

East Woods School
31 Yellow Cote Road
Oyster Bay, NY 11771
516.922.4400

COVID-19 In-Person School Reopening and Operations Safety Plan
July 29, 2020

Core Health and Safety Principles and Designations

Responsible Party: Head of School, Laura Kang lkang@eastwoods.org

Primary Contact to Nassau County Department of Health: East Woods School's school nurse(s).

Face Coverings: Faculty, staff, visitors, and students shall wear a face mask which covers mouth and nose except when eating or having mask breaks while socially distanced. Mask breaks, in general, will be outdoors. First through Eighth Grade teachers will be required to schedule two mask breaks in the morning and two in the afternoon (snack and lunches will also be mask-free). This allows for 5 mask breaks during the school day. Pre-Nursery will wear masks when leaving their classroom area to walk through the hall and when arriving and departing from school, at the minimum. Frequent maskless outdoor play and outdoor breaks will be used for Pre-Nursery children, weather permitting. The Pre-Nursery classrooms are located in their own separate area from the rest of the school.

Nursery students will begin with masks during class and we will evaluate their ability to continue this standard. Nursery through Kindergarten must take one mask break every 20-40 minutes. Masks must be worn for outdoor activities if social distancing is not possible (although we believe in most cases it will be possible due to the extensive outdoor space on the campus). Acceptable masks for East Woods School will be cloth masks (with no perforations or cuts that would compromise their ability to block virus transmission), surgical masks, or cone masks. Bandanas and neck gaiters are not acceptable for East Woods School as they allow for greater air exhalation, are easier to surreptitiously pull aside, and can more easily slip down. Masks with valves will not be allowed. N95 respirators will be allowed but as they are difficult to wear all day and not as comfortable, we do not expect many students or staff to choose them. At least 7 cloth masks and 10 surgical masks will be provided to all staff to rotate through. Replacement masks will be provided after surgical masks have reached their rotation limit.

Families will provide student masks, but EWS will have extras available to give to students during the school day in case one becomes damaged or in case a family cannot afford to buy masks. Parents will be instructed to launder cloth masks before students reuse them. Face shields or eyewear are allowed but must be worn in conjunction with a face mask. Face shields will be provided for any faculty and staff who wish to use them. It is strongly recommended that Pre-Nursery faculty wear face shields or other eye protection. If Nursery students are unable to

comply with the mask requirement and the school determines they may be unmasked inside the classroom, face shields will be provided to Nursery staff and strongly recommended. A face shield will be provided to any teacher who wants to use one. At this time, we are planning to start the school year having Nursery students masked in the classroom but reserve the right as a school to change this requirement if needed. All individuals must be masked if outside their vehicle at drop-off in the morning or at pick-up in the afternoon.

Department of Health guidelines state students may be unmasked “during instruction”. As we wish to take the strongest measures possible to protect students and staff, most (all Nursery through Eighth Grade) students will be masked during instruction except for frequent and scheduled mask breaks. However, we reserve the right after 8-10 weeks of following this standard to observe results in other schools that are choosing not to have students masked during instruction. If it appears COVID-19 is not being transmitted in those schools after 8-10 weeks, East Woods School may determine that unmasking during instruction is safe and will communicate this new approach to staff and families and the reasons for it. Our priority is to be able to offer uninterrupted instruction safely, and that is why we are choosing the most conservative approach available for in-person school at the beginning of the school year. We believe the fact in-restaurant dining was not being allowed for a long time in New York State is a good and reasonable basis for this decision. However, we recognize that scientific data once schools have reopened will be the best guide for any change in this stance. We already are monitoring situations with public school districts in other states (Georgia) that have had to close shortly after re-opening where masks were not required.

Parents will not be allowed to enter the buildings unless by prior approval from the Head of School. Parent conferences and meetings will be held virtually. Faculty meetings will be held virtually. Visitors to the school will be limited and must be cleared in advance by the Head of School. Deliveries will be made outside the school entrance, or if a delivery must be made indoors the delivery person must be masked and drop off just inside the school lobby or directly into the school kitchen. This will be monitored by the school secretary.

Social Distancing: Classrooms have been set up to provide 6 feet of social distancing between desk seats. Hallways allow for 6 feet of social distancing when students stay close to the wall. Teachers will hold their class for passing through narrower sections, or “pinch points” until another class has passed. Masks will at all times be worn in hallways. In general, passing between classes will be limited. When passing between rooms is necessary, the schedule will be made to minimize more than one class in the hallway at once. Entry to the school buildings will be done using social distancing and access to lockers and cubbies will be also controlled to allow for a minimal number of distanced and masked students at the cubbies or lockers at once. Drop off and pick up areas for students have been designated to allow for social distancing. East Woods School will place social distancing stickers in spots where students may have to wait to pass.

The only place East Woods School plans to use plexiglass barriers is in the dining areas. Students will be socially distanced but will also have plexiglass carrels while they eat. They will also face in one direction. Their food will be delivered before they arrive with no sharing of condiments, etc. Any plates or utensils will be sterilized in a commercial dishwasher. Faculty meetings will be virtual, as will parent conferences. All-school assemblies will be virtual, as well. The Head of School will determine when, if and how in-person events will be held depending on Department of Health guidance and with safety of students, families and staff foremost at all times.

Spaces: The areas where plexiglass carrels will be used are the Dining Room (all students also distanced and facing forward). The carrels are 3 sided and therefore allow for air movement - they measure 2 feet high and 2 feet wide. Otherwise, spaces used for school allow for 6 feet of social distancing between students/staff. In general, East Woods School could accommodate significantly more students than we currently have enrolled and still observe social distancing requirements. In the 2019-2020 school year, East Woods School had 176 students enrolled. Our plans provide for at least 200 in-person students if needed. Enrollment is usually not settled until the week before school begins.

All school assemblies will be virtual, even when in-person school is taking place. The athletic locker rooms will not be used for changing or storage of belongings, although the restrooms, with one or two students at a time wearing face masks, will be used. East Woods has 2 additional spaces for lunches that will be used if needed and will allow for 6 feet social distancing. East Woods School currently has up to 8 additional rooms that can be used for classrooms should our enrollment grow. These rooms can easily be set up for 6 foot social distancing requirements.

In-Person Instruction: East Woods School has two classroom buildings and 46 acres of campus, sufficient indoor and outdoor space to allow all students to return for in-person school every day during the week. If a student is required to quarantine, East Woods School is also able to provide virtual attendance during in-person class. Outdoors areas will be used for recess, mask breaks, and the typical outdoor learning activities we use for teaching the curriculum. We are not planning to create “outdoor classrooms”; however, as there is no need, and we wish to show care and concern for students with asthma and allergies. East Woods School also can provide instruction for virtual-only students who will attend in-person class virtually while their class is in session.

Cohorts: East Woods School has designated the following cohorts: PreNursery is its own cohort. Nursery and PreK are a cohort together due to their enrollment together in after school Lunch Bunch activities. Kindergarten is its own cohort. First and Second Grade are a cohort. Third and Fourth grade are a cohort. In Upper School, Fifth and Sixth grades are a cohort and Seventh and Eighth Grade are a cohort. If for any reason a student needs to be in a class with another cohort due to academic advancement or for another reason, s/he shall wear a mask and be socially distanced at least 6 feet at all times from every other student. After school clubs

and activities will be divided by cohorts, except for extended day beyond 4 p.m.; however, even these students will be spread among several rooms and will be masked and more than 12 feet away from students in other cohorts.

Screening: All staff, students, district service providers and visitors will have their temperature taken upon entering the school. Anyone having a temperature greater than 100.0 degrees Fahrenheit will either be denied entry (if an adult) or sent to the health rooms on the second floor (if a student). Health room protocols are in place for containment and airing out the rooms, and for cleaning and disinfecting them as directed by CDC guidelines. All staff will be required to complete the DOH-recommended health screening questionnaire electronically before attempting to enter school upon beginning their work day. All parents will be required to complete an electronic health screening questionnaire regarding their children over the weekend for their child to be admitted to school for the following week. East Woods School's Technology Department will be responsible for disseminating and collecting the information and sharing a list names of those who have not completed the questionnaire prior to the work day or school week with the nurse and Head of School so that they can address it.

Transportation: East Woods School does not provide transportation. While many of our parents bring their children to school, others are reliant on the district-provided bus transportation. We are advising our parents to check out the transportation safety plan for their district and to ask questions if they have concerns. East Woods School does not plan to have off campus field trips at this time. As all of our students are required to bring and wear face masks, the expectation is they must wear these on the bus, as well. Boarding and exiting buses will be socially distanced with masks on. Bus drivers may not pull up and open their doors until the faculty member on duty has released a group to board the bus for departure or indicated to the driver an okay for his/her riders to disembark upon arrival. The majority of our parents drive their children to school, but the ones who use the bus generally need the transportation for their children due to their work schedule and location. Students arriving and waiting for the bus will be seated 6 feet apart on the floor of the New Gym until they are called to board or go to class - released one at a time with 6 feet between.

Food Services: East Woods School will continue to provide snack to all students and snack and lunch to those in Kindergarten and above. Students will be socially distanced. Plexiglass carrels will be used. Students will all face in one direction. The room will be disinfected with an electrostatic fogger and NY State, DEC and CDC-approved disinfectant after each lunch period. The disinfectant requires one minute to settle. The next group will not be allowed to enter until this has taken place.

Ventilation: If possible, teachers will open classroom windows and doors to allow for fresh air exchange. In buildings and areas with central heat and ac, UV HEPA duct filters have been installed as a precaution. Stand alone units have been placed in the rooms designated for eating - however, we do realize stand alone units are of limited value. If children or staff have

allergies, the windows in that classroom cannot be opened. It is not advisable to have an individual sneezing in the classroom.

Hygiene, Cleaning and Disinfection: All staff will receive mandatory training from Horizon Health Services prior to opening day in September on proper respiratory and hand hygiene and mask use. Teachers will then train students on the first day of school with frequent reminders regarding proper respiratory and hand hygiene. 10 freestanding hand sanitizing stations have been added in the two buildings where classes and dining take place. East Woods School maintenance staff will electrostatically spray the inside of every room in both buildings at 6 a.m. Monday - Friday when they come to work. DEC and CDC New York State approved disinfectant will be used. The Head of Maintenance will maintain cleaning and disinfecting logs noting the date, time, and scope of cleaning and disinfection, as well as identify cleaning and disinfection for each facility. The regular cleaners will clean all interior spaces nightly Monday-Friday with special attention to high touch areas and restrooms. Restrooms will also be electrostatically sprayed at least three times daily by maintenance staff.

Contact Tracing: East Woods School will notify the Nassau County Department of Health immediately upon being informed of any positive COVID-19 diagnostic test result of an individual within school facilities or on school grounds, including students, staff and visitors. We will work with the Nassau County DOH to assist in contact tracing. It will be the school nurse's responsibility, with the Head of School's oversight, to work with the Nassau County DOH and to ensure East Woods adheres to the New York State Contact Tracing Protocols and DOH protocols for contact tracing, isolation, confidentiality, notifications and quarantine efforts. As with all communicable diseases, news of a positive COVID-19 test will be followed by confidentiality of the individual's identity, but also an announcement to staff and parents of a positive case to which others may have been exposed. If a staff or student has a positive diagnostic test result, East Woods School will first follow county and state DOH requirements regarding closure or the quarantine of a cohort. Students or staff quarantined, if not very ill, may participate in school virtually during the quarantine period. If guidance is unclear, East Woods School will make a determination based upon the particulars of the student's or staff's interactions with others in the community. At the very least, the school will be deep-cleaned before opening for further in-person instruction.

Return to School: A decision based on when an individual may return to school will be made only after the school nurse or Head of School in consultation with the school nurse, receives a signed notification from a legitimate health care provider stating the individual is safe to return. East Woods School also will require the individual to produce a recent negative COVID-19 test result for review prior to returning. East Woods School will follow the DOH's Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure 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.

Reopening of School Plan

- **Capacity:** Administrative staff have reviewed the capacity of all spaces used for the regular and extra-curricular program. East Woods School can meet social distancing requirements with up to 200 students. The school has 8 additional, unused classrooms if needed. If our enrollment is similar to last year's, our 176 students and up to 40 staff may all return to the campus for daily, full day in-person school and this would allow for social distancing requirements, PPE provisions and other safety provisions.
- **Social distancing:** Classrooms, floor stickers and measuring sticks are in place to help reinforce 6 feet of social distancing between students, faculty and staff. East Woods School is creating a short video before school starts to review all these requirements with families and staff. All individuals coming onto campus or into school buildings are required to wear masks.
- **PPE and Face Coverings:** All individuals coming onto campus or into school buildings are required to wear approved face masks. Face masks allowing for a 7 day rotation will be provided for faculty and staff. These masks will be a mixture of 3 ply fabric and/or surgical masks. Face shields will be provided for any staff who wants to use one. Staff are allowed to, alternatively, bring their own eye protection if they prefer another solution such as lightweight safety glasses. Medical grade gloves will be provided for all.
- **Operational Activity:** Each classroom has been set up for socially distant in-person learning as well as hybrid learning so that students attending virtually feel they are a part of the class. They will participate in asking questions and discussions just as their in-person counterparts. East Woods School installed \$30K worth of large SMART TV units with Google Chromebook controllers on pivoting wall holders for this purpose. We are welcoming some virtual-only students to our classes, as well as planning for any student who must be quarantined due to potential exposure to continue learning via virtual connection. East Woods School uses Google Meet, Google Docs, Google Slides, etc. for instruction. The ability to use promised Google Meet breakout rooms allows students to work in small groups without leaving their seats and to work with virtual students, as each student will have a dedicated Ipad in Grades K - 3 and a dedicated Chromebook in Grades 4-8. Cohorts will be as designated earlier in this document. An intramural sports program will be provided for grades 5-8. At this time, interscholastic sports is not allowed in New York State. Activities and space will be separated for the Fifth and Sixth grade students apart from the Seventh and Eighth Grade students, whether indoors or outdoors. Most activities will take place outdoors and at times, we may need to call off sports in case of inclement weather. We will ensure the state physical activity standards are met. In the winter, students will be expected to bring appropriate footwear for walking and playing outdoors. The Fifth through Eighth grade will have a relaxed dress code allowing for movement due to the fact we will not be using locker rooms for changing. For after school enrichments, enrollment will be limited

based on the room used - not to exceed the size of the class during the school day, so that social distancing may be used.

- **Restart Operations:** East Woods School periodically had every room in both buildings treated with disinfectant via an electrostatic fogger this summer, when only a few staff were present in the buildings. More than a week prior to the first day of school, the building will be sprayed again, and the cleaning crew will do a deep clean of the building. The maintenance staff has been present working this summer and they have ensured ongoing attention and maintenance of building ventilation, water systems, and HVAC systems. East Woods School did not “shut down” its buildings over the summer.
- **Hygiene, Cleaning, and Disinfection:** The Head of School has arranged for a September 2nd mandatory virtual all-staff training on respiratory and hand hygiene by Horizon Health Services, who have used CDC and DOH guidelines as the basis of their training. They will instruct staff in proper mask use. They will identify potential transmission events or situations and explain proper mitigation techniques. Teachers are then required to teach and reinforce respiratory and hand hygiene with students the first day of school. East Woods School will also create a homemade instructional video for families to view before the first day of school. All restrooms will be disinfected 3x daily. The dining areas will be disinfected after use. Every room in the two buildings will be electrostatically sprayed with a DEC approved disinfectant for New York State and schools each morning. Spot cleaning of high touch areas will take place throughout the day. A thorough cleaning of the school will be done by our contracted cleaning company nightly. Signs will be posted in the school regarding hand and respiratory hygiene as reminders. Teachers will reinforce appropriate habits.
- **Extracurriculars:** Band and chorus will not be scheduled as classes this year due to the potential for spreading COVID-19. Music will be taught and studied in social studies and world languages classes. Classroom teachers who wish to have their students sing will take them outside and socially distance them by at least 12 feet apart before engaging in group singing. Dance also will not be allowed unless outdoors. East Woods School, known for its focus on the performing arts, is developing some theater programs that will involve socially distant rehearsals and performances with a final virtual performance. Interscholastic sports at this time is not allowed in NY State, and we are planning an intramural program only (transportation considerations alone would prohibit our ability to provide interscholastic sports). We also believe the mixing of students between schools negates the cohort standard as described by the DOH. We have a plan so far for cross country, socially distant soccer drills (outdoors), and yoga indoors.
- **Before and After Care:** Before Care has been moved to the New Gym. Marks will be placed on the floor 6 feet apart to allow for social distancing. Masks are required to be worn. Students arriving will have their temperature taken. Students may not arrive prior to 7:30 a.m. Upper School and Lower School students will be dismissed individually allowing for social distancing and will be admitted one at a time to the Upper School building and the K-4 classrooms beginning at 7:45 a.m. Pre-Nursery students have a dedicated drop off entrance, and their two classrooms are separated from the rest of the school by a door and a set of steps. In good weather, parents of Nursery through

Kindergarten students may drop them off directly to their classrooms. In inclement weather, they may be dropped off at the front door of the mansion. Students in grades 1-4 will be dropped off in front of the mansion every day. After Care will still take place in the Library - this for students whose parents choose to have them stay from 4-6 p.m. There is plenty of room in the Library - using the main area, the reading room and even the loft, to accommodate 3x as many students as usually enroll with 6 foot distancing. While masks will be required - the After School Care Director can walk them directly out onto the back patio and the back lawn for mask breaks every 20-30 minutes or give them an extended period of time. If raining, we will have 3 pop up awnings in place for students to stand under for a mask break outdoors.

- **Vulnerable populations:** In June, Head of School directed faculty to inform her if they had concerns about returning to in-person school for medical or non-medical reasons. Only one staff member had such concerns. In certain situations, we have offered teachers to teach remotely and we would have another staff member sit in the room to monitor the students. For students, as well, who have underlying medical conditions, we are offering the opportunity to participate virtually in in-person classes. We do have students who receive speech therapy. The district providers and the speech therapist we have on staff have been using virtual instruction, as well as facial masks with see through panels and plexiglass dividers. We expect this practice to continue. The areas in which students receive services will be cleaned and disinfected as part of our regular disinfecting and cleaning. Pre-Nursery students may be unmasked in the classroom but their teaching staff will wear masks and face shields will be provided. These children will have a harder time following the masking requirement due to age. They also will plan their program in such a way as to be outdoors as much as possible. The school has renovated an entrance to their portion of the building that now has a newly stained and poly-coated existing deck easily accessible where the children can play outside with adult supervision. We are also setting up a new play area on the grounds to give them extra outdoor options. In Nursery, the teachers will do their best to instruct and maintain the mask standards, but we know children are still very young at 3 years old, as well. We will provide face shields as an extra layer of protection for those teachers, as well. A face shield will be available for any staff who would like one. The Head of School will make a determination if mask requirements in classrooms will continue for Nursery students upon observation of whether or not they are able to follow this requirement. In grades Pre-K - 8, masks will be required in classrooms except for frequent, scheduled mask breaks outdoors. The reason for this is to protect children with underlying health challenges, as well as to protect staff who must stay healthy in order to provide instruction and care.
- **Transportation:** East Woods School does not provide bus transportation to and from school for its students. Each student's local public school district provides transportation. We will emphasize with families the rule that students must be masked on the bus. Social distancing will be used as students board and exit the buses and overseen by East Woods faculty and staff on duty. We have extra face masks to provide for any students in need. Members of the same household may be seated together - but

this is a district decision. While East Woods School will be requiring weekly electronic health screening to be completed by families and sent for each child, only the bus provider can ensure temperatures are taken upon boarding the bus. We will take students' temperatures when they arrive and disembark from the bus each morning. Many of our parents do drive their children to school; however, some of them truly do need the busing service due to their work schedules and commuting. We are awaiting information from the local public school districts on their plans for busing. East Woods School's secretary is also the Director of Transportation. She communicates with the bus service companies and the districts providing transportation.

- **Food Service:** East Woods School has a contracted food service provider. Onsite, the company provides a trained professional chef and staff members. They are using the New York State Guidance for In-Service Food and Dining as their basis for protocols and procedures. East Woods School will oversee the proper implementation of these protocols and procedures onsite. We have added a gym and, if needed, the dance studio as sites for snack and lunch service in order to allow for social distancing of 6 feet between diners. We have built plexiglass 2 foot by 2 foot "carrels". Students and staff will not be allowed to remove masks until seated at the carrel. Students will face all in one direction. Each person's lunch will be packaged and already at the assigned location. 4 restrooms are available for handwashing by students - 2 of these are one person at a time and 2 of these can accommodate 2 at a time (wearing masks), but also there is a hand sanitizing free-standing dispenser outside of the eating areas. The two rooms we are planning to use for snacks and lunches will be first aired out, and then sprayed with an electrostatic fogger after each use, between shifts. Students will use hand sanitizer both before and after eating or washing hands. The kitchen staff will be following all protocols and procedures from NY State Guidelines (including those for mask wearing and respiratory and hand hygiene, and the kitchen will be thoroughly cleaned and disinfected after use).

- **Mental Health, Behavioral, and Emotional Support Services and Programs:** East Woods School has a group of social workers, psychologists and psychiatrists we work with when a student or staff member needs a referral. One psychologist who has worked extensively with our community will do a professional development virtual workshop regarding what to expect in terms of mental and emotional challenges for school re-opening along with possible behavioral changes students and staff may experience. She will also explain how staff and students should be supported in this transition. She will advise the administration as needed throughout the year. She will address how to build coping and resilience skills for students, faculty and staff. We will also request

she hold a virtual parent coffee one evening prior to the beginning of school to talk about re-entry with families.

- **Communication:** In late May, the Head of School held a Town Hall meeting to outline possible reopening plans for parents. Parents were allowed to ask questions and many did. Some followed up with emails and the Head of School held virtual parent conferences with a few parents. The Head of School has sent weekly email updates this summer on how various aspects of the school day will be handled, from hybrid (virtual and in-person classrooms), to lunch, to how to help your child if you lose a family member to COVID-19 to Governor Cuomo's required quarantines for those traveling from other states. East Woods School's Reopening Plan will be disseminated first to the Executive Committee of the Board and senior administrators, followed by the full Board and all staff and all parents. This will be done by email. East Woods School is also creating a video families and staff may watch which will walk students, parents and staff through as many aspects of the plan as possible before they actually return to campus. East Woods School will use our usual translation sources if needed, although we do not anticipate such a need based upon our enrollment and our families' facility with English.

MONITORING

- **Screening:** All students, staff, parents, and visitors will have their temperature taken by one or two freestanding temperature scan machines or by handheld contactless thermometers. All staff will complete an electronic health survey with questions provided by the New York State Department of Health before coming to work in the morning and being allowed in the buildings. Anyone who has not completed the survey will have their non-response flagged electronically and must complete it before entering a building. Parents will complete a similar survey for their child(ren) once a week. Again, if not completed, a child will not be allowed to enter the buildings. Parents will not be allowed in the buildings unless by prior approval from the Head of School. Any visitors allowed to enter the buildings and interact with staff or students will submit to a temperature scan. Very few visitors will be allowed in the building.
- **Testing Protocols:** East Woods School will refer staff or students for diagnostic testing in consultation with the Nassau County Department of Health. Currently, CityMD, an urgent care facility, is providing testing. As this could change, East Woods School has as resources several health care services that are providing widespread testing in case of a community outbreak. Nassau County BOCES, which provides one nurse to East Woods School, also is a source of referrals and recommendations. East Woods School will follow all mandatory quarantine restrictions from the New York Department of Health. When staff or family travel to quarantined states or countries is known by the school or self-reported by the

individual, East Woods will observe the quarantine period by not allowing return of the staff or student until quarantine has passed, even if the individual is asymptomatic. If the individual is symptomatic, East Woods School will require a negative test result for active infection before allowing the individual to return to in-person school. The Head of School has sent two emails to faculty and families with the link to the New York State Travel Advisory with instructions regarding quarantine requirements and will send another approximately 2 weeks before school is due to begin if the state deems the Long Island region ready for in-person school.

- **Testing Responsibility:** East Woods School nurse is responsible for referring staff and families to the appropriate source for testing and ensuring a negative test has been documented before the individual can return to school. The school nurse, in consultation with the Head of School, will be the primary contact to the county health department. If large-scale testing is needed at East Woods, the nurse will work with the Nassau County Department of Health to oversee this process and the results.
- **Early Warning Signs:** East Woods School resides in the Long Island region as designated by the Governor's office. The standard for re-opening is that as long as the region has maintained a 5% or lower new infection rate using a 14 day average, schools may open. If the Long Island region's infection rate rises above 9% using a 7 day average, the schools will not open. If we open for in-person school, any child or staff member who has a known or suspected exposure to COVID-19 will be required to stay home in quarantine and be tested if testing is available. More than one positive case of a student or staff member or two or more cases spanning two or more cohorts will serve as a red flag that school community transmission may be occurring and would likely trigger a partial or full closure unless contact tracing and testing happens quickly enough to rule this out. However, these decisions will be made with the guidance and recommendations of the Nassau County Department of Health. East Woods School has the ability to require multiple cohorts to quarantine and still deliver virtual instruction to all if needed. We believe the county DOH will require our school nurse to report every COVID-19 like potential case, and that they will advise us on staying open for in-person instruction or closing and having virtual-only school.
- **School Health Office:** If a staff member is showing symptoms, has a temperature or has filed an electronic health survey indicating symptoms or possible exposure prior to entering school, s/he will be sent home to follow up with testing and a doctor's consultation. If the staff member is not able to drive him/herself, a family member will be called and the staff member will be sent outside only when the family member arrives. If a student arrives with a temperature or symptom, a parent dropping off the child will be required to take him/her home. If the child has arrived by bus, the staff member on bus duty will provide an additional mask to wear on top of his/her mask and the child will be

escorted to the health office to the most direct entrance by that office, the main door of the main building. The school nurse will follow BOCES/DOH protocols for isolating the student from others in the building. The parent will be called and the child will be escorted to the front door, again wearing an extra mask just for the walk down to the front door when the parent arrives.

- **Isolation:** The school nurse will be responsible for isolating the affected individual, whether screening as having a temperature or showing symptoms. Pick up arrangements for students or staff are explained above. The school nurse will have access to paper gown, goggles or face shield, and multiple masks and gloves to ensure safety.
- **Collection:** Affected students or staff will remain in the designated isolation area until a parent, legal guardian or adult family member has arrived to pick up him or her. The student or staff member, wearing an additional face mask, will be escorted to the door when their parent/family member buzzes the door and the school secretary asks him/her to wait until the student or staff member is escorted outdoors. The school nurse will instruct parents, legal guardians and family members of the requirement the individual must be seen by his or her healthcare provider.
- **Infected individuals:** No student or staff member who has tested positive may return to school until s/he has completed the quarantine requirement set forth by the county DOH and East Woods School. East Woods School will require a negative test result for COVID-19, as well, before the individual is allowed to return.
- **Exposed Individuals:** Students or staff who have been exposed to COVID-19 are required to complete their quarantine and not have any symptoms before returning to in-person learning. Nassau County Department of Health will coordinate with East Woods School on clearing the individual as safe to return to school.
- **Hygiene, Cleaning and Disinfection:** East Woods School will follow all DOH and CDC guidance for hygiene, cleaning and disinfection of exposed areas, including closing the door and airing out the room as per guidelines, followed by electrostatic spraying of a DEC and CDC New York State school-approved product known to kill the COVID-19 virus, as well as contact cleaning of any areas of physical contact within the room. We will notify anyone who may have come into contact with these areas, including the maintenance staff responsible for cleaning and disinfecting of possible air and surface exposure before they clean, and they will be provided with PPE.
- **Contact Tracing:** East Woods School will assist and support the Nassau County Department with contact tracing as put forth in the New York State Contact Tracing Program.
- **Communication:** In the case of a positive COVID-19 diagnosis of a student or staff member, East Woods School will protect the confidentiality of the individual while at the same time sharing protocols and safety measures, such as planned

cleaning and disinfection. Those who came into contact with the individual will be notified of a possible exposure. East Woods School will work closely with the Nassau County Department of Health in this process.

- **Closure Triggers:** East Woods School will close if the Long Island Region is put on pause for in-person school by New York State. East Woods School also will work with the Nassau County Department of Health in the event of one or more positive COVID-19 diagnoses of students or staff to determine whether or not the school should close and revert to virtual teaching and learning. Of special concern would be if more than one infection arose in a cohort or across cohorts. East Woods School will provide for an orderly closure through immediate virtual teaching and learning. Parents will be notified with our e-mail, text and phone blast system. The schedule for all-virtual teaching will be shared before school starts with staff and parents. We have made arrangements for teachers to stagger arrival and exits to teach in classrooms (after proper cleaning and disinfecting as per CDC guidelines with approved disinfectants) if needed, or some or all teachers may be given permission to teach from home in case of a widespread outbreak in the Long Island region or if they have childcare challenges or health challenges.
- **Operational Activity:** As needed, virtual faculty meetings and professional development for teaching virtual school will continue. Virtual tech trouble-shooting and advice will continue to be provided to staff and parents when needed. As East Woods School has a small enrollment, we foresee either closing for individual cohorts or school-wide. Phasing is not needed, as East Woods School can provide virtual teaching and learning immediately upon closure for all classes and groups. In the virtual classroom, if a teacher becomes too ill to teach, we have qualified teachers who can take on a larger group or aides who are fully qualified and experienced as classroom teachers. We also have some substitute teachers available. We would immediately provide them with tech support to get up and running with the virtual classroom. In the case of virtual school, intramural athletics for students in grades 5-8 would necessarily be replaced by a documented home workout plan and journal overseen by the Assistant Head of School in order to ensure those students are fulfilling their PE requirement. Grades 4 and younger will have either virtual PE classes or pre-recorded class sessions, or a mixture of both. As an independent school, East Woods School is not required to provide a snack or lunch when students are in virtual school. We have a plan to refund parents a prorated portion of tuition should school be virtual for a significant amount of time. Also, when students at East Woods School are in virtual classes for a significant portion of the day, we do shorten their classes slightly to allow for breaks from screen time. The virtual class schedule also takes into account the developmental stage of the students, with the very young children (2 years old through 5 years old) in a shortened daily class schedule and the older students in nearly a full day class schedule with breaks.

- **Communication:** East Woods School uses a parent and staff email, text and phone blast system to notify parents of school closures, and we will continue to use this. As needed, virtual faculty meetings and professional development for teaching virtual school will continue. Virtual tech trouble-shooting and advice will continue to be provided to staff and parents when needed. As East Woods School has a small enrollment, we foresee either closing for individual cohorts or school-wide. Phasing is not needed, as East Woods School can provide virtual teaching and learning immediately upon closure. East Woods School will use texts, phone calls, e-mails and virtual meetings throughout the closure process to keep staff and families updated and informed.

East Woods School
2020-21 School Re-Opening Plan
Independent School (SORIS)
August 3, 2020

Requirements:

- The Head of East Woods School held a virtual Town Hall meeting May 28, 2020 in order to outline points in the re-opening plan for parents, staff and interested students. Those participating asked questions and made comments. Some of the suggestions given were adopted into the future drafts of the plan. The Town Hall was also posted on a private YouTube site and has had 322 views. In Spring 2020, East Woods school had 176 students. Based on our analysis, the vast majority of parents participated in real time while the remainder watched later. The Head of School also had numerous virtual meetings with individual families after the Town Hall. The Head of School worked with nursing staff, IT staff, other senior administrators, and doctors to develop the re-opening plan. She participated in multiple virtual meetings sponsored by the National Association of Independent Schools and the New York Association of Independent Schools in order to gather best practices for re-opening. In the August Board meeting, the Board of Trustees will vote to approve the re-opening plan as a matter of good governance. The Head of School also has e-mailed updates on the plan with more details to all families and staff members on an almost weekly basis.
- **Communications Plan** - East Woods School plans to post our re-opening plan on our website, and to e-mail a link to all parents and staff members. East Woods School uses a phone, text and e-mail blast system that will be used closer to the opening day of school of any alerts or changes in Long Island Health metrics that could conceivably cause the school to go virtual. All staff will attend a virtual mandatory training on hand and respiratory hygiene as well as

proper mask usage by Horizon Health Services. Teaching staff are required to teach these practices to students the first morning of the first day of school and to reinforce these practices at all times.

Signage will be used to remind everyone regarding mask and social distancing requirements, as well as the proper use of hand and respiratory hygiene. Social distancing stickers will be used in places where there might otherwise be a tendency to gather.

- **Training students:** Teachers will train all students the first morning of the first day of school on proper hand and respiratory hygiene, as well as on proper mask usage and social distancing.
- **CDC and DOH Guidance:** East Woods School already has shared guidance on acceptable face coverings with staff and parents (CDC and DOH approved), as well as described types of face coverings that will not be allowed via weekly e-mail updates in the summer. We are taking a stronger stance than the DOH, in that we are NOT allowing neck gaiters, bandanas, or masks with vents, as we believe they are not protective enough. We will continue to send this information out in updates. We are allowing cloth masks, as long as they are not pierced or decorated in such a way as to affect their safety. We also are allowing surgical masks and cone masks. All masks must cover nose and mouth. Face shields are allowed but an approved mask must be worn, as well.
- **Residential considerations:** East Woods School is a day school, so we do not have residential living. We also will not host our yearly Night at the Mansion fundraising overnight unless the COVID-19 pandemic is over.
- **General Health and Safety Assurances:** East Woods School will follow all health and safety requirements on our campus. Classroom desks will be arranged with 6 feet social distancing. The school has purchased three electrostatic sprayers and a significant amount of DEC/NYState approved disinfectant cleaner for schools. Our two buildings will be thoroughly treated inside every morning at 6 a.m. with the electrostatic sprayers and disinfectant by our maintenance

staff. Nightly, the cleaning crew will physically clean and disinfect the buildings with special attention to high touch areas, such as light switches, door pulls, etc. We will ensure proper access to fire exits.

- **Fire Code Compliance:** East Woods School will not be altering or changing their building space. We have 6-8 additional, lightly used regular classrooms we may use if enrollment grows significantly before the first week of school. We will not be using tents for classes.
- **Doorways:** The fire doors which have automatic hold opens that release by the fire alarm system will not be changed in any way.
- **Emergency Drills:** East Woods School will complete the required number of fire drills using social distancing. We understand that evacuating the buildings in this way will cause our drills to take slightly longer, but we have multiple fire exits to allow for fast evacuation of all students, staff and visitors. We will explain to students that in an emergency, we would expect a quicker exit and less concern about social distancing. East Woods School also will continue to do the required lockdown drills; however, these will be carried out using social distancing requirements. Teachers will lock the door and turn out the lights. Students will remain quiet. The teachers will explain to them where in the room they would gather in the event of an actual emergency.
- **Child Nutrition:** East Woods School's catering vendor and chef are reviewing the guidelines for New York State dining safety guidelines. The administration also has reviewed the guidelines and will oversee proper kitchen and service adherence to the guidelines. Students with food allergies are clearly identified for kitchen staff with a photo and list of allergies. Meals will be prepackaged, labeled with the child's name, and placed at an assigned seat. This will ensure safety for children with food allergies. No buffets or shared food or beverages will be allowed. Lunches will be provided in the dining room and Old Gym using social distancing of 6 feet, plexiglass carrels that are 2 feet by 2 feet and with all students facing forward. Students may not remove masks until seated at their spot. Before

entering, students must use either the hand sanitizing station provided or wash hands thoroughly in one of 4 restrooms on that floor. Two of the restrooms only accommodate one student at a time, while the locker area restrooms may accommodate 2 each as long as they are wearing masks. After eating, students will also use the hand sanitizing station or wash hands. Both the dining room and Old Gym will be aired out and disinfected with the electrostatic sprayers immediately after each shift.

- **SFA:** East Woods School is not an SFA.
- **School Buses:** East Woods School **does not provide bussing** for its students. This is done through each student's public school district. **We will educate our students and parents on the requirement to wear masks and social distance on the bus** and have suggested to them they should ask their district for its COVID-19 safety plan. When students arrive on the buses, they must disembark/board using social distancing as overseen by the staff on duty. They will then submit to a temperature check at a free-standing temperature station. From there, they will enter the building (unless directed to another entrance where they must access the nurse's office due to a temperature higher than 100.0 Fahrenheit or if they are showing symptoms of COVID-19 as provided by the CDC and disseminated to all staff and parents. Students who arrive before 7:45 a.m. will enter the New Gym one at a time to sit on socially distant stickers before being released one at a time when it is time to go to the classroom.
- **School Schedules:** With our plan, we have submitted our in-person and virtual school schedules. We have dated them and do reserve the right to make adjustments which we will update on the NYSED Portal as our enrollment may change significantly between the beginning and end of August. If we experience 1 case of COVID-19, we would have that cohort stay home and attend virtual school. If we have 2 cases spanning 2 cohorts, we would work with the advice and guidance of the Nassau County DOH and New York State DOH, but

would likely close down a division (ECC, Lower School or Upper School) or the entire school and go virtual. We have taken into account the need for mask breaks for all ages (as our students will wear them in the building except for while eating) and the need for more passing time in hallways.

- **Attendance:** East Woods School uses electronic reporting of attendance from each homeroom teacher whether virtual or in-person. This will continue. This is overseen by the school secretary. If one or more cohorts become virtual, this will continue, although the teacher will take attendance once during the early part of class. This is set out in more detail in our DOH plan. If a teacher suspects a child has clicked out of the virtual class, s/he should contact the parent as soon as possible before any adverse academic effects occur. We also have the ability to track when a student logs in and logs out of every class, although this is cumbersome and will only be used if there is disagreement about attendance.
- **Continuity of Learning Plan:** East Woods School, if in-person, will also be offering virtual attendance in its in-person classes. If a cohort or cohorts or the entire school cannot be in-person due to sickness or quarantine requirements, virtual school will be provided immediately with no days lost. Last spring, during the beginning of the crisis in New York, East Woods School lost only one day of instruction as we held a long faculty meeting to help teachers with any connectivity or device challenges they were having. We also delivered devices to families and staff who needed them.
- **Equity:** Most parents purchase devices for their children, as we are an independent school where families pay tuition in addition to their local school taxes. However, we do recognize that in the pandemic, some families have had adverse financial impact, so there are a handful of situations where we have provided school-purchased devices. Our IT staff even help families problem-solve connectivity challenges through virtual coaching sessions.