



# ADELPHI ACADEMY OF BROOKLYN

PRIDE ~ TRADITION ~ SPIRIT ~ EXCELLENCE

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*OFFICE OF THE HEAD OF SCHOOL*

## **Adelphi Academy of Brooklyn's Re-opening plan for September 2020**

Adelphi Academy of Brooklyn is a 158 year old independent, coeducational, college-preparatory school. Founded in 1863, the guiding principles and philosophy have always focused on small class size, differentiated learning and individualized attention.

Adelphi submits its re-opening plan with great confidence for 100% in-person learning for September of 2020 and for the entirety of the 2020-2021 school year. In-person learning is critical for children as it fosters consistency, socialization and academic rigor.

Adelphi's school building is over 50,000 square feet with multiple floors, entrances, classrooms, large meetings spaces and outdoor grounds. For example, our gymnasium holds 260 people as per the place of assembly, our auditorium holds 174 people as per the place of assembly and our cafeteria holds 106 people as per the place of assembly. The entire school building capacity if all classrooms and spaces are used is approximately 600 people. However, the total expected enrollment of students (which includes the PreK for All program which is funded by the Department of Education) is 150 students and 30 employees in total. Adelphi's private program (Kindergarten through Grade 12) consists of classes with an average of 10-12 students per class. Based on capacity and the number of students, Adelphi can safely re-open in September for in-person learning and create and monitor appropriate health and safety principles regarding social distancing, screening, face coverings, hygiene, cleaning and disinfection, contact tracing and reporting, food service and ventilation.

Even though we have a small student and employee population, Adelphi is creating a plan to implement practices (including but not limited to) that allow for staggered schedules, arrival and departure from different exits and entrances, limiting visitors into the building, keeping doors open (to avoid unnecessary touching) and windows open (for ventilation), using designated stairwells to control traffic, ensuring constant hand cleaning and personal hygiene, ensuring social distancing and frequent cleaning of commonly touched areas by the building and grounds department and

classroom teachers throughout the day along with thorough daily cleaning after the students leave for the day.

Adelphi is certain that we can safely re-open school in September. However, should the Governor order the close of schools again for any period of time, Adelphi is able to provide live, video, synchronous remote learning for all students immediately. Adelphi was prepared for this in March 2020 prior to the Governor's closure. Beginning March 30, 2020 (after Spring Recess Break), Adelphi's teachers and students logged on at 8:30am every day and participated in live classes, on video, through Google Meet. The synchronous remote learning continued until 4:10pm. Adelphi's students never missed a day of instruction and in fact, we extended the school year by one week. While we hope to not be in such a position again, we are prepared to offer synchronous remote learning again. I would like to note that Adelphi does have a special needs program and the students in the program continued to receive their services during distance learning. They received 1:1 instruction with the special education teacher along with speech and counseling sessions.

## **1. Reopening**

Capacity: Based on the small number of teachers and students and the large number of spaces (both indoor and outdoor), we are confident that we can have all return back to in-person learning in September. We have signage throughout the building regarding social distancing, face coverings, symptoms and hand washing and proper hygiene. Assigned faculty will be monitoring the students as they pass from class to class, are physically in classrooms, are eating lunch, are using the restroom, at arrival to the building and dismissal at the end of the day and reinforcing all policies. PPE equipment will be made available for all employees and students if needed. This includes but is not limited to face coverings, gloves, hand sanitizer and cleaning supplies.

Social Distancing: All faculty, students and parents will receive 'return to school safety training' in which social distancing and other necessary safety requirements will be discussed. In the classrooms, all desks will be spaced 6 feet apart to ensure social distancing. In any classroom where individual desks do not exist, plastic barriers will be placed on the table to provide the appropriate protection between students so that mask breaks can be taken. In the cafeteria, all students will have designated seats which will allow for appropriate social distancing during food service. In hallways and common areas, faculty will monitor the flow of traffic and ensure social distancing. During Physical Education or Chorus/Music classes, 12

feet of social distancing will be enforced and larger spaces such as the auditorium will be used to easily accommodate the 12 feet requirement.

PPE and Face Coverings: Adelphi will comply with all recommendations set forth by the Department of Health as it relates to PPE and face coverings in order to prevent the transmission of the COVID-19 virus. Face coverings will be required for all employees at all times. All students will be required to wear a mask when not able to socially distance. We understand the difficulty with small children, children with disabilities or any child who has difficulty breathing or has a health concern and we will ensure appropriate social distancing is taking place for students who are not subject to wearing a mask.

Operational Activity: As previously noted, the school campus is large enough to accommodate all students in their respective cohorts (or classes) and maintain appropriate safety measures. Large spaces such as the cafeteria, gym, library, and auditorium are typically used and will continue to be used in order to allow for increased social distancing if necessary. Large events such as fundraisers, parent meetings, or whole school assemblies will not be scheduled as typically scheduled. Groups will be separated so that multiple sessions can be held and options for in-person or virtual meetings will be available. Fundraisers will not be scheduled until such time as guidance is offered regarding large indoor gatherings. Face coverings will be required for any and all visitors entering the school. Cleaning and disinfecting will take place before and after different groups assemble as will take place throughout the school day (in-between classes and at the end of the day).

Restart Operations: Being that the administrative and management staff have returned to work during Phase 2, the building has been operational. Operational equipment has been checked, used and monitored.

Hygiene, Cleaning & Disinfection: Protocols and Procedures for school wide cleaning have been implemented and a daily cleaning log is being maintained. The building is thoroughly cleaned and disinfected daily and commonly touched areas (bathrooms, door knobs, light switches) are disinfected every 3 hours. Once we reopen and the students and staff are physically in the building, regular cleaning and disinfecting will take place and commonly touched areas will be disinfected regularly through the day (lockers will be disinfected, teachers will disinfect desks, light switches, etc. after every class, students will sanitize their hands upon entering the building in the morning and upon entering every single classroom every period of the day. Sanitation stations will be placed in hallways, in classrooms, in the bathrooms, in common larger spaces, and in the cafeteria. Students will be required to wash their hands before food service and sanitize constantly. Signage regarding

hand and respiratory hygiene is posted and training with all students and parents will take place not only before school begins (virtually) but on the first day. The policies and procedures will continue to be reinforced throughout the year.

Extra- Curriculars: Any after-school activities will follow all safety precautions and maintain the same policies required throughout the school day. Social distancing will be maintained along with other safety requirements including cleaning and disinfecting. We understand that interscholastic sports are not permitted and will await further guidance.

Before and Aftercare: Typically before and aftercare is required by children in early elementary school and only 4-6 students typically enroll. As with extra-curriculars, Adelphi will follow all safety precautions and maintain the same policies required throughout the school day. Social distancing will be maintained along with another safety requirements including cleaning and disinfecting.

Vulnerable Populations: Adelphi is prepared to make any accommodations for any vulnerable populations. Adelphi regularly communicates with parents and employees and will provide modifications as deemed necessary. Adelphi will ensure that any modifications minimize COVID-19 exposure risk for students, faculty and staff to the greatest extent possible.

Transportation: Adelphi does not provide transportation for students; however, approximately 5 special education students receive transportation via school bus from the Department of Education. I expect that the bus company will follow the required guidelines for temperature checks, social distancing, face coverings and hygiene. Upon arriving to school, those students will follow all protocols in place for arrival to the school building. We will survey families to learn which students travel using public transportation so that we can be aware of the potential risks of exposure to COVID-19, inability to social distance while traveling and to have insight into contact tracing should the child arrive ill or show symptoms upon arrival.

Food Services: Pre-K for All children will be served in their classroom. Family-style will no longer be permitted (as it was part of the curriculum in the past). Additional lunch periods will be scheduled to ensure social distancing at tables and students will be supervised while obtaining food, eating food, discarding food and appropriate hygiene will be promoted and enforced before and after eating. Sharing of food will be discouraged and individual condiments, seasonings etc. will be provided. Cleaning and Disinfecting will take place after each lunch seating and the food will be served by the Facilities Manager, who holds the Food Prevention Handling certificate. Family-style dining will not be available and all food which is

prepared and delivered by an outside vendor will be served individually to each student. The Facilities Manager will set timers for his department staff to clean and disinfect in-between food service seating before the next group arrives. Gloves (which will be changed after each service), face coverings and disposable aprons (also changed after every service) will of course be worn by the Facilities Manager whom is serving the food. PPE will also be worn by the custodial staff during cleaning in between food service.

Mental Health, Behavioral, and Emotional Support Services and Programs: Adelphi has always placed a great emphasis on Social and Emotional Learning and consistently offers support and guidance for our faculty, students and parents. Adelphi traditionally communicates with every family on a weekly basis (if not more frequently) and offers extensive counseling support. During the school closure in March, Adelphi scheduled weekly guidance sessions with the Academy Guidance Counselor for all students. These face-to-face video sessions were very beneficial to our students as they had the opportunity to discuss their concerns, uncertainty, fears etc. in a safe forum. Additionally, the Head of School sent out a weekly newsletter to parents and faculty discussing various topics such as managing a child's anxiety, dealing with COVID and safety, the 5 components of SEL, coping strategies, tips for parents during distance learning, steps to in-depth discussion skills, Maslow's hierarchy of needs, technology platforms and programs, distance learning strategies, Universal Design for learning, and strategies for empowering diverse learners. We have and will continue to offer training for faculty, regular town hall/open forums for students and workshops for parents to ensure ongoing discussions and communication throughout the year. Most importantly, we will continue to schedule guidance sessions with all students on a regular basis throughout the year.

Communication: Ongoing communication is critical for any successful school environment but is extremely critical for the return to in-person learning in September. Adelphi has its safety plan created and has shared it with the faculty when the offices opened during Phase 2. Adelphi held training sessions with all employees to discuss the safety policies and protocol for returning to the building in July. We have continued to hold meetings to discuss the guidance being provided by the DOH and the State of New York for reopening of schools in September. We have communicated with parents via email and will now send out additional newsletters noting what to expect upon returning to in-person learning and what will be required. We will hold meetings with students and parents in small groups via video chat before school begins in order to discuss the safety policies and procedures. We will discuss face coverings, hygiene, social distancing, temperature checks, signage around the building, food service, arrival and dismissal, class

configurations, hand waves, non-sharing of supplies, visitor's policy and what to do when ill.

## **2. Monitoring**

Screening: Protocols and procedures for all students will be daily temperature checks (contactless) before entering the building (we will require that parents check their child's temperature before leaving for house for school). For all employees, the same request will be made for temperature checks and a daily health survey will be required every day. We will limit the number of visitors entering the building and all potential visitors must be scheduled in advance and approved. All visitors of any kind must complete a visitor's health survey before entering as well and we may institute an onsite temperature check.

Testing Protocols: Any student or employee whose temperature reads over 100 degrees will not be permitted entry into the school. Parents must inform the school in writing that their child has a temperature and will not be attending school that day. Families will be told that their child can only return back to school when they are fever free for 24 hours (without the use of fever reducing medication) and any symptoms present must have lessened. Adelphi reserves the right to request a doctor's note depending on the symptoms and number of days absent clearing the child to return school. Anyone who tests positive for COVID-19 or having been in close contact with someone with symptoms or diagnosed with COVID will be asked to self-quarantine and seek medical guidance and clearance to return as well.

Testing Responsibility: If large-scale testing is needed and/or the referral of testing is needed, we have identified multiple locations within blocks of the school where COVID testing is administered. We will provide a list of these locations to families and employees.

Early Warning Signs: As noted by the DOH, we will monitor any metrics defined as early warning signs and deploy method to monitor against such metrics. We will be mindful of the early signs and symptoms and share this with the school community.

## **3. Containment**

School Health Offices: We will ensure that any student or employee who develops any symptoms of COVID during the school day are isolated from others immediately. For students, their parents/guardians will be contacted immediately

and advised of the situation and will be required to pick up their child and seek medical care immediately. Clearance by a medical professional to return to school will be required and a list of medical resources will be provided. An employee will be asked to leave the building and seek medical attention. If they are unable to leave on their own, we will contact a family member or emergency contact to pick them up. Clearance by a medical professional to return to school will be required and a list of medical resources will be provided. If afterwards we are made aware of a confirmed case of COVID, we will follow the protocol for cleaning, reporting to the local health department and announcement to the school community of a reported case (of course keeping confidentiality as it relates to names).

Isolation: All students and employees will be screened prior to entering the building. Students already in school, and who develop symptoms, will be isolated until the parent arrives. Employees will be sent home immediately if they develop symptoms and will only be isolated if they require someone to pick them up and are unable to leave on their own. The child and/or employee will be supervised by an adult who is socially distanced and will be provided with all necessary safety equipment.

Collection: Parents will be made aware of the policy for the picking up of a child showing symptoms. They will call the school by phone upon arrival and we will bring the child outside to them. The child will be isolated near an exit as to not expose unnecessary areas while exiting. The parent will be told that the child must seek medical guidance and provide a letter clearing the child to return to school. A positive case of COVID will be reported and contact tracing will take place as well as the above which notes cleaning and communication.

Infected Individuals: Any person who has tested positive for COVID will be required to follow all requirements set forth by the Department of Health as it relates, to isolation, recovery, quarantine, transmission and being free of symptoms before being permitted to return to in person learning.

Exposed Individuals: We will require that anyone exposed to COVID must self-quarantine and not have developed symptoms before returning to in person learning. Discharge from quarantine and the return to school will be done in accordance with the local health department.

Hygiene, Cleaning & Disinfection: Adelphi will adhere to all guidelines as it relates to cleaning hygiene and disinfection set forth by the CDC and the DOH. Exposed areas will be thoroughly cleaned and disinfected and the appropriate notification to the occupants of the areas will take place.

Contact Tracing: Adelphi will support the training, protocols and tools provided through the NYS Contact Tracing Program.

Communication: Adelphi will share protocols and safety measures taken by the school with all relevant parties should we become aware of a confirmed case of COVID. Open communication and transparency is key to fostering trust, honesty and therefore accurate information for reporting.

#### **4. Closure**

Adelphi will have contingency plans for either changing the method of instruction to blended learning and or complete remote learning if the need arises. We are a very small school and do not expect to have to do this; however, should the Governor order the closing of schools again, we are prepared to continue to provide live, synchronous distance learning through Google Classroom and Google Meet (live video) all day long as we did previously.

Closure triggers: Adelphi will monitor conditions taking place in the community at large and closely follow guidance from the State and local health departments. Should we have to close, communication will take place with parents, students and employees immediately via email (and social media) and we will act accordingly.

Operational Activity: We will determine which operations will cease and what will be conducted remotely. Families who do not have child care will have priority to continue in-person learning if in fact we must cease activity and or stagger schedules. Extracurricular classes will cease and classes will be held remotely for older students who are able to remain at home safely and responsibly.

Communication: We have a very close-knit community and we communicate with parents multiple times a week. Regular communication will take place internally among faculty and externally to parents and students to keep them informed of the closure, any next steps and address any concerns. Instruction will continue through Google Meet and employees will continue to meet and train through virtual meetings (Google Meet and Zoom).

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