

The Packer Collegiate Institute

Reopening Plan as of July 31, 2020

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INTRODUCTION

The Packer Collegiate Institute (“Packer”) has established the following plan for reopening and operating during the COVID-19 public health emergency, written in accordance with New York State’s [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools](#) and the [Reopening Guidance for Religious and Independent Schools](#), hereinafter “Interim Guidance” and “Non-Public School Guidance”. The plan includes the following, as mandated by the Interim Guidance and Non-Public School Guidance

- I. Reopening of school facilities for in-person instruction,
- II. Monitoring of health conditions,
- III. Containment of potential transmission of the 2019 novel coronavirus (COVID-19) and
- IV. Closure of school facilities and in-person instruction, if necessitated by widespread virus transmission.

This plan was developed with direction from the Interim and Non-Public School Guidance as well as and under the leadership of the Reopening Task Force, comprised of the following team members:

Campus Operations Team

- Head of School
- CFO / COO
- Director of Human Resources
- Director of Campus Operations
- Director of Food Service
- School Nurse
- Director of Communications
- Director of Development

Academic Operations Team

- Head of School
- Assistant Head of School
- Associate Head of School
- Division Heads
- Director of Health and Wellness
- Chief Technology Officer
- Director of Athletics
- Director of Diversity and Equity
- Director of Student Support

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We are guided in our planning by the following principles and assumptions:

1. Our first priority is offering the best possible learning experience for our students while attending to the health and safety of all members of our community.
2. We will closely adhere to local, state, and federal guidelines, building in flexibility in order to respond to changing data and guidance about COVID-19
3. We need to provide clear expectations for faculty, staff, students, and families to support all of our constituents in their planning and the success of the plans' implementation.

To support our decision-making process, along with the guidance provided by New York State in July, we relied on resources from the CDC, NYSDOH, and APA; early reopening guidelines from other states in the region; professional resources from NAIS and NYSAIS; the work of international and American schools in Asia and Europe; consultation with leadership from peer schools across the New York City area; and guidance from the School's Health Advisory Group, which includes epidemiologists, physicians, psychiatrists, and public health professionals in the School's parent community. Decisions were vetted through weekly meetings of the School's Campus Operations and Academic Operations Teams.

I. REOPENING OF IN-PERSON INSTRUCTION

A. Capacity

- a. Our in-person model will provide full-day instruction for 3K-6th grade and hybrid learning for grades 7-12 on an alternating weekly basis, decreasing the student population in those grades by at least 50% at any given point.
- b. Families will be able to opt into a fully remote option for students across all grades, with the timeline and structure determined by each division.
- c. Faculty and staff who may not feel comfortable returning to an in-person educational environment will be accommodated to the extent possible.
- d. In order to create additional space for instruction and teaching faculty, some staff will be assigned to work from home.
- e. At time of writing, we have decided to start grades 5-12 with a month of full remote learning. We anticipate moving to our in-person models in October.

B. Social Distancing

- a. All individuals are required to maintain at least six feet of social distance between one another while on campus unless required for safety or the core function of an activity.
- b. When travelling in corridors, stairs and common spaces, individuals should move to the far right in the direction of travel to create as much physical distance as possible.
- c. A distance of twelve feet in all directions shall be maintained for aerobic activities that result in heavy breathing, such as during PE.
- d. All classrooms have been modified to provide six feet of distance between individuals or with a physical barrier between people when the appropriate social distance can not be established such as at a long shared table.
- e. If it is required that adults work within six feet of a student or one another, he or she must wear a clear face shield in addition to a mask.

C. PPE And Face Coverings

- a. Acceptable face coverings must be worn at all times while on campus. Exceptions are during meal times and during scheduled breaks.

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- b. Individuals who are medically or behaviorally unable to tolerate a face covering will be required to participate in remote learning.
- c. Packer will train all employees and students on how to properly put on, take off, clean if necessary, and discard PPE, including face coverings.
- d. Packer will provide disposable face masks to employees in a quantity of 10 per month. Clear face masks, face shields, and gloves are available as well.
- e. Employees may bring and use their own face covering as long as it meets requirements for use.
- f. Students in all grades, 3k-12th, will be required to bring two face coverings per day in case one is soiled or lost. Packer will provide backup face coverings for damaged or lost face coverings or for students whose families are unable to provide face coverings.
- g. Sharing of face covering is prohibited.

D. Operational Activity

- a. In order to create enough spaces that allow for appropriate social distancing, Packer will utilize some common or shared spaces as classrooms. These spaces will be adapted with technology, desks and chairs as necessary to create a proper learning environment.
- b. Cohorts
 - i. In the Pre and Lower School, children will be separated into cohorts of 10-13 students per cohort and will have designated classroom areas that adhere to six-foot social distancing requirements. The students will remain in these classrooms for the full day aside from bathroom breaks and outside play. Students will not congregate in large groups in shared indoor spaces.
 - ii. In the fifth and sixth grades, students will be broken up into cohorts of 18-19 students, and assigned to classrooms by grade that allow for social-distancing requirements. During the school day, we will be able to keep each of the cohorts separate from one another if necessary.
 - iii. In grades 7-12, students will be assigned to a half-grade cohort. Students will only be in classes and activities with students from their cohort, with the exception of students who are in classes that span more than one grade. Cohorts are being created to avoid cross-grade groupings wherever possible.
 - iv. The campus has been zoned to avoid mixing of students across divisions, and, where possible, rooms have been assigned for use by individual cohorts of students.

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- c. All field trips and in-person events, including meetings, assemblies, presentations, orientations, and admissions tours, are cancelled. Wherever possible, virtual events will replace in-person gatherings. Visitors, including parents, will not be permitted on campus.
 - i. Essential vendors or contractors may only be on campus by appointment and with prior approval from the supervisor of the employee responsible for the visitor. Essential vendors or contractors should be scheduled before or after school, whenever possible.
 - ii. All visitors must wear an acceptable face covering and be fever free prior to entering campus and will be subject to a health screening prior to entering the buildings.
- d. Office spaces will comply with the applicable sections of New York State's [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency](#).

E. Restart Operations

- a. Before buildings are reopened and occupied, Packer will inspect all HVAC systems to ensure they are operating properly. Filters will be inspected and replaced as required at this time.
- b. All water systems, including restrooms, kitchens, and water fountains will be thoroughly flushed to remove any stagnant water.
- c. Buildings and grounds will be inspected to ensure all areas are safe and clean for return.
- d. All sprinkler and fire alarm systems will be inspected to be sure they are in good working order.
- e. All spaces will be cleaned and disinfected according to CDC guidelines.
- f. Outdoor air flow will be maximized through the ventilation systems.

F. Hygiene, Cleaning, and Disinfection

Hygiene

- a. Additional hand washing stations for students and staff to wash hands immediately upon arrival will be installed at the entrances to the building.
- b. Additional hand sanitizer containing at least 60% alcohol are placed throughout the building.
- c. Packer will adhere to hygiene and cleaning and disinfection requirements [as advised by the Centers for Disease Control \(CDC\)](#) and [New York State's Department of Health \(DOH\) guidance](#).

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- d. Packer will maintain logs with date, time, and scope of cleaning and disinfection and will identify cleaning and disinfection frequency for each facility type and assign responsibility.
- e. Packer will provide training to all students and employees on proper hand and respiratory hygiene and will provide information to parents on ways to reinforce this at home.
- f. Packer will mandate a specific protocol for hand hygiene as follows:
 - i. Upon entering the building
 - ii. Upon entering a classroom
 - iii. Upon entering a restroom
 - iv. After using the restroom
 - v. Prior to eating & after eating
 - vi. After wiping nose or using a tissue
 - vii. After accompanying a child to the bathroom
 - viii. At least every two hours
- g. Packer has added many hand washing and sanitizer stations throughout campus. Hand Sanitizer will be available in all common areas and in each classroom. Hand washing stations will be available at all entrances to be used by employees and students.

Cleaning and Disinfection

- a. Nightly cleaning and disinfection of all spaces on campus will be done by the school's night custodial staff. During the school day, staff will frequently disinfect high touch areas like handrails and door knobs.
- b. Restrooms will be cleaned and disinfected regularly throughout the day.
- c. Packer is utilizing disinfectants registered by the EPA as effective against COVID-19.
- d. For classrooms used by several cohorts throughout the day, cleaning and disinfection will be performed between each cohort's use.
- e. All classrooms and offices will be stocked with spray disinfectant and hand sanitizer to wipe down desks, office spaces, etc. before and after use, followed by use of hand sanitizer or hand washing.
- f. All water fountain bubblers will be disabled; bottle fillers will be available for use. Disposable cups are provided at each bottle filler, but employees and students are encouraged to bring their own reusable bottle.
- g. Touchless paper towel dispensers will be available in all bathrooms.

Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility

The following guidelines are based on CDC "Interim Guidance for Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020"

- a. Areas visited by a person suspected or confirmed to have COVID-19 will be closed for 24 hours or as long as practical and ventilation is increased to the area(s).
- b. All areas visited by the ill person will be cleaned and disinfected after the 24 hour period.
- c. If 7 days have lapsed since the person suspected or confirmed to have COVID-19 has used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

G. Extracurriculars

- a. All extracurricular activities, assemblies, and gatherings will occur virtually to the extent possible.
- b. Athletic activities will take place in alignment with Packer's academic model, taking into account students' week-on/week-off status in alternating weeks
- c. In order to prevent contact across cohorts, 5th/6th Grade, 7th/8th Grade, and Upper School athletics will take place on different days of the week
- d. All in-person athletic activities will take place outside. Additionally:
 - i. All coaches and athletes will wear masks
 - ii. All participants will respect social distancing guidelines of six feet
 - iii. All persons will practice hand hygiene before, during and after each session
 - iv. Every person will have their own water bottle
 - v. Water breaks and hand hygiene breaks will be scheduled
 - vi. Any shared supplies (balls, equipment, etc.) will be kept to a minimum and disinfected regularly
 - vii. Athletes will be grouped in small cohorts and 1-2 coaches will be assigned to each cohort
 - viii. Cohorts will remain the same throughout the season
 - ix. No interscholastic competitions will occur until deemed safe to do so

H. Before and Aftercare Policies

- a. Before and after school participants, faculty and staff must adhere to all Social Distancing, including during aerobic activities, and PPE requirements as described in this plan.
- b. Before school care
 - i. Will be provided by Packer to Pre, Lower and Middle school students on an as-needed basis.
 - ii. In the Pre and Lower School, Early Morning Drop-Off will be only available for those children that need extended care in the morning. It will begin at 8:15 and students will head directly to their assigned classrooms
 - iii. In the Middle School, students who need to be on campus early will be supervised beginning 7:30 in common spaces with six foot distance required between students.
- c. After school care
 - i. Will be provided by Packer to Kindergarten through grade 6 students on an as-needed basis.
 - ii. 7th - 12 grade students must leave the building once they've finished their classes for the day. They will not be allowed to remain after school unless they are under the direct supervision of a faculty or staff member.
 - iii. Students will be split into cohorts daily, maintaining as many similarities to their daily cohorts as possible.
 - iv. Students and staff will maintain hand hygiene, face covering and social distancing guidelines as outlined for the school day
 - v. After school participants will use only equipment specific to that program and it will be cleaned/disinfected at the end of each day
 - vi. Toys, manipulatives, writing instruments, etc. will not be shared among students

I. Vulnerable Populations

- a. Student Policy: Students who are at increased risk for COVID-19 or whose families do not feel comfortable with them returning to in-person activities, will be permitted to participate in a fully remote program. In the Preschool and Lower School, students will be assigned to a remote class with a designated remote teacher. At the Middle and Upper School, students will be able to participate remotely in the program alongside their in-person peers.
- b. Employee Policy: Adults who meet the [criteria and conditions as defined by the NYSED](#) as at-risk individuals and who are not able to be in the building for in-person instruction will be supported by additional personnel. The school will

retain a pool of subs to be available to meet this anticipated need as well as to assist with teacher coverage and other miscellaneous responsibilities on an as-needed basis. Subs will be division-specific and will complete all relevant health and safety training.

J. Transportation

- a. Families and employees arrange their own transportation to and from campus. All community members are reminded to follow public health guidelines while on public transportation and encouraged to allow for extra time during commutes to allow for social distancing or alternate modes of transportation.

K. Food Service

- a. Food Service will comply with applicable sections of New York State's [Interim Guidance for Food Service during the COVID-19 Public Health Emergency](#).
- b. Food will not be served from the cafeteria, but will be made available in individual servings at stations located throughout the school.
- c. All eating utensils and other materials will be single-use and disposable.
- d. All students will eat in supervised socially-distanced cohorts and trained on proper sanitation, clean up, disinfection, and hygiene before and after eating.
- e. DOH signs stating food safety and COVID 19 protocols will be posted in all food service areas.
- f. Cleaning and disinfecting logs will be kept per the Center of Disease Control and DOH requirements.
- g. Hand sanitizer stations will be present in all areas of food service preparation and service areas.
- h. All provided foods, condiments, cutlery and beverages will be single serve/use only.
- i. Daily disposable menu signage will be posted at all food service areas and locations. This signage will include daily menu offerings and allergen information.
- j. A "Contact Log" for all food deliveries and food service vendors will be implemented at our delivery entrance. This will help with food safety tracing if need be.
- k. A communication plan will be developed and distributed to food service employees, vendors' and community members if any changes need to be made to our daily operations.
- l. The Food Service Director will be responsible for continual compliance with all aspects of the on-site safety plan.

- m. All food deliveries will be sanitized and disinfected when necessary.
- n. Food service employees will be required to wear face coverings and gloves at all times and stages of food preparation and delivery.
- o. Food, utensils or other items will not be shared.

L. Mental Health, Behavioral, and Emotional Support Services and Programs

- a. Specific in-service training is planned for the two weeks before students return to school to launch Packer's ISEE (Inclusion, Social-Emotional, and Equity) work for the year. Following the training, members of the Health and Wellness team (Health Faculty, Registered Nurses, School Psychologists, and School Counselors) will be available for more individualized capacity building in identifying struggling students, student engagement strategies, and referral for follow up.
- b. Packer provides a comprehensive health education program. For grades involved in health classes at the start of the year, all classes will begin with an SEL and transition focus. For grades not scheduled for health at the start of the year, push-in programming will address social and emotional health, practice coping strategies and skills, and notification of additional small-group and supportive opportunities in the community.
- c. In addition, School Counselors will lead small group sessions for students struggling with a variety of return to school concerns: grief/loss of a loved one, socialization and relationships, isolation, PTSD, accepting uncertainty, body image, etc.
- d. Building off summer programs that addressed parent and family concerns of isolation, COVID 19, and more recently, racial trauma and stress, parent engagement and partnership will continue through a series of task forces, workshops, and mandatory trainings.
- e. Members of the Health and Wellness team have led summer meetings taking inventory of Packer Professional mental health concerns and needs. During the first two weeks of onboarding, Packer will provide contracted Mental Health professionals to offer counseling and support to Packer Professionals as they transition back on campus or into the school year.
- f. In addition to ISEE PD in the first two weeks, we will be offering Affinity Spaces for faculty and staff to process and heal together, to build community, and to brainstorm strategies for building reserves to get through the school year ahead.

M. Communications

- a. To communicate information about reopening, Packer will use these communications platforms: a website with information portals for students, faculty/staff, and families; regular emails to all constituents; and, when school is in session, a weekly emailed newsletter for families and a monthly newsletter for faculty/staff from the Head of School. When deemed appropriate, Packer also uses automated phone calls, SMS text messages, and social media to disseminate timely information to the community. Before the beginning of the school year, all parents/guardians, faculty/staff, and students with mobile phones are encouraged to sign up to receive SMS alerts
- b. For faculty/staff, families, and students, a dedicated Fall 2020 Reopening webpage will offer a centralized source for all information related to the school's reopening. A detailed FAQ section and all training materials related to health and safety (explanations of the school's protocols and instructions for social distancing, health-screening, hygiene, and face covering) will be available on this dedicated webpage.
- c. Regular video conference meetings will also be held to provide information to students, faculty/staff, and families. When possible, the digital content of those meetings will be posted on our website portals.
- d. Signage outside/at all entrances, and throughout Packer's hallways, stairwells, and rest rooms, including illustrated signage for very young children, will remind all people in our buildings about our social distancing and hygiene protocols.

III. MONITORING

A. Screening

- a. Parents and staff will submit to a daily screening through a free phone app. Daily screening questions will include temperature monitoring and identification of new cough or other respiratory symptoms, new onset fatigue or chills, sudden loss of taste or smell, unexplained rash. If temperature registers 100.0 F or above and/or the individual responds as positive to any of these symptoms, the app will advise the student or staff to stay home and follow up with the school nurse.
- b. Packer will participate in contact tracing and notification.
- c. Visitors will be significantly limited, must make an appointment and will have their temperatures checked and answer screening questions upon arriving at Packer.

B. Testing Protocols

- a. Polymerase Chain Reaction (PCR) Testing will be required for all students and staff the week prior to the first day of school.
- b. Testing will be submitted to the school Electronic Medical Record (EMR) system by staff and families and monitored by the school nurses. Nurses will communicate with DOH to define metrics for an increase in COVID 19 cases and subsequent recommended actions.
- c. Positive COVID 19 tests will be recorded in the EMR system and monitored by the school nurses.
- d. Nurses will notify the Administration and the DOH of an increase in positive cases in the school.
- e. Staff and students who have traveled must comply with [CDC](#) and [NYS quarantine regulations](#) before being allowed into the building. A negative test within the quarantine time does not shorten the duration of the quarantine.

C. Early Warning Signs

- a. Packer will record and monitor student and employee positive COVID cases and NYC infection rates daily. This data will be tracked to identify increasing or decreasing trends of infection to determine if closure is necessary.

IV. CONTAINMENT

A. School Health Offices

- a. Students exhibiting symptoms of COVID in school will be evaluated by the school nurse and placed in an isolation room if positive for COVID symptoms.
- b. Any staff member exhibiting symptoms must leave the building immediately.
- c. Nurses will wear appropriate PPE and be trained in donning and doffing and proper hand hygiene and PPE maintenance.

B. Isolation

- a. Students exhibiting symptoms of COVID in school will be evaluated by the school nurse and placed in an isolation room. The isolation room has a window for observation and the room has been outfitted with HVAC equipment to clean and purge air at a high rate.
- b. Any staff member exhibiting COVID symptoms must leave the building immediately.
- c. The school nurse or CPR/First Aid trained individual will look after the student in isolation until the parent/caregiver arrives.
- d. Nurses will wear appropriate PPE and be trained in donning and doffing and proper hand hygiene and PPE maintenance.
- e. Isolation room will be cleaned and disinfected after the student vacates.
- f. Classroom materials and desk surfaces will be cleaned after student vacates the classroom.

C. Collection

- a. Parents will notify the nurse that they are outside the building.
- b. The nurse will bring the student out of the building to be picked up by the parent or caregiver.
- c. See Section D(c) Below for return to work / school requirements.

D. Infected Individuals

- a. Students and staff who have tested positive for COVID 19 will be required to follow the CDC guidelines for isolation and symptom resolution before returning to school AND will be required to present a note from a medical provider.
- b. Students and staff in the cohort of the individual who tested positive may be required to be tested for COVID 19 based on contact tracing and DOH recommendations.
- c. Return to work / school requirements for those who tested positive for COVID-19 or exhibited COVID-19 symptoms:

Students or employee who exhibited COVID 19 Symptoms

- i. Must present a note from a medical provider to the Nurses' Office, have a negative COVID 19 test, and will be fever free, without use of fever reducing medication, and symptom free for 24 hours after the negative test..

Students or employee who test positive for COVID-19 with Symptoms

- ii. Must isolate for 10 days from date of symptom onset and remain asymptomatic in those 10 days
- iii. Must present a note to the Nurses' office from a medical provider confirming it is safe to return to school / work.

Students or employee who test positive for COVID-19 without Symptoms

- iv. Must isolate for 10 days from date of positive test and remain asymptomatic in those 10 days OR receive two negative COVID 19 tests at least 24 hours apart.
- v. Must present a note to the Nurses' office from a medical provider confirming it is safe to return to school / work.

Students or employee with close contact with a COVID-19 positive individual**

- vi. Must isolate for 14 days from symptom onset and remain asymptomatic in those 14 days

**According [to the CDC](#), close contact is "Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated."

E. Exposed Individuals

- a. Exposed individuals as defined by the DOH will be notified if the case occurred in school. Exposed individuals, whether in school or external exposure, will be required to contact their health care provider for evaluation and testing and will be required to complete the quarantine as directed by the DOH. Return to school documentation from their health care provider will be required.

F. Hygiene, Cleaning, and Disinfection

- a. Additional hand washing stations for students and staff to wash hands immediately upon arrival will be installed
- b. Additional hand sanitizer throughout the building
- c. Staff and students will be required to complete hand hygiene training prior to the start of school.
- d. Hand hygiene protocol:
 - i. All upon entering the building
 - ii. All upon entering a classroom
 - iii. All upon entering a restroom
 - iv. All after using the restroom
 - v. All prior to eating
 - vi. All after eating
 - vii. All after wiping nose or using a tissue
 - viii. After accompanying a child to the bathroom
 - ix. At least every two hours
- e. Packer will adhere to hygiene and cleaning and disinfection requirements [as advised by the Centers for Disease Control \(CDC\)](#) and [New York State's Department of Health \(DOH\) guidance](#).
- f. HVAC improvements are implemented throughout including increased filtration, adding air purifiers throughout to cycle the air in spaces more frequently, increasing fresh air ventilation in spaces and employing bi-polar ionization on our central systems.

G. Contact Tracing

- a. Attendance records of students and staff members maintained by the Veracross system.

- b. A log will be maintained of any visitors which includes date, contact number, time and where in the school they visited.
- c. Packer will assist NYC DOH in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program. Questions should be directed to the NYC DOH. Confidentiality will be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local DOH.
- d. With suspected and confirmed cases of COVID-19, all students, faculty, and staff who are part of the same cohort will be notified. Cohorts may be asked to stay home for 24-48 hours to allow for contact tracing

H. Communications

- a. The School will publish its containment protocols and safety measures on its dedicated Fall 2020 Reopening webpage.
 - b. In the event of a class, cohort or school closure, the School will use all necessary platforms to alert affected constituents, including but not limited to meetings, email, phone calls (standard and automated), the School's dedicated webpage, and SMS text.
 - c. *For more information on the School's various regular communications platforms, see Section I, REOPENING OF IN-PERSON INSTRUCTION, Section M.*
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VI. CLOSURE

A. Closure Triggers

- a. The School will collaborate with the NYC DOH to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level. School administrators will consider closing school if absentee rates impact the ability of the school to operate safely.
- b. Any trend in increased infection will be scrutinized to determine if closure of a cohort, class, division or even the entire school is necessary and move to a remote model until the local infection rate returns to an acceptable level.

B. Operational Activity

- a. In the event a student or employee suspected or confirmed to have COVID-19 has been in the facility as an isolated case, Packer will close those rooms used by the ill person for 24 hours or as long as practical. Students in the cohorts occupying those rooms will go to remote learning during this period.
- b. In the event of a wider spread infection among employees and/or students, the School administration may determine it is necessary to cease in-person learning for a cohort, division or the entire school until it is determined infected individuals and proximate contacts of individuals are isolated according to CDC and DOH guidance. If in-person learning is paused, remote learning will begin the following day until in-learning person can resume.

C. Communications

- a. In the event of the decision to suspend in-person learning, the School will use all necessary platforms to alert constituents internally and externally, including but not limited to email, phone calls (standard and automated), the School's dedicated webpage, SMS text, and video meetings. During closure, Communications will continue to all affected constituents across all platforms without interruption, with a focus on email and the School website in tandem. *For more information on the School's various regular communications platforms, see Section I, REOPENING OF IN-PERSON INSTRUCTION, Letter M.*