

## 15. School Operations and Activities Risk Considerations

**Team Leader(s):** Djuana Wilson, James Clark, Reina Jovin

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Considerations	Plan 1 – Return to School	Plan 2 – Blended & Remote
<p><b>Sporting Events:</b></p> <ul style="list-style-type: none"> <li>- Exposure to teams from different communities</li> <li>- Physical interaction of players, coaches, spectators</li> <li>- Exit/entry choke points</li> <li>- Hygiene practices (hand washing)</li> <li>- Bathroom facilities cleanliness during the event</li> <li>- Locker room space constraints</li> <li>- Responding to emergencies at sporting events (e.g., injuries, alarm activations)</li> </ul> <p>Broader Risks:</p> <ul style="list-style-type: none"> <li>- Building ventilation</li> <li>- Community spread</li> <li>- Travel history</li> </ul>		
<p><b>In-School Events/Gatherings (during and after school):</b></p> <ul style="list-style-type: none"> <li>- Proximity (auditorium seating)</li> <li>- Exit/entry choke points</li> <li>- Length of time population is together</li> </ul> <p>Broader Risks:</p> <ul style="list-style-type: none"> <li>- Building ventilation</li> <li>- Community spread</li> </ul>		
<p><b>Cafeteria:</b></p> <ul style="list-style-type: none"> <li>- Food workers exposed to sick children</li> <li>- Children exposed to sick food workers</li> <li>- Close quarters in cafeteria space</li> <li>- High number of person-to-person interactions</li> <li>- Large number of kids in room at once</li> </ul>		

<ul style="list-style-type: none"> <li>- Lunch monitors and teachers involved</li> <li>- Length of time population is together</li> <li>- Population with poor hygiene (elementary)</li> <li>- Access to resources and equipment that prevent COVID-19 (hand sanitizer stations, face masks, PPE, gloves)</li> <li>- Contaminated materials (trays, utensils)</li> </ul> <p><b>Broader Risks:</b></p> <ul style="list-style-type: none"> <li>- Building ventilation</li> <li>- Financial limitations</li> <li>- Increased demand on support programs</li> </ul>		
<p><b>Recess:</b></p> <ul style="list-style-type: none"> <li>- Close contact between children</li> <li>- Touching of shared equipment</li> <li>- Many children at once</li> <li>- Recess monitors</li> <li>- Length of time population is together</li> </ul> <p><b>Broader Risks:</b></p> <ul style="list-style-type: none"> <li>- Community Spread</li> </ul>		
<p><b>Field Trips:</b></p> <ul style="list-style-type: none"> <li>- School member exposure to other communities</li> <li>- Transportation required</li> <li>- Number of kids, teachers/aides, chaperones involved</li> <li>- Crowding, population density</li> <li>- Activities requiring the use of shared equipment</li> <li>- Access to resources and equipment that prevent COVID spread (hand sanitizer stations, face masks)</li> </ul> <p><b>Broader Risks:</b></p> <ul style="list-style-type: none"> <li>- Building ventilation</li> <li>- Community spread</li> </ul>		
<p><b>Classroom Setup:</b></p> <ul style="list-style-type: none"> <li>- Crowding, population density</li> <li>- Ability to provide social distancing based on room size</li> <li>- Shared school supplies</li> <li>- Physical work items shared (e.g., desks, rugs, chairs, doorknobs, cubbies)</li> </ul>		

<ul style="list-style-type: none"> <li>- Length of time individuals are around others</li> <li>- Access to resources and equipment that prevent the spread of COVID (hand sanitizer stations, face masks, PPE, gloves)</li> <li>- Population with poor hygiene habits (elementary)</li> </ul> <p>Broader Risks:</p> <ul style="list-style-type: none"> <li>- Building ventilation</li> <li>- Financial limitations</li> <li>- Increased demand on support programs</li> </ul>		
<p><b>Switching Classes in Halls:</b></p> <ul style="list-style-type: none"> <li>- Crowding, population density high</li> <li>- Sharing the same space (lockers)</li> <li>- Length of time</li> <li>- Entry/exit choke points</li> </ul> <p>Broader Risks:</p> <ul style="list-style-type: none"> <li>- Building ventilation</li> </ul>		
<p><b>Sharing Equipment/Materials (e.g., classroom supplies such as pens, pencils, headphones, cellphones, custodial materials, grounds keeping equipment/machines, vehicles):</b></p> <ul style="list-style-type: none"> <li>- Surface contamination</li> <li>- Population with poor hygiene habits (elementary)</li> <li>- Access to resources and equipment that prevent the spread of COVID (hand sanitizer stations, disinfecting supplies, collection bins for "dirty" items)</li> </ul> <p>Broader Risks:</p> <ul style="list-style-type: none"> <li>- Financial limitations</li> <li>- Increased demand on support programs</li> </ul>		
<p><b>PE Class:</b></p> <ul style="list-style-type: none"> <li>- High likelihood of physical touch/actions</li> <li>- Touching of shared equipment</li> <li>- Close contact and crowding/population density</li> <li>- Advisability for use of masks for students with respiratory issues such as asthma</li> <li>- Indoor vs. outdoor settings considerations (e.g., increased</li> </ul>		

<p>breath exhalation in indoor environment)  - Length of time  - Populations where restraint and hands-on response is required  - Likelihood that students will not keep their masks on  Broader Risks:  - Building ventilation</p>		
<p><b>Special Ed Classes (PT/OT):</b>  - Close contact with anticipated physical touch  - Shared resources/work  - Population with poor hygiene habits (elementary)  Broader Risks:  - Building ventilation  - Financial limitations  - Increased demand on support groups</p>		
<p><b>Transportation:</b>  - Close proximity  - Contaminated surfaces  - Frequency on getting on/off bus  - Exit/entry choke points  - Length of time  - Population with poor hygiene habits (elementary)  - Transportation of non-public school attendees  Broader Risks:  - Building ventilation  - Financial limitations  - Increased demand on support programs</p>		
<p><b>Mental Health Services:</b>  - Proximity to providers  - Sufficient services available  - Established networking/connections  - Physical layout limitations (ability to provide social distancing)  Broader Risks:  - Building ventilation</p>		
<p><b>Drop-Off/Pick-Up:</b>  - Close proximity</p>		

<ul style="list-style-type: none"> <li>- Contaminated surfaces</li> <li>- Exit/entry choke points</li> <li>- Length of time</li> <li>- Frequency of student dismissal/drop-off</li> <li>- Shared objects (pen, pencils, tablet for sign-in)</li> </ul> <p>Broader Risks:</p> <ul style="list-style-type: none"> <li>- Building ventilation</li> </ul>		
<p><b>Internal/External Childcare:</b></p> <ul style="list-style-type: none"> <li>- Close contact</li> <li>- Sharing of toys/spaces</li> <li>- Crowding, population density</li> <li>- Physical layout limitations</li> <li>- Pick-up/drop-off</li> <li>- Population with poor hygiene habits</li> <li>- Number of childcare attendants/monitors</li> <li>- Shared school supplies</li> <li>- Physical work shared items (desks, rugs, chairs, doorknobs, cubbies)</li> <li>- Length of time</li> <li>- Access to resources and equipment that prevent the spread of COVID (hand sanitizer stations, face masks, PPE, gloves)</li> <li>- District-specific training for people manning childcare programs</li> </ul> <p>Broader Risks:</p> <ul style="list-style-type: none"> <li>- Building ventilation</li> <li>- Financial limitations</li> <li>- Increase demand on support services</li> </ul>		
<p><b>Time Out Rooms:</b></p> <ul style="list-style-type: none"> <li>- Close contact with anticipated physical touch</li> <li>- Populations where restraint and hands-on response is required or likely</li> <li>- Likelihood that they will not keep their masks on</li> <li>- Contaminated surfaces</li> <li>- Physical layout limitations</li> </ul> <p>Broader Risks:</p> <ul style="list-style-type: none"> <li>- Building ventilation</li> </ul>		
<p><b>After-School Programs:</b></p> <ul style="list-style-type: none"> <li>- Close contact</li> </ul>		

<ul style="list-style-type: none"> <li>- Crowding, population density</li> <li>- Physical layout limitations</li> <li>- Pick-up/drop-off</li> <li>- Population with poor hygiene habits</li> <li>- Shared equipment and supplies</li> <li>- Length of time</li> <li>- Access to resources and equipment that prevent the spread of COVID</li> <li>- Involvement of external areas</li> <li>- Limited school district oversight/supervision</li> </ul> <p><b>Broader Risks:</b></p> <ul style="list-style-type: none"> <li>- Building ventilation</li> <li>- Financial limitations</li> <li>- Increased demand on support programs</li> </ul>		
<p><b>Relocation/MOUS:</b></p> <ul style="list-style-type: none"> <li>- Exposure to others external to the community</li> <li>- Close proximity/number of people/length of time</li> <li>- Physical layout limitations</li> <li>- Contaminated surface</li> <li>- Collaborating partner's building cleaning protocols unknown</li> <li>- Is the building open to school community if needed?</li> </ul> <p><b>Broader Risks:</b></p> <ul style="list-style-type: none"> <li>- Building ventilation</li> <li>- Community spread</li> </ul>		
<p><b>Visitors:</b></p> <ul style="list-style-type: none"> <li>- Close proximity with school members</li> <li>- External school community members</li> <li>- activities requiring the use of shared equipment where individuals come in contact with contaminated surfaces</li> <li>- Physical layout limitations in the visitor process area (narrow space with two-way traffic)</li> <li>- Sign-in system using shared equipment (doorbell, pen, lanyards)</li> </ul> <p><b>Broader Risks:</b></p> <ul style="list-style-type: none"> <li>- Community spread</li> <li>- Global, interstate travel of school community and family members</li> </ul>		

<ul style="list-style-type: none"> <li>- Recent visit to high-risk area (urgent care/ER, downstate)</li> <li>- Likelihood of illness</li> <li>- District has right to limit entry into building</li> </ul>		
<p><b>Face Mask Use:</b></p> <ul style="list-style-type: none"> <li>- Contaminated surfaces</li> <li>- Appropriate donning/doffing</li> <li>- Ability to launder/keep clean</li> <li>- Policies in place for wearing during certain events (sports)</li> <li>- Enforcement/education of rules (consistent wearing, no touching of mask surface)</li> <li>- Proper removal and disposal</li> <li>- Ability to procure disposable face masks</li> <li>- Access to spare masks for student/staff use when their mask cannot be used (broken, lost, contaminated) while at school</li> <li>- Student/staff mask use is complicated due to physical/health/mental issues</li> </ul> <p><b>Broader Risks:</b></p> <ul style="list-style-type: none"> <li>- Building ventilation</li> <li>- Community spread</li> <li>- Financial limitations</li> <li>- increased demand on support programs</li> </ul>		
<p><b>Nurse's Office:</b></p> <ul style="list-style-type: none"> <li>- Close contact, crowding, population density</li> <li>- Physical layout limitations</li> <li>- Pick up from office</li> <li>- Population with poor hygiene habits</li> <li>- Shared equipment and supplies (chairs, beds)</li> <li>- Length of time around others</li> <li>- Access to resources and equipment to prevent the spread of COVID</li> <li>- Scheduled visits for distribution of medications causing high population density</li> <li>- Ability to launder shared items</li> </ul> <p><b>Broader Risks:</b></p> <ul style="list-style-type: none"> <li>- Likelihood of illness</li> <li>- Building ventilation</li> <li>- Recent visit to high-risk location (urgent care/ER)</li> </ul>		

<ul style="list-style-type: none"> <li>- Financial limitations</li> <li>- Increased demand on support programs</li> </ul>		
<p><b>Safety Drills:</b></p> <ul style="list-style-type: none"> <li>- Student, staff and visitor participation</li> <li>- Close proximity</li> <li>- Contaminated surfaces (door handles)</li> <li>- Exit/entry choke points</li> <li>- Length of time</li> <li>- Closely passing in hallways</li> <li>- Close proximity and length of time in lockdown</li> <li>- External school community members</li> </ul> <p><b>Broader Risks:</b></p> <ul style="list-style-type: none"> <li>- Likelihood of illness</li> <li>- Community spread</li> </ul>		
<p><b>Library Lending of Books and Materials:</b></p> <ul style="list-style-type: none"> <li>- Close contact</li> <li>- Contaminated surfaces</li> <li>- Redistribution of materials</li> </ul>		
<p><b>Common Use Areas (weight rooms, technology, computer rooms, music rooms, art rooms):</b></p> <ul style="list-style-type: none"> <li>- Contaminated surfaces</li> <li>- Frequent use of equipment, high touch surfaces</li> <li>- Physical layout limitations</li> <li>- Population with poor hygiene habits</li> <li>- Shared equipment and supplies</li> <li>- Length of time</li> <li>- Access to resources and equipment that prevent the spread of COVID</li> </ul> <p><b>Broader Risks:</b></p> <ul style="list-style-type: none"> <li>- Building ventilation</li> </ul>		
<p><b>Building Access (childcare, recreation, athletics, visitors):</b></p> <ul style="list-style-type: none"> <li>- Close proximity with school members</li> <li>- External school community members</li> </ul> <p><b>Broader Risks:</b></p> <ul style="list-style-type: none"> <li>- Community spread</li> <li>- Global, interstate travel of school community and family members</li> </ul>		

<ul style="list-style-type: none"> <li>- Recent visit to high-risk location (urgent care/ER)</li> <li>- Likelihood of illness</li> </ul>		
<p><b>Security Operations (SRO, Safety Officers, Hall Monitors):</b></p> <ul style="list-style-type: none"> <li>- Close contact</li> <li>- First responders</li> <li>- Physical layout limitations</li> <li>- Populations where restraint and hands-on response is required or likely</li> </ul> <p>Broader Risks:</p> <ul style="list-style-type: none"> <li>- Building ventilation</li> </ul>		
<p><b>Elevators:</b></p> <ul style="list-style-type: none"> <li>- Close contact</li> <li>- Contaminated surfaces (restrictions for weigh capacity to minimize occupant load)</li> </ul> <p>Broader Risks:</p> <ul style="list-style-type: none"> <li>- Building ventilation</li> </ul>		
<p><b>Crawl/Confined Spaces:</b></p> <ul style="list-style-type: none"> <li>- Close contact</li> <li>- Contaminated surfaces</li> <li>- Length of time</li> <li>- Tasks that require use of a buddy system</li> </ul> <p>Broader Risks:</p> <ul style="list-style-type: none"> <li>- Building ventilation</li> </ul>		
<p><b>Sign-in sheet Process/Office Tasks:</b></p> <ul style="list-style-type: none"> <li>- Contaminated surfaces</li> <li>- External school community members</li> <li>- Length of time</li> </ul> <p>Broader Risks:</p> <ul style="list-style-type: none"> <li>- Building ventilation</li> </ul>		
<p><b>Drinking Water Sources:</b></p> <ul style="list-style-type: none"> <li>- Surface contamination (fountain controls, water outlet)</li> <li>- Frequency of use</li> <li>- Population with poor hygiene habits</li> <li>- Use by external groups</li> </ul> <p>Broader Risks:</p> <ul style="list-style-type: none"> <li>- Building ventilation</li> </ul>		



## Meeting Minutes

### 15. School Operations and Activities Risk Considerations – **Group A (Round 2)**

July 2, 2020 9:30 a.m.

**Attendees: James Clark, Kelly Fairclough, Arlise Carson, Carole Eason, Sandra Powell, Bridgett Burroughs, Pamela Green, Joelle Day, Rowena Costa, Nicole Brown, Johnetta Hill, (917) 251-8809 Danielle Courier, Regina Armstrong, Juanita Diaz, Winsome Brown-Cooke, Yohana Arevalo, Robert Hodge, Desiree Maurice, Sheena Burke, Anita Reynolds, Carey Gray**

James Clark opened the meeting by saying that the afternoon meetings that were to take place today will be rescheduled to Monday, due to summer hours. This is the last set of meetings that will be taking place for the reopening plan. We will publish all the minutes at the conclusion. A new CDC report came out yesterday regarding the reopening of schools. We are on-point with their recommendations. The final determinations come from Governor Cuomo as to when we will reopen. He just postponed Phase III in NYC. Many states opened too fast and they are forced to shut down again.

The purpose of this meeting is to discuss activities: Sports, field trips, inside events/assemblies, switching class, sharing equipment, PE, drop-off and pick-up, visitors.

JC to JH: Do we have any direction as to what is happening with sports?

JH: The NY Athletic Department sent information. There are basically 6 scenarios ranging from low to high risk. How we return to school determines what we do. I am waiting for advice. There is a possibility that there may be sports in the fall. They are more concerned about PE classes, based on the numbers in the classes. We need to downsize the number of students for social distance. We can do it in the gym and the classroom. We will also alter the activities teachers teach to low contact activities. Instead of group games there will be individual activities such as Yoga and physical fitness. We need to finalize what school will look like in September, and then I can plan for the classes

JC: Can PE go outside?

**JH: Absolutely. Keep them outside as long as possible**

**AC: I met with Dr. Higgins. Playing in the gym increases the chance of spreading the virus. He recommends doing it in the classroom**

**JH: Standards don't take place for 3 years from now. Social emotional groups. It would be a way of distancing**

**AC: We need to focus on health in the classroom and take them outside for the physical. The teachers will need prep on this, who will be doing this. We need to split it up**

**KF: Recess will be outside. Ventilation is a concern so all physical activities will be outside. We will not use the multi-purpose room. If the weather is good, we will go outside. If we must do it in the classroom, distancing will occur**

**JH: How many students in each classroom?**

**KF: 10 or 12, depending on size of room. There used to be 24-30 students per class. We may have a three-day cycle**

**YA: I am still waiting to hear from the Children's Nutrition Office. All children should be able to eat. I don't know if they will bend that rule if fed in the classroom. If split, how many kids a day? All this will be determined by the principle. Will they walk to the cafeteria and pick up their meal?**

**AC: We will need someone that can go up and down steps to deliver the food**

**YA: That will be a challenge. We have employees with health concerns. We have to explain to them that their job has changed**

**CE: Breakfast and lunch will be delivered to the classroom for my kindergarteners. Pre-K we don't know yet. We will probably need to add an additional person**

**YA: We are pre-packing meals the day before now. Hot meals will be a challenge**

**SP: You need to ask if there are stairs or an elevator in order to split staff**

**JC: Inside events – both before and after school. Can we do assemblies outside?**

**YA: We have done BBQs outside, but how do you keep the kids from socializing? If we have AM and PM sessions, who gets breakfast/lunch? Will the parents come to pick it up?**

**(JD: We need to do more virtual meetings with parents)**

**JC: Governance should be coming soon.**

**YA: Milk? White or chocolate? We have always given them a choice. The Child Nutrition Office says we must offer a choice. Waiting to hear if this is still the case. Same with food**

**JH: What about assemblies outside? Plays and concerts, fire drills, evacuation drills? How will we keep the social distance?**

**JC: The task force from the state is going through this now. They are looking at low to high risk situations**

**PG to JH: You said it is up to the district for sports. Will we have football?**

**JH: The NYS Athletic Association is coming out with guidelines as to low, medium and high-risk sports. Football, wrestling, boys LAX are considered high risk. Swimming, tennis, soccer, basketball, girls LAX are considered lower. This is based on respiratory transport and how close the contact is as well as if you can clean the equipment after you use it. Cross-country is considered safe. NYS may flip-flop the sessions. Have low risk sports in the fall and move the high-risk sports to spring. Or start all sports in January and each sport has 8 weeks. It all depends on how we return**

**AC: Basketball is moderate risk? I played for 11 years, no way. If equipment can be cleaned?**

**JH: Yes**

**JC: You spoke of recess. We will have to moderate it. How can we monitor it? Can it be scripted?**

**JH: I think it should be**

**BB: I agree. They script it at Jackson Main and it works**

**JC: Field Trips. Transportation is a problem. Library trips (walking trips), the library may not allow it and there may be problems with distancing. Can trips be done at all? Do we have to rank them as low to high?**

**(CE: We will be doing virtual trips)**

**RA: We have a very small budget for field trips this year. Virtual trips will be the norm. Walking trips? I don't know**

**SB: We can look at bringing people to the school, outdoors. "Museums on Wheels" for example. They are usually free. We can do it seasonally in addition to virtual**

**JC: Other districts will be doing the same thing. We need to plan early for this before they are booked**

**JH: On site is good. You are in control**

**RA: That becomes a Purchase Service. Not a field trip. I need Jamal Scott to see what is in the budget for that. Remind me to put on the agenda for the next principals meeting**

**(KF: Definitely virtual field trips and gatherings. We have held PTA meetings via ZOOM, SOTM celebrations, virtual field day and virtual career day)**

**JC: We spoke about sanitizing equipment**

**JH: We need to sanitize equipment between classes. We need cleaning equipment. We need hand sanitizer, too, at the entrance and exits. It is easier to clean equipment when all hands are clean. Who will pay for all this?**

**JC: What about copiers?**

**RC: Are we allowed hand sanitizer in school now?**

**JC: Yes. But we encourage soap and water when possible**

**YA: It is the quantity that is critical**

**RH: We can have hand sanitizer, but in small quantities. It is a fire hazard if stored in one place. Children need permission from parent to use it**

**JH: Does it expire?**

**RH: We have the one that does not**

**JC: What materials are we using to divide rooms?**

**RH: We looked at a vinyl/plastic material, like a plexiglass. It is hooked to a drop ceiling to allow more kids in a classroom. Need guidance to move forward**

**JC: How do we address limiting people in our buildings? Drop-off and pick-up are critical. What about staggered starts? Any suggestions?**

**JH: Can they stagger drop-off and pick-up?**

**JC: Yes. Some students come early for breakfast**

**CE: We need recommendations from Cuomo at Prospect. We need to talk to the bus company about staggered times. There are many things to be considered. Also, later arrival means later dismissal**

**YA: If we do A/B day. The students are still entitled to a breakfast and a lunch. Where will they pick up?**

**JH: What are the bus companies doing as far as social distancing? Will we have more busses?**

**CE: This is probably a budget issue. We have 8 busses – 60 kids each. What can we afford to do?**

**JC: I spoke with the bus company yesterday. They are looking into plastic dividers between seats. And what about sporting events? Any guidance on that yet?**

**JH: No**

**KF: We will need to change the lunch monitors schedule. Instead of going to the cafeteria, they will be going to the classroom. So, we will need more monitors. We will also have to alter entrances. It may take 2 hours to get all the kids in the building**

**JH: Will you be taking temperatures at multiple entrances?**

**KF: Yes**

**JH: Who takes the temperatures? It should be limited to 1 to 2 entrances. Do you have protocol in place?**

**KF: Maybe a part-time nurse. And someone for the isolation room**

**BB: I will have to meet with all the principals to get a visual for the isolation rooms. We received a draft today from the CDC on how to deal with students if they have COVID**

**JH: What about staff? I hope we follow the same for them**

**BB: That will be a part of this. We have already discussed this. We are in the process of creating an app on the phone to answer questions before leaving the**

house. Checking in with their signs and symptoms will cut down on adults coming to the building if they are sick. I need to see each building and we will tweak it to work

JC: Visits will be by appointment only. We need to get information out to the parents and community. More important now is contact tracing. We will be putting a questionnaire on the website with survey questions such as travel, contact with sick people, etc. You can print it off and bring it to work. Nurse already has guidance on this. As a school we also must help the community see that we are keeping their students safe. The students will need 2 sets of everything, so they don't have to bring back and forth from home. We have to change the culture of the students and staff

JH: How will we find out how many staff members will return?

JC: Human Resources is focusing on that. We spoke about that in Cabinet. An article that I read mentioned that 20% may not return to work. As far as students go, a Johns Hopkins survey said 33% of parents want their child to return to school, 33% will not send them and the last third has no preference

Thank you all for your input and ideas. Enjoy your weekend and stay safe.

## **Meeting Minutes**

### **15. School Operations and Activities Risk Considerations – Group B (Round 2) July 2, 2020 11:00 a.m.**

**Attendees: James Clark, Thurston O’Neal, Donna Teichner, Donna Raphael, Rowena Costa, Winsome Brown-Cooke, Heather Cuccia**

**James Clark opened the meeting by saying that the afternoon meetings that were to take place today will be rescheduled to Monday, due to summer hours. This is the last set of meetings that will be taking place for the reopening plan. We will publish all the minutes at the conclusion. The state is starting to give us more concrete information on reopening. Nurses just got the procedures for dealing with sick students. Athletics received 6 different scenarios as to how sports might take place next year, ranked from low to high risk. Hopefully, Governor Cuomo will give us more information next week as to whether we will be reopening in the fall. If we do open, we must have a plan in place in case schools shut down again. We need to have policies and procedures in place to deal with these issues.**

**This morning we spoke about recess, PE, drop-off and pick-up procedures, events and indoor activities, field trips. Just last week, Gov. Cuomo opened the school to special ed students for the summer. Most districts chose to do this virtually, but we are having about 30 students come to the HHS with spacing and answering questionnaires when they enter.**

**The purpose of this meeting is to discuss mental health program and what the outside agencies have to offer. Are there any new ideas from yesterday?**

**HC: I reached out to the LIFQHC – Long Island Federally Qualified Health Center to see if they could jump in and help. They are located all over Nassau County, with a Care Coordination Center in Hempstead, which works mostly with older adults, they can work with the teachers coming back. They can be used for testing and educating and can do virtual or on-site. You may want to utilize them. We can do a pilot in Hempstead for teachers, as well as students and their families. We can leverage the different agencies and make sure there is a “comfortability” factor**

**JC:** It is a very real fear for many people. Going to work and then going home to family. If we send our families to different agencies, will it be face-to-face or remote at this time? And is there a fee?

**HC:** If they are a member of HealthFirst, they can do a Teledoc visit at no charge. But they can also do in person. All precautions are in place. We are doing a lot of COVID testing.

**JC to DR:** Are you doing face-to-face?

**DR:** We are doing mostly Telehealth or ZOOM. Most of our offices are not having visits yet. We are in the process of creating outdoor spaces

**DT:** (Family First) Our CD programs doing mostly Telehealth, but we will see clients in person, mostly youth. We are also seeing youth in the field. We accept Medicaid and have a whole host of services. I'm not sure if we are doing home visits yet. If you don't have Medicaid, we can bill on a sliding scale based on need. We do remote, but we just went live – but you must follow protocol. We also have an ENL program for kids with special needs. Depending on need and safety, we can go local or remote

**DR:** We will follow whatever guidelines you put in place to continue to work with students. We have high school students with academic challenges going to Nassau Community College. We have continued without a hitch

**JC to WBC:** Do you have any questions or suggestions?

**WBC:** I am just listening at this point to see how they will work with social workers and psychologists

**JC:** You work with BOCES and the 56 other school districts. What are they doing as far as mental health goes?

**WBC:** We met with the superintendents to discuss meeting the needs of our students and their families, Hempstead is very different from most communities. Most importantly is social emotional health. Things will be very

different in the fall. We have another meeting next week. Other districts are struggling, too, and have not come up with a plan yet

JC: Community Agencies. We have always asked you to come to large groups – health fairs, for example. Have you changed your strategies on how to reach out to the community?

TO: We have already spoken about how we will work alongside of you rather than separately. We will put long term plans in place that will change the culture of the community. We are a “full community service system”. We need to integrate all services in Hempstead. We have everything we need right here. Sustainable change is right here in Hempstead. I would love to talk with WBC in more detail as to how we can help. As far as events go, follow-up is key. These events will be different now. We need to figure out how we can get information out to families. Yesterday we spoke of Derner (the health agency at the middle school), and most people didn’t even know they were here.

WBC: We don’t do well getting our information out. Once we get our in-district mental health plan that Djuana Wilson is working on we would like you at the meeting

TO: I will create a more in-depth list to show you of all HPC’s services. Specifically, for Hempstead, how do we provide services? If the people are not properly greeted and respected, without judgment, they will not come back. We need to treat them right

JC: Can WBC be present at the next HPC ZOOM meeting?

TO: Yes! It is Friday, July 10<sup>th</sup> at 11:00. I will leave my contact information in the chat. Please email me and I will forward the invitation

(TO: [toneal@fcali.org](mailto:toneal@fcali.org) (516) 486-7200 x4318, cell phone (613) 294-6875)

JC: The school must work with the community and the community with the school. Signage has to be consistent throughout the community. It needs to be seen by parents at back to school night, etc. Parents need to see that you are part of the community. Transportation is a key issue for us. Wyandanch,

**Roosevelt and Hempstead do not provide transportation. Do your agencies provide transportation for families to get to your facilities?**

**DT: It depends on the program. Most do not. Mental health programs do not**

**TO: Some programs do. Generally, with a local coalition, most services are within walking distance**

**DT: If they are Medicaid eligible, they would have transportation covered. If they have regular insurance or are undocumented, no**

**RC: Sustainability is so important. We have concerns from families, students and staff. We need to work alongside one another. The social worker and psychologist have gone above and beyond at Jackson Main, but they are only two people. We need support!**

**JC: We want to bring back some sense of normalcy. Domestic violence has risen during this pandemic, we may have issues with that. We have to have plans in place for the students. They may be acting out. Discipline/suspensions are not the answer**

**DR: "Healing Circles". We spoke of them yesterday; they sound great to me. Restorative justice is very important to socio-emotional health. It will take a village to help these children. We need to do a better job on how we market these services to the community**

**DT: I am impressed with all the plans that are being put in place. Though domestic violence is up currently, child abuse is very low – more than likely because the school is not reporting it.**

**JC: We need these services to begin at a young age. By the time they get to high school it is too late. Thank you all for your valuable input. Have a happy and safe July 4<sup>th</sup> weekend.**

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## Meeting Minutes

### 15. School Operations and Activities Risk Considerations – Group C (Round 2) July 2, 2020 12:30 p.m.

**Attendees:** James Clark, Juanita Diaz, John Robinson, Bridgett Burroughs

**JC:** Have you started to look at plans for sharing toys and social distancing, how will this be addressed in Pre-K?

**JD:** The grant we receive specifies a certain number of students. I have to see if they will honor it if we only have half the number. Normally we have 18 students per 2 ½ hour session. We spoke of having 9 students. We could do an A/B day, if possible. Pre-K rooms are stacked with 10 centers. 9 is doable.

**JC:** Will A/B day confuse parents?

**JD:** We would have to map it out for them. If they want us out of the building at a certain time (to clean) we would not be able to do two sessions a day. Unless we change food service. Do we have to change start of first session?

**JC:** Because of IB, is it a full day for some?

**JD:** Kindergarten is full day. (that's where the IB program is). We are 8:30 – 11:00 and 12:00 -2:30. Maybe 8:30 – 10:30 (prep time in between) and 12:05-2:05?

**JC:** Would you consider going back to just Pre-K?

**JD:** Only if we get special circumstance for the IB program. IB/Ms. Armstrong would have to clear it

**JC:** Early learners are taught to share, give hugs. What will COVID do to the curriculum?

**JD:** Pre-K is play-based. The problem with having one child at each center at a time defeats the whole purpose of socio-emotional learning. No sharing, no playing or taking turns. Not how we usually introduce them to school. Online is

not optimal either. It affects the whole basis of what a Pre-K program is all about

JC: Do we still have time-out rooms?

JD: No – not for Pre-K and K

JC: Would child wear gloves or just wash hands after every activity?

JD: We already have a yearly check in place with what we must do. It started last year. Health and hygiene are a part of it. We have been doing a two-step table washing for 2 years already. Any contact with bodily fluids – they must wash hands. Play-doh, wash hands. I don't think gloves will work. It's better to wash hands. FYI: If we have two sessions, it must be cleaned and sanitized in between

JC: What about technology? Do they have tablets?

JD: Some kids did not get tablets. Not for lack of availability, but the parents did not pick them up

JC: One of the models that we are looking at is reopening in September but being prepared to close multiple times during the year. It could be a couple of days or a couple of weeks. It is critical that everyone have a device and that everyone knows how to use them

JD: All the kids that graduated Kindergarten still have their device. They will bring them into their new building. We also need a new way to train parents on technology (especially upcoming Pre-K parents). District email, Schoology, website. We will really need technology to help us with this. We don't want the training to happen in the middle of the school closure.

JC: Every teacher should be doing 2 classes remotely, so the parents get used to seeing technology

**JD:** It is also a learning curve for the staff. And, if you don't use it, you lose it. They are off for the summer, we may come back live and they when we close it will be hard for them. Schoology, TEAMS

**JC:** What are the registration numbers? It's usually low now and then in August it picks up and we are overcrowded. Are we doing open enrollment now?

**JD:** Yes, we are doing it online and then following up with an in-person appointment. Carole Eason and I spoke about moving our registration in-house. We need to advertise. We just put a flyer on the website about how to register

**JC:** The mayor has a call-out for everyone in the village. Perhaps we can utilize that to get word out to parents in the community. I know we have a limited number of slots, maybe even less next year. Please send me the information and I will try to get it out. Are there any other issues specific to Pre-K?

**JD:** Part of the Pre-K day is a mandated recess (the physical component). We use the rooms. On nice days we may go outside. Recess for Pre-K will be hard if we have all four classes (about 50 kids). Not feasible to do it in the classroom. Maybe a 15-minute block for each class works for me, but not Ms. Eason. What are we doing for meals?

**JC:** Yohana Arevalo needs more guidance. On this. Talking about doing it in the classrooms

**JD:** We had hot lunch and sometimes hot breakfast. Breakfast is more of a problem. We have no kitchen at Marshall. It's grab and go. Everyone eats breakfast and lunch in the classroom. It's a staffing thing more than anything.

**JC:** Do you have a TA for each class?

**JD:** Yes. We have 18 kids per session. Each classroom services 36 kids per day. We would cut that in half if we did 9 per day. The only way to do 36 would be to do 2 sessions or an A/B day

**JC:** Do you have an isolation room?

**JD: Room 4 is PE and Room 12 is Art and Music (shared with Eason once a week). Room 4 will be the isolation room. It is near the nurse and has a second entrance. We will move PE to room 12 and Art will be on a cart once a week**

**JC: If you had to, could you open another entryway?**

**JD: If we do 9 in a classroom (36 kids) and the walkers (we have some) and the busses (most) entry should be a fairly quick process. Kindergarten is different. No bus for K. If you have 12 kids in the class (48 students). We will need two nurses, unless we change arrival time and runners to take the kid off the bus and bring them to the isolation room. We have a second entry for K if need be**

**JC: Mayor DeBlasio just said that he is reopening schools in September with precautions and mandatory social distance (not from the governor). He didn't talk about blended. Blended is hard for parents**

**JC to BB: Do you have any specific questions for Pre-K?**

**BB: Not specifically Pre-K, I just need to see the building. I want them to come in clean – as soon as they arrive, they should go straight to the bathroom and wash their hands. That will cut 50% of what is brought in**

**JD: We are already doing that. It is part of our yearly program review. Students must wash hands before entering the classroom, also after bodily fluids, sand, play-doh, etc.**

**BB: I am not sure of the time constraint on this. We just finished a video for the website (we are editing it now). We want them to view it ahead of time so they are prepared**

**JC: I would like a copy of the mandate on hand washing**

**BB: It should be done in all buildings. Washing hands before entering building. This is a nurse's thing**

**JD: Yes. I will get you a copy of Eckert's (sp?). In my building, the teachers that were diligent about hand washing had much less illness in their classrooms. Sneezing into the elbow should also be enforced**

**BB: Do the "dabbing"**

**JD: We did a plan based on blended learning with less kids in the classroom. But we need guidance from the state. We also need a clear understanding about who is manning the isolation room. And we will need an additional nurse**

**JC: Thank you very much for you input. Have a safe holiday weekend**

## Meeting Minutes

### 15. School Operations and Activities Risk Considerations – Group D (Round 2) July 6, 2020 9:30 a.m.

**Attendees:** James Clark, Reina Jovin, Barbara Powell, Jasmin Sowell, Suzette McMillan, Beverly Barr, Bridget Pratt, Ira Gerald, Jacqui Thomas

James Clark opened by summarizing the topics that have been discussed in the three weeks of reopening planning. Governor Cuomo has the final decision in the matter. New York is doing well; we are entering Phase III. Unlike many of the other states. If you visit one on the “hot” states, you must plan on quarantining for two weeks before returning to work.

Opening schools is part of Phase IV of the plan. Nationally, schools are looking at a blended model. If we open in September schools may have to close again for a few days or a few weeks. We need to be ready to deliver online instruction immediately. Equities are a big component. All students must have laptops and access to the internet. Our goal is that every child will have a device by September.

The purpose of this meeting is to discuss how we will prepare our vendors for afterschool programs. Parents will be told to send their children in with masks, but we need to be prepared to supply/replace them. Classrooms will be split in half. Afterschool programs need to do the same. You may have to hire more staff. Normally the length of the programs is 1 – 2 hours. Could they be shortened? Could they be done outside in the warmer months? Perhaps only do sessions from September to November and April to June. What are your thoughts on how your programs will be run?

**IG:** We currently do two days a week: M-W or T-Th. Maybe we can run for 4 days. Smaller groups with social distance. If we do it online, one hour is good. If live, we have to allow for snack time – maybe 1 ½ hours

**JC to JS:** What about our Health Service programs, any thoughts?

**JS:** I have a question. What are we communicating to our outside programs so we can better structure what we have in school?

**JC: That comes from the district. We provide the lead and they will follow. We need to give the same questionnaire to them for tracking/contact tracing. Attendance will be vital during this time**

**JS: Should we suggest 4 days a week as well with small groups?**

**JC: Yes. IG is on target with that. We need to do it with about 10 students spaced 6 feet apart**

**IG: Is it on us to require our vendors to be tested? Nursing homes, barbers, restaurant workers must be tested every week**

**JC: That lead will come from the governor. I don't know if that was mandated by NYS**

**BP: If we start school in September, how will temperature taking be done?**

**JC: The nurses got guidance last week from the state. It will cost money – don't know if it will be funded by the nurses or from our program funds. Usually, for the afterschool programs, the child is already in school and has been screened for the day. We have spoken a lot about meals being done in the classroom. Snacks will be the same**

**BP: As far as PPE is concerned, the state will provide for free. Hand sanitizers, masks, gloves. We should order it now and have it delivered. As far as Empire is concerned, we are waiting for funding. But we are prepared to do it online or live**

**JS: Are we expecting our vendors to communicate the requirements to parents?**

**JC: It is up to us. All states/districts are pretty much the same**

**BB: As a resident of Hempstead, we get callouts. I see very few people with masks on. Everyone must do their part. We need to do callouts in English and Spanish. And on our website in multiple languages. Haitian Creole, as well. We need to get the word out**

**JC: One of the things we have been discussing is how to reach out to the community from the school's point of view. They do not always listen to the governor**

**BB: The Nassau Coliseum event was packed last week. It shows how many people are in need**

**JC: We have to change the culture of the community. One more item to discuss. Do we want to limit the afterschool activities to older students? It is easier to keep them socially distanced. What about awards? You may want to do them on ZOOM. Just because we are open, we don't have to do everything face-to-face**

**JC to RJ: Do you have any special considerations at the high school?**

**RJ: I invited Jacqu Thomas, the ESAP Coordinator for the high school to this meeting. We have been talking about what needs to be done live and what can be done virtually. The Culinary Program, for example, needs to be live. Some things can be distanced at the beginning. If the intent of the initiative is live, we need to know what protocols are in place and what is expected**

**JC: If we must be online again, it is important to know if you have grant money to purchase computers. We saw it with MBK. Our goal is for every student to have access**

**RJ: JT has the foresight to add technology to the grant. We can supply iPads which will meet the needs of our programs. But shouldn't the child have one device for day that can also be used for the afterschool program?**

**IG: I had to make sure that students in college level courses had the correct technology. Some are OK with a tablet, but a laptop is a better investment**

**JC: Technology is ordering laptops with internet access built in. We have a partnership with Sprint for HS students. Middle and High School student really need laptops, but Pre-K and K can do well with tablets**

**RJ: Are you saying we should concentrate on giving devices to students that don't have one?**

**JC: Most of your programs don't start until October. Try to have them registered as early as possible and make sure their devices are working. By September all students should have a device even if we don't go back because we may have to close again. At the beginning, you should conduct a lesson or two online, so the kids and teachers are prepared to do it. We need to ensure that we can take attendance as well.**

**BB: Do you see more kids in the Empire Program from Primary/Elementary attendance-wise?**

**IG: The MBK program has been able to maintain 50% of our attendance when we went online. The younger kids need their parents to be there, so it was spotty. The HS kids had consistent attendance because they have their own devices**

**RJ: Regarding parent participation. I have seen a greater parent turnout with virtual technology than in person. Granted, people were home. But I think we should continue to do virtual meetings**

**IG: I too, observed parents becoming more involved. We could capitalize on this. It is a good way to get parents to participate**

**BB: Parents are becoming more confident using these devices, maybe they will come on more. We need translation, though, for every meeting. When they go back to work this may change for the little ones**

**JC: Many articles have come out regarding the return to school. One third of the parents want them back, and a third don't feel safe sending them to school. If we do an A/B day or a split schedule, would afterschool programs be able to do the same? Think about a FLEX schedule as well**

**RJ: We have all experience ZOOM burnout. If a kid does 8:00 to 3:00 virtually, do they really want to do the afterschool program that way? But if we create a hybrid model, perhaps they can do the pre-certification online before it starts.**

**JS: We have so many kids in programs. It is different when you are not in the classroom?**

**JT: We need to establish a safety protocol for online as well. Student sometimes come on anonymously or come in on a device that is not recognized or doesn't show up. We need to look at requirements for signing in**

**RJ: We had a couple of student logging on, using profanity. How do we monitor who is on and how do we keep their behavior is check?**

**JC: We can work with Tech to establish who is on. Technology is good but it can backfire on us as well. Kids also experiment more in afterschool activities than they would do on a regular school day.**

**JC: Hopefully we will hear this week from Cuomo and the CDC. I think that school will open if we have all the guidelines in place, if not, it must be virtual. Parents need school open to get back to work. If the COVID numbers go up in certain districts, we may remain closed. We see people in the community not wearing masks. Many of our staff have underlying medical conditions. We are preparing the best we can until we get guidance from the state. We will send out the minutes next week. I will be providing a plan to the governor by July 15<sup>th</sup>, but we are still waiting on guidance.**

**RJ: Once we do know what is happening, we must have a uniform protocol to give to vendors**

## Meeting Minutes

### 15. School Operations and Activities Risk Considerations – **Group E (Round 2)**

July 6, 2020 11:00 a.m.

**Attendees:** James Clark, Barbara Intrieri, D. Williams, Peter LaDuca, Bridgett Burroughs, Daniel Curiel-Gaffney, Desiree Maurice, Desiree Uzzell, Delmy Bermudez-Castillo, Joelle Day, Winsome Brown-Cooke, John Robinson, Veronica Jimenez, Laquana King, Allan Wakefield, Nicole Brown, Rhonda Chung, [jlhogu@hotmail.com](mailto:jlhogu@hotmail.com), Pamela Green, Erika George, S. Turner, Sheena Burke

*Jean Lou Hogu*

James Clark opened by mentioning that Section VIII sent out guidance regarding athletics for next year. We should be getting guidance shortly from the state about reopening. We have put together a good plan for the district and now we will have to tweak it for each building. We are asking parents to send their kids in with masks, but we will have them available if they forget. We have masks for all staff members, but we are encouraging them to bring their own.

**PG:** Where will the masks be available? In the nurses' offices?

**JC:** They will be available at the front desk and the nurse's office

**AW:** It appears that facilities is ordering all the masks. We have given a box to each principal and they can distribute as they see fit

**JC:** We are trying to avoid large gatherings, but if we must have them, parents must bring their own mask and wear it. But we will have masks with security

**JR:** Are we getting signs on door to say masks are required to enter?

**AW:** We have all the pricing in place and are ready to order. Things to do – hand washing, questionnaire posted outside building

**JC:** English and Spanish?

**AW:** Yes

**RC:** Will this criteria be placed on the website?

**JC: Yes. We also discussed using the village/mayor hotline to reach out to the whole community**

**RC: Will the parents be required to sign a contract?**

**JC: That has to come from the state. That is a legal requirement**

**DM: Can we ask that every kid have a backup mask in their supply kit to keep in the classroom? It should be a district-wide policy**

**JC: Valid suggestion**

**NB: Regarding the signs. We can't assume all can read. They should include visual aids as well**

**AW: Yes. They have international graphics. We can look for more**

**DM: Can we review signs before they are ordered?**

**AW to JC: Robert Hodge sent them to you for review. Can they be shared with the committee?**

**JC: We will look into that**

**LK: Will there be letters sent out as well?**

**JC: Absolutely. We are trying to get this information out in many fashions. Packet, website, virtual meetings to both the parents and the community groups that we interact with. We are still waiting on Cuomo**

**RC: When you enter building, you have to pull the handles toward you. Will there be anyone to open the doors for visitors?**

**AW: You need to follow protocol. You should wear a glove, use hand sanitizer, wash hands. The handles will be cleaned more frequently, but certainly not after every use**

**RC: Parent and staff should be reminded that they need to use hand sanitizer. We should post it**

**AW: In the morning the doors can be propped open so no one touches the door. It's no different than entering a store**

**LK: Can we have hand sanitizer at the door? Adults can't be in the bathrooms with the kids**

**AW: Yes, if it is supervised. It is flammable in quantity.**

**JC: If there are five things to focus on, they will. If you give them 20 things, no! You can't have too much signage outside, or they will ignore it. The best way to fight this is with soap and water. We will be making many adjustments throughout the year. Cuomo is taking this as the most critical step because other states had so much trouble**

**DM: They should be let in by security. They should not touch the door. We need hand sanitizer at entrances. And a routine temperature check that security is trained to do**

**JC: We can definitely consider. We will see what the state and the CDC say. In all the reading that I have done, they have not addressed this**

**PL: Whatever we decide is not written in stone. For instance, in this building we have changed things 12 times in the last 4 weeks. We have to look at what can be successfully accomplished**

**AW: Do we even have enough staff to provide door openers? They have other responsibilities.**

**JR: The security guards have enough to do. They have to be watching everything; the doors, the hallways, check backpacks. They can only do so much**

**DM: Security needs to physically let them in. And the pen needs to be cleaned as well**

**JR: We are working on using their ID to sign in. We will not touch it. Sanitizer will be at the door. Most buildings have a buzzer. It will be impossible for security to ask all those questions when they have so many other responsibilities**

**BI: There is usually more than one security guard at the middle school. And the people walk in, they are not buzzed**

**PL to BI: Do you use the badge to swipe in?**

**BI: No**

**JR: One or two buildings do not have them. We are working on it**

**PL: That has to be a priority (badge swipe in). When you swipe in you are attesting to obeying all rules**

**JC: What about visitors?**

**DM: Visitors need to be addressed**

**PL: All visitors should have an appointment**

**JC: A letter will go out. Appointments are necessary**

**WBC: You need to inform administrators that no visitors without an appointment is district protocol, because they will overrule security**

**SB: We are spending a lot of time on entering. Every school has the ability to speak to the person outside. They can look at the id through the door. If a parent is picking up a child, they do not have to come in. Every school is equipped with this. Will we be asking questions at the door?**

**JC: We are waiting for guidance from the CDC**

**NB: The questions are required at day care centers. And a signature is required**

**SB: Security is responsible for securing the grounds. The staff is already cut. They do not have the time to ask all the questions**

**PL: By swiping in you attest to answering the questions. The stray individuals can be picked up by security**

**DU: We will need to modify our agreements with outside agencies that use our buildings**

**JC: We have already spoken of that and will have protocols in place. We have gone over what after school will look like**

**BI: And what about cleaning after them? What about Adult Ed?**

**JC: Cleaning is a 24/7 event now. The middle school stays open the most. Adult Ed goes till 10:00 p.m. The high school has some activity as well. It is critical that we have a plan in place if we have to shut down. Pets, animals in classroom. We have to limit having them in our buildings. Too much touching and passing them around. And what happens if we close? If the numbers go down, we can look to bring them back**

**JC to BB: Can you speak of the guidelines you received from the CDC?**

**BB: The only thing we received was if someone contracts the virus. I just got off the phone. We were discussing the new immunization records. We are editing the video about hygiene practices. Should we be adding masks to the video? Another point is that we will need pediatric masks for the children. The adult size will be too big**

**JC: Will there be any change to how the medicine is administered?**

**BB: Nothing has been decided on. Nurses will have to come down to meet parents by the door to get the meds. Waiting on concrete info**

**DU: We also need clear guidelines as to how to send kids to the nurse's office. We need protocol and guidance before we send students to the nurse**

**BB: Great question. Especially for the high and middle school. Elementary is easier to manage**

**JC to AW: What are we doing about drinking sources?**

**AW: Water fountains are not considered a safe option. We will take them out of service. We will disconnect the "bubble" fountains in the classrooms. The high school and middle school are all changed to filling stations. We will replace the ones in the corridors at the other schools with hydration stations**

**JC to AW: What about elevators and their cleaning?**

**AW: We only have elevators at the HS, MS and 100 Main. They mostly use keys and the kids are accompanied by security. They will be cleaned regularly.**

**JC: What about mandatory drills?**

**PL: We have no guidance on that yet. We cannot do it traditionally; we have to change. Now we have 8 fire drills and 4 lockdown drills per year. By December we will have to have a fire drill every month**

**AW: So, we will be increasing the number of drills?**

**PL: Yes. And now it is a calendar year, not a school year**

**SB: Evacuation drills. Does that include fire drills?**

**PL: I am speaking of fire drills. And we are still obligated to have 2 fire drills over the summer**

**JC: The safety team needs to look at this. In the past, our goal was always keeping the kids close together**

**BI: We need to look at the spacing of fire drills, especially the ones that go out on the Greenwich side of the building**

**JR to PL: So, in July and August, each building should do a drill?**

**PL: Yes**

**JR: I will arrange**

**JC: Maybe we can solve some of the problems over the summer. We also need to look at bus drills. We must remember that safety always comes first**

**NB: Cuomo just spoke. Schools are still expected to put out a plan, but without governance.**

**JC: Yes, it is due on July 15<sup>th</sup>**

**PL: All businesses are required to submit a plan. But most businesses do it online by answering a series of questions. They may do that for us as well**

**NB: Will there be any more meetings?**

**JC: No. We will send out the plan for review. And we will wait for guidance. There may be more meetings at the end, either with everyone or with specific people**

**NB: I heard that there is no deadline. How will all that work get done?**

**PL: Early on, they said July 15<sup>th</sup>. That may have changed. Like when they opened school for special ed this summer. That change came quickly**

**JC: Arizona's schools were supposed to open July 7<sup>th</sup>, but they moved it to August. Things are changing rapidly.**

**Thank you all for your time. If you have any questions, please email me or Mary.**

**Meeting Minutes**

**15. School Operations and Activities Risk Considerations – Group F (Round 2)**

**July 6, 2020 12:30 p.m.**

**Attendees: James Clark, Arlise Carson, Carole Eason, Gary Rush, Kelly Fairclough, Felicia Prince, Gary Rush, Sonia Hood Carey Gray, Juanita Diaz, Sheena Burke, Sandra Powell**

**James Clark opened the meeting by saying that we have covered all areas. Everyone has done an excellent job with their input. Now it is time to put all this stuff together. I may be asking the principals to review each topic for guidance. Then I will present to the Superintendent. I have read 7 state reopenings. All address the same areas that we have discussed**

**The purpose of this meeting is to talk about the lending of materials including library books and tablets. Also, common spaces in classrooms, music and art rooms**

**AC: Can you please send the breakdown of who is on each committee?**

**CE: I think everything has to be in the classroom. Art, music, PE. We will spread out as per guidelines, including meals**

**JC: Would you use the music room as a classroom?**

**CE: Yes**

**JC: The state says that if you cannot socially distance, masks must be worn. That is implying that you can have a bigger class if masks are worn**

**CE: For early childhood they are not recommending masks. Pre-K cannot handle masks. Kindergarten, we do not know yet**

**KF: What if they sneeze in their mask? Who changes it? Better to keep social distance**

**JC: Is starting school in September do-able?**

**GR: Yes, with a smaller class size. Adults and children will have a hard time wearing the mask all day**

**JC: Will we have to give more fresh-air breaks? Can the TA cover the class for 15 minutes? We were hoping other states would have opened so we could see how they did it**

**KF: We must consider social distance for all staff. I am thinking food service, custodians. What about our lounge areas to eat? Will we have to eat one at a time in the teachers' lounge?**

**JC: We have to look at the comfort level of people as well. How will you enforce protocols and procedures?**

**KF: What about resources? Can they take a book out of the library? Do they return it or keep it? Do we have to let it sit awhile?**

**JC: If every child has a device, we can work with Scholastic to provide books. Or like the middle school, take a regent's book and leave it at home**

**SH: We placed all digital orders for IB. Every child needs a device. We are using Clever as well. Teachers will get a hard copy of the materials. But our goal is to have all digital. Newsela, National Geographic are available through Clever**

**JC: The only way that will work is if everyone has a device**

**SB: All students should have a device by September. My enrollment is dropping**

**AC: We also have an issue of children leaving the district and going to charter schools with them. How do we retrieve our devices?**

**JC: Dr. Akoma has the list of who has every device. We are going to have to partner with the schools they attend to get them back. That must be done by technology. Will kids be sharing anything, computers in the classroom?**

**AC: They will all have their own devices, so how much will the class computers be utilized?**

**SB: Does that mean that they have to bring their devices back and forth to school?**

**KF: We are thinking about putting a computer next to every desk**

**SB: How will that be wired? We have our drop in one area**

**KF: We need to talk to tech**

**SB: I don't think students need devices in school. Only at home for assignments. I don't want the devices damaged by bringing them back and forth**

**CE: No devices in school. Leave them for home use.**

**KF: We still need some computers in the classroom**

**CE: We had to take all our computers out**

**AC: What about the NWEA assessment, will they have to bring their devices in on those days?**

**JC: I think we will open in September and close again. They have to be familiar with the technology and must be ready for distance learning with no gap. We need a smooth transition**

**(FP: At the start of school, teachers must do training with the students so they are prepared to use the apps. They may have to bring it back and forth a few times.)**

**FP: I have had questions from the teachers. How are parents and students going to be trained? Each child may need to bring the device in for instruction on how to use it**

**SB: I agree, it should be brought in for training**

**JC: If we got a donation, would it be ideal to have a duplicate in the classroom?**

**CG: You would need laptop carts and they would have to be tagged. When we did our spacing it was with no computers in the classroom. They will need to bring it back and forth to school. We need to establish protocol now**

**JD: Are iPads possible? They take up less space**

**FP: But they must be sanitized after each use (and it must be done correctly, or it could destroy the device)**

**(JD: There are special boxes that can hold iPads and charge them. Takes up less room. Assuming iPads will work.)**

**GR: We need to set a plan moving forward, COVID or not. Ideally, it would be to have one at home and one in the classroom. That would eliminate a lot of tech issues, which is going to be a whole new animal now**

**CG: In elementary that's great because they stay in one class**

**GR: Your kids should be responsible enough to carry back and forth**

**JC: All students should have the same laptop/tablet for equity**

**GR: We should be doing everything online going forward. For instance, why do we still mail report cards? We are probably the only district that still mails them. We are so far behind. We need to establish good practices**

**SH: If we have devices for every student in the district, we should be able to move forward to all digital. We used the fact that parents had no access as an excuse**

**JC: What about the music program? Will that continue? I am not sure how that works in the elementary schools**

**CE:** We need to become a paperless school. I had a conversation with Dr. Akoma about PowerSchool and PowerSchool Registration. We need a systematic rollout of training for clerical and admin and the parents. We need to merge PowerSchool and Schoology. That will take time and it has to be district wide. There needs to be a new sub-committee to address this. Every parent/child gets an email. The parent needs to know that they have it and how to access it. We need to do the training. In my school, everything is online – all medical and progress reports

**JC:** This training must start at registration time, when they first enter the district. There are 57 districts in Nassau County. We need to access resources now, so we have them for September. I would also like you to update your Codes of Conduct now so appropriate plans are in place in the fall. If you have any questions or concerns, please email me or Mary. GR is correct is saying that we must put “good practices” in place, that we should have had in place regardless of this crisis. Communication is vital to get information out. We will be asking to village to help us distribute this information.

**SP:** I have a question about staff attendance. For the schools that have a large number of staff absences, we need subs! Joseph McNeill has never had a sub and now that we can't combine classes, we will need them

**CE:** There is a lack of subs across the district

**SB:** Strachan and Gray took them all

**CG:** I have 3-4 subs

**SB:** The district needs to work on getting subs. We utilize our TA's to fill in. It's been an issue for years

**CG:** It is an issue at the middle school as well

**CE:** May I suggest that the excessed teachers work per diem as subs?

**JC:** Great suggestion. I will talk to Dr. Gilmore

**GR: Our schools are going to become handicapped. We need subs with COVID. We can't bunch the kids up like we used to**

**JC: We need to address this at the cabinet meeting. If a staff member contracts COVID they will be out for two weeks. Another issue is teachers with underlying conditions – can they teach from home? We are waiting on additional governance from the state**

**SH: Can we get an update as to whether we will be getting all the additional devices by the end of summer?**

**JC: We need to check with technology. Thank you all for your valuable input. This was the last meeting. I may be looking to you all as we put the final document together.**