restricted to one cohort of students and staff at a time.

PPE and Face Coverings:

- Use of face coverings will be mandatory for all student and staff members while inside the school buildings and/or on school buses, with the exception of those individuals who are medically unable to tolerate a face mask.
- Students and staff will be issued one reusable cloth facemask for use on school grounds at the beginning of the school year. The school will distribute proper cleaning instructions for care of the masks. Extra disposable face masks will be kept on site.
- At school entrances, a school staff member will check to ensure all individuals entering the building have appropriate PPE, and if not, he/she will provide a disposable mask to staff/students.
- Each campus will maintain no fewer than a two-week supply, assuming 1 disposable mask per student per week and 5 disposable masks per staff member per week.
- For students/staff members unable to medically tolerate a face covering, school leaders will work to develop a plan to limit the risk of COVID-19 transmission for that individual (e.g. placing that individual in a classroom or work environment with a smaller cohort, or placing that individual in a remote environment).
- For students with learning or hearing impairments, we will utilize masks with transparent openings.

Operational Activity:

Modifications to space:

- Our privately-owned facility does not require modification.
- Our co-located schools will collaborate with our district school partners to follow all health and safety protocols as prescribed by the NYCDOE and NYCDOH while maximizing these spaces for instructional purposes.
- Shared spaces assigned to our schools will be converted into classroom spaces, utilizing school furniture, mats, smart-boards and whiteboards.
- We will attempt to minimize moving into and out of shared spaces by allotting each shared space to either school.
- We will use outside space where available. Each of our schools have a playground or yard that will be considered in the shared space schedule.

Modifications to student cohorts and class schedules:

- The student population at each school site will be divided into cohorts of 10-14 students, based on the capacity of the assigned classroom space.



- Each school will phase in groups of cohorts during the first weeks of in-person instruction, prioritizing the youngest grades, students with disabilities, English Language Learners, and sibling groups, to facilitate a successful transition to in-person learning.
- To minimize the risk of transmission, cohorts of students, and their assigned instructor(s) will remain together in the same classroom space throughout each school day, including during mealtimes.
- Staff members who instruct more than one cohort of students, such as “specials” teachers, will wash hands before and after instruction in each classroom and will maintain appropriate social distance from students at all times.
- To the extent practicable, cohorts will contain the same students for the duration of the COVID-19 public emergency.
- Leaders will align sibling schedules across grade bands within a school and across campuses. Children within one family will attend school on the same days.

Group events and field trips

- To ensure a safe and smooth transition to in-person instruction, there will be no in-person field trips for the first 30 days of in-person instruction. The leadership team will revisit this policy after that time period to determine whether a change is warranted.
- Students will not gather for group events while inside school buildings. A group of up to two cohorts may gather outside, utilizing appropriate social distancing.

Restart Operations:

11 Bartlett Street:

- Our privately-owned facility located at 11 Bartlett Street has been open and operational during the duration of the spring and summer with fully operating ventilation systems.
- Our private custodial service has cleaned the facility on a nightly basis, enabling staff members to utilize the facility safely as office, storage and distribution space for technology loaned out to students and families.

Co-located buildings:

- Though our academic school year will begin remotely on August 24, we will not hold live instruction in our co-located facilities until the DOE has reopened the buildings for in-person instruction.
- The co-located schools will rely on NYCDOE custodial engineers and follow directions from NYC Division of School Facilities (DSF) to ensure the safe restart of building systems as well as cleaning and disinfection of the facility.
- Prior to resuming operations, the school team will ensure that all rooms assigned for use have working windows. Per NYCDOH and NYCDOE guidance, teams will ensure windows open at least 6 inches and will contact building custodians for repair, if not.
- Each co-located school has its own entry/exit.



Hygiene, Cleaning and Disinfection:

11 Bartlett Street:

- Upon resumption of in-person instruction, our contracted custodial company will complete a deep clean of the facility every evening, utilizing [products](#) identified by the Environmental Protection Agency as safe and effective against COVID-19 and adhering to [CDC guidelines](#).
- Teachers and staff members will use disinfectant wipes supplied in each room to clean high-touch surfaces, such as doorknobs, facets, and desk surfaces before and after use, and at a minimum three-times per day.
- School staff members or custodial staff will clean stair handrails and bathrooms three-times per day.

Co-located buildings:

- Schools will rely on NYCDOE custodial engineers and follow directions from NYC Division of School Facilities (DSF) to ensure that ongoing cleaning and disinfection of all classrooms, bathrooms, shared spaces, and outdoor facilities meet standards as prescribed by the NYCDOH and CDC.
- Teachers and staff members will use disinfectant wipes supplied in each room to regularly clean high-touch surfaces, such as doorknobs, faucets, and desk surfaces before and after use.
- School staff members or custodial staff will clean stair handrails and bathrooms three-times per day.

School Transportation:

- For buses provided by the NYC DOE, our schools will rely on NYCDOE Pupil Transportation (OPT) to ensure that school bus companies and personnel follow all appropriate guidelines for cleanliness and disinfection.
- For CPCSEC-provided buses, we will ensure our contracted bus provider meets the same guidelines as provided by NYCDOH.

Training and promotion of hand and respiratory hygiene:

- All students and staff members will be directed to wash hands (or use hand sanitizer) upon entry to school, before and after each meal, and after any bathroom breaks.
- Signs illustrating appropriate hand and respiratory hygiene practices will be placed throughout the school building and distributed to students and families.
- Hand sanitizer will be stocked in classrooms and hallways.

Extracurriculars:

- We will not hold in-person after-school or extracurricular programming during the first 30 days of in-person instruction during the 2020-21 school year as we seek to ensure a smooth transition.



- The leadership team will revisit this policy after that time period to determine whether a change is warranted.
- At our Middle Schools, virtual extracurricular and after-school activities will be offered.

Before/After Care:

- We will not offer before or after care programs and will encourage families to arrange for a prompt arrival and dismissal.

Vulnerable Populations:

Students:

- Students who have [underlying conditions](#) that increase their risk of severe illness if contracting COVID will receive 100% remote instruction, if desired.
- In the event that a student with aforesaid underlying conditions prefers to participate in person, school leaders will work with that student's parents/guardians and healthcare provider in an effort to design a mutually acceptable accommodation to the in-person learning environment (e.g. placement in a larger classroom, additional or modified PPE).
- We will utilize face masks with a transparent window for students with hearing impairments, learning disabilities and young students, as needed.

Staff:

- Staff members who have [underlying conditions](#) that increase their risk of severe illness if contracting COVID-19 will telework from home if desired.
- In the event that a staff member with aforesaid underlying conditions prefers to work in person, school leaders and the human resources manager will work with that individual to design a mutually acceptable accommodation to the workplace environment (e.g. placement in a larger classroom or office, additional or modified PPE).

Transportation:

Students eligible for DOE OPT busing:

- Approximately 35 percent of students at all four of our school sites rely upon the Department of Education's Office of Pupil Transportation (OPT) for school busing. At the time of the submission of this plan, there remains uncertainty about OPT bus service. Given unknowns, our tentative plans are as follows:
 - If OPT provides service in a full or limited capacity, we will rely on it to ensure that school bus companies and personnel follow all appropriate guidelines for safety as recommended by the NYCDOH.
 - If OPT does not provide bus service, or provides service in a limited capacity, we will communicate with families and encourage those who are able to consider other methods of transportation.



- In the absence of full OPT bus service, we will evaluate other means of supporting our families transportation to and from school, including the provision of Metrocards for students and parents/guardians.

Students utilizing CPCSEC private bus route:

- Approximately 7-8 percent of students use CPCSEC-provided private bus routes.
- On CPCSEC-provided buses, parents must complete daily temperature check screening (see *Monitoring* below), prior to the student boarding the bus each morning.
- We will adhere to [NYSED guidelines](#) to ensure the safety of students and staff, including:
 - Students will be instructed to maintain social distancing during entry and exit from the bus.
 - Face coverings will be mandatory at all times for students without a medical condition precluding usage of a mask, and bus drivers will carry additional PPE to distribute to students in need.
 - To minimize risk, the CPCSEC-provided buses will either:
 - Reduce the assigned total capacity of each bus and assign seating to ensure a six-foot separation between each rider, with the exception of students from the same household, who will be directed to sit together, or
 - Install NYS-approved physical barriers (e.g. sneeze guards) between riders.

Food Services:

- To maintain appropriate social distancing and reduce transitions in the hallways, students will eat meals at their individual desks in their assigned classroom.
- Prior to each meal, students will either hand-wash or be provided hand sanitizer. Students will use disinfecting wipes to clean desk surfaces before and after each meal.
- Students will be prohibited from sharing food and beverages.
- Water drinking fountains will be closed, and students will be encouraged to bring in their own, labeled water bottles each day. Water bottles will be provided to students who do not have them.
- Schools will rely on NYCDOE SchoolFood to ensure that service personnel follow all appropriate guidelines for safety as recommended by the NYCDOH. The school will train school staff as needed to reinforce the protocols adopted by food service and custodial personnel to ensure healthy, safe meals and the least disruption to the instructional day.
- School leaders and Beginning with Children network staff (BwCF) will work with NYCDOE Food service to determine safe policies and procedures to deliver meals to students in classrooms.
- In the event of a school-wide closure, a list of NYCDOE-sponsored grab-and-go sites will be provided to families.



Mental Health, Behavioral and Emotional Support Services and Programs:

The mental and emotional health of our students and staff remain of the utmost importance to us. Particularly in these turbulent times, it is essential to continue to provide ongoing social and emotional support to our students, staff members and families. Our plans to support our community include the following:

- School social work teams will continue to work alongside school teachers and staff to identify students who may need additional support as they transition back to an in-person educational environment. We will use BASC-3 as one potential screening tool, among others.
- Professional development sessions for teachers/staff during the summer and early fall will focus on how to support students in transition and also to allow for self-care.
- Social work teams will continue to regularly facilitate virtual parent/family forums.

Communications:

- Schools will continue to use multiple media to communicate regularly with families, including ClassDojo, phone calls, emails, text messages and social media posts.
- School websites will contain up-to-date information relating to remote and in-person instructional schedules, as well as COVID-related policies and procedures.
- All school communications will be translated into Spanish.
- The school handbook, distributed prior to the beginning of the academic year, will include updated policies on social distancing requirements, use of PPE, daily health screenings, and visitation policies.
- School teams will hold virtual parent orientation forums prior to the beginning of the school year to review and answer questions about updated routines, practices and policies.
- School teams will plan orientation activities for students to teach new social distancing and safety and practices.
- Each school site will have a *COVID-19 Response team* to ensure seamless communication and coordination in following safety practices on a daily basis. *Response team* members will include the site's School Leader, the onsite nurse and custodian, a member of the school office staff, the BwCF Operations leader, and a designated *COVID-19 Coordinator*.
- The *COVID-19 Coordinator* is responsible for coordinating the site's *Response team*, communicating health and safety information to the broader parent, student and staff community, and also answering community questions about safety policies and practices. The *COVID-coordinator* will have a cell phone number and email address for students/family/staff to utilize for healthcare-related questions and reporting.



Monitoring:

Monitoring the health of our school community will be an essential component of a successful reopening. We have grounded our policies on the most recent guidance from the [CDC](#), [NYSED](#) and the NYCDOE, and we will continue to monitor updated guidance and directives from city and state regulators and adjust our policies as needed.

Screening:

- All staff and students will be instructed to stay home if they feel ill or have any [symptoms](#) of COVID-19, including but not limited to:
 - 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
- All staff members will complete a daily health screening questionnaire, as outlined by [NYSED](#) and the [NYCDOH](#), prior to entering the school building.
- All students must have their temperature checked each day prior to entering the school building to confirm the absence of a fever (a temperature above 100° per NYC DOE guidelines).
- Students who are ill will be encouraged to participate in remote or online work, to the extent they are able.
- Our schools will have a no visitor policy until further notice. Non-regular school personnel or related service providers will complete a health screening prior to entering our facilities.

Health Testing Protocols:

- Students or staff members exhibiting symptoms of COVID-19, those who have been in close contact with COVID-19 confirmed individuals, or individuals who have had recent international travel, or travel to a state with widespread transmission of COVID-19 as designated through the [NYS Travel advisory](#), will be directed to their healthcare provider or referred to a local testing site or the local NYCDOH office.
- All staff will receive training on identifying the symptoms of COVID-19 and have available to them daily a checklist of known symptoms provided by the NYCDOH. When staff observe



- COVID-19 symptoms, they will contact the school's COVID-coordinator and the school will follow procedures outlined in *Containment* below.
- In the event students or staff test positive for COVID-19, the school will follow protocols and guidance from NYCDOH for reporting information to health officials for necessary contact tracing (See *Contact Tracing* protocols in *Containment* below).
 - Schools will coordinate with the co-located building nurse for the reporting process and will also develop plans with co-located programs for shared information necessary for contact tracing.
 - Schools will ensure that any information shared remains consistent with FERPA, HIPPA, and other necessary information protocols and will not release or share personally identifiable information about the individual(s) impacted.
 - Prior to resuming operations, schools will coordinate with their assigned NYCDOH nurse to confirm the process for referring individuals to local testing sites. COVID-19 testing is available across New York City, and unless determined otherwise by NYCDOH, students and staff can continue to use their own doctors or clinics/hospitals of their choice.

Early Warning Signs:

- School Leadership and BwCF will monitor student and staff attendance on a daily basis.
- Schools will follow all metrics as set forth by NYCDOH if cases in NYC are increasing beyond an appropriate level and will modify in-person instruction as necessary.

Containment:

Our schools will strive to quickly and effectively respond to a positive or suspected positive case of COVID-19. The school site's *COVID-19 Response team* will ensure a coordinated and systematic approach to minimize the risk of transmission to our larger school community.

Health Offices:

- NYCDOH will provide all PPE and supplies necessary for outfitting the school health office, including but not limited to eye protection, gloves, gown and masks.

Isolation:

- Our co-located schools will work with their Building Council to determine the designated "isolation space" for individuals with symptoms of COVID-19. At 11 Barteltt Street, an isolation space has been designated. The isolation space will be separate and apart from the designated school health office.
- If a student develops symptoms of COVID-19 during the school day, the *COVID-coordinator* or a staff member, wearing appropriate PPE, will escort that student to the designated building isolation space and contact the student's parent/guardian.



- Staff members who develop symptoms of COVID-19 during the school day will immediately notify his/her supervisor, as well as the school's *COVID-coordinator*, by phone call and/or text, and will immediately either proceed to the designated isolation space or arrange departure from the school premises.

Collection:

- A *COVID-19 Response team* member will contact the parent/guardian to arrange pick up of the student as quickly as practicable. School staff will supervise the student, utilizing PPE and social distance, until the guardian has arrived, and the student can be transferred to the parent/guardian's care.
- Students and staff members with COVID-19 symptoms will be encouraged to contact their healthcare provider, or a local testing site, for assessment and testing.

Infected and exposed individuals:

- If a student or staff member tests positive for COVID-19, or they have symptoms of COVID-19, they will be required to immediately inform the *COVID-coordinator* and follow the quarantine procedures outlined below.
- The *COVID-coordinator* will notify the *COVID-19 Response Team* and will coordinate the immediate notification of the parents/guardians of students (and siblings of students) in the exposed cohort. Exposed staff and students will follow isolation and quarantine procedures outlined below.
- The school/BwCF will immediately notify NYCDOH if a staff or student member receives a positive test result for COVID-19. Schools will consult with NYCDOH or [NYC Test + Trace Corps](#) to determine who is an "exposed" individual and must stay out of school (See *Table 2: Potential Conclusions of DOH Investigation into Confirmed COVID-19 case(s).*)
- If student or staff members learn that they have had direct contact with an individual with a confirmed COVID-19 infection, they must immediately inform the school *COVID-coordinator* and follow the quarantine procedures outlined below.

Quarantine Policies:

Policies for Individuals with Suspected or Confirmed Infection:

- Pursuant to guidance from the CDC and [NYSED](#), if a student or staff member is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms, or does not get a COVID-19 test but has had symptoms, they will stay at home until:
 - It has been at least 10 days since the individual first had symptoms or received a positive test;
 - It has been at least 3 days since the individual has had a fever (without using fever reducing medicine); and
 - It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.



Policies for Individuals with direct exposure to a suspected or confirmed infection:

- Exposed individuals must follow the quarantine procedure of staying home for 14 days.
- After 14 days, if no symptoms occur, individuals can safely return to school.
- If a healthcare provider (physician, nurse practitioner, or physician assistant) does not diagnose the individual with COVID-19, they can return to school:
 - Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
 - If they have been diagnosed with another condition and have a written note from a healthcare provider stating they are clear to return to school.
 - And if they have not had direct exposure to a confirmed or suspected case of COVID-19.

Hygiene, Cleaning and Disinfection:

- In the event of a suspected or confirmed case of COVID-19 in the school community, the *COVID-coordinator* shall ensure that the building custodian (a *Response Team* member) is notified.
- We will follow forthcoming DOH and DOE guidelines on the timing and procedure for cleaning and disinfection of exposed areas, as well as notifications of such areas.

Contact Tracing:

- If a student or staff member tests positive for COVID-19, the *COVID-coordinator* and BwCF will contact the local department of health and assist in contract tracing efforts through the [New York State Contact Tracing Program](#) and [NYC Test + Trace Corps](#) program. The DOH and NYC Test + Corps will begin an investigation into the risk of exposure to the School community and work with the School to issue clear guidance for next steps based on the outcome (See *Table 2: Potential Conclusions of DOH Investigation into Confirmed COVID-19 case(s)* in *Closure* section below)
- Throughout all referrals and communications, school teams and BWCF will ensure compliance with FERPA, HIPPA, and other child privacy laws to ensure shared information does not reveal unauthorized information to unauthorized individuals. Each individual responsible for reporting will receive training on the necessary data privacy standards for communication.
- The school will ensure that contact tracing guidelines are followed within the school community, and will inform students, parents/guardians and staff members within a given cohort if they may have been exposed to the virus. Exposed individuals will follow isolation and quarantine protocols outlined above.
- The school will not release the name or information pertaining to exposed individuals, but it will ensure all potentially exposed individuals receive the proper notifications and support



guidance. Such communication will extend to potentially exposed individuals through shared spaces or school transportation otherwise outside of an exposed individuals' cohort.

Communication:

- Policies and procedures relating to containment and isolation of infected students/staff members, as well as cleaning, disinfection and contact tracing will be shared with students, parents, staff and community members through the school handbook, school-wide letters, and the school websites.

Closure:

Closure Triggers:

- Schools and BwCF will work with the NYCDOH to determine what conditions (e.g. number of positive COVID-19 cases in the building) would trigger a reduction or closure of in-person school operations and the amount of time of the closure. All decisions to quarantine classrooms or close schools will depend on the facts of each DOH investigation. However, the DOH and DOE have outlined a set of potential investigative conclusions in *Table 2: Potential Conclusions of DOH Investigation into Confirmed COVID-19 case(s)* below.
- In the event that student and staff absentee rates impact the ability of the school to operate in-person safely and effectively, the Reopening Committee will convene to consider a reduction or closure of in-person operations.
- A recommendation for a full or partial closure will be brought to the Executive Committee of the Board of Trustees for approval.

Table 2: Potential Conclusions of DOH Investigation into Confirmed COVID-19 case(s)

Conclusion of Investigation	During Investigation	Post Investigation
1 Confirmed Case	❖ Close Classroom, transition to remote learning	❖ Classroom remains closed for 14 days. ❖ Students and staff in close contact with positive case self-quarantine for 14 days
At least 2 cases linked together in school, same classroom	❖ Close Classroom, transition to remote learning	❖ Classroom remains closed for 14 days. ❖ Students and staff in close contact with positive case self-quarantine for 14 days



At least 2 cases linked together in school, different classrooms	❖ Close School Building, transition to remote learning	❖ Classroom of each case remain closed and quarantined, additional school members are quarantined based on where exposure was in the school (e.g. locker room)
At least 2 cases linked together by circumstances outside of school (i.e. acquired infection by different setting and source)	❖ Close School Building, transition to remote learning	❖ School opens post investigation ❖ Classrooms remain closed for 14 days
At least 2 cases not linked but exposure confirmed for each outside of school setting	❖ Close School Building, transition to remote learning	❖ School opens post investigation ❖ Classrooms remain closed for 14 days
Link unable to be determined	❖ Close School Building, transition to remote learning	❖ Close School for 14 days

Operations in a closure:

- In the event of a single school or network-wide closure, School Leaders and BwCF will seek to ensure an orderly dismissal process and a rapid and smooth transition to 100% remote instruction.
- Prior to dismissal, students and staff will confirm access to necessary school supplies and technology for remote learning at home, and students lacking technology will be loaned a device.
- Fully remote instruction will begin the next school day following dismissal/closure.

Communications:

- School leaders, BwCF, the local DOH and the Board of Trustees will be in close communication throughout the closure decision process.
- A decision to proceed with a full/partial closure will be rapidly communicated to families and staff members utilizing email, text messaging, Class Dojo, and social media.
- News of the closure and details on the transition to full remote learning will be posted on the school websites.
- BwCF will inform SUNY CSI of any plans for a partial or full closure of in-person learning.