

Reopening Plan for The Renaissance Charter School 2 (TRCS2)

(submitted to the NYS Department of Health on July 31, 2020)

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Overview

The Renaissance Charter School 2 (TRCS2) is a New York State Education Department authorized charter school that will open in Fall 2020. The school will enroll students in grades K-1 in its first year. The school will be located in a private facility in Queens NY and will share the space with the Martin Luther School, a Lutheran Middle/High School. Like all schools in New York, TRCS2 has had to adjust its plans and programming in response to the COVID-19 pandemic. TRCS2 currently expects to open using a “hybrid” model during at least the first 8 weeks of the school year, with some students engaged in in-person on site instruction while others engage in remote instruction from home. TRCS2 understands that changes in circumstances regarding COVID-19 (e.g. a “spike” in the number of cases) and/or mandates or new guidance from the New York State Governor’s Office, the New York State Education Department (SED), the New York State Department of Health (DOH) or other governing agency may require TRCS2 to re-evaluate and modify its plans, including consideration of a 100% Remote Learning model for part or all of the academic year.

This DOH Reopening Plan provides a framework for TRCS2 to address the health and safety requirements and guidance issued by the DOH regarding the return to in-person on site instruction and the delivery of educational programming in 2020-21. This plan is meant to support and work in concert with the Reopening Plan that is being submitted to SED. These plans are not meant to comprise a complete or permanent “roadmap” directing TRCS2’s activities as it implements instruction in 2020-21. Rather, they outline TRCS2’s strategy and general procedures for providing instruction and school services during this time of transition in the midst of the COVID-19 pandemic. The plans are designed to give TRCS2 flexibility to respond to changes in circumstances

and while also complying with the requirements and guidance of SED, DOH and other relevant governing entities.

In implementing its educational program in 2020-21, TRCS2 will address the requirements and guidelines of the DOH, as outlined in its “Reopening New York: Guidelines for In-Person Instruction at PreK to Grade 12 Schools” document. TRCS2’s strategy for addressing these requirements and guidelines is as follows:

People

A. Social Distancing and Face Covering

TRCS2 recognizes the importance of all members of the school community maintaining the proper social distancing protocols established by the CDC, DOH and SED –i.e. generally staying at least 6 feet apart, with additional distancing required in special circumstances such as when students participate in activities that require singing or otherwise projecting their voices, play wind instruments and/or engage in aerobic activity resulting in heavy breathing. TRCS2 will ensure that such appropriate social distancing is maintained for any persons while in school facilities and on school grounds. TRCS2 will maintain protocols and procedures for students, faculty, and staff to ensure appropriate social distancing to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. TRCS2 will configure spaces so individuals can maintain social distancing and will use signage throughout the school facilities to remind and assist students, staff and visitors to maintain social distancing.

- Students, staff members and visitors will be required to wear masks when in the school building and when social distancing is not feasible. While students may be permitted regular “mask breaks” during the day when they are outside or otherwise practicing social distancing, students will be expected to wear masks while in the school building, on school busses or in any other physical space tied to the school.
 - Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and surgical masks that cover both the mouth and nose. Cloth face coverings with air valves are not permissible.
 - Students may use their own acceptable face covering. TRCS2 will provide face coverings to students who do not have their own, at no cost to the students.

- While TRCS2 will provide masks to any student or visitor who seeks to enter the building without a mask, TRCS2 expects that everyone entering its building will wear a mask.
 - TRCS2 will have an adequate supply of face coverings, masks, and other required PPE on hand should faculty or staff need a replacement, or a student be in need.
- TRCS2 will develop plans for face covering breaks for students when they can maintain social distance.
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering.
 - TRCS2 will consider assistance to students who may have difficulty in adapting to wearing a face covering.
- TRCS2 will train all students, faculty, and staff on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. This training will be extended to contractors and vendors in situations where TRCS2 will be supplying the contractors and vendors with PPE.

Social Distancing for Physical Education, Music and Other Certain Activities—In compliance with relevant guidance, TRCS2 will ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities that require projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in gym classes).

Social Distancing—Schedules—TRCS2 will schedule staggered arrival and pick-up times to facilitate proper social distancing, and eliminate the use of student storage areas. TRCS2’s leadership will coordinate with the NYC Office of Pupil Transportation and other relevant agencies to facilitate the staggered arrival and pick up of its students.

Signage—TRCS2 will post signs throughout the school and will regularly share similar messages with the school community, consistent with DOH COVID-19 signage regarding public health protections against COVID-19. TRCS2 may also develop its own customized and age-appropriate signage specific to TRCS2 or educational setting, provided that such signage is consistent with the

DOH's signage. Signage should be used to remind individuals to: a) stay home if they feel sick; b) cover their nose and mouth per the TRCS2 face covering policy; c) properly store and, when necessary, discard PPE; d) adhere to social distancing instructions; e) report symptoms of, or exposure to, COVID-19, and how they should do so; f) follow hand hygiene, and cleaning and disinfection guidelines; and g) follow respiratory hygiene and cough etiquette.

B. Gatherings

- ***Meals***—TRCS2 will provide meals to students and families engaged in remote instruction via “grab and go” meals for pick-up. For students engaged in in-person on site instruction, TRCS2 will provide meals and ensure social distancing between individuals while eating. Meals will be served in classrooms. TRCS2 will prohibit sharing of food and beverages (e.g., buffet style meals, snacks), unless individuals are members of the same household. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.
- ***Small Spaces***—TRCS2 will limit gathering in small spaces (e.g., supply rooms, faculty offices) by no more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same household. However, even with face coverings in use, occupancy should not exceed 50% of the maximum capacity of the space, unless it is designed for use by a single occupant.
- ***Faculty and Staff Meeting***—TRCS2 will use video or teleconferencing for faculty and staff meetings and conferences to reduce the density of congregations, per CDC guidance “*Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)*”. When videoconferencing or teleconferencing is not preferable or possible, TRCS2 will choose to hold meetings in open, well-ventilated spaces and ensure that individuals maintain appropriate social distance (e.g., leave space between chairs, have individuals sit in alternating chairs).
- ***Ventilation***—TRCS2 will increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols.
- ***Common Areas***—TRCS2 will encourage social distancing by reducing access to, or closing, non-essential amenities and communal areas that do not allow for adequate social distancing protocols to be followed. If open, TRCS2 will make hand sanitizer or disinfecting wipes

available near such amenities or areas (e.g., vending machines, communal coffee stations). TRCS2 expects to close off or remove its water fountains and provide students with water in an alternative way—e.g. providing bottled water or enabling students to use disposable cups and get water from faucets. TRCS2 will put in place practices for adequate social distancing in small areas, such as restrooms and breakrooms, and will develop signage and systems (e.g., flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas

C. Operational Activity

Cohorts

TRCS2 will cohort students to the extent practicable to limit potential exposure. “Cohorts,” particularly for younger students, are self-contained, pre-assigned groups of students with reasonable group size limits set forth by the school in its plan. TRCS2 will enact measures to prevent intermingling across cohorts, to the greatest extent possible (e.g., separation by appropriate social distancing, particularly if there are multiple cohorts in one area). TRCS2 will make reasonable efforts to ensure that cohorts are fixed – meaning contain the same students – for the duration of the COVID-19 public health emergency. Faculty may instruct more than one cohort so long as appropriate social distancing is maintained.

In-Person Instruction

While our goal is to return all students to in-person instruction, due to the dynamic nature and risk of community transmission of COVID-19, TRCS2 expects to provide a “hybrid” combination of in-person instruction and remote learning, which will be necessary at the beginning of the year and possibly throughout 2020-2021. In this model, TRCS2 will use video, teleconferencing and other remote learning technologies to provide classes, office hours, etc. to students engaged in distance learning, as per CDC guidance “Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)”.

TRCS2 will provide accommodations for students, faculty, and staff who are at increased risk for severe COVID-19 illness. These accommodations may include but are not limited to remote learning or telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions. TRCS2 will identify and describe any modifications to social distancing or PPE that may be necessary for certain students and describe any modifications to social

distancing or PPE that may be necessary for certain students or staff populations, including individuals who have hearing impairment or loss and students receiving language services, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible.

If COVID-19 cases develop, TRCS2 will consult immediately with DOH and follow its policy regarding the actions taken when an infected person is in the school facility.

TRCS2 will provide available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school opens for in-person instruction. TRCS2 will provide and/or support faculty and staff in accessing training on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency, and it will provide and make available information on developing coping and resilience skills for students, faculty, and staff.

D. Movement and Commerce

- ***Student Drop-off and Pick-up***—TRCS2 will establish designated areas for student drop-off and pick-up for each TRCS2 school facility, limiting contact and entry of parents/legal guardians into the building, to the greatest extent possible. TRCS2 will comply with NYS-issued public transit guidance, protocols and procedures, with the understanding that it does not have authority over school busses and other public transportation and must therefore rely on, while cooperating with, the NYC Office of Pupil Transportation and other agencies to ensure that the relevant guidance and requirements are met. Any school buses contracted directly by TRCS2 will meet the same guidelines as provided by DOH. Those families relying on NYC public transportation will be provided with full information and guidance for using public buses, subways, and taxis according to DOH rules.
- ***Deliveries***—TRCS2 will establish in its facility designated areas for pickups and deliveries, limiting contact to the extent possible.
- ***Faculty/Staff Entrances and Exits***-- To the extent feasible, TRCS2 will limit on-site interactions by designating separate ingress or egress for faculty and staff, and eliminating bidirectional flow of individuals to the extent practicable.
- ***Shared Objects***—TRCS2 will put in place plans or measures to limit the sharing of objects, such as lockers, cubbies, laptops, notebooks, touchscreens, writing utensils, chalk and dry

erase boards, musical instruments, tools, and toys, as well as the touching of shared surfaces, such as conference tables and desks; or require students, faculty, and staff to perform hand hygiene before and after contact. To the degree practicable, TRCS2 will use digital instructional resources and materials to limit students' exposure to books and other physical materials.

Places

A. Personal Protective Equipment (PPE)

Acceptable face coverings and surgical masks that cover both the mouth and nose. TRCS2 recognizes that face shields worn without other face coverings are not considered adequate protection or source control against COVID-19 at this time and will not be used. Accordingly, TRCS2 will use alternative face coverings—e.g. transparent face masks.

In addition to the necessary PPE as required for certain workplace activities, TRCS2 will procure acceptable face coverings and provide such coverings to faculty and staff while at work at no cost to the faculty or staff members, pursuant to Executive Order 202.16, as amended and extended). Face coverings will be cleaned or replaced after use and will never be shared. Students and parents/families should take responsibility for maintaining their face coverings. TRCS2 will consult CDC and DOH guidance for additional information on cloth face coverings and other types of PPE, as well as for instructions on use and cleaning.

B. Hygiene, Cleaning and Disinfection

- **Hygiene**—TRCS2 will adhere to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including those in the “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19” document. TRCS2 will maintain logs that include the date, time, and scope of cleaning and disinfection and will develop and maintain a schedule that will identify cleaning and disinfection frequency for the facility and will assign responsibility.

TRCS2 will train all students, faculty, and staff on proper hand and respiratory hygiene, and will provide information to parents and/or legal guardians on ways to reinforce this at home. TRCS2 will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical. Student use of alcohol-based hand sanitizers will be supervised by adults to minimize accidental ingestion and promote safe usage. Such supervision of the use of hand sanitizers is required for elementary school students.

Parents 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. TRCS2 will provide accommodations for students who cannot use hand sanitizer and allow for their use of handwashing stations. TRCS2 will make hand sanitizer available throughout common areas. Hand sanitizer will be placed in convenient locations, such as at building, and classroom entrances and exits. Touch-free hand sanitizer dispensers will be installed where possible.

TRCS2 will place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.

TRCS2 will remind individuals that alcohol-based hand sanitizers can be flammable and may not be suitable for certain areas in school facilities and on school grounds. TRCS2 will also place receptacles around the school for disposal of soiled items, including paper towels and PPE.

- **Cleaning and Disinfection**—TRCS2 will make sure that cleaning and disinfection of its building are performed in compliance with legal requirements and guidance. In addition, TRCS2 will provide appropriate cleaning and disinfection supplies to faculty and staff for use in disinfecting shared and frequently touched surfaces (e.g., keyboards, desks, remote controls) These surfaces should be wiped down before and/or after use, followed by hand hygiene. To reduce the possible spread of the virus on high-touch surfaces, TRCS2 will install touch-free amenities, such as trash receptacles and paper towel dispensers, where feasible.

TRCS2 will conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables which will be cleaned and disinfected

between each individual's use, if shared. If student cohorts are used, cleaning and disinfection will take place between each cohort's use rather than each individual. Cleaning and disinfection must be rigorous and ongoing and will occur at least daily, or more frequently as needed. The custodial staff will refer to DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" and "Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19" for detailed instructions on how to clean and disinfect TRCS2's facilities.

TRCS2 will ensure regular cleaning and disinfection of restrooms. Restrooms will be cleaned and disinfected more often depending on frequency of use. Best practices to implement in shared (i.e., communal) bathrooms include, but are not limited to: a) installation of physical barriers between toilets and sinks if six feet of separation is not feasible; and b) use of touch-free paper towel dispensers in lieu of air dryers.

TRCS2 will ensure that materials and tools used by employees are regularly cleaned and disinfected using registered disinfectants. Custodial supervisors will refer to the Department of Environmental Conservation (DEC) list of products registered in NYS and identified by the EPA as effective against COVID-19. If cleaning or disinfection products or the act of cleaning and disinfection causes safety hazards or degrades the material or machinery, TRCS2 will put in place hand hygiene stations between use and/or supply disposable gloves and/or limitations on the number of employees using such machinery.

TRCS2 will ensure distancing rules are adhered to by using signage, occupied markers, or other methods to reduce restroom occupancy at any given time, where feasible.

- **Cleaning and Disinfection Following Suspended or Confirmed COVID-19 Case—** TRCS2 will ensure the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces. TRCS2 will clean and disinfect the building thoroughly, in compliance with DOH and SED guidelines and requirements and will follow CDC guidelines on "Cleaning and Disinfecting Your Facility," if someone is suspected or confirmed to have COVID-19.

C. Coordination and Phased Reopening

TRCS2 may implement short-term closure procedures if a confirmed infected person has entered or has been in the TRCS2 building, regardless of community spread. If this happens, TRCS2 will follow CDC/DOH recommendations and implement the following actions:

- Coordinate with local health officials
- Dismiss students and most staff for 2-5 days. This short-term dismissal allows the local health officials to help TRCS2 determine appropriate next steps, including whether a short term or an extended dismissal is needed to stop or slow further spread of COVID-19.
- Communicate with staff, parents, and students. TRCS2 will coordinate with local health officials to communicate full or partial dismissal decisions and the possible COVID-19 exposure.
- Clean and disinfect thoroughly, in compliance with DOH and SED guidelines and requirements. TRCS2 will follow CDC guidelines on “Cleaning and Disinfecting Your Facility,” if someone is suspected or confirmed to have COVID-19.
- Ensure continuity of education during the dismissal.
- Make decisions about extending the school dismissal based on analysis of relevant data and in coordination with SED and DOH.

D. Communication Plan

TRCS2 affirms its review and understanding of the guidelines issued by the NYS Governor’s Office, SED and DOH and will submit and keep current Reopening Plans that follow the guidelines prior to and throughout its opening.

TRCS2 is currently developing a comprehensive Communications Plan for students, parents, families, staff members and visitors. In developing the plan, TRCS2 is engaging with school stakeholders and community members including, administrators, faculty, staff, parents and families and the local health department. This plan includes applicable instructions, training, signage and a consistent set of procedures and practices to provide relevant information and support to the

TRCS2 school community. TRCS2 intends to bring a wide range of strategies and resources to bear as it establishes plans for ongoing communication.

TRCS2 ensures that its students will be taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene. TRCS2 will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to the school's policy regarding the use of PPE, specifically acceptable face coverings. TRCS2's policy complies with DOH and CDC guidelines about face coverings.

Processes

A. Screening and Testing

TRCS2 will employ the following measures to screen all students, staff and visitors to the school building:

- **Temperature Screenings**—TRCS2 will implement mandatory health screenings, including temperature checks, of students, faculty, staff, and, when applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. Temperature checks will be conducted under the supervision of TRCS2 staff per U.S. Equal Employment Opportunity Commission or DOH guidelines. TRCS2 expects to use appropriate technology to facilitate temperature screenings. All individuals must have their temperature checked each day before entering the TRCS2 facility. If an individual presents a temperature of greater than 100.0°F, the individual will be denied entry into the facility, and if the individual is a student, he/she will be taken directly to the facility's isolation room prior to being picked up by a parent or family member

TRCS2 will also use a daily screening questionnaire for faculty and staff reporting to school; and periodically use a questionnaire for students, particularly younger students, who will require the assistance of their parent or family member to answer. Changes and/or additions to the current questionnaire will be completed in consultation with the DOH.

- Screening for all students, faculty, staff, and, where practicable, visitors, contractors, and vendors, will be completed using a questionnaire that determines whether the individual has:

- a) 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;
 - b) tested positive through a diagnostic test for COVID-19 in the past 14 days;
 - c) has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
 - d) has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.
- **Health Assessment by Nurse or Health Representative**—TRCS2 students or staff who have been assessed positive for COVID-19 exposure or symptoms by the school nurse or health representative, will be placed in the school’s isolation room and supervised until their parents, family members guardians or emergency contacts can retrieve them from school. Any student placed in the isolation room who is waiting to be picked up will remain under the visual supervision of a staff member who is socially distanced prior to being picked up or otherwise sent home.
 - **Observing Signs of Illness**—TRCS2 will seek assistance from a professional health services provider in developing a written protocol to instruct staff to observe for signs of illness in students and staff. Staff will be provided training on the COVID-19 symptoms to look for that will signal the possibility that the person being screened may be symptomatic. This protocol will require symptomatic students and staff to be sent immediately to the nurse or other designated personnel. The TRCS2 protocol for caring for a student, faculty, or staff member who is identified as having COVID-19 symptoms during the school day includes:
 - Screening will be completed for all students, faculty, staff, and, where practicable, visitors, contractors, and vendors using a questionnaire that determines whether the individual has:

- a) 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;
- b) tested positive through a diagnostic test for COVID-19 in the past 14 days;
- c) has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
- d) has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

TRCS2 understands that the quarantine of students, faculty, or staff may be required after international travel or travel within certain states with widespread community transmission of COVID-19, pursuant to current CDC and DOH guidance, as well as Executive Order 205. TRCS2 further understands that the manifestation of COVID-19 in children, although similar, is not always the same as that for adults. Children may be less likely to present with fever as an initial symptom, and may only have gastrointestinal tract symptoms, which should be taken into consideration during the screening process. TRCS2 staff will remind parents and family members that students may not attend school if they have had a temperature of greater than 100.0°F at any time in the past 14 days, even if a fever-reducing medication was administered and the student no longer has a fever.

On site screening by staff will be coordinated in a manner that prevents individuals from intermingling in close or proximate contact with each other prior to completion of the screening. Procedures have also been established to ensure that symptomatic students who are waiting to be picked up remain under the visual supervision of a staff member who is socially distanced.

PPE requirements for school health office staff caring for sick/infected individuals will include both standard and transmission-based precautions. If there is moderate to substantial community transmission, eye protection (i.e., goggles or face shield) will be added. When caring for a suspect or confirmed individual with COVID-19, TRCS2 staff members may use gloves, gowns and a fit-tested N-95 respirator, if available (or a surgical face mask and face shield, if not available), as well as eye protection. TRCS2 expects that

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

- **Observing Signs to Stay Home**—TRCS2 will advise and train parents to observe their children and identify signs that they may have symptoms of COVID-19 and need to stay at home. Parents and family members will be provided resources and training regarding the recognition of COVID-19 symptoms by TRCS2. Training will also be provided about the process of conducting home health observations for COVID-19. Parents will be reminded of this daily requirement via a weekly email and/or telephone message. Specifically, parents and family members will be advised to keep their child home and notify the school if their child):
 - Has fever or chills (100°F or greater)
 - Has knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19
 - Has tested positive through a diagnostic test for COVID-19 in the past 14 days
 - Has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days
 - Has experienced any symptoms of COVID-19. The COVID-19 symptoms that parents/guardians will be advised to be on the lookout for include: a) Fever or chills (100°F or greater); b) Cough; c) Shortness of breath or difficulty breathing; d) Fatigue; e) Muscle or body aches; f) Headache; g) New loss of taste or smell; h) Sore throat; i) Congestion or runny nose; j) Nausea or vomiting; and/or k) Diarrhea, flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, and/or irritability or frequent use of the bathroom.
- **Accommodations for High Risk Students**—TRCS2 will provide accommodations for students and staff members who are at increased risk for severe COVID-19 illness, subject to the conditions and considerations described earlier in this plan. These accommodations may include but are not limited to remote learning or telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions.

- **Confirmed Case Protocol**—TRCS2 may implement short-term closure procedures if a confirmed infected person has entered or has been in the TRCS2 building, regardless of community spread. If this happens, TRCS2 will follow CDC/DOH recommendations and implement the actions described earlier in this Plan.
- **Returning to School After a Confirmed Case**—TRCS2 will work cooperatively with DOH and SED to determine when students may return to school following a confirmed case. TRCS2 will ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing, tracking or other mechanism. TRCS2 will also refer to DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

B. School Health Offices

TRCS2 will develop protocols for caring for a student, faculty, or staff member who develops COVID-19 symptoms during the school day. These protocols will include:

- Identification of an isolation room in the TRCS2 facility that is a dedicated room used to separate students, faculty, or staff with symptoms of COVID-19 from others until they can go home or to a health care facility, depending on severity of illness;
- Plans to ensure that symptomatic students who are waiting to be picked up remain under the visual supervision of a staff member who is socially distanced;
- PPE requirements for school health office staff caring for sick individuals, which will include both standard and transmission-based precautions. If the TRCS2 facility is located in an area with moderate to substantial community transmission, eye protection (i.e., goggles or face shield) will be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, and a fit-tested N-95 respirator should be used, if available (or surgical face mask and face shield, if not available), as well as eye protection. The CDC guidance for additional information will be consulted; and

- Required guidelines for cleaning and disinfection.

C. Tracing and Tracking

- ***Metrics***—TRCS2 will follow DOH and SED recommendations to identify clearly defined measures that will serve as warning signs (triggers) that the level of COVID-19 transmission is increasing in the school setting beyond an acceptable level, as defined by state and local health departments.
- ***Notification***—TRCS2 will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff, and visitors.
- ***Tracing Support***—In the case of an individual testing positive, TRCS2 will develop plans to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality must be maintained as required by federal and state law and regulations. TRCS will cooperate with state and local health department contact tracing, isolation, and quarantine efforts.
- ***Quarantine Isolation and Return to School***—State and local health departments will implement monitoring and movement restrictions of COVID-19 infected or exposed persons, including isolation or quarantine. TRCS2 will ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing, tracking or other mechanism. TRCS2 will refer to DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.