

# **School Safety and Reopening Plan**

## **Fall 2020-2021**



## **IVY LEAGUE SCHOOL**

211 Brookside Drive  
Smithtown, NY 11787

The following protocols are based on guidance from the Center for Disease Control (CDC), American Academy of Pediatrics, New York State Department of Health, New York State Department of Education and World Health Organization. We have been working diligently to develop new protocols and to ensure our students and faculty return to a safe and healthy environment. Our plan is based on current recommendations from health authorities that have the best interests of our students, faculty and staff in mind, in addition to the newly released guidelines from the Department of Education.

## Office Information

Physical and Mailing Address:

211 Brookside Drive  
Smithtown, NY 11787

Website:

[www.ivyleaguekids.com](http://www.ivyleaguekids.com)

School Office:

631-265-4177 (phone)  
631-265-4698 (fax)

Daycare Office:

631-656-9702 (phone)  
631-656-9703 (fax)

The Ivy League School office is open from 7:30am to 5:30pm, Monday to Friday.

## Contact Information

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## **Ivy League School Mission Statement**

Ivy League School is a Toddler to 8th grade learning community, in which we encourage a child's lively intellect, promote independence and self-confidence, foster social competency, and inspire a love of learning. We accomplish this mission by offering a highly interactive, thought provoking curriculum which challenges each child's developing capacities. Small classes allow teachers to pay special attention to each child's emerging talents and skills. Children are encouraged to think critically, to question, and to generate ideas through multiple forms of expression. Each child is made to feel special and valued.

Using innovative and traditional approaches to learning, teachers guide our children through lessons in core subject matter, often incorporating the arts and technology. World languages, music and athletics round out the program. Within a mix of teacher directed and child selected activities, children broaden and deepen their knowledge, learn to make choices, and develop their problem solving and social skills. By merging the best of research with the wisdom of practice, our teaching staff has created a rigorous academic environment where children are excited about learning and find multiple paths to success.

Importantly, the Ivy League community is a place where diversity and differences are accepted, appreciated, and valued as each child learns to be a caring, contributing, and productive citizen, with the skills to make a difference in tomorrow's world.

Ivy League School provides a unique setting for students, faculty, and staff to begin the school year on our beautiful scenic 16 acres with outdoor learning activities and resources that are unique to a school setting. Our faculty and staff are committed to ensuring every student develops a love of learning.

## **Ivy League School Beliefs**

Guiding the operation of the school is the following set of beliefs:

- We believe that intelligence; character, talent and creativity exist in every child, and are enhanced in an enriched learning environment and wholesome social setting.
- We believe that the school and students' families should have shared decision making and shared responsibility in the educational process for their children.
- We believe that committed faculty must have access to new instructional programs, and the latest educational research, in order to stay on the cutting edge of their profession.
- We believe that continuous informal and formal assessments are necessary to measure student progress and achievement.

## **Factors for Re-Opening**

### **External Factors for Reopening of School**

- New York State continues to permit schools to operate
- Suffolk County Health Department gives clearance for schools to open
- Efforts in local communities continue to result in declining cases, hospitalizations, and metrics in all 7 categories of NY Forward Plan
- No new guidelines are released which stray far from our current plan

### **Internal Factors for Reopening of School**

- Faculty and staff are trained and prepared to operate under new guidelines and care for students
- Program areas and school spaces are ready to support physical/social distancing as required
- Cleaning and sanitizing operation procedures are in place and adequate supplies are available to properly execute
- Adequate PPE supplies are available
- Installation of new hand washing and sanitizing stations
- Adequate buy-in from critical mass of students, faculty and staff

### **Ivy League Family Commitment**

- Ivy League School Student COVID-19 Screening Form completed and filed
- Family, student, faculty, and staff monitor their health
- Open communication about health concerns
- Follow all policies and procedures to support a healthy community
- Parents and Ivy League School students must work in tandem to create the safest environment for the entire school community
- The school community understands that class schedules and protocols are subject to change

## **K-8 Scenarios for Re-Opening**

School will run from Tuesday September 8, 2020 through Thursday, June 17, 2021.

### **In Person - Scenario #1 Standard Operations Full Day of School K-8<sup>th</sup> Grade**

This is a typical scenario of a full day of school assuming there is no vaccine.

Approximate School Day:	8:40 a.m.-3:30 p.m.
Secondary Languages (Mandarin/Spanish):	Classroom
Lunch:	Classroom/Outdoors
Music, Art, Health, & FACS:	Classroom
Physical Education:	Outdoors on campus
Soccer Team:	No intramural athletics through January
After School Extracurricular Programs:	On campus/Online

### **Distance Learning - Scenario #2 Standard Operations Full Day of School K-8<sup>th</sup> Grade**

This scenario is a mandated closure by government. Campus is closed to all students, family, and faculty members.

Approximate School Day:	8:40 a.m.-3:30 p.m.
Secondary Language (Mandarin/Spanish):	Online
Lunch:	At home
Music, Art, Health, & FACS:	Online
Physical Education:	Online
Soccer Team:	No intramural athletics through January
After School Extracurricular Programs:	Online

### **K-8 Distant Learning Program**

All classes will be instructed online daily. Students will be required to wear their uniform shirt while attending online classes. Google Meets as well as Blackbaud will be used as instructional platforms online. All students and their parent/guardian are required to sign and adhere to the Ivy League School's Technology Guidelines and Distance Learning Behavior Guidelines.

Instructional hours will be determined based by grade level:

K-4 - 8:40 a.m. - 3:30 p.m. will be the instructional hours for live instruction with small group classes and specialists.

5-8 – 8:40 a.m. - 3:30 p.m. will be the daily instructional hours for live instruction with small group classes and specialists.

## Pre-School Scenarios for Re-Opening

School will run from Tuesday September 8, 2020 through Thursday, June 17, 2021.

### *Toddler Programs (2 – 3 year olds)*

Mornings 9:00am-12:00pm

### *Pre-K 3's Programs (3 – 4 year olds)*

Mornings 9:15am-12:15pm

Mini Day 9:15am-2:15pm

Full Day 9:00am-4:00pm

### *Pre-K 4's Programs (4 – 5 year olds)*

Mini Day 9:30am-2:30pm

Full Day 9:00am-4:00pm

Extended Coverage (Available from 7:00AM to 6:00PM)

### **In Person - Scenario #1 Standard Operations Pre-School**

This is a typical scenario of a full day of school assuming there is no vaccine.

Approximate School Day:	Varies by class
Specials:	Classroom
Lunch:	Classroom
After School Extracurricular Programs:	On campus/Online

### **Distance Learning - Scenario #2 Standard Operations Pre-School:**

This scenario is a mandated closure by government. Campus is closed to all students, family, and faculty members.

Approximate School Day:	Varies by class
Specials:	Online
Lunch:	At home
After School Extracurricular Programs:	Online

The optimal distance learning environment is age appropriate and differentiates instruction based on the developmental level and needs of the student. In order for students to be successful online, they need to be able to function somewhat independently and instruction time should correlate to the students' attention span. Our preschoolers require face to face learning more than our older students precisely because they are not able to focus for long periods of time and self-regulate. In person instruction ultimately helps to facilitate their growth as independent learners.

### **Childcare Planning – Scenario #3 Pre-School**

We have been conferring with the Office of Family and Child Services (OCFS) to explore the possibility of expanding our Daycare license to include our preschool classrooms in the event of a mandated shutdown for schools in New York. Our understanding is that if schools are mandated to shut down, there is a strong likelihood that Daycare Centers will be deemed essential and permitted to remain open. This change would allow us to continue to run our preschool classes onsite, with the same schedule, classroom, classmates, teachers, curriculum, and staff without any interruption in service. Preschool families would experience basically no change in what they experience, however, Ivy League’s preschoolers would temporarily fall under the auspices of a different regulator if and when K-8 is mandated to participate in distance learning. Simply put, we are working with our Daycare Licensor to put the license expansion in place so that we can continue to serve children in our preschool in the event that K-8 schools are mandated to close their onsite programs. Nothing would change for our preschoolers, but we would have increased confidence in our ability to provide continued service to our preschool families. Alternatively, preschoolers will receive age appropriate online instruction if distant learning is mandated.

If the mandated government closure of schools is lifted in NY State, the regulatory authority of our preschool will revert to NYSED. The entire preschool-8<sup>th</sup> grade will then adhere to the Scenario #1 guidelines.

### **School Facility Guidelines for In-Person Instruction:**

#### **Capacity Per Classroom**

Ivy League School will follow CDC and NYSED regulations in order to manage classroom density. Capacity will vary per room. Faculty and staff will adhere to social distancing, PPE and sanitary guidelines within their classroom.

#### **Social Distancing**

All classroom furniture will be configured to maintain social distance to the extent possible. Appropriate sneeze guards will be installed when social distancing guidelines cannot be adhered to. All rooms and outdoor spaces will be appropriately marked to ensure social distancing. During music, chorus, physical education, strenuous aerobic activity or playing wind instruments, 12-foot social distancing will be maintained.

## **Grounds Utilization**

Ivy League School will be engaging in social distancing throughout the 2020-21 school year in order to prevent the mixing of classes and large gatherings. As a result, we will no longer allow parents to use the playgrounds with their children during arrival or dismissal. In addition, Ivy League will follow strict access guidelines to our campus during off hours, such as the campus being closed to unauthorized visitors, no use of the playgrounds or classroom access. This is essential to our maintenance crew, to ensure the integrity of our cleaning protocols.

## **Facemask/Personal Protective Equipment (PPE)**

All students will be required to wear a mask when leaving their vehicle or bus until they arrive at their classroom. Similarly, all students will wear a mask during dismissal.

All faculty and staff are required to wear a face covering while they are on campus. Ivy League School will provide the appropriate PPE, which will include gloves, facemasks, etc. to students, faculty and staff and will have extra masks in the event a mask is damaged or misplaced. While students, faculty and staff may bring their own masks, their mask must adhere to CDC guidelines. Screeners or anyone caring for a suspected individual with COVID-19 must wear gloves, a gown, a fitted surgical mask and face shield.

When cleaning areas on campus, our maintenance staff will wear PPE, which will include gloves, facemasks, gowns, etc. While this may seem overprotective, our priority is to ensure the safety of our students, faculty, and staff, which can only be done by following our protocols.

### *Pre-School Mask Protocols*

Preschoolers will only be required to wear a mask during arrival and dismissal. Once they have entered their classrooms, masks will not be required.

### *K-8<sup>th</sup> grade*

Students will be required to wear masks when our social distance protocols cannot be maintained.

Faculty, staff, and students must adhere to 6-foot social distance guidelines when eating lunch or snacks. Faculty and staff will have designated areas where they will be able to socially distance themselves and take breaks from wearing face coverings. Students who are medically unable to tolerate face covering throughout the day will be offered assistance and accommodations throughout the day. Ivy League will provide orientation for all faculty, staff, and students on how to properly wear a face mask and on the use of PPE.



Ivy League has an inventory of approved disposal masks for all students, faculty, and staff. Students, faculty, and staff may choose to supply their own masks as long as they meet CDC safety guidelines. Please note that these guidelines may change as health conditions improve.

### **Space/Time Configuration**

Ivy League will utilize and re-evaluate space as needed for the safety of our student population. In person goals are:

- All classes will be scheduled to minimize congestion and population density.
- Middle school locker access will be staggered and scheduled to maintain social distancing.
- Student storage will be limited to only the materials for each quarter which will help in cleaning efforts. Students will not carry any unreasonable number of books or materials that may increase the likelihood of cross contamination.
- Faculty may instruct more than one cohort if they maintain social distancing and are wearing a face covering.
- Finding alternative spaces to allow for more personal instruction
- Adjusting the class and faculty work hours
- Limiting in person presence to only staff and faculty during normal school hours
- Maintain a remote social distance teacher or faculty
- Stagger schedules to allow more time between classes

Appropriate signage will be placed throughout the campus to reinforce safety protocols. Below is a partial list of the types of signs that students will see:

- Do your Part, Stay 6 Feet Apart
- Protect yourself and others - Masks are Required to Enter
- Did you wash your Hands?
- Quarantine Advisory
- Social Distancing in Effect Please Stay 6 Feet Apart
- What is COVID-19? (list of symptoms)

### **Classroom Homebase/Activities**

All specials will be held in the homebase. Lunch will also be held in the homebase or outdoors. Our schedule will be such that the same children stay together for the entire day and they will be supervised, when possible, by the same staff for the entire day. All recess and outdoor learning activities will be scheduled in advance to ensure social distancing and scheduled cleaning.

### **Physical Education Wellness & Health**

Weather permitting, all physical education classes will be conducted outdoors. Our physical education teacher will be utilizing our fields, courts and outdoor facilities, which will provide ample space for social distancing while allowing our students to experience a wellness regiment. Sports will focus on skill building and drills to limit contact as much as possible. Fifth-8<sup>th</sup> graders will be allowed to wear their physical education uniforms to school on the days that they are participating in physical education. For those reasons, all physical education classes for 5<sup>th</sup>-8<sup>th</sup> graders will take place during their last period.

Please note that we will not allow any vigorous exercise indoors due to heavy breathing that may cause the spread of COVID-19.

### **Extracurricular After School Programs**

We have created extracurricular after school programs that can be experienced on campus or online if needed. On-campus programs will have their own dedicated space. When extracurricular programs are operating on campus, they will be organized by cohort or by following social distance guidelines. Our Coordinator of Extracurricular activities and maintenance staff will monitor each area and ensure the area has been cleaned and disinfected according to the guidelines. Ivy League has one sports team (soccer). All practices and games have been cancelled until further notice. Online extracurricular activities will take place and will be facilitated by our faculty or a qualified provider online. All participants will be provided with a document or supply list for each online extracurricular activity.

### **Special Events**

Many events will also occur online or with limited capacity to ensure proper social distancing.

### **Before and Aftercare**

Before and after school care will be managed by cohorts or follow social distance guidelines. The before and after school employees and maintenance staff will follow the social distance guidelines, PPE usage protocols and will clean all high touch areas and disinfect all required areas and items.

## **Visitors**

Ivy League School is closed to visitors. There will be no outside speakers or volunteers in classrooms. Only essential visitors (i.e. emergency service, PPE delivery, etc.) will be permitted with prior clearance. In addition, visitors will have their temperature taken and they must wear face coverings while on campus. School tours will be limited to online virtual tours or scheduled in the evening and weekends, one family at a time. Visitors will be screened before allowed on the grounds. Our effort is to minimize contact with anyone outside of the immediate school community.

## **Transportation by Bus**

Students will arrive by bus at 8:40 am and buses will depart from Ivy League School at 3:40 pm. If a child is arriving by bus transportation, their temperature will be taken at the back entrance of the gym before entering the building. If a child has a temperature over 100° upon disembarking from the bus, they will be placed in a quarantine area until the parent/guardian is able to pick him/her up from school.

Although Ivy League School does not provide busing, bus transportation is provided by local school districts for our K-8 students. As a result, school buses and public transportation are an extension of the classroom. Therefore, all students are required to wear face masks, practice social distancing, sit with a member of the same household if possible, and follow all district transportation guidelines while traveling on the bus. When students embark or disembark from the school bus, they should follow social distancing protocols. Buses may arrive at staggered times and students will be allowed to disembark from and immediately wash/sanitize their hands before entering their designated locations.

## **Parent Transportation for Drop Off and Pick Up**

Students that are dropped off will be given a 15 minute drop off window (we anticipate beginning around 7:15am through 9:20am) to limit the flow of people on our driveway/back parking lot at one time. Parents/caregivers should remain in their vehicles and wear a face covering, while following our updated drop-off and pick-up procedures. Parents are not permitted to get out of the car during the arrival or dismissal process at the back of the gym. Temperature checks and health screenings of everyone in the car will be conducted by Ivy League School faculty and staff each day. If anyone in the car has a temperature of over 100°, the child will not be allowed to attend school. Students will sanitize and wash their hands prior to entering their classrooms.

At dismissal, if a child is being picked up by a parent or caregiver, the parent will be assigned a 15-minute pick up window. Faculty and staff will direct the parent/guardian to a pickup location. Each family will be given a sign to display in their car windshield to

make this process smoother. All families are asked to be patient and drive slowly on campus.

### **Vulnerable Populations**

According to the CDC Guidelines, there are several underlying conditions that put individuals at higher risk for COVID-19. If one identifies as one of these individuals or feel that they are not able to perform their duties, they are to let administration know immediately. Please note that employees may be required to provide confirmation of their underlying condition from a physician and may be required to stay home. Employees are to refer to the Faculty Handbook for details about both paid and unpaid leave. As stated previously, Ivy League School will provide employees with the appropriate PPE and disinfectant equipment.

When possible, students who are at high risk according to the CDC Guidelines will be accommodated to facilitate their online learning. Additional locations and faculty will be made available to support students considered high risk or requiring additional support. All students at high risk for COVID-19 will be provided the appropriate PPE equipment.

Below is a partial listing of conditions that may cause increased risk for severe illness:

Obesity (BMI>30)

COPD (Chronic Obstructive Pulmonary Disease)

Sickle Cell Anemia

Kidney Disease

Type 1 and 2 Diabetes

Age 65 and older

Heart Conditions

Asthma

Hypertension

Cystic Fibrosis

Compromised Immune System

Liver Disease

Pregnancy

Smoking

Neurological Conditions

## **Food Service**

Ivy League School students will be able to pre-order lunch from Boonli. All Boonli meals will be served individually. We will continue to provide students with daily snacks.

Weather permitting, we will have additional outdoor lunch seating for classes to enjoy lunch outdoors. Tables will be set up to allow for social distancing between classes. Prior to eating lunch, cleaning of desks and tables for all students, faculty and staff will adhere to the CDC guidelines. Please note that classes and students within cohorts, will need to maintain social distance from other classes when eating outdoors and each other.

Students will eat with their teachers or assistants at their outdoor assigned area or in their classrooms. Students must wash hands with soap and water or sanitize hands before and after eating. Students will be prohibited from sharing food, beverages, and snacks, unless individuals are members of the same household.

## **Personal Water Bottles**

Each student will be expected to bring a wide mouthed refillable water bottle each day that is clearly labeled with their name. Bottles may be refilled in classrooms, at watercoolers or in the gymnasium by staff only. All other drinking fountains will be disabled. Bottles must be wiped down daily with disinfectant wipes.

## **Small Office Space**

Will be occupied by only one Ivy League employee at a time. If there is more than one individual in the space at the same time, they must wear a face covering unless they are from the same household. Small office space should not exceed 50% capacity of the space.

## **Faculty/Staff Weekly Meetings**

All Ivy League school faculty and staff meetings will be held underneath the outdoor tent, which is open on all four sides. Each faculty member will have their own table and will maintain the 6 feet social distance requirement. During inclement weather, all faculty meetings will be online.

## **Faculty/Staff Entrances and Exits**

Faculty and staff will use the back-parking lot for parking. Before exiting your vehicle be sure that you have the appropriate face covering on. When signing in, please make sure to wipe down the door handles and pen after you sign in. There will also be hand sanitizer to use to disinfect your hands.

## **Communications**

Our first form of communication are our Student, Faculty and Parent Handbooks. These are provided to the respective groups prior to the beginning of the school year. An orientation for our parents will be conducted prior to the beginning of the school year. These orientations may take place onsite or online. During the orientation, the School Owners and Principal will communicate with families about the expectations for the school year. This will include academic expectations, social distancing requirements, respiratory hygiene, hand hygiene and guidelines for face covering. Other forms of communications to our entire community include Textcaster (group texting), emails and social media. When possible, documents will be made available in Spanish. COVID-19 signage will be implemented throughout the campus.

## **Social Emotional Learning (SEL)**

### **Mental Health Behavior and Support Programs**

Ivy League School has partnered with Horizons Counseling and Education in Smithtown, NY. We will also be providing wellness apps for our faculty, staff, and students to help with the stress and uncertainty that our community members are feeling.

### **Student SEL and Well-Being**

- Emphasis on importance of beginning the school year face to face to create relationships between students and faculty prior to a mandated shutdown of schools. Beginning the year remotely will make the transition that much more difficult, as it is likely that no relationship exists between faculty and students.
- School Owners, Principal and Administration will be present on campus and during arrival and dismissal to address parent concerns and support the acclimation of students to face to face learning.
- Faculty will make occasional, scheduled, socially distant home visits when appropriate during remote instruction.
- Extra curriculars will be offered online or socially distanced onsite to provide social interaction for students.
- Faculty and staff will receive ongoing training on the social and emotional well-being of children.
- Outdoor learning and activities will be emphasized during the school year to promote social and physical health.
- Discuss the anticipated changes in teaching with faculty and staff and develop appropriate coping strategies.
- Faculty will avail themselves to parents to discuss issues related to their children and will provide extra help on a scheduled basis.

- Embed and scaffold social and emotional learning into the curriculum at every age level.
- All students will receive an extensive orientation to familiarize them with COVID-19 related protocols and guidelines.
- Meditation and Yoga practice will be integrated into the Physical Education Program to provide an opportunity for students to learn how to de-stress.
- Class/cohort assemblies will be held outdoors to allow students to voice their concerns in a safe environment. This will help students prepare for additional transitions that may occur during the school year.
- Our students will have the opportunity to check in with Faculty on a weekly basis to discuss any well-being needs they have.

## **School Facility Cleaning**

### **Restart Operations/Cleaning Areas**

Ivy League is a distributed campus. Each room has its own entrance and exit so we will not be using any common or shared spaces indoors. We have added 16 hand washing sinks outdoors and are in the process of upgrading all our HVAC filters. Ivy League will increase the frequency of cleaning the heating, ventilation and air conditioning (HVAC) equipment and will inspect and replace all filters frequently.

Ivy League School has purchased Halosil machines for our campus. It is not ultraviolet or comparable to the foggers that you may have been reading about, it is literally the best technology on the market for whole room disinfection. Due to close quarters and sharing of supplies, students and teachers can come into contact with pathogens like COVID-19, norovirus, flu, rhinovirus, and MRSA. Halosil allows us to tailor disinfectant dosage as appropriate for each room's unique shape and size, making it an effective disinfectant in any environment—from the smallest classroom to the school gymnasium. Our Halosil machines are specifically designed to deliver the same pathogen-destroying efficacy to confined areas like cubbies, locker rooms, lockers, and closets. To be clear, this provides us with an added layer of protection but by no means does it replace our day to day cleaning protocols or our adherence to other CDC guidelines.

Classroom cleaning and disinfecting will be increased throughout the day. All floors will be mopped with disinfectant cleaners, and all rugs will be vacuumed daily. We will intensify the cleaning of our gym, library, and playgrounds. All belongings will be separated into individual cubbies and disinfected. Sharing of toys, games and learning aids will be limited. All high touch points, such as light switches, door handles, banisters, and

restroom fixtures will be disinfected and cleaned with a certified disinfectant for coronavirus.

Weather permitting, we plan to leave windows ajar to increase fresh air and circulation throughout the classroom. In the evenings, we will leave the windows ajar for three hours.

Faculty and staff members will be trained in the proper use of all cleaning techniques and the use of PPE.

### **Maintenance, Facility & Grounds Cleaning**

Ivy League School's designated maintenance staff will disinfect all classrooms and outdoor facilities, bathrooms and equipment throughout the day. All bathrooms will be cleaned routinely on a scheduled basis, while school is in session. There will be a separation where there are two or more sinks to prevent inadvertent splashing of water. Ivy League School will be providing hand sanitizer and sanitizing wipes in every bathroom and classroom throughout the campus. We will use Environmental Protection Agency (EPA) commercial grade disinfectants that are approved by the CDC guidelines.

### **Daily Cleaning**

Cleaning and disinfecting will be completed on all equipment and supplies before being used by another class. Commonly touched surfaces, light switches, sink knobs, handles, etc. will be wiped down periodically. Every student must have their own school supply box (i.e. scissors, pencils, crayons, glue, etc.) that will be used by your student only. Your school supply list will be sent to you by your teacher. School supplies for Preschool through 4<sup>th</sup> grade will be cleaned periodically by the teachers and assistants. Fifth through 8<sup>th</sup> graders will be guided by their teachers to clean their supplies daily.

Classroom cleaning and disinfecting will be increased throughout the day. We will intensify the cleaning of our common areas, such as the gym, library, and playgrounds by scheduling cleanings with our Halosil Machines and Electrostatic Sprayers. Ivy League will supply maintenance staff with the requisite PPE for maintaining our cleaning protocols and preventing the transmission of COVID-19.

### **Hand Hygiene**

All students, faculty and staff will wash and sanitize their hands when they arrive and depart school each day and repeat this practice throughout the day. The use of hand sanitizer and hand washing will be the norm for all Ivy League students, faculty, and staff throughout the day. There will be either a physical barrier or screen between sinks and bathrooms in the gym and in any other areas where there may be double sinks.



## **Cleaning of Common Areas**

### **Library**

Maintenance director will schedule the cleaning and disinfecting of this room after each class has left the area. Hand sanitizer and wipes will be available to help prevent the transmission of COVID-19. All use of computers and electronic equipment will be scheduled such that ample time is available to clean between classes.

### **Gymnasium/Cafeteria**

Maintenance director will schedule the cleaning and disinfecting of this room after each class has left the area. Hand sanitizer and wipes will be available to help prevent the transmission of COVID-19. Athletic equipment will be wiped down after each class. Where duplicate sets of equipment are available, equipment will be utilizing in an A/B fashion to allow for cleaning.

All students who come into contact with these common areas will have adequate social distance space. Signage will be posted to remind them to social distance and there will be scheduled times for faculty and staff so they don't cross each other. If any class should eat in the cafeteria, they will maintain social distance. All tables and chairs will be cleaned before, during and after lunch is served.

Outdoor vending machines will be supplied with adequate disinfectant wipes to help eliminate the spread of COVID-19.

## **Health Screenings**

### **Health Screening Prior to School**

All students, faculty and staff will be asked to complete a 14-day questionnaire prior to the beginning of the school year, which must be handed in the first day of school. Below you will find the sample of the health screening questionnaire.



## Ivy League School Student COVID-19 Screening Form

All students, faculty and staff must complete this survey two weeks before your first day of school.

If you answer yes to any of these questions, or if your current temperature is 100.0 degrees or above before arriving to school or during the day, please do not come to school without speaking to one of the following people:

- Rebecca Woltmann - [rebecca@ivyleaguekids.com](mailto:rebecca@ivyleaguekids.com) or 631-265-4177 x2002
- Zaida Morales – [zaida@ivyleaguekids.com](mailto:zaida@ivyleaguekids.com) x2001

### Health Questionnaire

- Student Name: \_\_\_\_\_

- Has your child experienced **2 or more** of the 11 COVID-19 Pediatric Symptoms (Fever, Cough, Nasal Congestion, Sore throat, Shortness of breath, Diarrhea, Nausea or vomiting, Fatigue, Headache, Muscle pain, Poor feeding or poor appetite) in the past 14 days? Please circle yes or no for each recorded day.

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
N	N	N	N	N	N	N	N	N	N	N	N	N	N

- Has your child had a fever over 100.0 at any time over the past 14 days? Please circle yes or no for each recorded day.

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
N	N	N	N	N	N	N	N	N	N	N	N	N	N

If yes, please note the temperature here and use the space below to provide more information if you knew why your camper had a fever.

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- Has your child or someone in your child’s household(s) tested positive for COVID-19 in the past 14 days? Please circle yes or no for each recorded day.

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
N	N	N	N	N	N	N	N	N	N	N	N	N	N

- Has your child had close contact with anyone confirmed or suspected of having COVID-19 in the last 14 days? Please circle yes or no for each recorded day.

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
N	N	N	N	N	N	N	N	N	N	N	N	N	N

### **Travel Questionnaire**

- Has your child traveled outside the country in the last 30 days?  
Yes                      No
- Has your child visited any of the following states in the last 14 days – Alabama, Arkansas, Arizona, California, Florida, Georgia, Iowa, Idaho, Kansas, Louisiana, Minnesota, Mississippi, North Carolina, New Mexico, Nevada, Ohio, Oklahoma, South Carolina, Tennessee, Texas, Utah or Wisconsin? If the numbers increase in different states, we will include them in this health questionnaire. Updated last July 20, 2020.  
Yes                      No

**Thank you for taking the time to complete this 14-day screening form. This form will be required for you to hand in on your child’s first day of school. Please do not forget this form.**

## **School Health Forms**

All students must provide an updated copy of their immunization records and annual health exams. Health forms are due no later than August 15<sup>th</sup>, 2020. Students will not be permitted to attend school if paperwork is missing and/or not updated.

Age appropriate immunizations will be required within 14 days of the first day of school for students to attend or remain in school. The list of required immunizations for the 2020-21 school year can be found [here](#).

## **At Home Screening**

Families will be asked to please check for COVID-19 daily prior to arriving.

### *Pediatric COVID-19 symptoms*

- Fever
- Headache
- Runny nose
- Coughing
- Loss of taste or smell
- Sore throat
- Difficulty breathing
- Gastro-intestinal tract symptom (Diarrhea)
- Muscle aches

### *Adult COVID-19 Symptoms*

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If your child is showing any of these symptoms or has been in contact with someone that has had a confirmed case of COVID-19, we ask that you keep your student home and notify the **school office manager at 631-265-4177**.

## **Monitoring of Health Conditions**

Students, faculty and staff will be instructed to stay home if they are experiencing any signs of COVID-19. During the school year, parents, faculty and staff will be asked to participate in a screening process upon arriving to school each day. Screening questions will be asked upon arrival and topics will include: (1) COVID-19 symptoms in the past 14 days, (2) positive COVID-19 test in past 14 days (3) close or proximate contact with confirmed or suspected COVID-19 case in past 14 days and/or out of state travel over the last 14 days. Responses will be reviewed daily.

## **Temperature Checks upon Arrival**

Prior to arriving at school, parents must check their student's temperature in addition to following up at home with screening protocols. Every student and family member in their car will have their temperature taken upon arrival. Students, faculty, and staff with a temperature of 100 degrees Fahrenheit or over will not be permitted to attend school.

## **Testing Protocols**

Testing protocols will be a function of the availability of tests and legal requirements with respect to mandated testing for families.

- **Students:** Ivy League School strongly recommends that all students are tested within 14 days before the start of school and all students are required to be monitored for symptoms daily. All testing results must be sent to the Ivy League School Office (attn: Rebecca Woltmann), faxed to 631-265-4698 or emailed to [rebecca@ivyleaguekids.com](mailto:rebecca@ivyleaguekids.com).
- **Faculty and Staff:** Ivy League will require all Faculty and Staff to be tested within the 14 days of returning back to campus and will plan retesting protocols within the next few months with testing availability and the status of public conditions. All testing results must be sent to the Ivy League School Office (attn: Rebecca Woltmann), faxed to 631-265-4698 or emailed to [rebecca@ivyleaguekids.com](mailto:rebecca@ivyleaguekids.com).
- **Antibody Tests:** In general, a positive antibody test is presumed to mean a person has been infected by the virus that causes COVID-19 at some point in the past. However, currently there is not enough scientific data to prove whether someone will be definitely immune from reinfection or is not carrying it currently. Therefore, we will not be using the results of antibody tests and we will continue to ask our community to get tested for COVID-19.

## **Health and Safety Information**

### **Non-COVID-19 Related Student Nurse Visit**

Students, faculty and staff will visit different designated areas at the school depending on their needs. Waiting areas will be assigned to allow for social distancing. Students, faculty and staff will wait in these areas and be called in one at a time to be treated. All injuries, first aid and pre-authorized medication administration will be treated in one area, while anyone feeling sick will be treated at a separate location.

### **School Health Offices/Sick Student Nurse Visit**

Students, faculty and staff with any possible symptoms (i.e. coughing, respiratory distress, rash, vomiting, diarrhea, or a temperature over 100 degrees Fahrenheit, etc.) will be directed to a quarantine area where they will be further assessed and monitored by a member of our office staff while awaiting transport home. Faculty and staff that self-transport, who are physically able to drive, may be escorted to their car with proper PPE worn by both ill staff member and escort.

### **Isolation Room**

A separate quarantine station will be assigned for anyone who runs a temperature 100 degrees or higher or shows COVID-19 symptoms while at school. This room will be immediately cleaned and disinfected after each usage. If more than one child is being sent home, all persons in the quarantine station will need to wear protective face coverings. This room will not be occupied for one hour after cleaning and disinfection has occurred. The gazebo outside of the office will be the official isolation room.

### **Collection**

Parents or guardians should pick up their child at the enclosed gazebo next to the office. Parents and guardians will be asked not to enter the gazebo or the main office. Their child will be brought out to them. Faculty and staff that self-transport, who are physically able to drive, may be escorted to their car with proper PPE worn by both ill staff member and escort.

### **What happens if there is a COVID-19 Positive Diagnosis?**

If a student or staff member reports they are COVID-19 positive, Ivy League School will always maintain the confidentiality of the individual, while mitigating the situation. The case will be reported to the Department of Health and all families and staff of the individual's class will be notified immediately. All facilities that the individual came into contact with will be vacated, deep cleaned, and disinfected per CDC guidelines. We expect that all students, faculty and staff members who came in close contact with the infected

individual will be required to quarantine for 14 days, and that any persons classified as having a proximate exposure would be required to self-monitor for symptoms for the same 14 day period. CDC guidelines for handling exposure and mitigating risk of exposure will be strictly followed.

If a student, faculty, or staff member has been verified of contracting COVID-19, they will be immediately isolated and any cohorts that they were with will be isolated as well. Rooms, playgrounds, or any areas that the verified COVID-19 person(s) have been in will be sanitized and disinfected according to the CDC or DOH guidelines. At the closure of the school day, we will use our Halosil Machines and Electrostatic Sprayers to disinfect and clean the campus thoroughly.

### **Exposed Individuals**

We ask that all family members are forthcoming in any information relating to a symptomatic or COVID-19 positive household members, even if a member gets tested. If a student/faculty member, sibling or other household member become symptomatic for COVID-19 and/or tests positive, the student and siblings or faculty member must quarantine and may not return or attend school until after quarantine is completed.

### **What if my Child is Sent Home with COVID-19 Symptoms?**

According to the Department of Health, any students who is sent home with symptoms will need the following to return to in-person instruction:

- Documentation from a health care provider following evaluation
- Symptom Resolution

Any student who screens positive for COVID-19 symptoms, meaning they have two or more symptoms simultaneously and are believed to have COVID-19, may return to the in-person learning environment at school with all the following:

- Documentation from a health care provider following evaluation
- Negative COVID-19 diagnostic test result
- Symptom Resolution

**Conditions Returning Back to Ivy League School after Positive COVID-19 Diagnosis:**  
Students, faculty, and staff must follow the guidelines of the local Department of Health and be cleared of isolation to return to school. Ivy League guidelines to return to the in-person learning environment include:

- Has it been at least 10 days since you first had symptoms?
- Have you been fever-free for one day (24 hours) without any medication for fever reduction?
- Has it been one days (24 hours) since your symptoms have improved?

OR

- Has fever resolved without the use of fever-reducing medications?
- Have respiratory symptoms (e.g. cough, shortness of breath) resolved?
- Has there been TWO negative PCR COVID-19 tests at least 24 hours apart?

**Contact Tracing/ Notification:**

If any member of the Ivy League School community tests positive for COVID-19, we will trace all contacts on campus who were in close contact with the infected individual. Close contacts are defined as follows:

- Students, faculty, and staff in an enclosed space with the infected individual for more than 30 minutes per CDC guidelines.
- Individuals who were within 6 feet or in face-to-face of the individual for more than 15 minutes per CDC guidelines.

Ivy League will notify the New York State Department of Health when we have a confirmed case of COVID-19. We will also notify students, faculty and staff that were in close contact as they may be at risk and request that they self-quarantine for 14 days and/or get tested no sooner than four days following exposure. Family members of “close contacts” will be encouraged to monitor for symptoms and consider getting tested. We will not disclose the identity of the infected person.

**Conditions for Returning for Individuals who have been in Close Contact:**

Individuals who have been in close contact with an infected individual may return after they have completed the 14-day quarantine period and are not exhibiting any typical symptoms of COVID-19.



## Communications

### Communications

In the event that Ivy League School is mandated to close onsite, the following protocols will go into effect immediately.

- Upon the Principal or Directors finding out that the school will be closed, they will immediately contact the faculty and staff. Faculty will then prepare books, materials and other resources that they may need to participate in their online learning.
- Under the direction of the school Principal and Directors, parents, faculty, staff, and students will receive timely notification of the school closure by textcaster, email, social media and our school platform.
- Parents, faculty, and staff will be given a time and date when they will be able to retrieve their personal belongings and will be asked to follow our operational protocols from the CDC. If a student, faculty, or staff member has forgotten any of their personal belongings at any given time thereafter, they will be given a set time and date to come back to campus and retrieve their belongings.
- If approved, our preschoolers would continue at Ivy League School under the supervision of our faculty and OCFS and within the purview of our Daycare license.
- Teachers will be ready to teach online the following day and adhere to Ivy League School's Online Technology Guidelines. K-8 students will immediately begin online schooling and all extracurricular activities will pivot to online. Students will be expected to attend all online classes and adhere to Ivy League's Online Education Boundary Guidelines.
- In the event of a mandated shutdown, only authorized individuals will have access to the campus. To authorize access, please contact any of the following administrators – Ismael Colon, Principal (icolon@ivyleaguekids.com), Noah Cooper, Owner/Director (noah@ivyleaguekids.com) or Margaret Velez-Cooper, Owner/Director (margaret@ivyleaguekids.com).
- The Principal and Directors will continue to communicate to the faculty and staff on a constant basis through email.
- Teachers will communicate with parents and students through their school email only. Please adhere to the Ivy League School Teacher Handbook and Guidelines.

## Closure

### Closure Triggers

- Government Mandate. Schools will open if COVID-19 percentage is below 5 and schools will close if the COVID-19 cases are above 9 percent.
- Outbreak of COVID-19 in the Community
- Outbreak of COVID-19 in Ivy League School
- Insufficient number of faculty able to perform their teaching obligations due to COVID-19
- Insufficient PPE equipment and/or insufficient cleaning supplies to protect our students, faculty, and staff from contracting COVID-19
- Influenza outbreaks
- Insufficient enrollment
- Insufficient public school bus transportation

### Operational Activity

As stated above, K-8 will immediately move to online distance learning in the event of a mandated school shutdown. If approved, our preschoolers would continue at Ivy League School under the supervision of our faculty and OCFS and within the purview of our Daycare license.

## Student & Faculty Orientation on COVID-19

### Students

Students will participate in a COVID-19 orientation which will cover the following: hand washing techniques, respiratory etiquette, how to put on and remove face masks and how to maintain proper physical distance from others. We will reinforce these techniques and practices with signage and daily reminders. An emphasis will be placed on supporting social and emotional readiness for the return to school.

### Faculty/Staff

Faculty and staff will have an extensive training in health measures to prevent the spread of COVID-19, as well as proper techniques for using PPE. We will sensitize our faculty and staff to the recommended practices for responding to sick children in class. In addition, all our faculty will still be mandated to have CPR and first aid training.

## Resources

In developing these procedures, we have and will continue to consult guidance issued by local and state government agencies as well as information provided by other public health organizations. Some of the key resources include:

- [American Academy of Pediatrics COVID-19 Planning Considerations: Guidance for School Re-entry](#)
- [Centers for Disease Control Considerations for Schools](#)
- [New York State Department of Health Interim Guidance for In Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency](#)
- [New York State Education Department Reopening Guidance](#)
- [World Health Organization Considerations for School-Related Public Health Measures in the Context of COVID-19](#)