

Public Prep Reopening Plan, Safety, Learning and Community at the Center School Year 21-22 Pre-K -8 Safe Reopening Plan

Our plans are designed with guidance from the New York State Education Department, the Centers for Disease Control, and New York City Department of Health. We will respond to changes in public health conditions and any new government guidelines or recommendations.

Our reopening plan honors the commitment and promise that Public Prep makes to its families. **Public Prep will ensure our scholars will continue to learn and grow in any academic setting, remote or in person**. Our overriding goal will always be to support the health, safety and well-being of our Public Prep community, scholars, staff and families.

We will begin our 21-22 academic year on August 30 with 95% of our scholars across campuses in person. Our remote program will consist of a very limited remote STRIDE program for immunocompromised scholars until January.

Please continue to read on to understand our guiding principles for reopening, an outline of health and safety protocols, the school program choices and sample schedules.

In partnership, Janelle Bradshaw Public Prep CEO



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Guiding Principles

- Community Health & Safety. The wellness of our community will remain at the forefront of all our decisions
- Equity We remain steadfast committed to ensuring our scholars have an opportunity for the best education regardless of zip code.
- Strong Academic Learning every scholar must grow through a program of academic rigor and joy.
- Socioemotional and Community Building We recognize that extra attention must be paid to the social and emotional health of our scholars, staff and families as we all return to in-person learning.

Operations: Health and Safety

Public Prep's Five Components for a Safe and Healthy School Environment

- (1) Community Screening and Monitoring
 - Staff and families will complete a daily health screener prior to entering the building
 - Campus COVID Response Team and assigned COVID coordinator on each campus
 - Mandatory vaccination for staff
 - Personal Protective Equipment (PPE) available (disposable) on-site; however it is encouraged that staff do bring their own face mask each day.
 - COVID testing 25% of the student body will be administered COVID testing each week. Staff will be tested weekly and then monthly if case numbers are manageable
 - Students Only:
 - Per the Department of Health, new and returning students must provide an updated student health and physical record. For new students, this should be submitted to Public Prep's enrollment team prior to starting. For returning students, this should be provided within the first two weeks of returning to school. Families must comply with immunization and health requirements before their children attend on-campus learning, given COVID-19 related disruptions to accessing healthcare services. Immunizations are legally required and it is more critical than ever that scholars are protected and stay up to date.
- (2) Clean and Safe Environment
 - Daily deep cleanings performed by the NYC Department of Education for all Public Prep rooms. Public Prep will rely on the NYCDOE custodial engineers and follow directions from NYC Division of School Facilities (DSF) to ensure the safe restart of building systems as well as cleaning and disinfection of the facility.
 - Face Masks: Students will wear a face mask throughout the school day. Public Prep will have a strict no mask/no entry policy. Students must bring their own disposable or cloth mask with them every day. Campuses will have extra disposable masks on-site for those that do not have. It is highly recommended and encouraged that students bring their own mask each and every day
 - Grades PK-4: Students will be encouraged to wear a mask within the classroom. There will be designated mask breaks and specified social distancing routines established.
 - Grades 5-8: Students must wear a mask at all times during the school day. There will be designated mask breaks and specified social distancing routines established.
 - Cleaning supplies available in the building and classrooms with daily protocols



- Use of EPA-approved soaps and sanitizers throughout the campus buildings
- Classroom-specific cleaning bins consisting of the items below. These items will be checked weekly and replenished by the school Operations team.
 - Hand sanitizer
 - Clorox disinfecting wipes
 - Paper towel
 - Non-toxic cleaning solution spray bottle
- (3) Established Hygiene Routines
 - Sanitizing and hand washing throughout the day built into the schedules
 - Sanitizer stations located throughout the building and in classrooms
- (4) Social Distancing and Contact Reduction

(Please note that this is subject to change based on guidelines from New York State & City, New York Department of Health (DOH), and the Centers for Disease Control.

NYDOH defines close contact as being within 6 feet for 10-15 minutes)

- Students and staff will remain in small class pods. Limited interaction across campus. Students will also remain in one classroom at an assigned desk that will be just for that individual student.
- Lunch will be served in the classroom in accordance with social distancing requirements. Staggered recess schedule developed to ensure social distancing between class pods.
- Safe social distancing practices will be established within classrooms to ensure students have adequate space at desks, tables, and on communal rugs.
- Face coverings and masks will be worn to enter and exit and while walking throughout the hallways of the building at minimum. Masks should be readily available for students to put on inside the classroom when needed. Students should be socially distant OR wear a mask within the classroom
- (5) Symptom Management and Emergency Protocols:
 - In collaboration & partnership with campus DOH nurse staff (trained medical staff will be on site to assess any person(s) showing COVID-19 symptoms)
 - Quarantine space with equipment will be established at each campus
 - Strict symptom management including isolation, communication with family, tracing, and post-illness protocols will be enforced.
 - Tracking student information for future follow-up
 - See resources section for case reporting protocol
 - Education sessions for staff will be held on identification of clinical systems and the emergency protocols
 - Isolation Plan will be shared and posted on each campus
 - Tracking student health information and clear follow-up in conjunction with the DOH and the NYC Track and Trace program



Facility Sanitation

Facility	HVAC Air System	Cleaning and Sanitation	Facility Improvements
Department of Education (GPBXE, GPBXM, GPLESE, GPLESM)	 Public Prep will continue to monitor and adhere to the guidance of the New York City Department of Education, Office of Space Planning, and Office of School Facilities All Classroom windows and doors should remain open at all times to ensure proper air flow throughout the room Fans will be purchased for classrooms where additional ventilation and air circulation is needed 	 Quarterly deep cleanings (provided by Public Prep) Work in collaboration with the DOE building custodial staff to ensure classrooms are receiving daily cleanings Monitor internal classroom cleanings (Teachers support with disinfecting down their classrooms) 	 Additional facility improvements provided by the NYC DOE (more information to follow) Hand sanitizer stations set up throughout the school building Clear hygiene and social distancing signage (provided by Public Prep)
Private Facility (Boys Prep, GPBXE II)	Public Prep will work with our HVAC system servicer to ensource the Boys Prep facility is updated with state of the art air filtration system to reduce the spread of COVID-19 in our private facility	 Classrooms will be disinfected daily (internal cleaning company) Deep cleaning schedule will be determined w/ (internal cleaning company) Monitor internal classroom cleanings (Teachers support with disinfecting down their classrooms) 	 Hand sanitizer stations set up throughout the school building Improvement HVAC air filtration system Clear hygiene and social distancing signage (provided by Public Prep)





Building Safety

Building Access	Movement throughout the Building	Common Space Usage
Expectations for Families and General Guests • All visitors must complete the daily health screener and show proof of vaccination. • Family events will be limited during this time to small events and 1:1 meetings.	 Physical distancing (at least 3 feet apart) among all persons on school grounds will be adhered to whenever possible. Entrances & Exits: Wherever possible, there will be separate entrances and exits to ensure that the flow of people goes in one direction. Lobby use will be for entrance and exit only. Lobby floors will be marked with signs designating the direction of traffic. We will practice social distancing and containment to the extent possible in classrooms and common spaces across our campuses with updated systems and routines in place. Certain of these systems and routines are highlighted in the above Health, Safety, and School Operations section. Elevator usage: In applicable buildings, no more than 2 individuals are permitted inside an elevator at a time. 	 Gym, Cafeteria, Library: In most buildings these are considered shared space. Public Prep school leaders should work with the co-located Department of Education school(s) to have a clear plan of usage of these spaces. Outdoor space: Whenever possible classes can take place in the school yard and/or outdoor space. School leadership teams are responsible for developing academic schedules. Students must continue to wear a mask when in their class pod and adequate social distancing must be established between multiple class pods. Physical barriers, such as sneeze guards, will be installed in lobbies and reception areas Co-located (DOE ONLY) Spaces: Public Prep will collaborate with co-located schools, whether charter or district, through their building councils and shared space committees to follow all health and safety protocols as prescribed by the NYCDOE and NYCDOH while maximizing these spaces for instructional purposes.

Personal Protective Equipment

PPE (Student)	PPE (Adult)	PPE (on Site)
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Expectations

- All scholars are required to wear a mask during arrival, dismissal, and while walking in the school building.
- When social distancing is not possible, students must wear a mask
- Grades Pk-4 will be encouraged to wear a mask inside the classroom. Grades 5-8 must wear a mask within the classroom. There will be designated mask breaks with social distancing
- Students must bring their own mask with them every day, as we will operate with a "no mask/no entry" policy. Main offices will have disposable masks on-site to provide however School Leaders will follow up with families to ensure they know where they can obtain a multi-use mask (ex: cloth mask) for their scholar

Expectations

- Everyone staff, scholars, and families is required to wear a mask during arrival, dismissal, and while walking in the school building. Information on CDC approved face covering
- Staff will follow all protocols for the use of PPE. Staff will minimally receive initial and annual training in the appropriate use of PPE. Additional training will be provided as needed and/or when there are any changes in the policy/protocol for the use of PPEs. All training will be documented and minimally include: The use of PPEs for specific tasks, How to properly put on/remove PPE, Disposal of PPE
- Staff must wear a face mask while around any other scholar and/or near another adult
- Adults should bring their own face mask each and every day. Public Prep will have some on site but these will only be used in emergency situations
- School Health Offices: DOH will provide all PPE and supply necessary for outfitting the school health office, including but not limited to eye protection, gloves, gown, and masks.

Available PPE on site

Sites will maintain a sufficient supply of PPE and store them in a safe location not accessible to students.

- The supply is checked monthly
 Sites will maintain an adequate amount of
 supplies which include soap, hand sanitizer with
 at least 60 percent alcohol, paper towels, tissues,
 disinfectant wipes, gloves, masks and
 pedal-activated trash cans.
 - KN95 Masks (for suspected COVID-19 situations)
 - Disposable 3ply masks
 - Face shields
 - Protective emergency gowns
 - Sanitizer, Disinfectants
 - Digital Thermometers
 - Disposable gloves
 - General cleaning solutions

Updated: 12/10/2021



Student Meals & Transportation

Facility	Student Meals	Student Transportation
Department of Education (GPBXE, GPBXM, GPLESE, GPLESM)	 Public Prep will rely on the NYCDOE SchoolFood to ensure that service personnel follow all appropriate guidelines for safety as recommended by the NYCDOH. The school will train school staff as needed to reinforce the protocols adopted by food service and custodial personnel to ensure healthy, safe meals and least disruption to the instructional day. Scholars will eat breakfast and lunch in their classrooms in support of containment. They can bring a brown bag lunch from home or get grab n go as usual. Hand sanitizer will be given to scholars and surfaces wiped down before and after they eat. If the cafeteria is utilized, students will only be permitted to remain with their class pod UPK Programs: Will no longer be family style meals. Will grab-and-go breakfast and lunch. 	 Public Prep will continue to utilize the Department of Education general Office of Pupil Transportation bus service so long as the bus service and bus company provide a safe and healthy environment on the buses for Public Prep scholars. Public Prep will continue to monitor and adhere to the guidance of the New York City Department of Education and Office of Pupil Transportation (OPT). More information and guidelines will be provided when available *GPLESE*- only campus with gen-Ed Bussing. IEP mandated bussing will be provided by the DOE OPT Public Prep will rely on NYCDOE Pupil Transportation to ensure that school bus
Private Facility (Boys Prep, GPBXE II)	 Public Prep will work with our school meals provider, Red Rabbit, to provide in-classroom breakfast and lunch for scholars Scholars will eat breakfast and lunch in their classrooms in support of containment. They can bring a brown bag lunch from home or get grab n go as usual. Hand sanitizer will be given to scholars and surfaces wiped down before and after they eat. UPK Programs: Will not longer be family style meals. Will grab-and-go breakfast and lunch. 	companies and personnel follow all appropriate guidelines for safety as recommended by the NYCDOH Those families relying on NYC public transportation will be provided with full information and guidance for using publi buses, subways, and taxis according to NYCDOH rules



Classroom Cleanliness and Hygiene Procedures

Layout & Organization	Cleaning and Sanitation	Student Hand Washing/Sanitizing	Technology
Expectations Maintain social distancing Physical distancing (at least 3 feet apart) among all persons on school grounds will be adhered to whenever possible. Students can share materials however they should be disinfected throughout the day. Keep students within classroom pods Visual cues (i.e. floor markings, wall markings) and other strategies (i.e. alternative cues that are meaningful for students to understand 6 feet spacing) will be utilized. For example, decals and arrows will be placed on floors and sidewalks, and signs will be placed on walls, to ensure that staff and children remain at least 3 feet apart in lines. Also, guides will be used for creating "one-way routes" in hallways and staircases. Blue tape cues marking off specific working space for students	Staff Expectations Ensure classrooms and the building remain clean • Daily cleaning checklist) • Student & staff Hands should be washed prior to entering classroom • Check cleaning and sanitation station (located in each classroom→ contains emergency PPE, Disinfecting Wipes, Sanitizer, Cleaning Spray, and Paper towel) • Monitor student health conditions • Teachers and our operations staff will sanitize high-touch surfaces throughout the day. • Toy sanitizing between activities - Any items that are shared will be sanitized after use Student Expectations • Face Masks must be worn inside the classroom • Student & staff Hands should be washed prior to entering classroom • Students will take part in ensuring their work spaces remain clean throughout the day Building Expectations • Public Prep will rely on the NYCDOE custodial engineers and follow directions from NYC Division of School Facilities (DSF) to ensure that ongoing cleaning and disinfection of all classrooms, shared spaces, and outdoor facilities meet standards as prescribed by the NYCDOH and CDC.	Expectations Staff and Students will wash hands and sanitize multiple times throughout the day • Campuses will establish regular routines for scholars to wash their hands for 30 seconds or use hand sanitizer at regular intervals throughout the day, including before and after recess, meals, and any transitions	We must plan for the need to transition between hybrid and fully remote learning should the need arise for our schools to go remote at any point. We want to make that transition as easy as possible. Public Prep will continue to utilize • Ed Tech tools • Google Classroom • Google hangout • Zoom meeting 1:1 Devices for students will be in place by the start of the school year

Community Monitoring and Isolation Plan



Community Screenings Expected COVID-19 Cases Symptom Monitoring Communication (Based on CDC, DOH, NYS Guidelines) Monitoring & Training: All staff will be **Expectations** Transparent and consistent Persons with COVID-19 like symptoms will immediately An isolation room will be communication with our school trained on the appropriate use of screening be directed to the quarantine room. A designated designated for use for people community with any additional health questions and understanding of potential member of the school medical alert team must be exhibiting symptoms of and safety updates. Follow all reporting symptoms. Screening questions will be alerted, and will be outfitted with the necessary COVID-19. The nurse's office guidelines to the New York State utilized when speaking with symptoms personal protective equipment to direct the student or should be used as a backup Department of Health and New York City exhibiting students and staff. Below are Department of Health and Mental staff member to the quarantine room. isolation room should more examples of screening questions & list of Early Warning Signs: School will follow all metrics as than one person be exhibiting Hygiene. Alert specific family potential symptoms Screening Questions Covid-!9-like symptoms at one immediately with next steps and set by NYCDOH if cases in NYC are increasing beyond time. Whenever possible, only guidance Do you have a sore throat, fever, an appropriate level and modify in-person instruction one person exhibiting Weekly family newsletter and body aches, cough or difficulty as necessary Covid-19- like symptoms Kinvo, text-based messaging breathing that is new? should occupy the isolation system communication **Campus Medical Alert Team (COVID** Have you visited any relative or room at a time. The isolation messages Response Team) nursing homes where there have room should be Ongoing updates posted to our DOO will be the Covid-19 been known, current, COVID-19 cleaned/disinfected website and social media Response Leader immediately after use so it is cases? channels Team will be comprised of: readily available. Continuous opportunities for Have you cared for or lived with a Campus DOHMH Nurse, Director of If students or staff or visitors feedback via Family Town Hall person who tested positive for exhibit symptoms while webinar(s) Operations, Principal COVID-19? physically attending school Requirements for notifications The COVID-19 Response Leader Have you been tested for will be taken from guidance in-person, they will shall assign a staff member to COVID-19 in the past 14 days? Are immediately be sent to an from the CDC/DOH. These will monitor individuals who are in the you awaiting results or have isolation room and will be include, but not be limited to isolation room. Students should tested positive? required to wear a face notifications to necessary not be left alone in the isolation mask/face covering (if parties when there is a report Symptoms to watch for room. possible), until he/she is able of exposure to COVID-19 or a **Daily Screening** Cough, Fever, Shortness of breath, Muscle case of confirmed COVID-19 at to leave the building which All staff will be trained in aches, Sore throat, Unexplained loss of the school. should be as soon as possible. recognizing signs and symptoms of taste and/or smell, Diarrhea, Headache, Upon arrival to the quarantine All emergency plan communicable diseases. Fatigue information will be available on room, the person will be Staff testing protocols provided with a disposable Public Prep's website (https://www.publicprep.org/p Daily health screener face mask, further assessed ublicnotices) and monitored by the school's **Symptoms and Tracing** DOHMH nurse while awaiting Student expectations and Collaboration and partnership with routines will be shared with communication and arrival of a the New York State Department of parent, guardian and/or parents. Expectations and Health, New York City Department

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emergency contact. Staff who

procedures regarding parent



of Health and Mental Hygiene, and New York City Department of Education on quarantine protocols. The school will cooperate with the NYC's Test and Trace Corp. program and any other mandates required by the NYCDOH

Confirmed/Suspected Cases Policy

- Confirmed COVID-19: NYSDOH will provide guidance. Students/Staff with a confirmed case must quarantine for 10 days. I
- Suspected/Exposed COVID-19:
 Unvaccinated Staff/Students that have not formally tested positive but were exposed or showing COVID-19 symptoms must be quarantined for a period of 10 days.

drive to campus will be escorted to their vehicle wearing proper PPE by both parties. Escort must wear a KN-95 mask provided by the main office.

- School personnel attending to individuals in the isolation room will wear appropriate
 PPE, including masks, face shields (if appropriate), gowns, and gloves.
- The individual in isolation must go home and follow CDC guidance for caring for oneself and others and seek medical guidance with documentation. Student materials will be provided to the family prior to the student leaving. For students, the parent/guardian will be given instructions to go home and contact their primary medical doctor/urgent care for further guidance.
- If the symptoms warrant emergency intervention an ambulance should be called and 911 should be alerted that the person may have COVID-19.

Communicating COVID-19 Case

The school will immediately alert the New York State Department of Health, New York City Department of Health and Mental Hygiene, co-located school Principal & Operations leadership (if applicable), custodial staff, and building school safety.

• If a student or staff members report they are COVID-19

visits, pick up, drop off, and signing students out of school early will be communicated.

Staff Expectations

- Continue to utilize Kinvo and direct calling to follow-up with families.
- All calls should be logged in Powerschool contact log
- Supervisors will follow-up and review communication cadence and logs
- Staff will receive regular communication and guidance about safe practices in school settings.



positive, Public Prep will maintain the confidentiality of the individual at all times while the situation is being mitigated and investigated. All cases will be reported to the proper health authorities and building partners. Families and staff members who have had "close contact" with that student or staff member will be immediately notified. Notification: Kinvo alert message, letter home to family, school leadership communication via individual phone calls. Exposed Individuals: If a case is identified in a class, target testing will be performed immediately following the identification of the positive case. If there is determined to be spread within the classroom, a decision may be made to close the classroom for 10 days.



School Closure Protocol

Infected Individuals: Students or staff that test positive for COVID-19 will be required to stay out of the school for 10 days or until symptoms end per the guidance of the NYCDOH

Exposed Individuals: Students or staff that have been exposed to COVID-19 will be required to stay out of school for 10 days if they have not been fully vaccinated. Schools will consult with NYCDOH or NYC Trace to determine who is "exposed" individual and must stay out of school.

	Vaccinated	Unvaccinated	
Steady State	 Does not need to provide negative COVID test prior school Come to school, wear a mask. Health screener Tested at least once a month 	 Must provide negative COVID test prior school Come to school, wear a mask. Health screener Will be tested prior to school, and at least once a month 	
	Learning: 5 days a week	Learning: 5 days a week	
Experience COVID Symptoms or generally sick	If students are feeling ill, an excused absence will be granted without a doctor's note, if the parent communicates with the school on the same day. Up to three consecutive days, with daily communication, will be granted as excused. A doctor's note must be provided beyond three days, otherwise.		
SICK	Learning: Scholars are responsible for assignments and missed work.		
Positive COVID cases via Mirimus Testing at PPN or PCR test outside of Public	positive state in the first and that excessed absence for ten earliest adjo		
Prep.	Learning: Student accesses and submit assignments via Google Classroom from home, if well enough to do so. In the rare event that an entire classroom is required to quarantine, we will pivot to remote instruction.		
New Student in positive case	• If a parent communicates to Teachers or Main Office staff that they would like to keep their scholar home due to a positive case in their scholar's classroom, they should be redirected to speak with the DOO or Principal. An excused absence at the		



<mark>classroom</mark>

discretion of the DOO or Principal can be granted for up to 3 consecutive schools days, with daily communication.

- A negative Covid19 PCR test must be presented if a scholar is absent and missed on-site mirimus testing after exposure to the positive case in their classroom.
- Learning: Students will be provided with school work missed upon their return, as with any other unplanned absence
- Mark C in Powerschool so we know it is an excused COVID absence, after the 3rd day the absence is unexcused



Mental Health, Behavioral, and Emotional Support Services and Programs

Public Prep strives to ensure our schools are providing all scholar's with the social emotional and mental support they will need upon returning to campus. Public Prep will also craft a *Welcome Week* for all scholar's - in lieu of our traditional home visits, Public Prep will have virtual meet and greets with all families. When possible, these will take place via video to begin to forge a relationship with the teacher, check in on emotional wellness and ease the transition back to school

Advisory / Morning Meeting

- Our school day will begin with an Advisory / Morning Meeting for all scholars. These meetings will take place at the start and end of the school day and provide students with the time to reflect and discuss their feelings, emotions, and well-being.
- Public Prep will utilize the RULER emotional intelligence framework from Yale Center for Emotional Intelligence to support students understand and provide healthy ways to regulate their own emotional feelings in order to create a safe and healthier school environment

On-site Support

- Each school will have a licensed social worker or school counselor trained in recognizing signs of distress and helping students during on-campus and remote learning.
- At Risk Case Management in addition to "Robust" Case Management System which requires all families to have a school based contact.
- All staff will participate in a trauma informed professional development that will highlight specific ways to support and respond to student needs.

Family Support and Partnership:

- School teams will continue to keep an open line of communication between families and school leaders, staff, and teachers.
- Family town halls and "chat chews" will be places for families to voice their needs so the school can address them. These will take place in a virtual setting.



