

Prepared for:
Parents and Caregivers

THE INWOOD STRONG Re-entry Plan for Education

| School Year 2020-2021
As of July 31, 2020

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Note: This is an abbreviated version of the full re-entry plan. The complete version for students, educators and other personnel, and parents and caregivers can be found on inwoodacademy.org

INWOOD STRONG - IAL'S RECOVERY

MESSAGE FROM INWOOD ACADEMY FOR LEADERSHIP TEAM

Following our announcement that schools will remain closed and not reopen for the remaining of the school year, immediate planning and discussion began surrounding the eventual reopening of schools. Throughout the initial weeks of the COVID-19 crisis, we began operating with various remote learning models for students. We had a few days to come up with a completely new way of doing school. Over the last three months we have learned many lessons about what works and what doesn't work in a virtual classroom. We have created a plan that incorporates our learning and best practices.

Now is the time to plan for and address the eventual reopening of our school community, with an understanding that the health, safety, and wellness of students, families, educators, and staff must be a priority.

We believe that IAL has the leadership capability and is uniquely positioned to lead that initiative. True leaders act during chaotic times. Therefore we have developed guiding principals for our school that are conducive to learning while maintaining the safety and security of our students, staff and community.

Inwood Strong: Recovery Plan for Education contains a wealth of information that can be used as a point of reference by school leaders, students, and school communities. Through the collective endeavors of educational leaders and stakeholders throughout the state, the future educational needs of students will be fully addressed. The most important step will be for leadership to base important decisions on data, the uniqueness of individual school systems, financial capabilities, technological capabilities, and student needs. Prior planning will set the stage for accomplishments that will be achieved throughout the school year.

Remote learning cannot replace students' experiences with their teachers, administrators, and support staff. All of the students and educators with whom we have spoken have greatly missed the daily interactions that can only be experienced in classrooms and schools. We must all unite in our efforts to maintain equitable learning opportunities and safely return students to their schools.

We understand that IAL's educators, staff and families are working hard to support students during these difficult times. As educational leaders we must remain steadfast in our determination to respond to evolving conditions with empathy, flexibility, and creativity.

Our reentry plan includes three major components:

- **Health and Safety**
- **Educating Each Student on What Matters Most (Academics and Instruction)**
- **Continuing Connections (Socio-Emotional Support)**

CHAPTER 1

Introduction

It is incumbent upon educational leaders to begin taking concrete steps to restore, reconstruct, and re-design education to ensure that all students can learn and grow, even during a period of virtual or blended learning.



WHERE WE ARE, WHO WE ARE

As a result of the COVID-19 pandemic and state of emergency declared by Governor Andrew Cuomo, NY State schools have been closed since March 16, 2020, through the end of the 2019 - 2020 school year. There is an understanding that education as we know it today will be changed tremendously in numerous unprecedented ways. It is incumbent upon educational leaders to begin taking concrete steps to **restore, reconstruct, and re-design education** to ensure that all students can learn and grow, even during a period of virtual or blended learning. The COVID-19 pandemic has in many ways changed our educational, economic, societal, and everyday way of life. As a result, we are now faced with an extraordinary challenge that will require the deployment of our individual and collective expertise to **address the needs of students, families, staff, faculty, and school communities**. Now is the time for each and every one of us to show conviction and courage in the decisions that are made, based upon historic changes not only in New York City, but also worldwide.

Since the closure of schools, the leadership of IAL has been meeting multiple times each week to address issues related to COVID-19. To start the planning cycle, we hosted a parent session to elicit feedback from our families. This helped to guide our planning throughout the weeks and months following. The reentry planning group included our CEO, COO/CFO, Principals, Assistant Principals, Directors, and Teachers. The Reentry Planning team met many times a week in committees, specifically, Academic Committee, Culture Committee, and Health and Safety Committee. Now is the time to move forward to plan for the opening of schools in an environment which is safe for students, educators and all school personnel. The **Inwood Strong Re-entry Plan for Education** will address processes and procedures that would immediately be utilized as a road map for the 2020 - 2021 School Year.

CHAPTER 2

Health and Safety

Prevention Measures

THE MOST IMPORTANT PREVENTION MEASURES WILL BE:

1. It is mandatory that individuals stay at home if sick with any undiagnosed symptoms delineated above.
2. Hand washing with soap and water for 20 seconds, especially before touching your eyes, nose, mouth, is extremely important to minimize acquiring the disease. If soap and water are not available, individuals should use a hand sanitizer (60% - 70% alcohol-based).
3. Social distancing of six feet is best; however, if this is not possible, a face covering should be worn (which was recently mandated by NY State) and frequent hand washing is imperative. Face coverings need not be worn by children under age two years, and anyone who has difficulty breathing need not wear a face covering.
4. Individuals should cough/sneeze into a tissue or the inside of their elbow to minimize the spread of moisture droplets expelled.
5. If someone is infected with COVID-19 or exposed to a known COVID-19 case, isolation (quarantining) is recommended for 14 days at home.

Following these measures can ensure that we reduce the spread of COVID-19.

IN ADDITION, THE SCHOOLS WILL BE TAKING THE FOLLOWING MEASURES:

- Adjust our schedule to align to CDC, NYSED & NYC DOH guidelines
- Monitor the statistics throughout the year to make decisions about possible returns to virtual learnings if spikes occur
- Clean all surfaces multiple times within the school day
- Provide staff with PPE to ensure that they are safe
- Staff, students and approved visitors are required to arrive with face covering. School will provide individuals who forget face covering with disposal face masks upon arrival.
- Ask that all staff and students wear a mask while in the common areas and all spaces where six feet social distancing can not be maintained
- Provide highly visible markings showing students allowable social distancing
- Check all students and staff temperatures daily to ensure that they do not have a temperature above 100.4
- Check pre- screening tools/sheet
- Any student or staff member who does have a temperature of 100.4 will be further evaluated to determine if they must immediately be sent home
- Minimize student transitions by having staff transition spaces and keeping cohorts of students in anchored locations
- Ensure we are supporting our staff and students

2.1 BUILDING PREPARATION AND SERVICES TO SCHOOL COMMUNITY

In order to align with CDC and NYSED & NYC DOH guidelines concerning social distancing, the IAL Reentry Team measured all student and staff spaces in both facilities to identify the room usage allowance. Each room has a specific person allowance. **In order to maintain social distances all rooms identified as classrooms can only hold an average of 13 students and two staff members, the Gym can hold up to 84 individuals (not for athletic purposes), Cafeteria 40 individuals.** While social distance is being observed in areas identified above face covering will not be required. Staff members and students must wear face coverings while in common areas where social distancing may not be able to occur. Common areas are identified as the following: main office, individual offices, counseling offices, isolation rooms, hallways, staircase, staff lounge, restrooms, printing rooms and any other area designated as a common area by COO/CFO.

Middle School Arrival

- All students will enter using the side doors - the main entrance will not be used. The entrances will be divided by grade as they previously were for dismissal.
- Upon arrival students will stand outside (practicing social distancing) as they wait. Team members will complete a temperature, [pre screening form](#) check (Appendix A) and face covering check, provide hand sanitizer and will check off the students for attendance.
- Attendance will be taken manually using the master enrollment, but staff will be required to take attendance again in the classroom.
- Students will NOT be allowed in common areas (cafeteria and gym) during arrival.

Middle School Dismissal

- Staggered dismissal by grade and classroom, using grade respective side doors.
- Any student attending **PSW** will stay with the teacher until someone takes over from PSW
- **Home alone, Parent/ Guardian pick-up, and Van transportation students** will be escorted down by the other teacher in the room
- **Busing students** dismissed to lobby or picked up at classrooms
- **Late pickups** will be held in a room on the first floor or the cafeteria

High School Student Arrival

- All students will enter using the main entrance.
- Upon arrival students will stand outside (practicing social distancing) as they wait. Team members will complete a temperature check and the [pre screening form](#) check (Appendix A) and face covering check before they enter the building.
- Yondr and attendance check-in, students will go to lockers if needed and then to classrooms.
- Attendance will be taken manually using the master enrollment, but staff will be required to take attendance again in the classroom.
- Students will NOT be allowed in common areas (cafeteria and hallways) during arrival.

High School Student Dismissal

- Staggered dismissal by classroom.
- Teachers will dismiss students to lockers and students will report back to the classroom to wait for a team member to come in for Yondr checkout. Yondr check out will occur in classrooms to allow for dismissal by room.
- Two rooms will be dismissed at a time one on each floor.

Early Dismissal Due to Sickness

Students cannot be dismissed before the official end of the school day without a parent / guardian or an adult who is listed on the Emergency Contact Cards. If an emergency arises and you need to have your child dismissed to someone who is not on the emergency contacts card, please call the main office with pick up details.

Cohorts of Students

All students will be assigned a cohort (Group A/B) in which they will have class together throughout the time they are physically in the school space. This will allow administration to trace movement throughout the facility, as well as help us contact trace students and staff.

Visitor Procedures

Visitors will be extremely limited in the building. Only visitors that need to be on site due to school related issues will be allowed to enter the building. Visitors will be required to wear face coverings. Outside visitors will be screened as they arrive on campus and must be symptom free. They must be accompanied by a staff member to minimize contact with our students.

Shared Objects

Students will not be allowed to share objects in order to maintain social distance, students will be asked to bring their own school supplies, art supplies, pencils, erasers, paper etc.

Physical Education Class/Afterschool Sports/Enrichment Programming

PE activities have been leveled according to risk. PE teachers focus on providing low risk activities in PE classes. When possible, the PE classes will utilize the outdoors as this ensures that there is the least risk possible to students. When not possible to utilize the outdoors, PE teachers will work to provide no contact activities. Students and staff will utilize face masks during PE periods. Staff will sanitize equipment and the gym area after every transition.

Signage

Signs will be posted throughout buildings and inside of each classroom so that staff and students are aware of all expectations to enter the building and policies once inside of the building

- Signs will be posted in each classroom and around the hallway
- 6 feet markers in the rooms, in the hallway, and outside (floor decals)
- Mandatory face mask signs

School Food

School food for students will be delivered daily by the food provider and separated for each classroom/cohort by Kitchen staff. The food provider will provide individually wrapped meals served in 2 to 3 compartment trays, sealed by plastic that can be heated. Individual packaged breakfast will be provided at arrival so that students can take it to their classroom, lunch and snacks will be delivered to the classroom/cohort for students to eat in their classrooms with their cohort. Students will not be allowed to bring food from home that requires to be heated.

Bathroom Usage

One student at a time will be allowed to use the restroom and must wear a mask in the restroom as it has been identified as a common space. Restrooms will be cleaned every 30 to 45 minutes.

Water Policies

Students will be asked to bring water bottles to the school. The school has water fountains that students will be able to access to refill water bottles. Hand sanitizer stations will be next to fountains for students to immediately use. Wiping down of the fountain will occur every 20 to 30 minutes.

Technology Usage

Chromebook carts will be assigned to a classroom/cohort. Administrator will assign students a chromebook for daily use. Chromebooks will be assigned to each student while in person for personal use. Chromebooks will be disinfected daily at the end of use. Students should leave their personal electronic devices at home.

PPE

School will provide staff and students who do not have face covering, misplaced face covering or forgot face covering with a disposal mask. School will place hand sanitizer stations throughout the facility for staff and student use. School will ensure that each classroom, office space and restrooms have all the adequate supplies and equipment to ensure hygiene and safety are the top priority.

Physical Education Class/Afterschool Sports/Enrichment Programming

PE activities have been leveled according to risk. PE teachers focus on providing low risk activities in PE classes. When possible, the PE classes will utilize the outdoors as this ensures that there is the least risk possible to students. When not possible to utilize the outdoors, PE teachers will work to provide no contact activities. Students and staff will utilize face masks during PE periods. Staff will sanitize equipment and the gym area after every transition.



2.2 POLICIES FOR ALL STAKEHOLDERS/SCHOOL COMMUNITY MEMBERS

Ensuring that all those in our community are safe is our primary concern. Due to this, we will comply with all CDC, NYSED and NYC DOH guidelines. Our Leadership team will consistently review updates and adjust policy as needed.

Our communication with our school community (families and staff) is crucial in order to support safety for all parties. Due to this, we will consistently meet with all stakeholders in order to inform them of any new school policy.

Communication when there is a confirmed COVID-19 Related Case

If the school learns of a staff/student confirmed COVID-19 case, we will notify staff, families, and the public as determined by DOH guidelines. We will do this in coordination with local health officials while maintaining confidentiality in accordance with FERPA and all other state and federal laws. We will immediately communicate with the parent/guardian of all students in that specific cohort along with staff that interacted with the infected individual. The school will ensure the following:

- The cohort(s) of students and staff will be asked to quarantine for 14 days as per NYC DOH, NYSED and CDC guidance.
- The facility will be disinfected overnight to ensure that facility is safe to return according to CDC guidelines.

School will work with the NYC DOH to determine what conditions (i.e. number of positive COVID-19 cases in the building) would trigger a pod, section, or full school closure and the amount of time of the closure.

Student COVID-19 Confirmation

Students who are sick with contagious illnesses should not attend school, but most illnesses do not require the same level or length of isolation that COVID-19 does.

Students CONFIRMED WITH COVID-19 can return when the all the following are true:

- Students that test positive for COVID-19 will be required to stay out of school for 10 days or until symptoms end per the guidance of the NYCDOH.
- No fever for 24 hours without the use of fever-reducing drugs.
- Their overall illness has improved.

Students test negative for COVID-19 should not return until all the following are true:

- It has been 24 hours since their symptoms have ended.
- They never had a fever or have not had a fever for the 24 hours without the use of fever-reducing drugs.

Student is experiencing COVID-19 symptoms or has been exposed to a person with COVID-19:

- Student quarantine for 14 days.
- Parent/guardian immediately contact the Inwood Academy Director of Family and Community Engagement (FACE), Tatiana Mahoney. **(Please refer to Appendix B for Parent/Student Checklist.)**

Students who arrive at school sick or become sick at school, learn of positive COVID-19 test result will be sent home (proper support measures will be taken refer to pg. 12 Early Dismissal Due to sickness policy):

- Tatiana Mahoney, Director of Family and Community Engagement is the point of contact- if student/member of household tests positive for Covid-19.

Students that have been out sick for illness not related to COVID-19 should not return until all the following are true (please refer to Appendix C - WHEN SHOULD MY CHILD STAY HOME FROM SCHOOL):

- It has been 24 hours since their symptoms have ended.
- They never had a fever or have not had a fever for the 24 hours without the use of fever-reducing drugs.
- Their overall illness has improved.

CHAPTER 3

Educating Each Student on What Matters Most

As a school, educating each child according to their needs is most important.

WE SERVE ALL STUDENTS AND WILL CONTINUE TO DO SO THROUGHOUT THIS CRISIS. IN ORDER TO ENSURE THAT YOUR CHILD IS GETTING WHAT THEY NEED WE WILL:

- Continue to incorporate high levels of technology throughout the school year - whether we are in person or learning virtually, students will be equipped with the tools they need to learn
- Use thoughtful authentic assessment to ensure there is an accurate understanding of student progress
- Continue distance learning that ensures our students are getting what they need. Our remote instruction will be reflective of best teaching practices.
- Continue to assess our students to best understand what they know, and support what they need through intentional intervention and access to high quality curriculum and lessons
- Ensure that we are meeting the needs of all students, especially our English Language Learners and Students with Disabilities through consistent revision of educational best practices and in person/remote supports for subgroups of students
- Ensure that Physical Education emphasize personal fitness nutrition and not include contact sports

AT INWOOD ACADEMY WE BELIEVE:

- High quality instruction requires critical thinking, real world application, and intentional questioning of our students
- Engagement and creativity during remote instruction will be invaluable to support our students through this time
- Our primary goal remains to ensure our students are receiving high quality instruction that will improve students reading and math skills and support their college and career readiness

We are prepared to teach fully in person, through a blended model, or fully online. Regardless of which instructional plan we implement our students will have access to grade level standards and rigorous instruction.

There are two main choices for the start of the school year. **Option 1** is a blended learning model that incorporates in person classes in the school and remote learning sessions. **Option 2** is a completely remote model of learning that can be chosen by parents for the opening of the school year until a vaccine is made available.

Middle School Sample Option 1 Group Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
5th - 8th Grade Group A	In Person	In Person	In Person learning for students with additional learning needs*	Remote	Remote
5th - 8th Grade Group B	Remote	Remote		In Person	In Person

High School Sample Option 1 Group Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
9th - 11th Grade Group A	In Person	In Person	In Person learning for students with additional learning needs *	Remote	Remote
9th - 11th Grade Group B	Remote	Remote		In Person	In Person
12th Grade Group A	In Person	Remote	In Person Half day- modified schedule for all seniors	Remote	Remote
12th Grade Group B	Remote	In Person		Remote	Remote
12th Grade Group C	Remote	Remote		In Person	Remote
12th Grade Group D	Remote	Remote		Remote	In Person

*Students with additional learning needs in Group A and Group B will also have in person instruction on Wednesday's. This will be communicated and decided upon by the school in consultation families.

As we continue blended learning we will run google classroom on a daily basis to ensure that any student who is not able to be present in school will have access to what is taught at school that day.

Blended Learning Attendance Policy

At IAL we believe students do best, and succeed, when at school. Because of this, students' in person attendance needs to be closely monitored and tracked to support progress towards graduation. During COVID-19 in-person instruction is limited, so attendance to in-person instruction will be critical.

Due to COVID-19 we will allow late students to enter the school building one hour after their assigned arrival time. Parents will be contacted immediately if a student arrives after the cut off time. HS Students will be sent home immediately. Example below:

- If student scheduled arrival is 8 am the cut off time will be 9 am
- If student scheduled arrival is 9am the cut off time will be 10am

If a student is absent and it is not COVID-19 related, they should log on to their Google classroom in order to receive the day's lesson remotely. We will take attendance through ALMA (per period) and IN PERSON in order to ensure our students are getting the instruction that they need. Attendance will be taken for all students, including those fully remote for the 2020-2021 School Year.

If a student has COVID-19 or quarantine due to possible exposure they will use Google classroom in order to complete work remotely during their absence and teachers will develop support plans to have students catch up on any missing work. Any student returning to IAL after being out for the 14-required days for quarantine will have a meeting with their **advisor** to create a two week **Re-Entry Support Plan** to ensure students are making up work in a timely manner with academic and social/emotional support needed.

Excused absences and tardies include, but are not limited to:	Unexcused absences and tardies include, but are not limited to:
<ul style="list-style-type: none"> • Illness of student • Court summons or legal matters • Death of an immediate family member (parent, sibling, grandparent) • Observance of a religious holiday <p>*Excused absences can still affect student's academic performance and result in the involvement of Child Welfare, any student absent should still log on to google classroom to receive instruction.</p>	<ul style="list-style-type: none"> • Family vacations • Family emergencies • Recreational activities • Avoidable transportation problems (i.e. car trouble, missing the bus, or traffic) • Calendar confusion

Unexcused absences and tardies will be followed up in the following way:

Absences	Tardies
<ul style="list-style-type: none"> • For every absence, the school will contact the parent to notify them of their child's absence. • After three (3) absences (in person and remote) a member of the student support team will communicate with family to alert them to absences and see what help or support may be needed • After five (5) absences, the attendance team will reach out to the student as well as contact the family by phone and letter to inform them of the student's absences in order to create a plan for intervention. • After ten (10) absences, the attendance team will contact the family to set up a meeting for the student, family, and school staff to review plans for intervention and support. Advise as to what is working, and what is not working. • At twenty (20) absences a report will be made to the ACS or a local department of social services in order to support families as well as continue to develop and review and revise a Chronic Absence Intervention Plan. 	<ul style="list-style-type: none"> • For every tardy the main office will contact the parent to notify them of their child's late arrival to school. • After five (5) tardies, the attendance team will discuss with the student a plan for intervention, as well as inform the family by phone and letter of the number of tardies. • After ten (10) or more tardies, the attendance team will contact the family to discuss a plan for intervention. •

Remote Instruction Only Attendance Policy

Some of our students may opt to be fully online during remote instruction. They will be required to log in to classes remotely five days a week (M, T, W, Th, F). Attendance will be taken remotely through google classroom for grade level as well as through synchronous online instructional Zooms happening (this will be logged on ALMA).

CHAPTER 4

Continuing Connections

All humans need connection and this crisis has curbed our ability to connect in the same ways we were used to, but it has allowed us to continue to communicate with families virtually in ways we never thought possible. We will capitalize on our family connections through intentional communication about academic progress as well as giving students space to connect when we are in person and when we are at home. We will:

- All humans need connection and this crisis has curbed our ability to connect in the same ways we were used to, but it has allowed us to continue to communicate with families virtually in ways we never thought possible. We will capitalize on our family connections through intentional communication about academic progress as well as giving students space to connect when we are in person and when we are at home. We will:
- Expand our advisory program through high school
- Support our community as they have deep experienced loss and grief that has been experienced during this time
- Create more intentional connections between the rising 9th graders and the HS team to ensure a more seamless transition to HS
- Create intentional connections for the new to IAL Students
- Continue heightened communication with families concerning academics and socio-emotional development of their children Calendar of School Themes/Events
- Celebrate in new and creative ways

4.1 Transitioning Student to IAL Culture

IAL is excited to begin a new school year while welcoming new and returning students. Although returning to school will look different, we will be supporting our students throughout this transition to the new norm while focusing on their safety and wellbeing.

All students new and returning will participate in 2 day hybrid orientation. Students will be provided transitional support upon their return to school. New MS students will perform reading and math readiness assessments.

All parent orientations will be remote. Families choosing Remote Learning for their students, will also attend orientation virtually.

4.3 Celebrations and Events

2020-2021 Events and Thematic School Calendar			
MONTH	THEME	CHARACTER TRAIT	EVENTS
EDUCATIONAL			
August	ORIENTATION-NEW STUDENT- NEW FAMILIES The New Normal	IAL Family Responsibility	Orientation In Person or Virtual Back to School Family Nights
September	Heritage Awareness and Celebration	Integrity	HISPANIC HERITAGE CELEBRATION
October	I am My Brother's/ Sister's Keeper (Ally vs Oppressor)	Responsibility	Anti-bullying event Oct. 11 International Day of the Girl Student Leadership Day
November	Gratitude and Thankfulness	Caring	CAN DRIVE GRATITUDE GRAMS
December	The Gift of Caring	Caring	GIVING TREE
ACTION DRIVEN			
January	Awareness of Social Action ADVOCACY PART 1	Restraint/ Integrity	VISION BOARDS FINANCIAL LITERACY HOMECOMING FAIR
February	Action, Heritage, and Social Change	Honesty	BLACK HERITAGE CELEBRATION VISUAL DISPLAYS FILM NIGHT/ARTS NIGHT
March	Action and Gender	Integrity	WOMEN'S HISTORY MONTH/ WOMEN IN STEM March 8 SCIENCE FAIR
April	Action and the Environment	Responsibility	EARTH DAY NJHS PLANT/CLEAN Community Initiative
May	Action and Mental Health/Mental Well-being/Self-care ADVOCACY PART 2: Self-advocacy	Restraint	MAY 16 INTERNATIONAL DAY OF THE BOY MUSICALS Student Advocacy Day/Week of Service
June	Action and Sexual Identity/Gender Roles	Integrity	CELEBRATING SENIORS FIELD DAY PRIDE SOLIDARITY WALL

4.4 SUPPORTING STUDENTS THROUGH GRIEF AND LOSS

Social Emotional Support (Grief and Loss)

Grief Groups at Inwood Academy provide support to students who have been affected in any way by the loss of a loved one. The groups allow for participants to grieve in their own way while receiving support from others in similar situations. At Inwood Academy our grief groups are held by our Social Workers. Support is provided to students in a variety of ways. Due to the recent pandemic caused by COVID-19 we have added additional support.

Support Dinners: Special counseling groups are held in November and December. During these groups students honor their loved ones by sharing stories or simply listening to others. All who chose to attend are welcomed.

Consistent Support: Students who need consistent support are added onto a counselor or Social Worker caseload and receive ongoing support (through counseling or consistent check ins) throughout the year.

COVID-19 Support: The Student Support Team at Inwood Academy for leadership will be taking a proactive role in reaching out to students who were in any way affected by COVID-19 and providing continuous support through our Counselors, Social Workers and Deans.

4.5 VIRTUAL SOCIAL AND EMOTIONAL SUPPORT

This is an unprecedented time of stress for our youth, and personal struggles change daily. Remote learning creates a unique challenge in supporting students, particularly because educators are not able to see and talk with students on a regular basis. Connections help us to know how students are doing and what help they may need. It can also provide insight into remote learning experiences and potential barriers that we might help remove. A check-in is a way for people to have their voices heard.

Virtual Social and Emotional support will be provided in the following ways:

1. [Google Form Check-In Example \(Daily/Weekly\)](#)
2. Remote Advisory
3. Mental Health Support Videos (Monthly)
4. Virtual Social Media Events
5. Remote Counseling

I APPENDIX -A-

PRE SCREENING FORM

Staff/Student/Visitor Name: _____ Class/Grade _____

Name of Screener: _____

Date of Screening: _____ Time of Screening: _____

Decision for Entry:

Has anybody from your family been tested positive with COVID-19? Yes No If Yes, did you bring proof of two consecutive negative test results separated by 24 hours? Yes No	If tested positive, AND did not bring proof of negative results: Entry not allowed
Obtain temperature and check for fever (>100.4 F) Do you have now or in the last 14 days had the following: Shortness of Breath: Yes No Cough: Yes No or at least three of the following symptoms: Sore Throat: Yes No Chills: Yes No Fever: Yes No Headache: Yes No Muscle Pain: Yes No Diarrhea: Yes No Repeated Shaking with Chills: Yes No New Loss of Taste or Smell: Yes No	If showing or presenting signs or symptoms of respiratory infection, including fever, cough, shortness of breath, or a combination of the listed symptoms: Entry not allowed.
Have you been in close contact with a person(s) infected with COVID-19 within the last 14 days? Yes No	If answer is YES: Entry Not Allowed
Have You traveled on a cruise ship within the last 14 days? Yes No	If answer is YES: Entry Not Allowed
Have you traveled OR have you resided in a community within the confirmed community spread of COVID-19, as identified by the CDC or state health agency, within the last 14 days? Current states with increase of virus infections. Yes No	If answer is YES: Entry Not Allowed

Formulario de evaluación previa

¿Alguien de su familia en su casa ha dado positivo con COVID-19? Sí No En caso afirmativo, ¿trajo pruebas de dos resultados negativos consecutivos separados por 24 horas? Sí No	If tested positive, AND did not bring proof of negative results: Entry not allowed
Obtenga temperatura y verifique si hay fiebre (> 100.4 F) Hacer ahora o en los últimos 14 días ha tenido los siguientes: falta de aliento: Sí No Tos: Sí No o al menos tres de los siguientes síntomas: Dolor degarganta: Ye No hay Escalofríos: Sí No Fiebre: Si No Dolor decabeza: Sí No Dolor muscular: Sí No Diarrrea: Sí No Sacudidas repetidas con escalofríos: Sí No Nueva pérdida de sabor u olor: Sí No	Si muestra o presenta signos o síntomas de infección respiratoria, incluyendo fiebre, tos, falta de aliento o Una combinación de los síntomas enumerados: Entrada no permitida.
¿Ha estado en contacto cercano con una persona infectada con COVID-19 en los últimos 14 días? Sí No	Si la respuesta es Sí: Entrada no permitida
¿Ha viajado en un crucero en los últimos 14 días? Sí No	Si la respuesta es Sí: Entrada no permitida
¿Ha viajado O ha residido en una comunidad dentro de la comunidad confirmada? propagación de COVID-19, según lo identificado por los CDC o la agencia de salud estatal, dentro de los últimos 14 días? Estados actuales con aumento de infecciones por virus. Sí No	Si la respuesta es Sí: Entrada no permitida

I APPENDIX -B-

CHECKLIST FOR PARENTS / GUARDIANS

- Monitor your child's health and keep them home from school if they are ill. Please remember: Students should remain home until they are symptom free for 24 hours.
- Teach and model good hygiene practices for your children
 - Wash your hands with soap and safe water frequently. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose.
- Encourage your children to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress; be patient and understanding.
- Prevent stigma by using facts and reminding students to be considerate of one another
- Coordinate with the school to receive information and ask how you can support school safety efforts.

I APPENDIX -C-

WHEN SHOULD MY CHILD STAY HOME FROM SCHOOL?

Bringing your child to school with the symptoms listed below puts other children and school staff at risk of becoming ill. This information is offered so that you will have information to help you decide if and when your child should attend school or stay at home.

Here are some guidelines from your school nurse to help you decide:

Appearance, Behavior: If your child is unusually tired, pale or doesn't want to eat, it may indicate an illness is beginning.

Fever: If your child has had a fever, do not send him/her back to school until their temperature is normal (less than 100°) for 24 hours without taking medication.

Ear Infections: If your child has a fever or is in severe pain, they should stay home and see a healthcare provider.

Eyes: If your child has mucus or pus coming from the eyes, this may be an eye infection that needs treatment. Keep your child home and take him to your healthcare provider.

Nasal Drainage and/or Constant Cough: If your child has drainage that is not clear but yellow or green, he/she should see a healthcare provider. A cough that is constant is very distracting in a classroom. The teacher may be calling you to pick up your child if the cough is loud and never ending.

Sore Throat: If your child has a sore throat with fever and /or swollen glands, he/she should stay home and see a healthcare provider. The flu can be treated if antiviral medication is started early. Painful swallowing, red and swollen tonsils, sometimes with white patches or streaks of pus can indicate strep throat.

Diarrhea: If your child has 2 or more watery bowel movements in a 24hr. period, they should stay home, especially if they also have nausea and look pale. If there is an accompanying fever, see a healthcare provider.

Vomiting: If your child has vomited 2 or more times in the past 24 hours, please keep them at home. If there is an accompanying fever, see a healthcare provider.

Lice: If you are aware that your child is infected, please have them treated and all nits removed before bringing them back to school. Someone at school can check your child when they arrive.

Scabies and or Ringworm: Children with scabies may be readmitted to school after treatment. Documentation of diagnosis and treatment is important.

Rash: If your child exhibits a body rash, especially with fever or itching, he/she should remain home and be assessed by your healthcare provider. A heat rash is not contagious and if there is no itching, your child may attend school.

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School policy requires that when students are absent from school, parents send a written note which explains the reason for the absence. Please send a note from your doctor or parent on the student's first day back.

Education Materials Available through FACE:

- [What New Yorkers Need to Know About COVID-19](#)
- [Facts about COVID-19 Poster](#)
- [How to Protect Yourself and Others](#)
- [Cleaning and Disinfecting Your Home Poster](#)
- [What to do if you are sick or caring for someone](#)
- [What to do if you are sick Poster](#)
- [Test Site Finder](#)
- [When you can be around others after you had or likely had COVID-19](#)
- [How to effectively wear a face covering](#)
- [Face Covering Poster](#)
- [Promoting Hand washing Poster](#)
- [Cover your cough Poster](#)