

COLUMBIA GRAMMAR & PREPARATORY SCHOOL

**Columbia Grammar & Preparatory School (CGPS)
New York State COVID-19 In-person Instruction Plan Proposal
July 31, 2020**

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Part 1: Reopening

CGPS plans on reopening School facilities for in-person instruction. This includes protocols and procedures for restarting school operations including students, faculty, and staff returning to in-person instruction.

Section 1.1: Capacity

Phasing and quantity of students, faculty, and staff allowed to return in-person, considering factors such as ability to maintain appropriate social distance, personal protective equipment (PPE) availability, local medical capacity, and availability of safe transportation.

Students

Students in grades Pre-K through 5 will attend classes in small pods five days per week on campus. In order to maintain NYS guidelines for appropriate social distancing, students in grades 6 through 12 will be given hybrid schedules, which would allow at most half of those students to be physically present on campus at any given time, with the remaining students engaging in learning via digital tools. Students will be required to visit their pediatrician and obtain a test for COVID-19 within seven days of the first day of school. Results must be transmitted to the school nurse before the start of school.

Faculty and Staff

Faculty and staff will be present five days per week on campus, with the exception of staff members whose office space is reassigned as instructional space and who are able to work remotely. Another exception is a small number of teachers in the Grammar School who will work remotely as distance-learning teachers. Seven days before classes resume, every member of the faculty and staff will be given a molecular test for COVID-19, provided by the school.

Section 1.2: Social Distancing

Protocols and procedures for students, faculty, and staff to ensure appropriate social distancing when on school grounds and in school facilities.

Class schedules and space configurations have been devised to ensure that all individuals on campus will maintain at least six feet of physical separation during instruction. In small spaces where such distancing is not possible (e.g., elevators), reduced occupancy and physical barriers will be used, and face coverings will be required. Signage will also be used to help maintain appropriate social distancing. Faculty and staff will coach students to maintain proper social distancing on an ongoing basis.

Section 1.3: PPE and Face Coverings

Protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate PPE is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Plans for all students, faculty and staff to have the required PPE (i.e., acceptable face coverings) before entering school facilities, grounds or any other space owned or administered by the school or school district (e.g., school buses).

All individuals will be required to wear face coverings while on campus. Face-covering breaks will be scheduled throughout the day. During meal breaks, social distancing will be maintained to enable community members to remove their masks while they eat. Face coverings will be made available to those who need them. Signage will be used to remind everyone to wear face coverings. Training on how to appropriately put on and remove face coverings will be made available to all individuals.

Section 1.4: Operational Activity

Determinations on how classes, shared spaces, and activities may be adapted in various phases of learning and operations (e.g., identify which, if any, students will be offered alternate approaches, such as alternative schedules or hybrids of in-person and remote learning; how additional and alternative – school and non-school – spaces can be used for, or in support of, in-person instruction; how such schedules could be administered to create an overlap for students from the same household; how shared spaces, such as cafeterias, libraries, playgrounds, and gymnasiums, will be modified and used, if and how cohorts will be implemented). Policies regarding field trips, special congregate events, and visitors considering risks for COVID-19 transmission, as well as protocols and procedures for social distancing, PPE usage, and cleaning and disinfection, which may include conducting virtual events.

Alternate approaches to program

Students in grades Pre-K through 5 will attend classes five days per week on campus. Students in grades 6 through 12 will be given hybrid schedules, which would allow at most half of those students to be physically present on campus at any given time, with the remaining students engaging in learning via digital tools.

Alternate use of spaces

Grammar School: The cafeteria, library, gymnasium and multipurpose room will be converted to classroom learning spaces. All specialist classrooms will be converted to homeroom classrooms. The play yards will continue to be used, and we are exploring the use of tents to ensure that these can be used in any weather.

Middle School: The library will be used as a classroom. The cafeteria will be repurposed as classrooms via the use of partitions.

Prep School: The gyms and theater will be used for academic and physical education classes. The cafeteria will be used as a workspace for faculty.

Schedules for students from the same household

In cases where students in grades 6-12 are from the same household, reasonable efforts will be made to create overlap in their schedules.

Cohorts

Grammar School: Students will spend all of their time on campus in cohorts, with the exception of

students who work with learning specialists. The learning specialists will follow strict hygiene and social distancing protocols.

Middle School: Students in grades 5-7 will spend all of their time on campus in cohorts.

Prep School: Students in grades 8-10 will spend all of their time on campus in cohorts, with the exception of world language and elective courses. In order to preserve the integrity of their academic program, students in grades 11-12 will not be cohorted. Students in grades 11-12 will, as a group, be separated from the cohorts in grades 8-10 as much as possible.

Trips, events, and visitors

No trips or events will be allowed school-wide that are not online, and on-campus visitors will be limited to a few exceptions. Any visitors permitted to enter school buildings will be registered and screened for COVID-19 at the reception desks.

Section 1.5: Restart Operations

Plans to safely reopen facilities and grounds, such as cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components, as applicable.

Plans for restarting school operations include flushing all the water systems, installing ionizers in central HVAC systems, installing free-standing ionizers in spaces not connected to the central HVAC system, placing signs, and installing hands-free faucets in bathrooms. The school's interior surfaces will also be deep cleaned prior to school restarting.

Section 1.6: Hygiene, Cleaning, and Disinfection

Protocols and procedures for school-wide cleaning and disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses, and all other school facilities, as well as training and promotion of hand and respiratory hygiene among all individuals in school facilities and on school grounds.

Hygiene, cleaning, and disinfection protocols at the School will be aligned with CDC guidelines. Deep cleaning and disinfecting will occur at the end of each school day. High-traffic and high-touch areas will be cleaned by a dedicated team 3-4 times per day.

Section 1.7: Extracurriculars

Policies regarding extracurricular programs and which activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). Policies should consider how to maintain cohorts, if applicable, or members of the same household. Responsible Parties should refer to DOH's "Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency" to assist in development of these policies; however, interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming.

At submission time, there are no plans for in-person extracurriculars or athletic events. Any potential extracurricular activities will be held online after school hours.

Section 1.8: Before and Aftercare

Policies regarding before and aftercare programs, considering social distancing, PPE usage, and cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Policies should consider how to maintain cohorts, if applicable, or group members of the same household.

At submission time, there are no plans for in-person before and aftercare programs.

Section 1.9: Vulnerable Populations

Policies regarding vulnerable populations, including students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances. 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. Responsible Parties must also identify and describe any modifications to social distancing or PPE that may be necessary for certain student or staff populations, including individuals who have hearing impairment or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible.

Live streaming or remote learning will be available for any student who cannot attend school due to

concerns about their own or their family members' health. The School will provide students and teachers with equipment as needed to enable learning via live streaming and virtual classrooms. Faculty and staff who wish to be exempted from going to work in person need to comply with federal and state guidelines for accommodations and/or leave. To date, we are not aware of any community members who require modifications to social distancing or PPE. Should those needs arise, we will address them while minimizing COVID-19 exposure risk as much as possible.

Section 1.10: Transportation

Consistent with State-issued public transit guidance, protocols and procedures, which include that individuals must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing unless they are members of the same household. Protocols and procedures should include how school buses will be adapted to keep students and staff safe (e.g., how face coverings will be provided to students in need, how members of the same household will be seated together, how social distancing will be conducted on buses, whether bus schedules will be adapted to accommodate reduced capacity, whether any health screening will be conducted at home before students board buses, how parents/legal guardians will be encouraged to drop off or walk students to reduce density on buses).

The school has arranged with its bus vendor that students will be limited to one child for every other seat, except for children from the same household. Everyone will be required to wear face coverings while on the bus. Buses will be cleaned before and after each run. Students (with help from families as needed) will screen themselves for COVID-19 symptoms at home before boarding buses. The bus vendor confirmed that it has enough capacity in its fleet to transport students to and from school without the need to encourage parents to drop off or walk students to school.

Section 1.11: Food Services

Protocols and procedures for onsite and remote food services for students, considering appropriate social distancing and any modifications to service that may be necessary (e.g., providing meals in a combination of classrooms and cafeterias, staggering meal periods). Measures to protect students with food allergies if providing meals in spaces outside the cafeteria. Protocols and procedures must also include how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged. Additionally, protocols and procedures must account for cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area (e.g., cafeteria).

Food will be provided in the classrooms each day. Food allergies will be taken into consideration on a room-by-room basis. Each classroom will follow proper hand-hygiene protocols before and after eating, with staff and/or faculty ensuring students to wash hands. Sharing of food and beverages will not be allowed, and students will be reminded of this rule before meals.

Section 1.12: Mental Health, Behavioral, and Emotional Support Services and Programs

Available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction (e.g., how they will identify and support students having difficulty with transitioning back into the school setting, especially given the changed school environment). Any training for faculty and staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency, as well as information on developing coping and resilience skills for students, faculty, and staff.

We will coordinate pre-opening webinars by division with our support staff including guidance counselors, deans, social workers, learning specialists and school psychologists to prepare parents and students with regard to their mental health, behavioral and emotional support. Professional development will be provided to all faculty and staff prior to and during the school year to support wide-ranging mental health issues. Middle and Prep School students will have weekly support through class time and advisory meetings.

Section 1.13: Communication

Communications plans for students, parents/legal guardians of students, faculty, staff and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Plans should describe how schools will communicate with students and families about preparing for the upcoming year, which should include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene. Consider developing web pages, text and email groups, and social media to disseminate information. Schools should develop communication plans in multiple languages, as necessary.

Communications will be coordinated throughout the school with regard to current plans, protocols and potential changes within the community. The school's communications will be posted on our website

and sent as alerts through the school app and via email. Division Directors will communicate weekly or more often as needed to highlight items of immediate concern. Signage throughout the school will provide reminders about keeping social distance, hand washing, and protocols for hallways, stairs, and elevators.

Part 2: Monitoring

CGPS will monitor health conditions with set protocols and procedures detailed below.

Section 2.1: Screening

Protocols and procedures for mandatory health screenings, including temperature checks, of students, faculty, staff, and, where 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. Responsible Parties should consider limiting the number of visitors permitted on school grounds or in school facilities, and, if visitors are allowed, screening of such visitors.

Students, faculty and staff will be required to answer a series of daily COVID-19 screening questions before coming to school by using a mobile app before they leave home. The data will be tracked by the school nurses to prevent any community members exhibiting signs of infection to enter school buildings. Visitors will be limited to a few exceptions. When visitors must come on campus, they will be screened for COVID-19 symptoms.

Section 2.2: Testing Protocols

Process for the provision or referral of diagnostic testing for students, faculty, and staff for COVID-19, in consultation with local health department officials, when needed, which should include plans for testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory, before allowing such individuals to return in-person to the school.

CGPS will not test all students but will require students to visit their pediatrician and obtain a molecular test for COVID-19 within seven days of the first day of school. Results must be submitted to the school prior to the first day of school. The school will help to facilitate testing for any student who may need

support. Seven days before classes resume, every member of the faculty and staff will be given a molecular test for COVID-19, provided by the school.

After the start of school, any community members who are symptomatic, are close contacts of COVID-19 suspected or confirmed individuals, or have had recent international travel or travel within a state with widespread transmission of COVID-19 will be isolated and sent home. In order to return to school, any such community members will need to have two negative COVID-19 tests administered at least 24 hours apart. In those cases, students will need to obtain tests from their pediatrician, whereas faculty and staff will be tested on site.

Section 2.3: Testing Responsibility

Identification of who in the community is responsible for referring, sourcing, and administering testing (e.g., local health department testing site, physician offices, hospital system), particularly in the event that large-scale testing at the school is needed.

CGPS's nurses and the school doctor will be consulted and will inform all medical communications to parents, including referrals and sourcing. In the event of a large-scale testing event, the local health department testing site will be used.

Section 2.4: Early Warning Signs

Defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments; define and deploy method(s) to monitor against such metrics.

CGPS will follow the regulations and guidelines issued by state and local health departments and state officials. There will be ongoing monitoring of COVID-19 case metrics by the School Leadership and the Task Force.

Part 3: Containment

CGPS's containment includes protocols and procedures for how to respond to positive or presumed-positive cases, as well as preventative practices.

Section 3.1: School Health Offices

Protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day.

The school will have six isolation rooms, two per division. Any student, faculty or staff member exhibiting any COVID-19 symptoms will be assessed in an isolation room, not a nurse's office, so as to allow other students who need non-COVID-19-related medical attention to receive it safely. Faculty and staff members will be trained on how to identify COVID-19 symptoms and the protocol to safely deliver students to an isolation room and to a parent for pick up.

Section 3.2: Isolation

Procedures to isolate individuals who screen positive upon arrival, or symptomatic individuals should they become symptomatic while at school, providing appropriate PPE for school health office staff caring for the symptomatic individual. Protocols for safe transportation, including pick-up arrangements, if applicable, for symptomatic students, faculty, and staff.

If a community member screens positive for symptoms upon arrival, or becomes symptomatic while at school, the nurse, dressed in full PPE provided by the school, will assess the individual in an isolation room. Students who are positive for symptoms will remain in isolation until a parent arrives at the front desk at the school, at which time a staff member, dressed in full PPE, will safely escort the student to the parent and out of the building. Faculty and staff members with symptoms will remain in isolation, be tested on site and then escorted out of the building and sent home. Their supervisor will be notified.

Section 3.3: Collection

Protocols for how parents or legal guardians should pick up their student with instructions that the student must be seen by a health care provider.

Students will remain in isolation until a parent arrives at the front desk at the school, at which time a staff member, dressed in full PPE, will safely escort the student to the parent and out of the building. Our nurses are currently developing a discharge note to send home with printed instructions for follow-up with a physician and conditions for return to campus.

Section 3.4: Infected Individuals

Requirements that persons who have tested positive, completed isolation, and have recovered, and will not transmit COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department.

In order to return to in-person learning, students who had tested positive, completed isolation and subsequently recovered must provide medical verification from a doctor, inclusive of two negative COVID-19 tests administered at least 24 hours apart.

Section 3.5: Exposed Individuals

Requirements that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department.

Individuals who were exposed to the COVID-19 virus will be quarantined at home and will monitor for symptoms until 14 days after the date of the last contact with the infected person. In order to return to in-person learning, such individuals must provide medical verification from a doctor, inclusive of two negative COVID-19 tests administered at least 24 hours apart.

Section 3.6: Hygiene, Cleaning, and Disinfection

Adherence to, and promotion of, hygiene, cleaning, and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas.

Exposed areas will be immediately closed and cleaned according to the hygiene, cleaning and disinfection guidance set forth by DOH and CDC, after a 24-hour waiting period. All occupants of such areas will be notified of their exposure.

Section 3.7: Contact Tracing

Plans to support local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies.

A team trained by the Johns Hopkins Bloomberg School of Public Health online course and certification program for contact tracing will execute the guidelines set out by the program.

Section 3.8: Communication

Plans to share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students and the local community.

Within 24 hours of a confirmed exposure, we will communicate protocols and safety measures taken by the school via email, phone or US Postal Service to alert the community of possible or actual exposure.

Part 4: Closure

CGPS has established closure protocols for school facilities and in-person instruction. Closure includes contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education and/or closing the school.

Section 4.1: Closure Triggers

Identification of the conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure.

The school will follow city and state guidelines that would warrant reducing in-person instruction or closing the school. Immediately upon their recommendations, the school will take action to either reduce in-person instruction or close the school. Parents will be notified by email and via the website.

Section 4.2: Operational Activity

Determination of which operations will be decreased, or ceased and which operations will be conducted remotely; include a process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel.

In accordance with city and state guidelines, should the school have to close, all classes will move to distance learning immediately (the subsequent school day). Division Directors will engage their teams to communicate with students, families, faculty and staff to ensure a smooth transition to online learning. Class schedules have been devised to allow for delivery of instruction either in-person or online without disruption or delay.

Section 4.3: Communication

Plan to communicate internally and externally throughout the closure process.

The school will have regular internal and external communication by email and on our website with regard to every step of a closure process.