



# **RE-IMAGINED!**

## **SCHOOL RE-OPENING PLAN**

### **2020-2021**



**#CAACS-REDWOOD-STRONG**

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## PURPOSE

The CAACS School Re-Opening Plan was created to provide CAACS families and staff with precautions to help protect against the spread of COVID-19 for our school that is authorized to provide in-person instruction for the 2020-2021 school year.

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## A STATEMENT TO OUR CAACS COMMUNITY

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CAACS is resolutely committed to the education of our scholars. Only after thoughtful consideration and deep discussions with many who are invested in both the education and well being of our children, on March 13, 2020, I took a proactive, precautionary approach and closed our school as we monitored the health department recommendations regarding the coronavirus outbreak. This decision was made thoughtfully and with the support of our Board of Trustees and school leadership. While we were working to minimize exposure of our children, we were also concerned about the health of our families and staff. We saw the tides turning a week earlier and we quickly prepared to transition our K-5 scholars to a virtual learning platform.

On behalf of the CAACS Board of Trustees we want to welcome back our school community and thank you for the overwhelming support we have received from our CAACS families, and the dedication and commitment of our phenomenal staff during this turbulent and uncertain past school year, 2019-2020. It truly is one for the history books! What we have achieved as a school these last four months, through our hard work and innovation, in the midst of the COVID-19 pandemic, is exemplary. You all are a true asset to our school and community. I am honored to serve as the founding principal of this great school! Let's continue to raise the bar with hard work and dedication; the blessings will blow back in our direction.

We appreciate the feedback we have received along this journey, and we value your input. I need to thank our CAACS leadership and staff for their flexibility, perseverance and fortitude as we move to a new way of delivering teaching and learning to our scholars. I need to thank our families and scholars who will follow us on this unknown journey, and trust that we will somehow make it all happen for our scholars. Among our families, we have first responders, families with housing and food insecurities, families and staff who suffered great losses; and both family and staff who experienced COVID-19 themselves; and yet, in spite of the obstacles, setbacks, trials, and bad news, we have been able to keep the CAACS Redwood spirit high! Yes, in spite of everything, we have endured; and, we made it TOGETHER. We are #CAACS-Redwood-Strong!

*With gratitude and appreciation,*  
Dr. Laurie B. Midgette, Founding Principal  
**CAACS - "Where Leaders Grow Up."**

## INTRODUCTION

The coronavirus disease (COVID-19) global pandemic has significantly impacted workplaces, communities and schools. Schools across New York State were subject to mandated school closure. In these unprecedented times for schools across our nation, we want to assure our scholars, families and staff, that Cultural Arts Academy Charter School is taking a thoughtful and responsive approach to plan the re-opening of our school in service to our school community.

CAACS is continuing to scale our infrastructure to support the greater demand, ensuring streamlined, reliable access to the service throughout this pandemic. Since schools were closed, we created a virtual learning experience for our scholars, and disseminated online resources for our families on healthy practices to prevent spread of the virus. We have provided direct links to the CDC's, NYCDOE's and NYSED's websites as additional resources. As an addendum to our CAACS Emergency Response Plan our outreach since our school closing have ranged from:

- Increased communication to our families with updates and guidance for food services and other resources;
- Implementation of CAACS Online Google Classroom for our scholars, and other online programs to increase their numeracy and literacy skills.
- Knowing that some of our scholars may not have access to technology and many older scholars do not live in homes with Internet connectivity, our plans required individualized solutions for some families.

Because the mandated quarantine policies required the closure of all schools for more than just a few weeks, CAACS made every effort to continue providing educational programming to our scholars in an age-appropriate manner. Doing so is important to maintain learning and to provide scholars with a sense of normalcy and a positive focus during a stressful situation.

Our CAACS staff has worked tirelessly to ensure a common and consistent approach to learning continuity, engagement and support school-wide. Cultural Arts Academy Charter School is committed to ensuring that we will:

- Attend to our scholars, families and staff safety and well-being
- Continue essential critical activities as we endeavor to safely re-open our brick and mortar building
- Ensure that we have sufficient capacity to sustain our essential critical teaching and learning activities, whether online or in-person
- Recover and return to the "new normal" for teaching and learning.

- Review, maintain and strengthen our recovery capabilities.

Here at CAACS we are committed to helping scholars continue learning both inside and outside of school. We have had a plan in place that allowed our scholars to log in to web-based applications to join classes and continue their schooling virtually from home. We're committed to supporting our scholars, families and staff during this challenging time, and are continuing to scale our infrastructure to support the greater demand, ensuring streamlined, reliable access to the service throughout this period. We are revising and updating our work-from-home policies in light of re-opening school and we're helping to ensure that all grade level teams can still safely meet face to face, even if staff is not in the same location. To date, we have accomplished the following:

1. Provided supplemental educational resource lists during the two-week school closure for our CAACS scholars;
2. Provided teachers with professional development on technology tools and distance learning curriculum development for Google Classroom;
3. Developed protocols for services and accommodations for our students with disabilities (SWD's);
4. Developed digital classrooms and procedures for distance learning;
5. Prepared technology for distribution to families in need;
6. Prepared a technology support system for scholars, families and staff.

As we anticipate the reopening of schools for the 2020-2021 school year, Cultural Arts Academy Charter School is working diligently to comply with guidance from NYS Governor's Office, NYSED, NYC Mayor's Office, NYCDOE, NYCDOH and the CDC. The anticipated first day for the first cohort of CAACS scholars to return to school is scheduled for Tuesday, September 1, 2020. The CAACS School Reopening Plan is tentative and contingent upon any future guidance released by the NYS Governor's Office, NYC Department of Health, and the NYS Education Department. After gathering face-to-face feedback from our Board, staff and families, we have developed a plan that we feel meets our scholars' needs, one that promotes high regard for health, safety and welfare; and, is conducive for maximal student engagement. Our plan for reopening is evolving and will be modified based on the future guidance given to us from all pertinent local, state and federal agencies.

Cultural Arts Academy Charter School has created a plan to re-open our school where staff, scholars and families feel safe upon returning; and to reduce the occurrence of COVID-19 conditions, based on guidelines from the NYS Department

of Education (NYSDOE), NYC Department of Health (NYCDOH), NYC Department of Education (NYCDOE), Centers for Disease Control and Prevention (CDC), and World Health Organization (WHO). Regular updates will be made to this plan based on information provided to us from federal, state and local agencies, where applicable. Additionally, prior to implementation, information on the opening of school and an explanation will be sent to all staff and families. Support for students with disabilities will be prioritized. CAACS will make in-person services a priority for high-needs students and students with disabilities whenever possible, but develop and consider contingency plans in consultation with the District 18 CSE to address online learning needs in the event of intermittent or extended school closures.

## **HEALTH AND SAFETY**

The coronavirus school closures, and the shift to online classes, have created an opportunity to reimagine CAACS for fall 2020 and beyond. If we open in September, it will include new health protocols, physical distancing, and more.

- Scholars and staff will be required to wear face coverings or other appropriate PPE according to their role.
- CAACS is required to perform health checks and screenings, per DOH guidance, and recognize signs and symptoms of illness in students and staff
- CAACS will maximize social distancing; manage and isolate ill persons until they can be sent home; instruct scholars and staff in proper hand and respiratory hygiene; and develop cleaning and disinfecting procedures for the school in accordance with CDC and DOH guidance.

### **Ventilation**

CAACS will increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols, particularly for our younger scholars.

### **Face Coverings**

CAACS will maintain protocols and procedures for scholars, staff, visitors and guests to ensure appropriate personal protective equipment (PPE) is used to protect against the transmission of the COVID-19 virus when on CAACS school grounds and in the CAACS school facility. Specifically, appropriate PPE means, at least, an acceptable face covering, which is strongly recommended to be worn by all individuals at all times but is required to be worn any time or place that individuals cannot maintain appropriate social distancing. However, if face coverings are to be worn by all individuals at all times, CAACS will allow scholars to remove their face covering during meals, instruction, and for short breaks so long as they maintain

appropriate social distance. Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose.

### **Social Distancing**

CAACS will maintain protocols and procedures for scholars and staff to ensure appropriate social distancing to protect against the transmission of the COVID-19 virus when on CAACS school grounds and in the CAACS school facility. Specifically, appropriate social distancing means six feet of space in all directions between individuals or use of appropriate physical barriers between individuals that do not adversely affect air flow, heating, cooling, or ventilation, or otherwise present a health or safety risk. In certain places, physical barriers will be put in place in accordance with United States Department of Labor's Occupational Safety and Health Administration (OSHA) guidelines, and may include strip curtains, cubicle walls, plexiglass or similar materials, or other impermeable divider or partition.

Social distancing is an effective way to prevent potential infection. CAACS employees (staff), scholars, parents, and visitors will practice maintaining a 6 feet distance and eliminating physical contact with others.

- **Traffic Flow** – Footprints or other floor markings on the floor will identify the walking direction throughout the building and hallways in order to maintain the social distancing requirement of 6 feet.
- **Group Interactions or Gatherings** – All non-essential or informal gatherings and visiting **is strictly prohibited**.

### **Personal Protective Equipment (PPE) for Employees and Scholars**

In order to minimize exposure to COVID-19, **PPE is mandatory to prevent certain exposures**. PPE can include:

- **Masks or Shields (Required):** Face masks or shields are an important part of our protection against the spread of COVID-19, as well as in personal hygiene, social distancing, and enhanced cleaning efforts. As such, **masks or shields are mandated for ALL CAACS employees**.
- **All scholars will be required to wear a mask or shield**, as able and to the maximum extent possible.
- **Gloves (Optional in most, but not all circumstances):** Wearing gloves does not diminish the need to wash our hands, and whether gloved or not, touching our faces, noses, and eyes is a significant risk to the spread of infection. *Please note that social distancing to the extent possible should still be practiced even with the use of gloves and masks or shields.*

**In addition to using PPE**, all employees (staff) and scholars are reminded to:

- Wash hands with soap and water often for at least 20 seconds.
- If soap and water are not available, use hand sanitizer with at least 60% alcohol.
- Avoid touching eyes, nose, and mouth.
- When necessary, cover one's mouth and nose with a tissue or use the inside elbow when coughing or sneezing.

### **TRAVEL RESTRICTIONS**

- **Employees (Staff)**
  - a. CAACS will not authorize staff travel to conferences and workshops until further notice.
- **Scholars**
  - a. ELE's, Extended Learning Experiences (class trips) and other school-related travel has been suspended until further notice.

### **ENHANCED SAFETY MEASURES**

The CAACS Facilities Manager in consultation with the Director Of Accountability and Compliance, will be responsible for developing and overseeing cleaning and personal hygiene protocols. School leadership (Principal and ALL DIRECTORS AND MANAGERS) and custodial staff will be responsible for oversight at the building level. CAACS will adhere to and promote hygiene, cleaning, and disinfection guidance set forth by DOH and the Centers for Disease Control and Prevention (CDC). CAACS will train all scholars and staff on proper hand and respiratory hygiene. CAACS will maintain logs that include the date, time, and scope of cleaning and disinfection, as well as identify cleaning and disinfection frequency for each facility and area type and assign responsibility to staff.

### **FACILITIES AND OPERATIONS**

CAACS will promote social distancing while maintaining existing safety requirements designed to protect scholars and staff. To accomplish this, CAACS has changed the way we utilize space. To reduce social density, CAACS has assessed additional and/or alternate indoor space(s) that has been repurposed for instruction or other required purposes in support of in-person instruction within the CAACS school facility, as well as outdoor space(s) where health and safety conditions (e.g., allergies, asthma) allow for such potential usage. We had to rethink how scholars and staff arrive and leave the building. One way we will reduce density is to stagger arrival times or open up multiple entrances. Temperature checks at

entry points have become necessary. Use of technology such as heat sensing cameras will be implemented to help identify potential health issues at entry points. CAACS will use colored footprints to mark circulation patterns and six-foot queuing distances on the floor, as we're now seeing in grocery stores around offices, lunchrooms and other locations. In new "one-way" hallways, lines or arrows may be drawn that show students what side of the hallway to walk down.

We will replace potentially unhygienic surface finishes like carpeting and upholstery with more durable and cleanable materials – applications that will stand up to more regular scrubbing and sanitizing. We will be looking at every design we work on with new attention to the cleanability of the material choice, surface texture, connections, seams and overall form. CAACS will provide hand sanitizer or sanitizing stations near areas of high-traffic touch points such as entries and exits, doorknobs and classrooms. Air filters must be replaced with higher performing CDC approved cleaners, filters and surfaces, particularly on the lower level where there are no windows. Keep windows open as the weather allows, and use ventilating fans where possible to increase airflow and circulation.

A traditional classroom is not going to look the same for the foreseeable future. The lessons we've learned through this distance learning experience will become future best practices. As students return to CAACS classrooms they will be greeted with the next normal – a classroom hyper-focused on hygiene, social-distancing, and enhanced air filtration. Individual student carrels will have individual lighting, hand-wash stations; and, provide maximum privacy and social distancing alignment. Student carrels will minimize distractions and maximize focus. CAACS will remove books, games, puzzles, and other communal items that typically span the outer walls also provides more space within the classroom to support social distancing. CAACS will repurpose the large volume spaces and commons areas (cafeteria) as additional academic space to help reduce the number of students inside a classroom (density) and provide ample room for social distancing. Students will eat a "grab-n-go" lunch at their classrooms at their individual stations.

Our re-opening plan will be adjusted and updated as needed, as we receive new data and information. Things may change as public health conditions change. In the future, our public spaces will move toward more automation to mitigate contagion, with COVID-19 speeding up development of all types of touch-less technology—automatic doors, voice-activated elevators, cellphone-controlled room entry, hands-free light switches and temperature controls, automated knapsack tags, to name a few.

## NEW TEACHING AND LEARNING MODEL

To ensure equity in education, CAACS has prioritized efforts to return all students to in-person instruction at this time. However, based on the dynamic nature of local community transmission of the COVID-19 virus, a blended model combining in-person instruction and virtual learning may be necessary at various times through the 2020-2021 school year. In planning for these approaches and models, certain scholars will be prioritized to return to in-person instruction first or more frequently based on educational or other needs (e.g., K-2, students with disabilities), given requirements for equity, capacity, social distancing, PPE, feasibility, and learning considerations.

CAACS is preparing to deliver instruction through a blended learning model. Blended learning means students will be taught on-site in school for part of the week, and will attend school virtually on the other days of the week. Our CAACS schedule will include in-person and online instruction. We will provide advanced notice as practicable, to families and staff. CAACS will implement alternating days with two in-person student groups. This model will serve at any given time at least half of our scholars who choose in-person learning.

CAACS will “cohort” students, to the extent practicable, to limit potential exposure to the COVID-19 virus. Cohorts, particularly for our K-2 scholars, are self-contained, pre- assigned groups of students with reasonable group size limits set forth by CAACS in our plans. CAACS will enact measures to prevent intermingling between cohorts, to the extent possible (e.g., separation by appropriate social distancing. CAACS will make reasonable efforts to ensure that cohorts are fixed – meaning contain the same students – for the duration of the COVID-19 public health emergency. Teaching staff may instruct more than one cohort so long as appropriate social distancing is maintained. In our CAACS model, there are two in-person student groups: **Cohort 1 - (Grades K-2) and Cohort 2 -Grades 3-5)** and one fully virtual student group (**Cohort 3 - Completely Online**). This amounts to a total of five days of in-person instruction every two weeks for Cohort 1 and Cohort 2. Scholars will participate in virtual learning with their regularly assigned teachers for online days. Each scholar will be assigned a technology device or Chromebook to facilitate virtual learning as well as in-class instruction.

CAACS will implement a capacity of no more than 12 scholars in a classroom. Preference for inclusion in a group of 12 scholars will be considered for scholars with low speed or no home Internet access and students with disabilities requiring

select services. For those who have low speed or no home Internet service, paper packet of assigned student work will be made available. To the extent possible, family groups and students sharing a household will all attend school on the same days.

### **CAACS-Online Option**

All CAACS families will have the option to learn exclusively from home through enrollment in CAACS-Online. The CAACS-Online will be offered as an option to the traditional face-to-face school setting during the 2020-2021 school year. Virtual courses will be offered for registered scholars through the Google Classroom platform. Scholars whose families choose fully remote learning will receive remote instruction every day. **CAACS parents can opt into in-person instruction only from:**

- September – December
- January - June

Families that opt for an all-remote schedule next fall will have to register. Scholars will not need a medical reason to register for this option.

We will place significant emphasis on equitable instruction for all students, as well as **meaningful daily interaction with all students**, regardless of instructional method (in-person, remote or hybrid).

Mandatory teaching and learning requirements include:

- Clear opportunities for equitable instruction for all students (*how we communicate the options*);
- Continuity of learning when using any instructional model (*standards-based, rigorous teaching and learning in both options*)
- Meaningful daily interaction between teachers and scholars; and clear communication plans between parents and schools.

### **Selection of Instructional Options**

- Families will select a virtual or in-person attendance option through a CAACS-created survey.
- Families who do not complete the CAACS survey are choosing the in-person attendance option.
- Families must be committed to the selected option for at least the full semester.
- Once families opt out of CAACS-Online, they will not be eligible for re-enrollment into the CAACS-Online during the 2020-2021 school year.

- Family requests to change from in-person to virtual learning before December 2020 will only be considered in extenuating circumstances that are confirmed by a doctor's medical excuse and approved by the Principal.

### **TECHNOLOGY AND CONNECTIVITY: Digital Equity and Access**

Sufficient access to a computing device and high-speed broadband is essential for educational equity.

- CAACS will continuously survey the level of access all students and teachers have in their places of residence;
- To the extent practicable, CAACS will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access;
- And, CAACS will provide multiple ways for students to participate in learning and demonstrate mastery of learning standards in our blended model.

CAACS will provide instruction on using technology and IT support for scholars, teachers and families and provide professional learning for teachers and leaders on designing effective online/virtual learning experiences. We have invested in the technology required to provide a quality online academic experience—including distributing Chromebooks or iPads to students who needed them; and working with our instructional staff grow their mastery for teaching online. We will update curriculum to reflect the blended learning online and in-person model, and to ensure the guidelines and curriculum include appropriate social-emotional learning and mental health supports. Any family can also choose all-remote learning, for any reason. We will continue to our scholars what they need to excel—including correct structural inequities—like closing the digital divide. I need you to know that CAACS will rise to meet the challenge, and that we will be there every step of the way to support our scholars, families and staff.

## PROGRAMMING AND SCHEDULING

Cultural Arts Academy Charter School SAMPLE FALL SCHEDULE					
DAYS/WEEKS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1 and 3	Grades 3-5 Online	Grades K-2 In-Person	Grades 3-5 Online	Grades K-2 In-Person	Grades 3-5 Online
Week 2 and 4	Grades K-2 In-Person	Grades 3-5 Online	Grades K-2 In-Person	Grades 3-5 Online	Grades K-2 In-Person
Week 5**	Grades 3-5 In-Person	Grades K-2 Online	Grades 3-5 In-Person	Grades K-2 Online	All Grades Online
Daily	<b>ONLINE only</b>	<b>ONLINE only</b>	<b>ONLINE Only</b>	<b>ONLINE only</b>	<b>ONLINE Only</b>
** In the event that there are 5 weeks in a month.					

### FOOD AND NUTRITION

CAACS will provide all enrolled scholars with access to school meals each school day **whether school is in-person or online**; address all applicable health and safety guidelines; ensure compliance with Child Nutrition Program requirements. Scholars do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced. CAACS will serve meals in the classrooms to ensure social distancing and proper cleaning and disinfection between scholars. Grab-and-Go breakfasts and lunches will be available for all enrolled scholars, online and in-person. **In all circumstances**, scholars will maintain recommended social distancing (6 feet) while eating.

#### **Important Information Pertaining to Meals:**

- All regulations and guidelines the NYC Department of Health will continue to be followed in all processes of meal service, including delivery, storage, preparation, serving, and cleaning.
- Scholars will wash their hands upon entering school, before meals, after meals, and before dismissal. Scholars must wash their hands and/or use hand sanitizer every 2 hours.
- All meals will be served in disposable packaging.
- **Scholars and staff are not allowed to share any food or beverages.**

- CAACS participates in the NYCDOE School-Food Services program. All scholars may eat at no cost.

## **ATTENDANCE**

- The CAACS Family Specialist and the Family Resource Center Team, in consultation with the Director of Student Support and Director of Data and Technology, will be the point of contact to touch base with specific groups of students daily. Attendance data will be reported in the ATS system.
- On days that **scholars are not physically in school**, teachers will provide assignments to be completed online using the Google Classroom platform.
- For **scholars in a virtual setting**, attendance will be recorded through each scholar's on-line participation. To receive credit and attendance for courses, scholars are expected to complete all work assigned by the professor.
- **For credit purposes**, professors will maintain attendance records to determine satisfactory completion of course requirements. (*These records are not for truancy purposes.*) CAACS-Online scholars are required to log-in to their Google Classroom platform to complete daily course assignments.

### **Regular Attendance:**

- The CAACS Attendance Policy will be enforced.
- Every Professor is mandated to take and maintain each scholar's daily attendance in an official attendance log.
- Scholars who not attending school regularly will be referred to the Director of Student Report in collaboration with the Family Resource Center for further review.

### **Virtual Attendance:**

- For credit purposes, teachers will maintain attendance records to determine satisfactory completion of course requirements.
- Students are required to log-in to the Google Classroom platform to complete daily course assignments.

### **Chronic Absenteeism**

CAACS policies and procedures will focus on the academic consequences of lost instructional time and address absences before students fall behind in school. We will use a variety of creative methods to reach out to students and their families who have not engaged in virtual learning.

## **TRANSPORTATION**

Transportation requirements for students will be continued. NYCDOE will continue to provide transportation to homeless students, students in foster care, those who attend religious, independent or charter schools – and those with disabilities – just as they always have. Consistent with NY state-issued public transit guidance, CAACS has developed protocols and procedures, which include that **scholars and staff must wear acceptable face coverings at all times on school buses** (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing, unless they are members of the same household. CAACS encourages parents/legal guardians to drop off or walk scholars to school to reduce density on buses. The school bus is an extension of the classroom and services will be provided to all students with consistency and equity. NYCDOE is required to: perform regular school bus disinfection measures; train school bus staff regarding social distancing on the bus, at stops, and at unloading times; and train staff regarding the wearing of masks.

## **SOCIAL-EMOTIONAL NEEDS**

Each scholar must have a staff “ally” who has specific responsibility for ensuring the social-emotional wellbeing of that scholar. SEL is a top priority in supporting transitions, not at the expense of academics, but in order to create the mental, social, and emotional space for academic learning to occur.

## **SCREENING**

CAACS will implement mandatory health screenings, including temperature checks, of students, staff, and, where applicable, contractors, vendors, visitors and guests to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. Specifically, all individuals must have their temperature checked each day. If an individual presents a temperature of greater than 100.0°F, the individual must be denied entry into the facility or sent directly to a dedicated area prior to being picked up or otherwise sent home. CAACS will also use a daily screening questionnaire for staff reporting to school; and periodically use a questionnaire for scholars, particularly our younger scholars, who may require the assistance of their parent/legal guardian to answer. Remote health screening (e.g., by electronic survey, digital application, or telephone, which may involve the parent/legal guardian) before any individual reports to school, will be implemented.

## **STUDENT PROTOCOLS AND SCREENING OVERVIEW**

- Parents and families are encouraged to complete a student health screening at home before sending scholars to school. (*See below for symptoms.*)

- All scholars will have their temperatures taken upon arrival at school. Scholars with a temperature reading of 100.4 or above will be required to return home.
- For all scholars, each classroom group will remain together all day, with the understanding that individual scholars may come into contact with one another during the school day.
- To practice social distancing, all scholars will maintain a physical distance of six feet to the maximum extent possible.
- All scholars will be required to wear a mask or shield. If your child has been diagnosed with severe breathing difficulties, please email Principal Midgette at [lmidgette@caa-ny.org](mailto:lmidgette@caa-ny.org).
- Scholars will eat breakfast, lunch and snacks in their classrooms in order to maintain social distancing.
- Buses will be required to have the windows open while scholars are on board, as long as weather permits.
- CAACS will amend any necessary procedures in order to comply with recommended State safety guidelines.

## **AT HOME SCREENING**

When completing at-home screening, parents should look for the symptoms listed below. If scholars exhibit any of these symptoms, the parent should take the scholar to their family physician, and the scholar is mandated to stay home from school. If the scholar presents one or more of the following symptoms at school, CAACS personnel will follow established protocols and contact parents/guardians.

### **Symptoms that may require a student to stay home and/or leave school:**

#### **I. Any one of the symptoms below:**

- a. Fever of 100.4F or greater
- b. Persistent cough
- c. Shortness of breath or difficulty breathing
- d. Active vomiting or diarrhea

#### **II. Emergency warning signs; get medical attention as soon as possible**

- a. Trouble breathing
- b. Persistent pain or pressure in the chest
- c. Confusion or inability to arouse
- d. Bluish lips or face
- e. **Or, at least two of these symptoms**

- f. Fever (100.4F)
- g. Chills
- h. Repeated shaking with chills
- i. Muscle pain
- j. Headache
- k. Sore throat
- l. New loss of taste or smell
- m. Unexplained rash

- **All students with the above symptoms will be isolated** and provided with the proper adult supervision until the scholar is able to return home
- **It will be the responsibility of the parent/guardian** to promptly pick up the scholar from school, immediately.
- **In the case of a student who tests positive for COVID-19**, parents are required to notify and update the school principal of the scholar's health status.

#### **EMPLOYEE (STAFF) PROTOCOL**

- **If an employee becomes ill at work**, or if another person is exhibiting symptoms of COVID-19 at work, he or she will be required to bring medical clearance, specific to the COVID-19 virus, in order to return to work.
- **Employees returning to work from an approved medical leave** should contact Gray Stewart, Director of Accountability and Compliance, prior to returning. **Before returning to work**, employees may be asked to submit a healthcare provider's note.
- **If an employee has been diagnosed with COVID-19**, he or she may return to work **when all 4 criteria have been met:**

1. **At least 10 days without symptoms** (no fever without the use of fever-reducing medications).
  2. **Improved respiratory symptoms** (persistent cough, shortness of breath, etc.).
  3. **A minimum of 10 days** has passed since first presenting symptoms.
  4. **Written, COVID-specific clearance** from a medical provider to return to work.
- If an employee has symptoms that could be related to COVID-19, the employee should assume that he or she has COVID-19 and will be mandated not return to work until the four criteria listed above have been met.

**EMPLOYEE (STAFF) SCREENING AND PROTOCOLS** - The following guidelines are **mandatory** for CAACS employees.

1. All employees must follow established return-to-work guidelines. Symptoms that require an absence, or exclusion, from work include: **(If any of the following symptoms exists you should visit your family medical physician and remain home using the appropriate leave.)**

- a. Fever of 100 F or greater
- b. Persistent cough
- c. Shortness of breath or difficulty breathing
- d. Active vomiting or diarrhea
- e. Fatigue, and/or irritability; and
- f. Frequent use of the bathroom

**Emergency warning signs get medical attention as soon as possible:**

- a. Trouble breathing (rapid, without recent physical activity)
- b. Persistent pain or pressure in the chest
- c. New confusion or inability to arouse
- d. Bluish lips or face

**Any employee having at least two of the following symptoms**

- a. Fever (100 F)
- b. Chills
- c. Repeated shaking with chills
- d. Muscle pain
- e. Headache
- f. Sore throat
- g. New loss of taste or smell
- h. Unexplained rash

4. **All employees** will be required to notify their immediate supervisor if there is a change in their health status.

5. **Affected person(s)** must follow up with a medical provider to obtain a clearance note prior to returning to work/school.

6. **Employees will be required** to complete **CAACS-SAFE Online Training** to include:

- a. Coronavirus Awareness

- b. Coronavirus: Cleaning and Disinfecting Your Workplace
- c. Coronavirus: Managing Stress and Anxiety

7. **CAACS employees will practice social distancing at all times.**

8. **CAACS employees will wear a mask, or mask and shield**, when having face-to-face interaction with other staff, scholars and the public on school property. School-based employees will be required to wear a mask or shield when interacting with scholars, the public, and all other employees **to the maximum extent possible.**

9. **All common areas/break rooms will adhere to NYS capacity guidelines.** There will be strict sanitary guidelines for use of the microwave, refrigerator, and office equipment AND you will have to receive authorization from the Director of your area of responsibility.

### **SCREENING QUESTIONNAIRE**

All staff and families will engage in a periodic completion of a screening questionnaire. Staff and parents/guardians will receive periodic reminders (weekly) of the requirement. A 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 state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

CAACS will appoint a designated staff person to review the incoming reports of screening by staff and parent/guardians and attesting that they are completed. This person, in consultation with our school nurse, may also be the contact for staff or students to inform if they later experience COVID-19 symptoms. If the parent/guardian symptom screen evaluation is done at home we will:

- Ensure all students are treated equally; and
- Ensure students whose parent/guardian did not complete the screening are not singled out.

It may not be possible for some families to conduct screenings at home for the following reasons:

- The family may not have access to use of an online system or phone app;
- The information may not be in their primary language;
- The home environment may not be conducive to this process each morning; and/or
- The family may not remember to complete the screening.

CAACS will take steps to ensure that any process has multiple avenues of completion and is not used as a basis to exclude students from school. Scholars who may require screening to be completed at school will be treated in a confidential manner and must have the screening completed as quickly as possible to minimize time away from class. Per NYSDOH, CAACS is prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).

### **EMPLOYEE OR STUDENT EXPOSURE TO CORONAVIRUS**

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If a CAACS employee or student, or someone he or she has been in contact with, has been directly exposed to the virus, our first concern is for the health and safety of those who may be at risk for additional exposure. In this rapidly changing situation, health care providers should have the most up-to-date information from the NYSED, NYC, NYCDOH, NYCDOE, and the CDC.

CAACS will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, staff, and visitors. In the case of an individual testing positive, CAACS will develop and maintain plans to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal and state law and regulations. CAACS will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts. A Contract Tracer from the NYC Department of Health may make contact with parents and/or employees to identify those potentially infected. A form letter via email will be sent to parents making them aware of any positive cases reported for CAACS. **It is important to note that a confirmed positive case is not an automatic trigger to close school.** The CAACS Principal will give guidance for all incidents related to

employee and student exposure to COVID-19 and/or COVID-19 related symptoms.

**Employee exposure protocols AT HOME may include the following:**

1. Self-quarantine in a specific room away from others in the home.
2. Contact the following to notify them of potential exposure to COVID-19 and follow their instructions:
  - a. CAACS Principal (lmidgette@caa-ny.org)
  - b. The employee’s immediate supervisor
  - c. The employee’s personal healthcare provider
3. In case of an emergency, the employee should call 911 to notify them of potential exposure to COVID-19 and follow provided instructions.

**Student exposure protocols AT HOME may include the following:**

1. Self-quarantine may be required.
2. Parents should monitor scholars for symptoms and contact a healthcare provider.
3. In the case of a student who tests positive for COVID-19, parents are required to notify and update the CAACS Principal (lmidgette@caa-ny.org).

**OTHER SCHOOL CONSIDERATIONS**

**Restroom/Water Fountain Usage during the School Day**

CAACS will establish maximum capacity for the CAACS facility that allows for social distancing and post the maximum capacity sign on the door. CAACS will also provide supplies for employees to clean up after themselves in staff only restrooms. To reduce the possibility of transmission, the use of personal water bottles will be implemented.

**Visitors Policy**

The safety of our staff and scholars remains CAACS’ primary concern. Therefore, visitors must make an appointment to visit CAACS. To help prevent the spread of the virus and reduce the risk of exposure to our staff and scholars, visitors should be prepared to wear a mask or shield, use hand sanitizer, and have their temperature taken. As a precautionary measure, visitors requiring access beyond the lobby will be required to complete the COVID-19 Building Entry Screening Questionnaire. Compliance is important to help us take precautionary measures to protect our visitors, scholars, and staff in the building.

## **FREQUENTLY ASKED QUESTIONS**

### **What will CAACS-Online learning consist of at CAACS?**

CAACS instructional staff will deliver daily lessons to scholars using the Google Classroom platform. Under this model, CAACS will provide devices (Chromebooks) and, where needed, Internet access. Further information on the application process for technology will follow.

### **How will parents communicate their choice of options for their scholar's learning?**

Unless given notification, CAACS will plan for your scholar(s)' participation in the blended learning model outlined in this plan. Prior to the beginning of the school year, CAACS will open a registration link on the school website for families to access their choice of registering their scholar(s) in the upcoming school year at CAACS.

### **What will blended learning consist of in CAACS?**

On the days that scholars attend school, they should expect a "newly-designed" traditional school day. On the days they remain at home, scholars are expected to complete virtual learning assignments through their Google Classroom platforms.

### **What required precautions will be in place for scholars who attend school in-person?**

- All employees of CAACS, as well as scholars in Grades K-5, will be required to wear a mask or shield.
- Scholars' temperatures will be taken upon their arrival. Any scholar with a temperature at or above 100 will be isolated, and parents will be contacted to arrange for transportation home.
- Scholars will be required to wash their hands often; including upon arrival, before and after lunch, and at dismissal.
- Enhanced cleaning procedures will be in place at all times.
- Social distancing practices will be implemented to the greatest possible extent.

### **How will transportation be provided?**

In order to maximize your scholar(s)' health and well being, families are encouraged to drive their children to and from school when possible. Bus capacity will be reduced. NYCDOE's yellow bus service is currently adjusting bus routes to accommodate this mandate. Due to these limitations, bus routes may be changed.

### **Will physical education and recess be allowed to resume?**

All students must take Physical Education (PE). It's part of NY State law. **Students are not exempt from PE for any reason.** If your child has a medical condition or disability, please email the school Nurse, Family Specialist, or the Principal. Physical education and recess will be allowed to resume contingent upon STRICT compliance with guidelines set forth by the.

### **How will the school district communicate with parents?**

Parents should continue to monitor our district website at <http://richland.k12.la.us/covid19resources.html>. Information will also be shared through school Facebook pages, JCalls/JTexts, and other resources

### **COMMUNICATION**

CAACS will provide instructions, training, signage, and a consistent means to provide our families and staff with information. We will use webpages, text and email groups, and/or social media groups or posts to communicate and keep our school community updated. If parents/guardians have any specific questions pertaining to school reopening, please contact CAACS at [caacs@caa-ny.org](mailto:caacs@caa-ny.org).

### **Parent-Guardian (Family) or Staff Meetings**

Until further notice, CAACS will use video or teleconferencing for family and staff meetings and conferences to reduce the density of congregations, per CDC guidance "Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)"

CAACS is an independent Local Educational Agencies ("LEAs"), and is not subject to the NYC Chancellor's Regulations, but rather to the regulations set forth in Article 56 of the NYS Charter Act, as well as NY State Education Law. If you have any concerns with this CAACS policy or its implementation, you must follow the instructions below step-by-step:

1. **Contact the School Leadership:** Please contact and meet with school leadership (Principal – [lmidgette@caa-ny.org](mailto:lmidgette@caa-ny.org)) for violations, issues or complaints. We encourage parents to document events and familiarize themselves with the school's guidelines.

**School Leadership:** Dr. Laurie B. Midgette, Principal  
(718) 683-3322  
lmidgette@caa-ny.org

2. **Appeal to the school's Board of Trustees:** If a parent or guardian is not satisfied with the outcome or decision pertaining to the incident, the parent may appeal to the school's Board of Trustees. Parents are encouraged to contact the board to schedule a meeting with the Trustee that deals with such matters.

**Shirley A. Glasgow, Board of Trustees**

Phone - (718) 257-2911 or Email - sglasgow@caa-ny.org

3. **Appeal to the school's Authorizer:** If a parent is not satisfied with the Board of Trustee's decision, the parent may appeal to the school's authorizer. Each charter school is governed by a Board of Trustees and is subject to oversight by its authorizer.

The Chancellor of the New York City Department of Education  
(212) 374-5419

4. **Appeal to the New York State Board of Regents:** The last escalation point for a parent who decides that after going through the first 3 levels of the appeal process he or she is still not satisfied with the outcome, is to contact the NY State Board of Regents at this telephone number (518) 474-3852 or the following address:

Public Schools Choice  
Room 462 EBA  
New York State Education Department  
89 Washington Avenue  
Albany, New York 12234

**General directions for filing your grievance**

The law does not require that your grievance be in a particular format. However, in order to ensure that your grievance is thoroughly and quickly reviewed, you should provide the following:

- A detailed statement of the nature of the complaint, the names of the individuals involved, and the time, date and place.
- Copies of any correspondence between you and the school.
- What action you are seeking.

- Your name, address and telephone number.

CAACS is committed to working with you and assisting you with any concerns you may have.