

## **Urban Dove Team Charter School**

### **Reopening Plan for the Start of the 2020 – 2021 School Year**

Due to the COVID-19 pandemic, Urban Dove Team Charter School (UD Team) will be adjusting its school practices to ensure, to the extent possible, that we are providing a high quality education to our students while at the same time protecting the health and safety of all our stakeholders. The following plan was created using guidelines from New York State Department of Health, New York State Department of Education, New York City Department of Health/Mental Health and New York City Department of Education.

#### **Creating the Plan - Communicating with stakeholders**

UD Team engaged a wide variety of stakeholders in developing its reopening plan. School Leaders working with leadership from the Charter Management Organization conducted multiple surveys with parents, students and all levels of staff to assess concerns, issues, challenges and plans for the upcoming school year. The leadership carefully tracked and accumulated all of the guidance issued by the Charter School Office of the NYSED, and the NYS Department of Health. The guidance along with the survey results informed a draft reopening plan that was then shared with the Board of Trustees. This plan was approved and adopted by the Board of Trustees at a meeting of the full board on Tuesday, July 28th. The Board recognizes that changes to the plan are inevitable and a vote is not required to make each change to the plan. This plan has been sent to all parents and staff via email and hard copy in both English and Spanish, and is posted on the school's website in both English and Spanish. Copies are available in any other language upon request. Additionally a recording will be available for anyone with a hearing and/or visual impairments. Urban Dove also conducted three conference calls with parents to discuss the reopening plan prior to opening.

#### **Executive Summary**

UD Team will have a blended model of instruction to begin the 2020-2021 school year. Details of all aspects of the plan follow throughout this document, but for quick review, the plan will include:

- Students will receive in-person direct instruction from teachers and coaches approximately twice per week.
- On days students are not in school they will receive live remote instruction, and lessons will be recorded for later or multiple viewings
- Health screenings, including temperature checks, will be conducted for all students and staff prior to entering the school building
- Any student or staff exhibiting a fever or other symptoms will be sent home
- Any student or staff members exposed to someone with a positive test will revert to full remote instruction for 14 days
- Any student or staff who receives a positive test will revert to full remote instruction for 10 days and follow a “return to school” protocol
- Classrooms will be set up to ensure all students and staff remain six feet apart as often as possible

- All students and staff will be required to wear masks at all times in the building (mask breaks will be provided)
- Meals will be available both for on-site consumption and “Grab n Go” with appropriate social distancing in the cafeteria
- Staggered start and end times, adjusted transitions and bathroom monitoring will be utilized to limit large gathering of students
- Parents may opt for a “remote only” schedule for their student if they do not wish them to attend in person.

## **HEALTH AND SAFETY**

In order to protect the health and safety of our students, staff, families and extended UD Team family to the best extent possible, we will institute the following measures:

During staff orientation, prior to the first day of school, staff will be instructed on how to observe for COVID-19 symptoms and basic health information about COVID-19 and school protocols for health and safety.

Parents will be provided with information on COVID-19 symptoms and information on where testing is available.

UD Team will ask all parents to give their student a health screening prior to leaving the house, including a temperature check and COVID-19 symptom check. Any student found to have any symptom, including any temperature over 100.0 will be required to stay at home that day and school staff will be informed.

Upon arrival at school, all students will undergo a screening at school, including a temperature check and questionnaire. Staff administering health screenings will have appropriate PPE including face coverings and gloves. Any student with symptoms, including a fever of more than 100.0, will not be allowed in school and will be sent home. A student that needs to be picked up by a parent will wait in the isolation room, monitored by a staff member, until the parent arrives.

Students and staff will be required to notify a UD Team staff member if they develop symptoms or if their answers to the questionnaire change during or outside school hours – this may be done in person, or by text or email with any school staff. All staff members will be instructed to convey this information to the school leadership immediately.

Questionnaires are meant to establish if students/staff have:

- 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;

- experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days: and/or
- 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.

Per NYSDOH, UD Team is prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but is permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared). UD Team will provide staff and parents/guardians periodic reminders of this requirement.

Whether or not students are screened at home or in school, UD Team will ensure all students are treated equally. Students screened at school will be treated in a confidential manner and will have the screening completed as quickly as possible to minimize time away from class.

UD Team will complete the same screening process for all visitors, vendors, contractors or other persons who must enter the school grounds.

While conducting health screenings for students, UD Team will have:

- Staff members to supervise students who are waiting their turn to ensure that while waiting, students are socially distanced;
- Trained staff members to perform temperature screenings;
- Sufficient supplies for taking temperatures; and
- PPE or barriers for staff members conducting the screening.

Once in school, any staff member experiencing symptoms will be sent home. Once in school, any student experiencing symptoms will be sent to the nurse. If symptoms cannot be attributed to any specific cause other than COVID-19, the student will be sent home and be required to quarantine for 14 days and engage in remote-only schooling. A student that needs to be picked up by a parent will wait in the isolation room, monitored by a staff member, until the parent arrives. If the school nurse is not available, they shall be sent home or isolated until the school nurse is available.

In order to return to school after showing symptoms, the student/staff member must meet the criteria of the Return to School Protocol which can include any of the following three scenarios:

- Individual showing symptoms received a positive COVID-19 test AND
- Isolated for 10 days AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Individual showing symptoms received a negative COVID-19 test AND

- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Individual never got a COVID-19 test AND
- At least 10 days have passed since symptoms started AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

Any student or staff member that receives a positive test will be required to switch to remote only school and quarantine for 10 days. These individuals must also follow the Return to School Protocol as outlined above. All students and staff in that same Year (i.e. Year 1, Year 2 or Year 3) as the student or staff member who receives a positive test will switch to remote only school for 14 days. In addition:

- UD Team will consult with NYCDOH and NYC Trace to determine who, additionally, is an "exposed" individual and must stay out of school.
- UD Team will cooperate with the NYC's Test and Trace Corp. program and any other mandates required by the NYCDOH
- UD Team will work with the NYCDOH to determine what conditions (i.e. number of positive COVID-19 cases in the building) would trigger a full school closure and the amount of time of the closure.

UD Team must notify the state and the local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within the school facility or on school grounds, including students, faculty, staff and visitors. UD Team will work with local and state contact tracing programs as required.

If UD Team students and staff need access to large-scale testing, the school will follow directions from NYCDOH regarding where testing should happen and communicate that information to the school community.

Staff will be asked to do a self-assessment screening at home before coming to work each day, including a temperature check. If any symptoms are present, including a fever greater than 100.0, the staff person should stay home and contact their direct supervisor. All staff, upon arrival, will receive a health screening, including temperature checks and a questionnaire. Any student or staff member exhibiting a fever over 100.0 degrees or any COVID-19 symptoms will not be allowed to enter school and will be sent home. Any student or staff members who has a positive response to any questions on the questionnaire will be sent home.

All visitors will undergo a health screening including temperature check and questionnaire. All deliveries will be left outside and be taken in by school staff. Any visitor who is required to meet with school staff will wait outside the school premises until the staff person can come down and meet them. No visitors will be allowed on school premises unless necessary, and they will wear face coverings at all times and maintain social distancing at all times, if possible.

All students and staff will be required to wear face coverings at all times (“mask breaks” will be provided if necessary) except during meals.

If any student or staff member requires school-sponsored transportation, social distancing will be maintained and face coverings will be worn at all times.

Signs instructing students and staff on proper hand washing and respiratory hygiene will be prominently displayed throughout the school

Signs instructing students and staff to maintain social distancing of at least six feet whenever possible and to wear face coverings will be prominently displayed throughout the school.

Students and staff will be allowed to take “mask breaks” periodically throughout the day, ensuring proper social distancing and other health precautions.

UD Team will ask all students and staff to come to school with face coverings and any other PPE they feel necessary. Any student or staff that is not able to procure a face covering, or who forgets to bring one, will have one provided by school staff before entering school premises.

UD Team’s contracted cleaning vendor will follow all CDC guidance on cleaning and disinfecting the school facility multiple times on a daily basis, including after each group of students completes their in-person schedule. If required, UD Team will provide appropriate PPE to all custodial staff working in the building.

UD Team will provide adequate supplies in bathrooms, classrooms, offices and other areas, including tissues, soap, hand hygiene supplies, cleaning supplies, etc. and will check supplies daily. Staff will have a request form they can submit to the COVID-19 coordinator for replenishment of any supplies needed.

UD Team will continue to conduct all required school safety drills, including Fire Drills, with modifications to ensure social distancing between all students and staff.

UD Team will designate a COVID-19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.

UD Team expects to have a school nurse, provided by the Department of Health and the Department of Education, however this has not been confirmed as of the writing of this plan. UD Team will have a dedicated room for the nurse where healthy students can obtain medication and meet with the nurse for treatments or consultations. Disposable equipment and supplies will be used in this office to the extent possible, and PPE will be provided to any staff member working in this room as required. An additional room will be available for isolating ill

persons as needed.

Signage will be placed throughout the school reminding individuals to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of, or exposure to, COVID-19.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

UD Team will instruct students and staff in the correct methods of maintaining hand hygiene and place signage throughout the facility reminding students and staff to practice good hand hygiene to help reduce the spread of COVID-19. UD Team will ensure that:

- There is time in the school day schedule to allow for hand hygiene.
- Any student or staff unable to use alcohol-based hand sanitizers for health reasons will be permitted to wash their hands with soap and water
- Adequate facilities and supplies for hand washing including soap and water will be available
- Paper towels or touch free paper towel dispensers will be available where feasible
- Alcohol based hand sanitizers with at least 60% alcohol or disinfectant hand wipes will be available and all Alcohol-based Hand-Rub Dispensers which are installed in any locations will be done so in accordance with FCNYS 2020 Section 5705.5.

Parents/guardians can inform the school that they do not want their child to use alcohol-based hand sanitizers by sending a written notice to the school. Schools must provide accommodations for students who cannot use hand sanitizer, to allow for their use of handwashing stations.

In order to help ensure social distancing and allow for better respiratory hygiene, UD Team will:

- Limit the number of students and staff in each classroom
- Stagger arrival and/or dismissal and use different entrances and exits
- Reduce in-school movement where possible by keeping students within a defined area or classroom and modifying class schedules or class transitions
- Stagger the use of restrooms. Bathrooms will be monitored by staff to ensure social distancing, that it is clean, and students are washing hands after use
- Turn desks (including teachers) to face in the same direction rather than facing each other to reduce transmission caused by virus-containing droplets
- Open windows to improve ventilation, whenever possible
- Keep individual student belongings separated. Limit use of shared supplies to one group of students, clean between use by cohorts of students
- Use visual aids when possible to illustrate traffic flow and appropriate spacing to support social distancing
- Restrict the use of classrooms and other places where students, faculty, and staff

gather

- Limit gathering in small spaces by more than one individual at a time, unless all individuals in such space are wearing acceptable face coverings
- Ensure that a distance of twelve feet in all directions is maintained between individuals while participating in aerobic activity
- Limit visitors to school buildings

### **Medically Vulnerable/High-Risk Groups**

UD Team recognizes that some students, staff, or family members may be at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. UD Team will make accommodations for any such student or staff member whenever feasible.

UD Team will communicate with families to identify any student with special needs or student who is medically fragile and may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. UD Team will work with families and 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.

### **Cloth Face Coverings**

UD Team will provide acceptable face covering to employees (and students if they forget their own) and have an adequate supply in case of need for replacement per Executive Order 202.16. UD Team will ask that all employees wear their own face covering and will provide one to any employee who needs it. Employees with healthcare provider documentation stating they are not medically able to tolerate face covering will not be required to do so.

### **Management of Ill Persons**

Students and staff with symptoms of illness will be sent to the health office where the school nurse is available to assess individuals, as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat.

If a school nurse is not available, UD Team will isolate and send home any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider.

UD Team staff will be given instruction on the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19 which is a serious condition associated with COVID-19 in children and youth. UD Team will notify the parent/guardian if their child shows any symptoms and recommend the child be referred for immediate follow up with a healthcare provider:

## **Health Physicals and Screenings**

Due to the COVID-19 pandemic and the effect it is having on healthcare providers, the Department released the memo Health Examinations in Light of COVID-19 Pandemic, which provides direction to schools when students are delayed in obtaining required health physical examinations, along with information on the required health exam form Required NYS School Health Examination Form.

The memo states:

- Schools are to continue to accept proof of a health examination regardless of the form it is completed on for exams conducted on or before January 31, 2021;
- Parents/guardians are provided with additional time to provide the completed health exam to the school;
- Student athletes are able to participate in the fall 2020 sports season even if they do not have a current health examination if they meet certain criteria;
- Beginning February 1, 2021 health examinations for schools are to be completed on the NYS Required Health Examination Form or an electronic health record equivalent form. This directive may change depending on the status of the COVID-19 pandemic in the fall;
- Hearing, vision, and scoliosis screenings will be waived for the 2020-2021 school year due to the COVID-19 crisis, unless such screening has otherwise been deemed necessary, pursuant to an amendment to Commissioner's Regulations section 136.3(e).

## **FACILITIES**

UD Team will utilize all rooms in its facility to ensure that social distancing is practiced to the greatest extent possible. Multiple exits and entrances will be utilized to prevent students and staff from gathering, and multiple stairwells will be used to keep the flow of traffic in a one-way directions.

## **CHILD NUTRITION**

UD Team will provide meals for all students, both those attending in person and those working remotely. UD Team will ensure all health and safety guidelines are followed, including social distancing, hand hygiene and cleaning/disinfecting of any spaces used for meals. Students and staff will be instructed to wash their hands before and after meals, will be discouraged from sharing food and beverages and will be reminded of social distancing protocols during meals. All spaces where students eat will be cleaned after each cohort's meal is complete.

UD Team will rely on NYCDOE School Food 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.

## **SOCIAL EMOTIONAL WELL-BEING**

UD Team already has a robust and comprehensive approach to Social/Emotional well-being of all students and staff and will continue to implement all aspects of this program, including but not limited to conducting Restorative Practices and Circles, providing one-on-one and group counseling, providing Professional Development to staff on trauma-informed youth development, and providing staff with social/emotional support. UD Team, as always, will conduct mental health assessments on an ongoing basis for all students and provide support services as needed.

Social workers will conduct 1:1 intake interviews with each student in their cohort to determine an appropriate schedule of check-ins for students. These range from multiple weekly check-ins to once per month, depending on the needs of the student. Social workers then use data gathered from referrals and their observations in weekly circles to increase further sessions. As a part of our weekly curriculum, SBYD coaches and Social Workers conduct community circles with each team. At the start of the school year, we will utilize these circles to encourage students to share their experiences during the past six months. Coaches and Social Workers will be able to gauge which students need additional support and counseling. These circles will continue throughout the year.

## **SCHOOL SCHEDULES**

As per Executive Order from the Governor, schools in New York City are allowed to have in person instruction as long as proper safety guidelines are followed. UD team believes it is critical to create opportunities for our students to receive direct, in-person instruction from teachers, meet in-person with coaches and counselors and re-establish our sense of school community and culture. To accomplish this, and still put the safety and health of students and staff first, UD Team will implement a blended instructional model for all students that includes both in-person instruction as well as remote instruction. Please see [Appendix A](#) for a full schedule for all students.

Any student or parent/guardian that requests to have their child engage in remote learning only will be given a remote-only schedule that provides all of the educational and social/emotional services provided to other students. This request must be made in writing. Parents/Guardians may request to change this modality at any time during the school year. A change from remote-only to blended will require one week to implement.

UD Team will follow all metrics as set by NYCDOH if cases in NYC are increasing beyond an appropriate level and modify in-person instruction as necessary.

## **ATTENDANCE AND CHRONIC ABSENTEEISM**

UD Team will take attendance daily for all students and staff, whether attending in person school or remote instruction. For students in remote instruction, attendance will be taken at

several points in the day, including at a morning check in.

UD Team has a robust and comprehensive framework for tracking attendance and monitoring daily attendance for all students, which will continue to be implemented in full during the 2020-2021 school year for all students. Interventions, parent outreach, and all attendance programs for all students will also continue as normal. The attendance Task Force will meet regularly and track attendance for all students and identify any student who is chronically absent. Attendance interventions will be implemented as needed.

## **TECHNOLOGY AND CONNECTIVITY**

UD Team will ensure that every student is treated equally and has the ability to fully engage in their education regardless of whether they are attending school in person or remotely. Expectations, accountability and assessments will be the same for all students, and Urban Dove will ensure that technology and connectivity is not an obstacle to any students being successful during the school year. UD Team will ensure that all technology provided is accessible to all students, including Students with Disabilities and ELLs/MLLs and that all students have access to technical support as needed.

Urban Dove has conducted multiple surveys of families to determine what technology and connectivity exists in the household or to which the family has access. Since March 2020 to the end of the school year, UD Team procured and distributed laptops, iPads, and internet Hotspots to hundreds of students to ensure that they could participate fully in remote instruction. At the start of the 2020-2021 school year, UD Team will conduct additional surveys, via phone, text, email and in person, with families to determine what technology and/or connectivity is needed for the student to participate fully in remote instruction, and then provide what is needed, to the extent practical. All UD Team staff will be surveyed as well and technology/connectivity provided to them, to the extent practical, so they can work remotely.

UD Team will provide internet access to students at school when they are in person, and can provide additional internet access at school if needed, upon request. UD Team will also utilize hard copy packets of materials for students to take home (or be sent home for any student fully remote) so that students may complete work at home without the need for a computer or internet access.

UD Team will utilize in person instruction time to teach students how to utilize internet technology and software platforms so that they can maximize their remote learning experience. UD Team will also create flexibility for students to complete tasks at home, will record classes so students can access them on a flexible schedule, and have flexible office hours with teachers to accommodate varying student/family schedules. UD Team will not require students to have access to any technology other than a laptop or iPad.

## **TEACHING AND LEARNING**

UD Team will provide at least 180 days of instruction to our students in the 2020-2021 school

year, delivered both in-person and remotely. Instruction, whether in person or remote will be aligned with the New York State Learning Standards. Students will have regular and substantive interaction with certified teachers and UD Team will endeavor to create an instructional experience comparable in rigor, scope and magnitude to a traditionally delivered unity of study for all students, to the extent possible. Students will receive feedback on assessments and assignments, receive instruction in small groups and individually, have their instruction differentiated to meet their skill level and be supported by teachers and staff in a way that meets their individual needs.

Parents will be given clear information on their child's schedule, courses for the year, teacher contact information and school calendar in advance of the school year beginning. UD Team will do an initial inventory in ELA and Math with its Read 180 and Math 180 programs, as it does each year, to assess where students are in their skill level, as we realize that remote learning since March 2020 may have impacted their progress. This inventory will be used to create a unique and individualized learning plan for each student in all their classes.

Teachers and staff will meet for three weeks in August to plan and prepare for the upcoming school year and receive professional development and training on a range of subjects including technology, trauma, social/emotional support, health and safety protocols and curriculum development.

UD Team will design laboratory experiences specific to each science course that utilize a combination of virtual and hands-on labs that students need to complete for each science course that culminates in a Regents examination.

### **Physical Education**

UD Team will continue to provide its Sports-Based Youth Development program, which includes Physical Education activities. UD Team will ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities that require aerobic activity and result in heavy breathing. Coaches will provide activities that students can do at home as well, ensuring a continuity of learning and team building for all of their students.

### **Assessments**

UD Team will continue to provide assessments to all students as it normally does during the school year. UD Team will take reading and math inventories of all students using the Read 180 and Math 180 programs and teachers will create pre-assessments in all subjects. Using our task-based curriculum, we will assign formative assessments with each task and the culminating performance task will serve as our summative assessment.

### **SPECIAL EDUCATION**

UD Team will address the provision of FAPE consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.

UD Team will continue to work closely with families and the CSE in ensuring that every

students' IEP is correct and that all services are being provided to the greatest extent possible.

UD Team will ensure that each student with an IEP is having their remote learning needs met both in the blended model we are using to start school, but also in the event of potential future intermittent or extended school closures.

Students with IEPs will have the opportunity to receive additional in person instruction as needed both during the school day and on Saturdays.

Teachers and service providers will continue to collect data, whether in-person or remotely, and use these data to monitor each student's progress toward the annual goals and to evaluate the effectiveness of the student's special education services.

UD Team will ensure that special education evaluations (i.e., initial and reevaluations) are conducted whether in-person or remotely within required timelines.

UD Team will ensure that all procedural safeguards and prior written notice requirements continue, including:

- continue to provide the procedural safeguards notice to parents
- continue to provide parents with prior written notice in a reasonable time before a change in the identification, evaluation, educational placement or provision of FAPE to the student
- allow the procedural safeguards notice, prior written notice, and CPSE/CSE meeting notice to be provided to the parent by email if the parent elected to receive documents by email

UD Team will ensure students with disabilities have access to supplementary aids and services to meet their unique instructional and social emotional needs.

UD Team will ensure that all technology provided is accessible to all students and that all students have access to technical support as needed.

If a student has an IEP that requires the student receive transportation to school, UD Team will rely on NYCDOE Pupil Transportation to ensure that school bus companies and personnel follow all appropriate guidelines for safety.

## **BILINGUAL EDUCATION AND WORLD LANGUAGES**

UD Team will ensure that all English Language Learners participate fully in all aspects of the school's reopening plan. All reopening plans, communications and information will be distributed to families in their preferred language and mode of communication.

UD Team will complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well

as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

Required instructional Units of Study will be provided to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.

UD Team will use the data from the Read 180 program along with data from the Achieve 3000 program to monitor progress for all ELLs. Data will be used to inform instruction for ELLs and modify any tasks or lessons as needed.

### **STAFFING EVALUATIONS**

UD Team will use its current method for evaluating staff and will take into account the new hybrid model of learning when evaluating student progress data.

