



# Opportunity Charter School

## Back to School Blueprint 2020-2021

OCS engaged the advisory services of Mount Sinai Business Health Services in the development of this plan.

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# Introduction and General Information



First and foremost, we continue to wish you and your family health and safety during this unprecedented time. With the health, financial and emotional challenges due to COVID-19, it is understandable for students and families to be anxious about the reopening of school. We know that you have all been waiting to hear more solid details with regard to the upcoming school year, and we hope to provide you with some clarity.

Considering the uncertainties surrounding the Covid-19 pandemic and the many public health regulations that must be met to ensure a safe environment, there were many factors to be considered in the planning process. Keeping every member of our OCS community safe is the number one priority. Over the past few months, we have been developing two plans in order to be prepared and remain flexible with changing guidance. Both plans include interactive, rigorous instruction with a strong emphasis on social emotional learning. Whether at home or in the school building, we aim to catch students up while moving forward with grade level work and beyond, all while supporting the well-being of students and families.

After careful consideration, and in conjunction with the input of families, both returning and new, as well as the OCS staff, we have decided to begin the year with our 100% remote learning plan. This decision will safeguard the health and wellbeing of the entire OCS community while allowing for sufficient time to ensure that our physical space is fully prepared to accommodate our hybrid learning plan.

It is OCS's goal to move to its hybrid plan and then further to the greatest amount of in-person learning feasible, in keeping with all COVID-19 related guidance and regulations, as soon as is

practicable. OCS will continually monitor all COVID-19 guidance as well as the results of the return to in-person learning that takes place in NYC as well as around the country, and will, on a monthly basis, evaluate the school's ability to move to the hybrid plan while maintaining the health, safety, and well-being of the entire OCS community. As we continually evaluate the ever-changing environment and the effects of COVID-19 on our community, we will be engaging all stakeholders.

### **Overview of 2020-2021 Reopening Plans:**

**OCS will start the school year on September 10th with our fully remote learning plan.**

**100% Remote Learning Plan:** Our robust remote plan will include daily, live and interactive instruction for all content areas from 8:50am-4pm. Students will be required to attend each class and will receive differentiated instruction while also receiving targeted support based on our students' needs.

#### **General Information**

- **We have scheduled three virtual Parent Reopening Town Halls. Recordings of the town halls will be available on our website:**
  - **8/12 at 1pm**
  - **8/17 at 1pm**
  - **8/20 at 1pm**
- Our plans will be evaluated continuously and modified as needed. Any changes will be communicated with all of you.
- When OCS transitions to its Hybrid Learning Plan, visitors will be by appointment only and must wear a mask.

- Parent meetings will be done through Google Meet
- If at any point OCS transitions to a hybrid schedule, a fully remote option will be available for all students.
  - Students can choose remote learning at any time during the hybrid schedule.
  - If a student starts off remote and wants to move to hybrid, it can only be done at the beginning of each quarter.
- First day of remote learning is 9/10 at 8:50am via video conferencing.
- Individual student schedules will be shared with parents prior to the start of the school year with individual cohort information.
- When there are in person classes, parents will be required to perform a COVID-19 pre-screening of their child prior to sending their child to school.
  - If your child does not pass the pre-screening, they will need to stay home.
- Live streaming and recording of classes will be used after parents sign a waiver giving permission for students to participate in live and recorded lessons.
- It is mandatory that students attend all classes (in person or remotely). If educational neglect is suspected OCS, as mandated reporters, will have to notify ACS.
- Students will be required to have their video cameras on during classes so interactive learning is taking place.
- All extracurricular and after school activities are suspended until further notice.
- All students will be provided with the technology needed to be successful.

# Remote Schedule



## **100% Remote Learning Plan:**

- Students will receive daily live instruction for all content areas between the hours of 9 am and 4 pm. Attendance will be taken for each class.
- Instruction will be synchronous (*occurring in real-time*) to maximize teaching and learning and students will be required to attend.
- Students will use familiar online tools and programs like Google Classroom, Google Meet, ALEKS, READ 180, and System 44.
- Grade-Level social workers will provide Social-Emotional Learning support in conjunction with the Youth Communication curriculum.
- We will continue to provide Supports, Accommodations, and Modifications for students based on their Individualized Education Plans.
- Half days will be moved from Fridays to Wednesdays where we will provide necessary targeted differentiated small group instruction. The half-day start time has been shifted to the afternoon after the staff's morning professional development, to support students' attention and engagement.
- Students in self contained classes will receive an additional Math and ELA class every Wednesday.
- ENL students will receive additional support with their ENL teacher every Wednesday.

Sample MS Schedule			Sample MS Wednesday Schedule
7:50-8:45	Professional Responsibility	8:00-11:00	All Staff Professional Development
8:50-9:00	Advisory/Student Attendance		
9:00- 9:57	Science		
10:00-10:57	Specials		
11:00- 11:57	ELA	11:00- 12:00	Staff Lunch
12:00- 12:57	Lunch	12:00- 12:10	Student Attendance (within Math Intervention)
1:00-1:57	Math	12:10- 12:57	Math Intervention
2:00- 2:57	Social Studies	1:00- 1:57	Reading Intervention
3:00- 3:57	Intervention	2:00-2:57	W.I.N. (Whatever I Need Small-Group Instruction)
		3:00-3:57	SEL (Youth Communication)

Sample HS Schedule			Sample HS Wednesday Schedule
7:50-8:45	Professional Responsibility	8:00-11:00	All Staff Professional Development
8:50-9:00	Advisory/Student Attendance		
9:00- 9:57	Science		
10:00-10:57	Specials		
11:00- 11:57	Intervention/Electives		
12:00- 12:57	Lunch	11:00- 12:00	Staff Lunch
1:00-1:57	Math	12:00- 12:10	Student Attendance (within Youth Communication)
2:00- 2:57	Social Studies	12:10- 12:57	SEL (Youth Communication)
3:00- 3:57	ELA	1:00- 1:57	<b>W.I.N.</b> <b>(Whatever I Need</b> <b>Small-Group Instruction)</b>
		2:00-2:57	Electives
		3:00-3:57	Intervention/Credit Recovery

# Hybrid Schedule



**Hybrid Plan:** We recognize the importance of face-to-face instruction for our students. To provide a safe environment and meet health requirements, there must be fewer people in the building at any one time in order to socially distance properly. In the hybrid plan, our space restrictions allow for each student to be in the building once a week. While in the building from 8:50am-4pm, students will have all of their classes in the same room, remaining with the same cohort of students throughout the day.

## **TENTATIVE Hybrid Plan:**

- Middle school will be divided into two cohorts: **Cohort A** and **Cohort B**. Each cohort will attend school in person once a week, and receive remote instruction four days a week.
  - Students in self-contained classes will receive an additional day of in-person instruction per week.
- High school will be divided into two cohorts: **Cohort C** and **Cohort D**. Each cohort will attend school in person once a week, and receive remote instruction four days a week.
  - Students in self-contained classes will receive an additional day of in-person instruction per week.
- Additionally, all English as a New Language (ENL) and students in self-contained classes will receive additional targeted instruction every Wednesday.
  - In all, ENL students will receive two days of in person instruction each week
  - In all, students in self-contained classes will receive three days of in person instruction each week
- Students will receive their cohort assignments when they receive their school schedules.
- On the days that students attend school in person, school hours are 8:50 a.m. to 4:00 p.m.



- On the days that students receive remote instruction, school hours are 8:50 a.m. to 4:00 p.m. and will follow their daily schedule from the 100% Remote Learning Plan.
- OCS will continue to provide Supports, Accommodations, and Modifications for students based on their Individualized Education Plans.
- All students will have a remote half day on Wednesdays and will follow the Thursday schedule outlined in the 100% Remote Learning Plan.
- All staff will be in the building twice a week unless specific accommodations have been discussed

### HYBRID PLAN WEEKLY SCHEDULE

\*Students in self contained classes and ENL students see schedule below\*

SCHOOL	COHORT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MIDDLE SCHOOL	A	<b>IN PERSON</b>	<b>REMOTE</b>	<b>REMOTE (HALF DAY)</b>	<b>REMOTE</b>	<b>REMOTE</b>
		8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	12:00 p.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.
	B	<b>REMOTE</b>	<b>IN PERSON</b>	<b>REMOTE (HALF DAY)</b>	<b>REMOTE</b>	<b>REMOTE</b>
		8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	12:00 p.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.
HIGH SCHOOL	C	<b>REMOTE</b>	<b>REMOTE</b>	<b>REMOTE (HALF DAY)</b>	<b>IN PERSON</b>	<b>REMOTE</b>
		8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	12:00 p.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.
	D	<b>REMOTE</b>	<b>REMOTE</b>	<b>REMOTE (HALF DAY)</b>	<b>REMOTE</b>	<b>IN PERSON</b>
		8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	12:00 p.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.

## HYBRID PLAN WEEKLY SCHEDULE

(For students in self contained classes)

SCHOOL	COHORT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MIDDLE SCHOOL	A	<b>IN PERSON</b>	<b>IN PERSON</b>	<b>IN PERSON</b> (HALF DAY)	<b>REMOTE</b>	<b>REMOTE</b>
		8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	12:00 p.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.
	B	<b>IN PERSON</b>	<b>IN PERSON</b>	<b>IN PERSON</b> (HALF DAY)	<b>REMOTE</b>	<b>REMOTE</b>
		8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	12:00 p.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.
HIGH SCHOOL	C	<b>REMOTE</b>	<b>REMOTE</b>	<b>IN PERSON</b> (HALF DAY)	<b>IN PERSON</b>	<b>IN PERSON</b>
		8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	12:00 p.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.
	D	<b>REMOTE</b>	<b>REMOTE</b>	<b>IN PERSON</b> (HALF DAY)	<b>IN PERSON</b>	<b>IN PERSON</b>
		8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	12:00 p.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.

**HYBRID PLAN WEEKLY SCHEDULE**  
(For ENL Students)

SCHOOL	COHORT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MIDDLE SCHOOL	A	<b>IN PERSON</b>	<b>REMOTE</b>	<b>IN PERSON</b> (HALF DAY)	<b>REMOTE</b>	<b>REMOTE</b>
		8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	12:00 p.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.
	B	<b>REMOTE</b>	<b>IN PERSON</b>	<b>IN PERSON</b> (HALF DAY)	<b>REMOTE</b>	<b>REMOTE</b>
		8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	12:00 p.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	8:50a.m. - 4:00 p.m.
HIGH SCHOOL	C	<b>REMOTE</b>	<b>REMOTE</b>	<b>IN PERSON</b> (HALF DAY)	<b>IN PERSON</b>	<b>REMOTE</b>
		8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	12:00 p.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.
	D	<b>REMOTE</b>	<b>REMOTE</b>	<b>IN PERSON</b> (HALF DAY)	<b>IN PERSON</b>	<b>REMOTE</b>
		8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	12:00 p.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.	8:50 a.m. - 4:00 p.m.

<b>HOURS</b>	<b>Sample In-Person MIDDLE SCHOOL Schedule</b>	<b>Sample In-Person HIGH SCHOOL Schedule</b>
8:50 - 9:57	Intervention	English
10:00 - 10:57	ELA	Math
11:00 - 11:57	Science	History
12:00 - 12:57	Lunch	Intervention
1:00 - 1:57	Math	Lunch
2:00 - 2:57	Art	Health
3:00 - 3:57	Social Studies	Science

## Tentative Health and Safety Plan

# Reopening of In-person Instruction



Districts/Schools must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing health and safety reopening plans. District/school plan should identify the groups of people involved and engaged throughout the planning process.

- **Faculty and Staff:** Feedback from staff surveys has been used in the development of plans. Staff will be encouraged to continue to complete any future surveys to best address concerns and plan for a safe learning and work environment. The administration will meet weekly with staff to collaborate and create a remote learning plan and a hybrid plan for the 2020-2021 school year. To ensure that multiple perspectives are considered when developing reopening plans, representatives from all groups of OCS staff working directly with students will attend (Middle School Teacher, High School Teacher, School Culture Team Member, School Social Worker, UFT Chapter Leaders). Staff will engage in on-going training and professional development with respect to (1) Reopening of school facilities for in-person instruction, (2) Monitoring of health conditions, (3) Containment of potential transmission of the 2019 novel coronavirus (COVID-19), and (4) Closure of school facilities and in-person instruction if necessitated by widespread virus transmission.
- **Parents:** Feedback from parent surveys has been used in the development of plans. Parents will be asked to provide input and feedback throughout the planning process. Through family surveys and questionnaires and weekly virtual Town Hall Meetings, we will gain knowledge of trends in family needs, build relationships with families, provide families with a rationale for our decisions and keep them updated on evolving information. Updates will be communicated more regularly with parents on our school website, through email blasts on Teacherease, through phone blasts, and through our School App.

- **Students:** Feedback from student surveys have been used in the development of plans. Students will be encouraged to continue to complete any future surveys to best address concerns and plan for a safe learning and work environment. Students will receive updates and information from teachers through Google Classroom. In addition, a mentor will be assigned to each student to check in on their emotional well-being, gain information about individual student needs, and act as the liaison connecting students with teachers for academic support. This daily outreach from mentors is crucial for our most vulnerable students to receive support in a fully remote or hybrid setting.
- **Local Health Departments and Care Providers:** OCS received guidance from the NYCDOH and engaged in webinars with the NYCDOH regarding COVID-19 information and protocols.

District/school plan must include a communications plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

In accordance with the NYSED and DOH guidelines, OCS will communicate plans for students, parents/legal guardians of students, and visitors that include applicable instructions, training, and signage. OCS will consistently update individuals with information regarding updates to its policies. OCS will present information through a wide array of platforms, including, traditional mail, email, telephone calls, texting, social media, news media, and website postings. OCS will develop a hot-line for parents and families to access the latest information and updates and will include this information on its school website. OCS will ensure all students are taught and trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face-covering wearing, social distancing, and respiratory hygiene.

OCS will encourage all students, faculty, staff, and visitors through verbal and written communication to adhere to CDC and DOH guidelines regarding the use of PPE, specifically acceptable face coverings when social distancing cannot be maintained. OCS will also post signs throughout the building reminding our school community to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of, or exposure to, COVID-19, and how they should do so.
- Follow hand hygiene, and cleaning and disinfection guidelines.

- Follow respiratory hygiene and cough etiquette.

Additionally, communications will be provided in the language(s) spoken at home among families and throughout the school community. Written plans will be accessible to those with visual and/or hearing impairments.

OCS will provide regular updates about health and safety, scheduling, and all other information that students, parents/ guardians, and staff will need to know. When distributing plans and information, OCS will make it clear that families can provide feedback.

All families will have access to technology and supports will be in place to help operate and maintain the equipment.

OCS will designate a coordinator (additional points of contact will be designated in the event that the coordinator is not available) to be the main contact upon the identification of positive COVID-19 cases and to be responsible for subsequent communication. The coordinator will be responsible for answering questions from students, staff, and parents/legal guardians regarding the COVID-19 public health emergency and the plans that have been implemented by the school.

District/school plan has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.

- All staff and students will adhere to CDC physical distancing guidelines (at least 6 feet apart) whenever possible.
- Each classroom will maintain a desk configuration that ensures physical distancing, allowing students and staff to remain at least 6 feet apart.
- All community members will be consistently reminded that handshakes and any other routines that call for physical contact are prohibited.
- Tape markings will be placed on the floor in areas where staff and students transition in order to further ensure social distancing is maintained.
- Signs will be posted in highly visible locations designating 6ft markings to maintain social distancing (e.g school entrance, restrooms, floors, stairwells).
- Regular announcements on proper social distancing protocols will be made on the PA system.
- 12 ft. of social distancing will be maintained for any activity requiring projecting of the voice (e.g. singing), use of wind instruments, or participating in aerobic activity (e.g. physical education classes).
- Impermeable physical barriers such (e.g., polycarbonate) are being installed in high traffic areas. .

- OCS will develop and implement a building circulation plan for all students, staff, and faculty members (e.g., separate entrances for co-located schools, separate stairways, assigned traffic direction signs on the floor.)
- All lobbies and elevators will have social distancing notices indicating where building occupants can wait safely.

District/school plan has written protocol detailing how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.

OCS believes that the health and safety of its community are of the utmost importance, and therefore will make every effort to meet the needs of students, families, and staff during this difficult time.

OCS will maintain written protocols detailing how the school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.

If the parents/legal guardians of students who are at high risk or live with a person at high risk seek accommodations, OCS will meet the needs of the students and ensure that the students receive access to a rigorous, appropriate education meeting their individual needs. Students who are unable to attend in-person learning will be offered a 100% remote learning option that will be both asynchronous and synchronous.

All staff will be sent a reopening questionnaire to determine what, if any, accommodations may be needed to return to the workplace. Subject to negotiation with the United Federation of Teachers(UFT), on behalf of its members, OCS will review all accommodation requests, and determinations will be made based upon the guidelines of the CDC, DOH, and EEOC.

District/School plan has written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained. All staff, students and visitors must adhere to CDC physical distancing guidelines of 6 feet apart at all times in school.

All students, staff, and visitors will be required to wear an acceptable face covering (cloth face covering or surgical face mask ) when in the school building. Face coverings with valves are not acceptable, and their use will not be allowed.

Unless OCS is provided with medical documentation, students who refuse to wear a mask will be sent home and provided with a 100% remote learning option.



Tape markings will be put in place indicating which direction staff and students should walk in to ensure social distancing of at least 6 feet.while maintaining 6 feet social distancing.

Physical signs will be placed throughout the building reminding staff and students to always wear face masks and to maintain at least 6 feet of social distancing..

Each classroom will maintain a desk configuration that allows for physical distancing of at least 6 ft, allowing staff and students to maintain proper social distancing.

OCS will endeavor to limit the number of visitors to the building to the absolute minimum. Whenever possible, meetings will be conducted remotely either by telephone, or video platform. To the extent possible, visitors must have a scheduled appointment in order to enter the building.

District/school plan has written protocol regarding students taking mask breaks.

- Students will receive designated mask breaks, if deemed necessary. During these breaks social distancing will be maintained.

District/school has a plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.

Working with several vendors, OCS will maintain adequate supplies of face coverings and PPE. Students and staff will be given a cloth face covering, and the school will maintain a supply of surgical masks for staff and students who forget their masks. The school will be stocked with needed supplies to maintain a safe environment. OCS will maintain a 60-90 day supply of face coverings and additional PPE, and supplies will be continuously replenished when they reach a 50% level.

District/school plan has written protocol to clean and disinfect schools following CDC guidance.

The school will follow all CDC guidelines. All touch points (door knobs, railings...) will be wiped down with disinfectant on a continuous basis during the school day. All areas will be deep cleaned daily with CDC approved disinfectant. In addition, OCS will rely on NYCDOE

custodial engineers and follow directions from NYC Division of School Facilities (DSF) to ensure that ongoing cleaning and disinfection of all classrooms, shared spaces, and outdoor facilities meets standards as prescribed by the NYCDOH and CDC.

If there is a suspected or confirmed case of COVID-19 OCS will do the following to ensure thorough disinfection of exposed areas:

- Open doors and windows (to the outside) to increase air circulation in the area. Wait for at least 24 hours prior to cleaning and disinfecting the space.
- All areas used by the person confirmed to have COVID-19 (bathrooms, classrooms, office, etc.) will be thoroughly cleaned.
- OCS will use a list of recommended disinfectants against SARS-CoV-2
- All members of the cleaning crew will have appropriate PPE which should include face covering (e.g. cloth or surgical mask), gowns, gloves, and eye protection (glasses, face-shields, or goggles) to minimize any potential mucosal membrane exposure to SARS-CoV-2, causative agent of COVID-19.
- All the hygiene/sanitation crew will have received the appropriate training on the use of cleaning and disinfection chemicals.

District/school plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons.

OCS has a written protocol to conduct required school safety drills with modifications, ensuring social distancing between persons.

**Dates:** TBD during Building Council Meeting with other schools.

**Fire Drills:** Evacuation should take place as quickly as possible. Social distancing will be maintained once students reach the outside.

**Soft Lockdowns:** The door window should be covered. Students can continue socially distancing inside the room.

District/school must designate a COVID-19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

#### Reopening of in-person instruction

The OCS Head of School and the Director of Operations will work collaboratively to ensure continuous compliance with all aspects of the school's reopening plans, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

**Capacity:** Phasing and quantity of students, faculty, and staff allowed to return in-person, considering factors such as ability to maintain appropriate social distance, personal protective equipment (PPE) availability, local medical capacity, and availability of safe transportation.

OCS will minimize risk of exposure by limiting the size of classes and cohorts, and minimizing overlap between cohorts. Groups of students will stay together throughout the whole day to minimize spread and facilitate contact tracing if necessary. The following numbers of students and staff are based on the footprint/blueprint supplied by the NYCDOE. OCS will confirm the viability of these numbers when it gains access to the physical school space and can test desk placement to ensure the ability to maintain required social distancing within classrooms.

- The school year will begin with 10-13 students and 1 teacher in one classroom depending on square footage of each room.
- Students will stay with the same cohort of students in the same classroom all day. Transitions between classrooms will be suspended.
- All teachers will transition between classrooms to a limited set of cohorts.
- Students will be in the same classroom together and will make any needed transitions together, and dismiss together.
- Large group gatherings and assemblies will be suspended, including field trips, athletics, and after-school programs. Opportunity Charter School will not offer before or after care.
- All staff and students must adhere to CDC physical distancing guidelines (currently 6 feet apart) at all times.
- Each classroom will maintain a desk configuration that enhances physical distancing.
- Working with several vendors, OCS will maintain adequate supplies of face coverings and PPE. Students and staff will be given a cloth face covering, and the school will

maintain a supply of surgical masks for staff and students who forget their masks. The school will be stocked with needed supplies to maintain a safe environment. OCS will maintain a 60-90 day supply of face coverings and additional PPE, and supplies will be continuously replenished when they reach a 50% level.

- OCS will provide increased access and multiple opportunities to wash hands or use hand sanitizer. Hand sanitizer dispensers will be installed throughout the school space in convenient locations.

**Transportation:** Consistent with State-issued public transit guidance, protocols and procedures, which include that individuals must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing, 5 unless they are members of the same household. Protocols and procedures should include how school buses will be adapted to keep students and staff safe (e.g., how face coverings will be provided to students in need, how members of the same household will be seated together, how social distancing will be conducted on buses, whether bus schedules will be adapted to accommodate reduced capacity, whether any health screening will be conducted at home before students board buses, how parents/legal guardians will be encouraged to drop off or walk students to reduce density on buses).

Only students who have transportation recommended on their Individualized Education Program IEP or 504 Accommodation Plan (504), or have an approved medical exception from the Office of Pupil Transportation, are eligible for curb-to-school transportation. Questions about receiving specialized transportation should be directed to the IEP or 504 team. SpEd bus service may not be available this Fall and families should begin considering other methods of transportation. We anticipate that if the DOE is able to provide bus service, they will prioritize SpEd services and we will share this understanding with families. Metrocards will be provided to all students.

OCS will rely on NYCDOE Pupil Transportation to ensure that school bus companies and personnel follow all appropriate guidelines for safety. Those families relying on NYC public transportation will be provided with full information and guidance for using public buses, subways, and taxis according to NYCDOH rules. In addition, Charter School will rely on NYCDOE Pupil Transportation to ensure that school bus companies and personnel follow all

appropriate guidelines for cleanliness and disinfection. Any school buses contracted directly by charter schools will meet the same guidelines as provided by NYCDOH.

We will recommend to families that students practice hand hygiene and respiratory etiquette such as washing hands with soap and water for at least 20-seconds or using a hand sanitizer with at least 60% alcohol prior to the ride and to do the same thing upon arrival. In addition, it will be recommended to families to maintain a distance of at least 6-feet from others while utilizing public transportation.

**Food Services:** Protocols and procedures for onsite and remote food services for students, considering appropriate social distancing and any modifications to service that may be necessary (e.g., providing meals in a combination of classrooms and cafeterias, staggering meal periods). Measures to protect students with food allergies if providing meals in spaces outside the cafeteria. Protocols and procedures must also include how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged. Additionally, protocols and procedures must account for cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area (e.g., cafeteria).

OCS will rely on NYCDOE SchoolFood to ensure that service personnel follow all appropriate guidelines for safety as recommended by the NYCDOH. The school will train school staff as needed to reinforce the protocols adopted by food service and custodial personnel to ensure healthy, safe meals and the least disruption to the instructional day. The New York City Department of Education is committed to making **Free Meals** available daily for all NYC children. For students in the building, lunch will be served in the classrooms only in the form of grab and go bags. Students will be instructed to use hand sanitizer that will be located in each classroom before and after eating.

All meals are provided to the same student cohort in the same classroom, and for those who have any allergies, there will be a dedicated space. Faculty/staff monitoring students eating in classrooms will be trained on food allergies, including symptoms of allergic reactions to food. As it is necessary to remove facial coverings while eating, it is critical that each individual maintains at least a distance of 6-feet from others in all directions. There will be clearly marked receptacles in the area where the cohort will be eating.

### **Mental Health, Behavioral and Emotional Support Services and Program:**

Available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction (e.g., how they will identify and support students having difficulty with transitioning back into the school setting, especially given the changed school environment). Any training for faculty and staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency, as well as information on developing coping and resilience skills for students, faculty, and staff.

Instrumental to the OCS model is its clinical department. OCS has a team of 7 certified social workers who meet the social emotional needs of OCS students, and work with families to assist in addressing the needs of students. To further enhance its clinical services, OCS is in the process of hiring a school psychologist to provide the additional support that the current environment demands.

OCS will continue its work in conjunction with Youth Communication, providing all middle and high school students with one period of social emotional learning using the curriculum designed by Youth Communication.

In addition to the above, OCS will provide teachers with professional development to further their ability to meet the social and emotional needs of students to help them navigate the ongoing COVID-19 public health emergency.

OCS faculty/staff will also have access to a mental health specialist as needed.

**Restart Operations:** Plans to safely reopen facilities and grounds, such as cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components, as applicable.

Charter Schools will rely on NYCDOE custodial engineers and follow directions from NYC Division of School Facilities (DSF) to ensure the safe restart of building systems as well as cleaning and disinfection of the facility. In addition, OCS will thoroughly clean and disinfect the building prior to re-occupancy. In addition, all high-touch areas such as handrails, elevator buttons, door handles, and shared instruments to be cleaned multiple times throughout the day. All responsible parties will attempt to increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols for students and staff. All systems with standing water to be appropriately serviced.

# Monitoring of Health Conditions



District/school plan has a written protocol developed in collaboration with the district or school's director of school health services to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.

All staff will observe for signs of illness in staff and students, with particular attention to the following symptoms sited on the [CDC's](#) website:

- 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

In addition, any staff member or student showing the following “[emergency warning signs for COVID-19](#)” emergency medical care will be requested immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

If at any time a student is symptomatic during the school day they are to be sent directly to the nurse as soon as possible where they will be assessed. If the nurse determines that the student needs to be picked up, the student will be escorted to the isolation room until an adult arrives

to retrieve them. Once a family member or legal guardian picks up the student, they should contact their primary care provider for further instructions.

If a staff member is symptomatic during the school day they will be sent home and informed to monitor their symptoms. They must have no symptoms for 24 hours without fever-reducing medication in order to return.

OCS will immediately notify the state and local health department about the case if test results are positive for COVID-19.

District/school plan has a written protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.

We will regularly monitor and screen the health of students and staff to ensure that we can appropriately exclude those who might be infected and break the chain of transmission for the potentially impacted cohorts of students and staff.

When staff and students are scheduled to attend in-person classes, they will be required to complete a pre-screening questionnaire through a pre-screening app. These screenings should ideally take place at home before departing for school and be reported to the school remotely via the app. The app questions (see below) will include a verification that the student/staff member does not have a fever greater than 100°F.

### **Pre-screened app questionnaire**

Have you experienced any of these symptoms, not associated with previously diagnosed conditions, in the past 72 hours:

- Fever greater than 100F/chills
- Cough/shortness of breath
- New loss of taste or smell
- Nausea/vomiting/diarrhea

In the last 7 days, have you:

- Been in close contact with anyone who has been diagnosed with COVID-19
- Been placed on quarantine for possible contact with COVID-19
- Traveled abroad to an area of the country where it is recommended that you



self-quarantine

- Have a COVID-19 test pending
- Had a new onset of any of the symptoms for COVID-19 that cannot be explained by a pre-existing or previously diagnosed medical condition

Dedicated person(s) will view the pre-screen app to ensure that individuals have met the criteria to enter the school building. Clear demarcations will be placed on the ground ensuring that everyone is maintaining a distance of at least 6 foot from one another. OCS will ensure that there is no congregation of students and long lines and that classrooms are entered in a staggered fashion.

As an added layer of security, everyone will be screened one additional time by asking about the presence of COVID-19 symptoms. Students sent home because of positive symptoms will be immediately separated from other students and supervised until pick up. OCS will immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.

Screeners will maintain a distance of at least 6 feet from others, or will use physical barriers (e.g. polycarbonate) to eliminate or minimize risk of exposure.

In accordance with guidance from the NYSDOH, OCS will not keep records of student, staff, and visitor health data (e.g., the specific temperature data of an individual), but will maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail,cleared/not cleared).

District/school plan requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider.

All ill students and staff will be assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider unless otherwise instructed by NYCDOH. Parents will be contacted and any student under the age of 18 will need a parent/guardian to pick them up. If a parent/legal guardian is not available to pick up the student, the student will be held in a supervised isolation room. Once a family member or legal guardian picks up the student, they should contact their primary care provider for further instructions.

District/school plan has written protocol requiring students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.

Students with a temperature, signs of illness, and/or a positive response to the questionnaire will be sent directly to a supervised, dedicated isolation area by a designated staff member wearing the appropriate PPE. A nurse or another health professional will evaluate the student for symptoms of COVID-19 while a staff member contacts the students parents/legal guardians and requests they come to the school to pick up students. Students will remain in the supervised, dedicated isolation area until they are picked up or otherwise sent home (if 18 years of age or older).

Staff with a temperature, signs of illness, and/or a positive response to the questionnaire will be sent home, or if necessary, will be held in a dedicated isolation area until picked up.

District/school plan has written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.

OCS will endeavor to limit the number of visitors to the building to the absolute minimum. Whenever possible, meetings will be conducted remotely either by telephone, or video platform. To the extent possible, visitors must have a scheduled appointment in order to enter the building.

Parents, vendors and contractors will be notified that all school visits will be by appointment only, and such visits will occur only when absolutely necessary.

When it is deemed necessary for visitors, guests, contractors, and vendors to enter the school building, all building protocols will be maintained, including the wearing of acceptable face coverings and use of hand sanitizer when entering the school building. All school visitors will be asked to log in to the prescreening app, if that is not possible, prior to entering the building, visitors will have their temperature checked and will complete the screening questionnaire. Any visitor who has a temperature of 100°F or greater or has a positive response on the screening questionnaire will not be admitted to the school building.

District/school plan has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.

Each morning, parents/guardians will be strongly recommended to observe their child for any signs of illness prior to leaving for school for the day. Parents/guardians will be given a [screening tool](#) adapted from the CDC where they will determine if their child fits any of the items located on the checklist.

Parents/guardians will be asked to fill out a Google Survey before their child leaves with the screening questions. This survey will be pushed out via the OCS app to remind parents to complete it each morning.

If the parent/guardian responds “yes” to any item in Section 1 of the screening sheet, then their child will be excused from school for that day, and the child should remain home. The student may return to school when they have been symptom free for 24 hours without fever reducing medication.

If the parent/guardian responds “yes” to any item in Section 1 and Section 2 for their child then they will be advised to have their child evaluated by their health care provider.

### **Return to Campus Protocol:**

#### **Symptomatic OCS Student with NO CONTACT to a Positive Case**

- Clearance letter from a health care provider.
- Symptom(s) free for 24 hours without the use of fever-reducing medication.
- In those situations where a student is unable to have a COVID-19 test, students cannot return to school until 14 days have passed since the onset of the first set of symptom(s).

#### **OCS Student is in Close Contact to a Positive Case**

- Complete a 14-day quarantine regardless of symptoms or test results since last exposure to case.
- Clearance letter from a health care provider.
- Symptom(s) free for 24 hours without the use of fever-reducing medication.

## OCS Student Diagnosed with COVID-19

- Complete a 14-day quarantine since the student first had symptoms.
- It has been at least 3 days since the individual has had a fever and without the use of fever reducing medications.
- It has been at least 3 days since the individual's symptoms have improved, including cough and shortness of breath

### Reference:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

In accordance with guidance from the NYSDOH, OCS will not keep schools records of student health data (e.g., the specific temperature data of an individual), but will maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail,cleared/not cleared).

# Containment



District/school plan has written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school.

Note: The following protocols will be amended to conform to forthcoming and future guidance from the NYCDOH, NYSED, and CDC.

If a staff member or a student tests positive for COVID-19, the OCS Director of Human Resources (the OCS designated coordinator) will be contacted.

Once informed of a positive case of COVID-19, the Director of Human Resources (HR) will immediately notify the NYCDOH to determine what steps are needed for the protection of the entire school community.

HR will communicate with the Head of School, Principals, and the Director of Operations so that the plan for needed disinfection and any needed quarantining can begin. OCS will do the following to ensure thorough disinfection of exposed areas:

- Open doors and windows (to the outside) to increase air circulation in the area. Wait for at least 24 hours prior to cleaning and disinfecting the space.
- All areas used by the person confirmed to have COVID-19 (bathrooms, classrooms, office, etc.) will be thoroughly cleaned.
- OCS will use a list of recommended disinfectants against SARS-CoV-2
- All members of the cleaning crew will have appropriate PPE which should include face covering (e.g. cloth or surgical mask), gowns, gloves, and eye protection (glasses, face-shields, or goggles) to minimize any potential mucosal membrane exposure to SARS-CoV-2, causative agent of COVID-19.
- All the hygiene/sanitation crew will have received the appropriate training on the use of cleaning and disinfection chemicals.

HR, the Head of School, and the Principals, in coordination with the NYCDOH, will determine who in the school community must quarantine.

Students or staff that test positive for COVID-19 will be required to stay out of school for at least 10 days since the onset of symptoms, and symptoms have improved, and at least 24 hours

with no fever without fever-reducing medication per the guidance of the NYCDOH. Students or staff who have been exposed to COVID-19 will be required to stay out of school for 14 days. Schools will consult with NYCDOH or NYC Trace to determine who is an "exposed" individual and therefore must stay out of school.

OCS, in coordination with the NYCDOH, will follow DOH and CDC guidelines regarding the notification of any and all staff members, students, and families who are deemed needed to be notified. Such notifications will provide necessary details regarding any steps that may be necessary (e.g. COVID-19 testing, or potential need for preventative quarantine). All notifications will ensure that the privacy of students and staff is protected.

In accordance with the guidance of the NYSED, DOH and CDC guidelines, OCS will ensure all needed disinfection and deep cleaning of school property is completed.

District/school plan has written protocol that complies with CDC guidance for the return to school of students and staff following illness or diagnosis of confirmed cases of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.

Students and staff who test positive for COVID-19 will be asked to stay home until the criteria outlined by the CDC have been [met](#) or they are otherwise informed by their local health department:

- At least 10 days since symptoms first appeared and
- At least 24 hours with no fever without fever-reducing medication and
- Symptoms have improved

If another person in the same residence of the student or staff member is diagnosed with COVID-19, that student or staff member should not attend school in-person for 10 days after exposure.

If someone is contacted via contact tracing and told that they have been in contact with someone who has tested positive, and are told to quarantine, they should do so, and return to school in accordance with the guidance/instructions of the NYCDOH.

**Contact Tracing:** Plans to support local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies; and Communication Plans to share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students and the local community.

The school will cooperate with the NYC's Test and Trace Corp. program and any other mandates required by the NYCDOH in order to provide them with important information regarding students with positive test results and their close contacts.

OCS will be following the NYCDOE's investigation Plan for containment. Please reference page 33-34.

# Closure



**Closure Triggers:** Identification of the conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure.

OCS will work with the NYCDOH to determine what conditions (i.e. number of positive COVID-19 cases in the building) would trigger a pod, section, or full school closure and the amount of time of the closure.

In addition, OCS will follow all metrics as set by NYCDOH if cases in NYC are increasing beyond an appropriate level and modify in-person instruction as necessary. It is recommended that all schools in NYC will need to close if the percentage of positive tests are equal to or more than 3% using a 7 day rolling average. The NYCDOE has implemented the following strategy:

Conclusion of Investigation	During Investigation (for at least 24 hours)	After Investigation
One confirmed case	Close classroom, transition to remote learning	Classroom remains closed for 14 days Students and staff in close contact with positive case self-quarantined for 14 days
At least two cases linked together in school, <b>same</b> classroom	Close classroom, transition to remote learning	Classroom remains closed for 14 days Students and staff in close contact with positive cases self-quarantined for 14 days
At least two cases linked together in school, <b>different</b> classrooms	Close school building, transition to remote learning	Classrooms of each case remain closed and quarantined for 14 days, additional school members are quarantined based on where the exposure was in the school



At least two cases linked together by circumstances outside of school (e.g. acquired infection by different setting and source)	Close school building, transition to remote learning	School opens after investigation, classrooms remain closed for 14 days
At least two cases, not linked but exposure confirmed for each outside of school setting	Close school building, transition to remote learning	School opens after investigation, classrooms remain closed for 14 days
Link unable to be determined	Close school building, transition to remote learning	Close school for 14 days

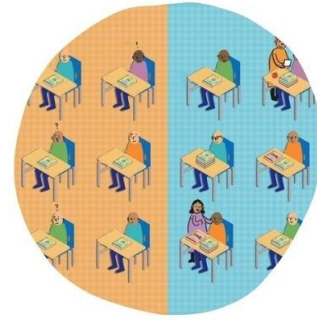
**Operational Activity:** Determination of which operations will be decreased, or ceased and which operations will be conducted remotely; include process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel.

OCS will collaborate with co-located schools, whether charter or district, through their building councils and shared space committees to follow all health and safety protocols as prescribed by the NYCDOE and NYCDOH while maximizing these spaces for instructional purposes. OCS will establish a Building response team (BRT) with key stakeholders (administrators, teachers, community members, etc) with the main responsibility of monitoring guidance from NYC, NYS, and the CDC and for formulating recommendations to decrease, scale back, or shut down in person operations.

**Communication:** Plan to communicate internally and externally throughout the closure process.

In the event of a closure, OCS will continuously update students, staff, families and all other key stakeholders with information through a wide array of platforms, including, traditional mail, email, telephone calls, texting, social media, news media, and website postings. OCS will develop a hot-line for parents and families to access the latest information and updates and will include this information on its school website.

# Equity as it relates to remote learning



We understand the challenges that come with remote learning. That is why Opportunity Charter School will implement the following in their 100% Remote Learning Plan to ensure there is equity among all of our students:

- There will be six (6) daily periods of live, synchronous instruction.
- Each Wednesday there will be two dedicated periods of live targeted small group instruction to provide further academic support.
  - On this day, students with disabilities will receive an additional Math and ELA period of instruction while our ENL students will receive instruction in preparation for the NYSESLAT exam.
- All of our students will be equipped with the technology and Wi-Fi they need in order to be academically successful.
- Our teachers will hold weekly office hours to offer additional academic support.
- We will hold technology workshops and office hours for parents and students to address any technology needs and to provide training for the online platforms OCS will be using.
- There is a dedicated social worker for each grade and a class dedicated to providing social-emotional support for our students.

# Contact tracing efforts and testing efforts



In the event that a contact tracer reaches out to Opportunity Charter School, OCS will keep detailed information regarding:

- Daily student attendance
- Student cohort rosters that remain together throughout the day
- Rooms used by specific cohorts
- Teachers our students come in contact with
- Daily visitor logs

In order to protect students and staff during the COVID-19 pandemic, DOHMH will support schools by investigating confirmed COVID-19 cases. DOHMH and the NYC Test + Trace Corps, will perform contact tracing as recommended by the CDC.

- DOHMH will begin investigating self-reported positive COVID-19 test results from a school community within three hours.
- All case contacts will be monitored by NYC Test & Trace Corps and linked to COVID-19 testing.
- Contact tracing will not be conducted without a laboratory confirmed case or without a presumed case due to a recent close contact developing symptoms.
- Cases are confirmed via the New York State lab results system or by DOHMH confirming the lab results presented by a teacher, staff, or parent.