

Brown School
Reopening Plan for NYS Religious & Independent Schools
150 Corlaer Avenue
Schenectady, NY 12304
Phone 518-370-0366 ~ Fax 518-370-1514

Brown School is an independent, co-ed, day school in Schenectady, NY serving students in preschool through high school. We are committed to following the guidance provided by the Department of Health and the New York State Department of Education in our Reopening Plan for our students, faculty and staff.

This plan includes input from various stakeholders in our community including our faculty and staff, administration, Board of Trustees and family members. Our school mission is to mindfully educate all students to pursue their individual potential in a nurturing, collaborative environment through the arts, humanities, mathematics and sciences. Our mission served as a guide through the creation of this plan. It is our goal to uphold our mission while we incorporate these health and safety measures for the 2020-2021 school year.

Brown School is a two story building, with a lower level, where the gym/auditorium, cafeteria, music room and restrooms are located. Administrative offices, Community Room, Music Cafe, preschool classes, the health office, science lab, lower school art studio, and some additional upper school classrooms are located on the first floor. The Media Center, upper school art studio, after school room and classroom space for kindergarten through eighth grade are located on the second floor. Our outside spaces include our sports field, Mindful garden, Preschool playground and blacktop area. Our classrooms will accommodate 11 to 14 students, depending on the size of the room, which will allow for recommended social distancing of six feet. For larger grades, such as our 8th grade, we will use two adjoining rooms. Our preschool classes will each be assigned two classrooms for each cohort. As of the beginning of August, we have 113 students enrolled, but we have calculated enough space to enroll 150 students with the available classroom space. If we elect to transform other spaces for classroom purposes, we will be able to enroll an additional 20 students. Anything beyond that will cause a disruption to our schedule and jeopardize our social distancing plans.

Brown School will open on September 8th, providing schools have been granted permission by the Governor and the local Department of Health. We have offered our families an in-school option or a virtual option. Families were given the following choices:

- The student will attend school (in person) for the full school year.
- The student will participate in the virtual online option for the full school year.
- The student will participate in the virtual online option for the beginning of the school year (September through November) and attend school in person for the remainder of the year.
- The student will participate in the virtual online option for the middle of the school year (December through February) and attend school in person for the remainder of the year.
- The student will participate in the virtual online option for the end of the school year (March through June) and attend school in person for the remainder of the year.

Families were also notified that if the school is ordered to close, all students will transition to online learning. If a family is quarantined, their child will be able to access Brown School's online learning. Students will be permitted back to class after receiving the proper clearance. Any family that selects in-school learning may switch to virtual learning if their need changes. If a family has selected virtual and then wishes to attend in-school classes, they must first speak with administration to see if there is adequate space to add them to the class.

Our preschool students were offered the same option. In addition, our preschool students will have an adjustment to their schedule. To allow additional time for the students in grades K through high school to be screened (temperatures taken) and sent to class, Brown School has opted to stagger the Preschool arrival and departure times. The Preschool students' day will now be 8:30 am - 3:30 pm. Half day students will be dismissed at 11:30 am, after lunch.

For reference: Attached to this plan is the Brown School Reopening Plan which was submitted to the Department of Health (p.17-27).

Communication/Family and Community Engagement

Brown School has created many new procedures for our faculty, staff and students as a result of COVID-19. We recognize that proper communication is key to the health and safety of our community. We have made a great effort to include our families' input in the creation of this plan. We set up a dedicated email to receive feedback and questions regarding our reopening plan. We have had numerous phone calls, emails, letters, and surveys to help us gain a clear understanding of our community's needs. We have also shared information through Zoom meetings,

social media posts, videos, letters/eblasts and examples of signage that will be posted around our building. We plan to continue these practices throughout the year to keep all members of our community, including our Board of Trustees well informed about our school life, especially concerning our health and safety practices. Our plan and additional resources will be posted to a COVID-19 section on our website.

Prior to the start of the school year, we will send out videos to families, which will demonstrate new protocols including hand and respiratory hygiene, social distancing and proper mask wearing instructions. There will be age appropriate videos created for our preschool and early elementary students.

Professional Development for teachers will also include instruction in the areas mentioned above as well as cleaning and disinfecting procedures in the school. Professional development will also be provided for faculty for the social and emotional needs of our students. Throughout the year, we will continue these PD opportunities and also offer information for teachers to monitor and care for their own social and emotional needs during these very stressful times.

Information concerning COVID-19 screenings and/or test results will be communicated to the Head of School and the school nurse.

General Health and Safety

Brown School has created a detailed report for the Department of Health, which describes all of the procedures and protocols we have put in place to ensure the safety and security of our faculty, staff and students. **Our Reopening Plan, which covers all of the following topics, is attached to this report (p.17-27).**

- Health Checks
- Healthy Hygiene practices
- Social Distancing
- Personal protective Equipment (PPE) and Face Coverings
- Management of Ill Persons
- Cleaning and Disinfection

Our plans were based on the recommendations of the CDC and Department of Health which were stated in the guidance released by the DOH on July 13, 2020.

****Brown School is not a boarding school.***

Facilities Guidance

Brown School has not rearranged or repurposed any physical space within our building at this time. There has been no construction to expand our existing facility. We recognize that if in the future, the decision to do so will require building and fire

code compliance and review by local municipalities and/or code enforcement officials. The only adjustment made thus far, is to the hours of our Preschool program which will start and end 30 minutes after the typical school day hours.

Reopening Mandatory Requirements General Health and Safety Assurances

Please refer to our Reopening Plan for the DOH which is attached (p.17-27).

Fire Code Compliance

There has been no physical changes to the Brown School Facility. Brown School is up to date with all Fire and Fire Extinguisher inspections.

Doorways

Brown School does not have stair or corridor automatic doors. All classroom, restroom, office or hallway doors will remain in the open position during the day.

All doors to the outside will remain locked and are fitted with NanoSeptic Continuously Self-Cleaning Surfaces.

Emergency Drills

Fire Drills will continue in the upcoming year. Changes have been made to classroom routes. The new routes will be reviewed with all faculty, staff and students. A map will be placed by each classroom door with the new route clearly highlighted. Lock down drills will continue and no changes will be made for this drill during the upcoming year. Evacuation plans have been updated and routes are also new. These changes will also be communicated to faculty and staff.

Classes will be assigned to certain staircases throughout the building and they will use the closest exit to the classroom. Three exits on the first floor and three exits on the lower level will be utilized for all fire or evacuation drills.

Means to Control Infection

Time Management

Class periods have been extended to allow students to move to special area classes, allowing extra time for traveling outside the building or rerouting so specific grades will only be able to use certain staircases and hallways. Grades will be assigned to specific exits and entries. In middle and high school, core subject teachers will rotate from class to class. In lower school, students will remain in their classroom for instruction. Outdoor learning spaces are also assigned to each class, and teachers are encouraged to bring their students outside as long as weather conditions are suitable.

Doors to classrooms, offices, gym, cafeteria and restrooms will be left open.

Plastic Separators will be used at tables in the cafeteria. They will be made in accordance with stipulations listed in Building Code Section 2606. We will also consult with our local Fire Inspector.

Alcohol-based hand rub dispensers are already installed in limited quantities throughout the building. Brown School has never received a fire code violation based on our hand-rub dispensers. There will be a few additional dispensers added by entrances to the main office and lobby area.

There are no planned dividers at doors or other points of congregation. There will be signage for social distancing in halls, cafeteria and restrooms.

Required Square Footage

Administration has referred to the square footage of each room listed in the facility blueprints to make sure class enrollments allow for proper social distancing. Teachers will be expected to have classroom layout approved by the Facility Director and Administration.

Changes to Space Utilization and/or Alterations

There is no current need for space expansion or tents.

Ventilation

Proper air circulation and ventilation are a necessity. Brown School's classrooms, gym and cafeteria have appropriate airflow. Our classrooms in both the lower and upper school have numerous windows and high ceilings. There are large exhaust fans built into our roof which have just been recently maintained after our new roof was installed. HEPA filters will be added to office space and the nurse's office.

Nutrition

A lunch program is offered to all faculty, staff and students enrolled in Brown School. For students, this lunch program is included in the Cost of Attendance, so there is no need to have money exchanged. Our food service will not offer an open salad bar, including condiments or pizza station. Our program will allow students and faculty to pre-order their lunch from a monthly menu plan. Individuals will pick their meal up from the cafeteria line, which will be marked to maintain social distance. Access to the milk case will not be permitted, staff will distribute milk. There will be continued attention to preparing well balanced nutritious meals with appropriate portions designated for students and adults. There will not be multiple trips permitted to the lunch line.

- Training will be provided for all kitchen/cafeteria staff in proper hygiene practices (single-use gloves and disposable aprons will be used).

- Proper staff training will be arranged for cleaning and disinfecting in the kitchen and cafeteria.
- Additional staff members will be cross-trained to perform essential activities in the event of absences or emergency situations.
- Preschool students will be served lunch in their classrooms.
- The cafeteria will be divided into Sections A and B and there will be 4 lunch times offered.
- Time to clean and disinfect each side will take place before the next group is served lunch.
- Faculty, staff and students will be expected to wash their hands before and after lunch.
- Teachers will not eat in the same space as students. They will eat in our Little Cafeteria, and follow social distancing requirements.
- Students will be monitored during lunch by administration and faculty assigned to lunch duty.
- Students will be separated and facing the same direction.
- There will be no food sharing allowed.
- Brown School will continue to maintain careful attention to food allergies.

Food Deliveries

- All food deliveries will be accepted at the kitchen loading dock.
- Boxes will be wiped down before being stored away on shelves, freezer or refrigerator.
- Staff will wear proper PPE during deliveries, such as masks, gloves and disposable aprons.

Transportation Guidance

Brown School does not provide its own transportation. We rely on district bussing and family transportation. Families will be updated on all school district transportation communications. We encourage our families to have back up transportation plans for their child, in case of an unexpected change or emergency.

Social Emotional Well Being

To quote the NY State Education Department, "Social emotional well-being must be schools' and districts' top priority in supporting school transitions, not at the expense of academics, but in order to create the mental, social, and emotional space for academic learning to occur." To that end, Brown School has worked to support students during this COVID-19 period in a number of different ways.

Support Team

Brown School has a strong Social-Emotional Multi-Tiered Support System in place. It begins with the classroom teachers and advisors who know the families and

students well. Trust is actively cultivated through emails, frequent parent meetings and opportunities for socialization among families, and a close relationship with each student – all possible because of our small class sizes and strong community life. This summer, as part of our intake process for new students, our social worker and/or teachers have met with each prospective student along with his/her family. We also work to put new families in touch with experienced families to make them feel welcome and comfortable as they transition to our learning community.

In addition to the classroom teacher, the school is also served by a full-time social worker who is available to students, families, and teachers for individual and small group appointments, as well as consultation with teachers about student needs in the classroom. Once a week, the social worker meets with the Administration, Area Coordinators, Director of IGNITE, and the MindUP Coordinator in a “Care Team” meeting that aims to share notes on students of concern and track progress in getting students and families the help they need. When necessary, outside referrals for follow-up are made.

Certain students also benefit from counseling through their IEP provisions. In those cases, we work with the Schenectady School District to provide families with DOE-approved counseling providers.

Curricular Programs

For the past 10+ years, Brown School has implemented the MindUP curriculum as part of its social-emotional learning program. The MindUP curriculum has helped to improve school culture and climate. Students learn to regulate their emotions and focus their attention. We pride ourselves on our optimistic classroom environment. MindUP helps teachers create a classroom environment characterized by optimism, compassion, and engagement thus promoting resilience and fostering expressions of gratitude, empathy, and connection to others.

Additionally, teachers use Second Step, which is a research-based, teacher-informed, and classroom-tested curriculum to promote the social-emotional development, safety, and well-being of children from Early Learning through Grade 8. Our teachers incorporate lessons to promote emotion management, situational awareness, and academic achievement. While MindUp focuses on the individual student, Second Step focuses on the social skills and group dynamics needed to navigate school successfully.

The middle school Second Step curriculum focuses on four main units: Mindsets & Goals, Values & Friendships, Thoughts, Emotions & Decisions, and Serious Peer Conflicts. We anticipate working closely with this program, especially in 2020-2021 with our middle school advisory groups, which will also include students who are attending advisory via Zoom.

In addition to these curricular measures, we are fortunate to be able to continue our special area classes such as art, music, guitar studies, and physical education. These classes allow students the space and opportunity to express themselves and process their emotions in constructive and creative ways. We have found ways to ensure that each of these subjects are maintained in the curriculum in a manner consistent with COVID-19 guidelines.

School Procedures & Teacher/Staff Professional Development

In addition to our curriculum, we will provide support for students and faculty to process reactions to COVID-19 in the upcoming school year by:

- Beginning the school year slowly, with ample time to re-orient students to the “new normal,” give them time to unpack and process the previous six months, and focus on rebuilding the social fabric of the classroom. Time is built into our class schedules to allow teachers to address social-emotional needs.
- For Tier 1, we plan to have parents complete an electronic questionnaire prior to the start of school identifying how their student did during the long period of isolation. Teachers will complete a social, emotional, and behavioral questionnaire during the first few days of school for each of our students in the lower grades. Students in the Upper School will be able to self-reflect on how they feel about re-entering school by completing a social, emotional, behavioral questionnaire independently. The “Care Team” will review all questionnaires and responses received in order to determine who may be in need of additional support in Tier 2 or Tier 3. This may include offering enhanced support to students and/or families, through individual appointments with our school social worker or referral to outside providers and/or other resources.

In order to assure faculty and staff are taking care of themselves and feeling supported during this transition, questionnaires will be provided to staff to check in on their mental health and feeling of safety in the workplace. Again, the “Care Team” will review all questionnaires and determine if necessary supports and/or changes should take place. This will be an ongoing process, and staff will be surveyed regularly.

- We will seek professional development for teachers in how to work with children in class during a prolonged crisis--lessons taken from other trauma-informed schools and settings as well as around identifying signs of depression, anxiety, and trauma in children of different ages, and how to appropriately refer them to support staff for follow up. We plan to contact community professionals for direction in how to best serve our faculty and our families during this time.

Adult SEL & Well-Being

Fortunately, at Brown School, the staff members are in close contact with each other and often check-in on one another. It will be important to continue to strengthen our community, fostering strong, mutually supportive relationships. Prior to the re-entry of students, faculty and staff will have participated in multiple area level meetings (via Zoom) as well as in-person professional development days where members can share their feelings, ideas, and experiences. The teachers are divided into areas based on grade level. Each area has an Area Coordinator that is the leader of that group. The Area Coordinator is responsible for disseminating information, coordinating efforts, and answering questions for their teammates, acting in a semi-administrative role to support the Head of School. The ACs are members of the "Care Team." These areas allow teachers to feel a sense of community that encourages connection and support. Coordinating within areas allows for the teachers to collectively speak about student concerns and fosters greater collegiality. Areas will continue to meet weekly via Zoom.

We will continue to support our staff in taking care of themselves so that they may be better able to help our young people heal. As adults, it is important to remember that it is necessary to take care of our physical and emotional safety and comfort before we can effectively teach and learn.

Independent School Schedules

As described in other areas within this report, changes to our schedule are as follows:

- Change to Preschool arrival and dismissal time
- Longer class periods to minimize movement within the school as well as offer visual breaks to those students who are attending online
- Classroom assistants in classrooms to allow teachers to interact with both in-person and online students
- Having subject area and special area teachers rotate into the Upper School classrooms
- Scheduling "specials" at spaced time frames throughout the day to allow for ventilation and cleaning/disinfection of materials or equipment
- Strong Social-Emotional focus, especially as we re-enter the school year

Attendance

Attendance for Instructional Purposes

The school collects attendance data every day, both for in-person and online settings. Attendance records are collected and maintained as outlined in our school's Family Handbook.

Chronic Absenteeism

Brown School will work to identify any child at risk of becoming chronically absent due to sickness, family situation, or other circumstances, reaching out to families and providing educational support services that include:

- Check-ins with the class teacher to provide work at a rate and level that is appropriate to the student's situation
- Additional support from our IGNITE team, if needed
- Help obtaining the necessary technology to ensure continuity of learning
- Appointments with our school social worker who can refer out to additional services, as needed
- Referencing the "Attendance Playbook" for support in this area

Teaching and Learning

The Brown School schedule for 2020-21 takes safety as its first priority, then social-emotional wellbeing to lay the foundations for learning, and then academic skill building and maintenance.

In general, our three scenarios (In-Person, Hybrid, and Remote Learning) are designed to be relatively seamless, especially in the grades, where students maintain a version of the same schedule in all three situations.

In-Person = coming to the physical school building

Hybrid = for one or more periods of time throughout the year, the student works online

Remote = schools are closed, and all students are working online

Preschool

The Brown School Preschool programs for 2020-21 offer a 3 year-old classroom with options for attending 3, 4, or 5 days a week and 4 year-old classrooms with options for attending 4 days or 5 days a week. The Preschool begins and ends 30 minutes later than the other students in the school.

In Preschool, the in-person and online scenarios are relatively similar as students will interact remotely in real-time with their peers and teachers. The remote learning program combines synchronous morning activities that are available to all children in the program regardless of cohort. Additionally, families who choose online learning will have regularly scheduled individual meeting times with teachers to foster a sense of community and connection, and to address any individual concerns that might arise. If all students must be remote, teachers will take into account the shorter time-spans young children can (or should) spend in front of screens. The time spent learning remotely can be devoted to authentic learning activities at home with families that are guided by the teachers.

Each class will be a self-contained cohort, creating a group of a teacher, an assistant and students that do not overlap either indoors or outdoors. The cohorts will not exceed 12 children. Two classrooms will be designated for each cohort.

Our Preschool program is play and skill based, laying the foundation for success in the grades through a rich environment filled with ample opportunities for small and large motor development, as well as social skill building through free play and gently guided circle activities. For the 2020-21 school year, we will take extra care to provide the following:

- Increased outdoor time in our fenced-in yard spaces that feature age appropriate structures and toys.
- Indoor spaces that contain toys and play surfaces that are easier to disinfect.
- Revised pickup and dropoff procedures, such as dedicated entrances for families picking up and dropping off students, so that young children do not overlap with others using the building.
- Age appropriate, creative and gentle education about mask-wearing, handwashing, social distancing and other health precautions.
- Rest time will take place in the classrooms, using napping materials the student brings from home. Materials are washed/disinfected at least once a week. Since masks cannot be worn by students during rest time, everyone will be arranged by head to foot and socially distanced between the two classroom spaces.
- Reserved spaces for young children needing “mask breaks,” where they can socially distance while still being supervised by teachers.
- Creative rethinking of our usual curriculum to provide familiar rhythm, structure and warmth to reassure young children during a time of increased isolation and anxiety.
- Special area teachers (music, art, library, physical education) will maintain social distancing if visiting a classroom and when bringing students to their space.
- Whenever possible, physical education will take place outdoors.

Lower School

The majority of our Lower School (Grades K-5) will be returning to the classroom for in-person instruction with only a few families opting for online learning, at this time. Remote learning in the lowest grades, emphasizes shorter, frequent check-ins with teachers and classmates. Beginning in third grade, the amount of time is gradually increased.

Our school always features small class sizes, and this year we will be creating small, class-sized cohorts of students in each grade. Current enrollment has every grade in the Lower School at under 16 students, with most under 12.

Students in a cohort will be grouped with their class teachers and an assistant (in some grades). The teachers, with the help of assistants will be responsible not only for teaching the subjects, but also for working together to supervise snack, and outdoor learning and recess times (staggered, so that cohorts don't overlap on the playground). Outdoor learning areas will be utilized daily, weather permitting. Special area teachers (music, physical education, library and art) will visit the classroom to deliver the lesson or bring the class to an outdoor space or large area such as the gymnasium.

Students who have opted for a hybrid approach (choosing to be online for part of the year and in-person for part of the year) or online for the full year, will also be receiving "in time" instruction along with their classmates who are physically at school. A teacher assistant will be assigned to some grades in order to manage students in person as well as those learning online via Zoom. The teachers will meet with/check in daily with students who are participating in class remotely.

Upper School

The majority of our students in the upper grades will be returning to the classroom for in-person instruction, and a few families have elected online learning. Cohorts of up to 13 students will be kept in place while subject area teachers rotate in for instruction. Outdoor learning spaces will be utilized daily, weather permitting. The Upper School schedule was designed to be easily transferable to 100% remote should the need arise, allowing students to maintain their learning no matter the method of delivery (in-person, online, remote).

Students who have opted for a hybrid approach (choosing to be online for part of the year and in-person for part of the year) or online for the full year, will also be receiving "in time" instruction along with their classmates who are physically at school. A teacher assistant will be assigned to each grade in order to manage students in person as well as those learning online via Zoom. Additionally, students who are learning online will be given the opportunity to interact with their classmates and their teacher/teacher assistant during each class. Should it be necessary, teachers will also have one-to-one contact with the online students individually at another time during the school day or after school.

Time will be taken to establish community between students in both instructional methods. Students may be engaged in learning under the guidance and direction of a teacher via online modules/tasks, instructional videos, research and projects, or direct interaction with a teacher or assistant. Regardless of their choice (in-person or online), students will have access to assistance from a teacher when they need it. Additionally, each Upper School student will be assigned an Advisor. For some

grades there are co-advisors. The advisor will act as the primary liaison between home and school.

Science Laboratory Requirements

Our students in the 8th grade will take Earth Science Regents course this year. We understand that the 1,200-minute lab requirement can and most likely will be met by a combination of virtual and hands-on laboratory experiences, and that any student who has completed all laboratory experiences in accordance with teacher expectations shall be deemed to have met the 1,200-minute requirement, regardless of method or time spent.

Arts

Our Visual Arts teacher is in the process of preparing remote lessons for use both in-person (should students remain in their classroom and the instructor pushes into the classroom) or remotely. In other words, some lessons may be “live” while others may be projected to all students, both in-person and remotely via Zoom. The art studio shall be cleaned and disinfected per the CDC guidelines and hard to clean supplies such as clay will not be used this year. Additional time has been built into the teacher’s schedule to allow for cleaning between groups, should they travel to the art studio. In grades 5-HS, Google Classroom is used as a means of giving assignments, feedback, and tracking progress. The focus for all grades this year will be on personalized learning and resources such as digital field trips and online arts collections will certainly be used. Upper School students who are working from home will be provided a list of specific art supplies to have on hand. Items easily found at home will also be used whenever possible.

Physical Education

Brown School recognizes the importance of participation in physical education for our students’ health and wellbeing. Regular physical activity improves students’ mental health as well as contributes to academic success. The PE teacher is currently set to meet with all students in the school 1-2 times per week for an extended period of time. Additionally, she is working to create a menu of learning activities for students to engage in at home in addition to the learning that occurs in-person. Students who are remote will be encouraged to check in with our PE teacher on a weekly basis, completing an activity log to record their activity/movement.

Due to the fact that 12 feet in all directions should be maintained when students participate in aerobic activities that result in heavy breathing, our PE teacher will use a microphone and speaker to deliver instructions. The focus will be on individual pursuits/skills. When equipment is used, it will be cleaned/disinfected between groups. And, whenever practicable, PE classes will be held outside.

Our PE teacher is very creative, and we are confident that she will continue to produce videos of herself completing challenges that she presents to the students as well as providing opportunities for whole-school virtual events like our Virtual Field Day held in the spring of 2020.

Academic Intervention Services

Brown School does not administer the New York State Assessments. We will use our ERB (Comprehensive Testing Program-5) from February 2020 along with teacher observation/recommendation to our IGNITE (Individualized Goals Nurtured In a Team Environment) Team to determine the students who need further academic support and intervention.

Grading

Students in Grades 5 and above receive grades in each of their subjects, with Performing Arts and PE being Pass/Fail courses. Grading policies will be developed so that they may be applied to all instructional models. They will be clear and transparent to students and parents. Student progress reports will be sent to families monthly via email. Report cards will continue to be distributed electronically at the end of each trimester.

Assessment

Similarly, assessments will be designed with all instructional models in mind; a suite of assessment tools will be utilized.

Library

Librarians play a key role in supporting and developing literacy and the enjoyment of reading. Students at Brown School have access to thousands of books and resources, and receive instruction in research and technology. With creative planning, our Director will still make sure the library will be able to support the needs of our students and families regardless of whether they have chosen to attend school or participate online.

Our students will still be able to:

- Select books from a rolling cart, which will visit classes biweekly.
- Preschool through grade 5 will still be able to access the library for read aloud, research and literacy activities.
- Students will be able to access audio books from the Brown School Online Library catalogue.
- Students working from home may request information from our databases, books and periodicals which can be picked up after school or mailed home.
- Upper school students may request books, which will be delivered to their classrooms.

Our Director will still support teachers' needs with book selection and research.

Students will not be allowed access to the book shelves. The library work spaces and reading corner will be cleaned and disinfected in between use. Returned books will be kept out of circulation for a minimum of 96 hours.

Athletics and Extracurricular Activities

Before School Care

Brown School provides a Before Care program which begins at 7:00 am.

- Staff will check student prescreening and check temperatures.
- Before Care will take place in the Cafeteria.
- Students will be seated by grade at preassigned tables.
- Students will bring independent reading or work on personalized activity packets.
- Drop in students will also be screened and have a personalized activity packet provided to them.
- Students in K through HS will be sent to their classroom at 7:45. They will be dismissed by grades and monitored by staff as they transfer through the halls to be sure that social distancing is maintained.
- Any Preschool students will remain with Before Care staff until 8:15 am. At 8:15, they will be brought to their classroom by staff.
- Before Care Staff will be supplied with a track phone and walkie talkie to allow them the ability to communicate with other staff and administrative members located elsewhere in the building.

After School Care

- After school care will be provided from dismissal until 5:30 pm.
- Staff will keep groups according to grades in different locations throughout the building. Preschool will be grouped together in the Community Room. K through HS will be assigned to a designated spot in the cafeteria or gym.
- The first hour will be set for snack and homework/independent reading. Preschool will have story time and group games, such as Simon Says, after snack.
- Students will be encouraged to be outside as long as weather allows.
- Social distancing, hygiene/mask protocol and cleaning/disinfection procedures will be followed in After school as they are during the school day.
- Special days will be designated as Movie days or Game Days, such as BINGO/Pictionary.
- Track phones and Walkie Talkies will be provided to allow for easy communication between staff members.
- Families will call into the school when they arrive, and their child will be brought outside to them.

After school activities that can be conducted in a safe environment with appropriate social distancing protocols, will be offered. We routinely run club and enrichment opportunities for our students. This year, we will eliminate cross-grade activities. For example, a macrame club may be offered to the 5th grade students, not grades 3-5 as in the past. Additionally, extracurricular activities will be offered virtually in the 2020-2021 school year. Woodwind music lessons will *not* be offered after school this year.

Interscholastic Athletics

We recognize that at this time, interscholastic sports are not permitted. If/When they are permitted, we will follow the rules and guidelines that are set forth.

Extracurricular Activities and Use of Facilities Outside of School Hours

Occasionally Brown School rents space in our building to outside organizations. Brown School will minimize the risk of COVID-19 exposure from these arrangements by requiring renters to follow the same health and safety protocols as our staff and students. Renters will be limited to the rooms that they may occupy. Pre and post cleaning and sanitizing will take place. Renter will take temperatures of all of their guests and answer questions regarding COVID-19 exposure and symptoms. Renters will socially distance within our spaces which now allow only 50% of their maximum occupancy. Exterior doors and windows will be left open when possible. Rented spaces have good ventilation. Renter will contact us immediately if any of their guests are exposed to COVID-19 or show any symptoms.

Bilingual Education and World Languages

We do not have students who are ELL at Brown School.

****We understand that as we begin putting our plans into practice, modifications will need to be made. We will add to and revise our plans as needed and notify SORIS of the changes.***

The DOH Reopening Plan follows and slight modifications have already been made and brought to this plan.

Addendum: Reopening Plan Submitted to the DOH on 7/30/2020

***slight revisions were made after submitting this plan to the DOH**

**Brown School
150 Corlaer Avenue
Schenectady, NY 12304
Phone 518-370-0366 ~ Fax 518-370-1514**

PK-12 Education Reopening Plan

People

A. Social Distancing and Face Covering

Social Distancing

- Brown School will be using a cohort model and has assigned between 10 and 13 students to each classroom space. This will allow students and teachers to adhere to the social distance guidance of 6 feet apart.
- Specific outdoor spaces around the perimeter of the building will also be assigned to each class for outdoor learning. This space is separate from the recess area, which will be held on our preschool playground, K-5 playground, blacktop area, and field. Recess times will also be staggered.
- Teachers will rotate through grade level indoor and outdoor learning spaces.
- Classes in MS/HS will be set for 60 minute periods. Students will remain in place in their designated classrooms, while teachers rotate between classes. Assistants will be assigned to each grade level to monitor classroom management needs.
- Our hallways and staircases will be marked with signage to assure for social distancing when traveling throughout the building.
- Our art rooms will be open to one class at a time and properly disinfected after use.
- Our library will only be open for story time and activity to the preschool area. Students will not be permitted to select books from the library, but rather select from the cart, request a book from a provided list or access a book

online. Returned books will be held out of circulation for 96 hours, then wiped down and reintroduced into the traveling collection.

- Music and Physical Education will be held outdoors weather permitting.
- If weather does not permit, PE classes will be held in our gym, one class at a time. This will easily allow for 12 feet between students. Equipment will be disinfected in between class use.
- Music teachers can alternate between the 2 music rooms or the classroom. No wind instruments will be played indoors. Singing can take place for a single class, only if the gym and stage area are available to allow for 12 feet distance. Again all music instruments will be properly wiped down after use.

Face Coverings

Brown School expects all individuals (faculty, staff, students and all visitors) to wear a mask in the school building or on our school grounds if appropriate social distancing regulations can not be followed. Masks may be cloth-based coverings or surgical masks. They must cover both the nose and chin. Masks with exhalation valves are not permitted at Brown School.

- Designated spaces will be assigned for mask breaks.
- Masks must be worn in all common areas such as the main office and around all entrances/exits.
- During meals and snack time, students will be expected to be seated and distanced.
- Preschool students are not expected to wear a mask during rest time. Additional rooms, adjacent to the classroom, will be made available for students to spread out during rest time. Both teachers and assistants will be monitoring rest time.
- All members of the Brown School community will receive proper training in how to adequately put on, take off, clean (as applicable) and discard PPE, including but not limited to face coverings.
- Brown School will have an emergency supply of child and adult size masks available, if needed.

B. Gatherings

Meals

Lunch will be served daily to Preschool, K-5, Middle School and High School students and faculty. Faculty and staff will eat separately from students in one of the two designated areas, maintaining social distancing regulations. Students will be expected to wash their hands before and after meals. Nutritious offerings will be made available for grab and go. All plates and eating utensils will be picked up after lunch by the cafeteria and custodial staff and run through the dishwasher. Garbage will be picked up and discarded into the trash receptacles outside the building after lunch is finished.

- Lunch will be delivered to our Preschool students in class. Each class will be socially distanced between two rooms with a teacher or assistant available to monitor.
- Students in K-2 area cafeteria SIDE A (23 students) 11:00 - 11:30
3-5 area cafeteria SIDE B (22 students) 11:45 - 12:15
6-7 area cafeteria SIDE A (17 students) 12:30 - 1:00
8 cafeteria SIDE B (16 students) 12:30 - 1:00
HS small cafeteria (7 students) 12:30 - 1:00

Small Spaces

Brown School does not have many small spaces. Distancing and mask regulations will apply to these areas. Our Faculty lounge will be closed for the school year. We will have a dedicated classroom for office space for the four MS/HS teachers who will no longer have their own classrooms. Teachers will be more than 6 feet apart from each other. The mail room and copy room will only be accessible to office staff. Office staff take care of all mail (hand off) and make copies for administrators, staff and faculty. Mail deliveries will be sent to Corlaer Entrance, where they will be disinfected (wiped or sprayed) and then brought to the Main Office for pick up.

Special Education will have a full classroom with desks to separate students. Supplies will be available for the teacher to clean and disinfect between student groups.

Our IGNITE Program, which offers individualized student support services will also have a stand alone classroom. There will be adequate spacing in this class and the IGNITE teacher will also have supplies to clean/disinfect between student sessions.

The Brown School Social Worker will have her own dedicated classroom space for small group and individual sessions. She will also be able to clean/disinfect between sessions.

Locker Areas and Cubbies are located in the hallways. We will ask students not to transport books or belongings back and forth to/from home. Individual teachers will decide if textbooks will remain in school, or left at home and used there. Any homework assignments will take this into consideration. Storing and retrieving outerwear should be the only reason students need to go to their locker or cubby. Teachers and assistants will be available to help our younger students. Lockers will be spaced and teachers will monitor any time students need to go to their locker.

Restrooms will be assigned to classrooms/grades. Classes will be assigned sinks and stalls. Assistants will be available to monitor trips to the restroom or notify a custodian if a cleaning/disinfecting is deemed necessary.

Faculty and Staff Meetings

All meetings will be held via Zoom. Scheduled meetings will be communicated via email. CSE meetings will be held via Zoom or Google Meet, depending on the SCSD selection. Family meetings will also be held on Zoom or conference call. If a family requests an in person meeting, it will be held in the Media Center. Masks and social distancing requirements will be observed.

Ventilation

All Brown School classrooms and offices rely on radiators, with the exception of the gym, library and auditorium which have forced air. All forced air units will be maintained by the custodial team. The gym filters on the AC units will be changed twice a year or as needed and will be equipped with a UV light. There are 6 gym heating units which will have filter changes every month during the time of use.

Students and faculty will be in classrooms which are well ventilated. We will be keeping windows and doors open. All are encouraged to bring warmer layers for when the temperatures drop.

C. Operational Activity

Cohorts

Each grade will have a cohort assigned with between 10 and 13 students. Additional classroom space is available if we need to add another section to the grade. There will be an individual assistant assigned to the MS/HS grades to assist with classroom management needs. Also if a teacher in the MS/HS is absent for any reason, the assistant will be expected to carry out the lessons for that teacher. This will help reduce additional staff into these cohorts.

HYBRID Plan

Brown School plans to open the 2020-2021 school year with a Hybrid plan. Families will be able to select in-person instruction or online instruction. All families recognize that if Brown School is ordered to close due to COVID-19, their child will be able to access online learning.

The options are as follows:

- In-school instruction for the year.
- Online instruction for the year.
- Online instruction for September through the end of November.
- Online instruction for December through the end of February break.
- Online instruction from February Break until the end of the school year.

Families who choose in-school instruction are allowed to switch to online if they feel the need to do so, or if their child is quarantined. However, if a family selects online learning as an option, they must speak with administration and confirm there is available space for their child should they want to return to in-person learning. Social distancing will determine availability. Setting this model up from the beginning of the school year will help prepare students if we need to move to the online platform at any point in the year. Additional Chromebooks will be purchased to allow all grades access to this technology and will also help teachers familiarize students to the online platforms we will be using such as Zoom, Google Classroom, RAZ-Kids, Reflex Math, and Seesaw.

D. Movement and Commerce

Drop Off/Pick Up

Preschool will start at 8:30 am and run until 3:30 pm. This will be a later start and dismissal, which will allow faculty and staff time to check in and dismiss the other grades, which will run from 8:00 am to 2:55 pm.

Bus drop off will be on Corlaer Ave.

- 6th, 7th and HS will enter at Door #1.
- 8th, 4th, 3rd, 2nd will enter at Door #2.
- Kindergarten, 1st and 5th will enter at Door #3.

Car Drop Off will be in the Marriott Street Parking lot.

- 6th, 7th and HS will enter through Door #8.
- Kindergarten, 1st and 5th will enter the Cafeteria Door.
- 2nd, 3rd, 4th and 8th will use Door #7.

Preschool will either meet students outside the classroom or during inclement weather will enter the doorway closest to their classroom.

- Pecor/Mertik Door #3
- Fatato Door #2

Faculty and staff will either enter through Door #7 (Admin)

- Door #1
- Kitchen Door

Faculty will select entrance at the beginning of the year.

*All faculty, staff and students will complete a digital screening from home prior to coming to school. All faculty will have their temperatures taken again when they arrive at school. Students will be spot checked for temperature upon arrival at school. There will be 1-2 thermometers at each doorway. Anyone who presents with a temperature over 100.0°F. will be sent to the Nurse's Office (Special COVID Room) and await to be picked up immediately.

Deliveries

- Food deliveries will come to the loading dock off the kitchen. All boxes will be wiped down and disinfected. After unpacking the delivery, broken boxes will be immediately sent to recycle bins.
- Classroom, business and other office supplies will be delivered to the Corlaer entrance (Door #2) wiped down, disinfected and then stored in an outer vestibule or delivered directly to the recipient.
- Facility deliveries will also be delivered to Corlaer Ave. (Door #2) same as above, or if it is a larger order, it will be delivered to one of the two garages.

Shared Objects

- All sports equipment will be disinfected between classes and/or individual students.
- Musical instruments such as guitars or percussion instruments will be assigned to a student and disinfected after use.
- Student materials will no longer be community based, but rather individual materials stored in designated containers for each student.
- Added to the supply list are folding chairs for older students and yoga mats for younger students for outside learning. Students will also have their own clipboards.
- Toys and learning manipulatives that can easily be washed and disinfected will be permitted in classrooms under the teacher's discretion/supervision.

PLACES

A. Personal Protective Equipment

- Brown School will require faculty, staff, students and visitors to wear face coverings, which must cover mouth and nose. Mask breaks will be permitted in designated areas, outside when socially distanced and during meals and rest time. Adults must keep masks on at all times when with students and coworkers.
- For activities that require a higher degree of protection, N-95 respirators or other PPE used under existing industry standards will be used in accordance with OSHA guidelines.
- Faculty are permitted to bring their own face coverings and there will be masks available, if necessary.
- Families must supply their child with an acceptable face covering, along with 1 or 2 extra if needed. The school will have a supply for students in case of an emergency.
- A personal storage container must be supplied for extra masks, and soiled masks must also be stored away in a separate personal container. They should be brought home daily and cleaned or discarded if they are disposable.
- Masks will not be shared.

B. Hygiene, Cleaning and Disinfection

Hygiene

- Brown School will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH.
- Logs to record date, time and scope of cleaning and disinfection will be maintained by the Facility Director and stored in the Business Office.
- Training for hand and respiratory hygiene will be available for all members of our community. Training will include:
 - In-person trainings
 - Videos
 - Emails
 - Signage
- Bathrooms will be available for hand washing with soap, warm water and hand towels.
- Hand sanitizing stations will be located in common areas throughout the building.
- Stations will contain at least 60% alcohol based sanitizer. If a family does not wish their child to use hand sanitizer, they must submit a written letter to the administration. A copy will be placed in the child's health folder.

- Teachers and assistants will travel between learning spaces and the cafeteria with extra masks, hand sanitizer and disinfectant wipes.

Cleaning and Disinfection

- Cleaning and Disinfection are the primary responsibility of the school custodial staff.
- Cleaning and disinfection supplies will also be made available to teachers and office staff for shared and frequently touched surfaces.
- Nanoseptic self cleaning touchpoint surface coverings will be used for door push bars and handles.
- Water fountains will be closed, but the water bottle refilling stations will remain open. Individuals are expected to bring their own water bottles.
- Brown School will refer to the DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" for instructions on how to clean and disinfect facilities.
- Restrooms will be cleaned and disinfected frequently throughout the day.
- Materials and tools are to be regularly cleaned and disinfected with registered disinfectants.

Cleaning and Disinfecting After a Confirmed or Suspected case of COVID-19 Case

- Brown School will follow the most recent guidelines by the CDC and Department of Health in the event that there is a confirmed or suspected case of someone who has been in the school.
- Affected areas will be closed off and windows and doors will be opened to increase ventilation.
- If possible, the custodial team will wait 24 hours before cleaning and disinfecting all areas that individual used.
- Area may be reopened and used after it has been appropriately cleaned and disinfected. Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 may return to area.

C. Coordination and Phased Reopening

Head of School and Administrative team will be in charge of the Reopening Plan, which will be reviewed and approved by the Board of Trustees.

D. Communication Plan

Reopening plans will be communicated to all members of the community and perspective families by means of:

- Social Media
- Email
- Videos
- Texting
- Professional Development
- Town Meetings (Zoom)
- Podcasts
- School Signage

- All new procedures surrounding hygiene, cleaning/disinfection, online learning and other newly created procedures will be communicated to students and families prior to the reopening of Brown school.
- The Head of School will be the point of contact for communications with the Health Department and will be responsible for communicating to the community should the school have a positive COVID-19 case.
- The Administrative Team, in conjunction with Buzz Media Solutions will be responsible for all communications.

Processes

A. Screening and Testing

Health Screening and Temperature Checks

All families will complete a daily health questionnaire through an electronic form before sending their child to school. Faculty and staff will complete a questionnaire as well. Upon arrival to school all faculty and staff will have their temperatures taken, and students will be spot checked to make sure their temperatures are below 100.1°F. The school will only record whether the individual is cleared or denied access to school. If a child presents with a temperature over 100.0°F, he/she will be sent to the designated area and the family will be expected to pick up immediately.

Visitors will be limited to Brown School. Any visitors granted permission to enter the building must first go through a screening and have their temperature checked. Masks must be worn by every individual that enters the premises.

Brown School will follow the most current guidelines from the CDC and DOH with regards to screening, self isolation and quarantine. We will require individuals to stay home if they feel ill and contact their health care provider. Faculty, staff and students will be expected to quarantine after international travel or travel within certain states with widespread community transmission of COVID-19 pursuant to CDC and DOH guidelines.

Positive Screen Protocols

Anyone who presents with COVID-19 symptoms during the school day will immediately be isolated until they are picked up by a parent or guardian. They will be required to contact their health care provider for assessment and testing.

Brown School will follow the most updated recommendation from the DOH for allowing individuals diagnosed with COVID-19 to return to school.

If test results are positive, Brown School will immediately notify the state and appropriate local health department(s).

Brown School will notify all faculty or families of students that have come in close or proximate contact with a person with COVID-19. Confidentiality will be followed.

Brown School will refer to the local health department to determine the requirements for returning to the school after being diagnosed positive for COVID-19.

The school nurse, Head of School, Assistant Head, and Director of Upper School will be responsible for receiving and reviewing all screening activities.

In-Person Screening

Staff assigned to do screening will be properly trained by our school nurse, who is familiar with CDC, DOH and OSHA protocols.

Staff will be required to wear proper PPE during screenings.

B. School Health Offices

Individuals who develop symptoms during the day will be sent to a dedicated room, adjacent to the nurse's office.

They will be visually supervised by the nurse or other staff member who will be socially distanced.

Special PPE will be required for any staff member who is caring for a sick individual. This will include a fit-tested N-95 respirator, eye protection, gown and gloves. Proper cleaning and disinfection procedures of the space will be followed, as set by the CDC and DOH.

A plan for students requiring nebulizer treatments in school, will be created. The school nurse will consult with a health care provider and local DOH.

C. Tracing and Tracking

Metrics

Brown School will work with the Schenectady Health Department should a student or employee test positive for COVID-19.

Brown School is prepared to close and move all students to our online platform if there is a Governor mandate or if ordered by the local health department.

Brown School will take all precautionary measures to keep the school open. However, we may be required to close an area of the school if a positive case of COVID-19 was detected and contained within the area. Students within this area would move to online instruction.

Notification and Tracing Support

Brown School will follow NYS and local guidelines and notify the health departments of any positive COVID-19 cases. We will cooperate and assist the state and local health departments with contact tracing. Confidentiality will be maintained as required by state and federal law.

Quarantine, Isolation and Return to School

If Brown School is notified by the state or local health department of an infected or exposed employee or student, we will ensure that this individual follows the proper isolation or quarantine regulations. He/She will not be permitted to attend school.

Brown School will not permit any student or employee who tested positive for COVID-19, back to school without the proper documentation required by the DOH.