

PAVE ACADEMY CHARTER SCHOOL 21-22 REOPENING PLAN

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OVERVIEW

Below you will find PAVE Academy Charter School's approach to both instruction and health and safety for the 2021-2022 school year. PAVE's plans to re-open with 100% in-person instruction. With the understanding that students are returning to school after 18-months of remote instruction, we will have made adjustments to both our curriculum and staffing to meet the needs of our students. We have also layered our health and safety prevention approach to limit the transmission of COVID-19. They are built from the strategies used during the 2020-21 school year and adapted directly from the updated CDC guidance, NY DOH, and NYC DOHMH. COVID-19 prevention strategies are critical to protecting students, staff, and families and a crucial part of PAVE's operating procedures for the 21-22 school year.

ACADEMIC PROGRAM

CURRICULUM

At PAVE, we know that students learn best when interacting with their teachers and each other. In this unprecedented time, we are prioritizing the teaching of essential skills and content as well as the social-emotional well-being of our students. This means prioritizing inquiry and discussion-based activities, small group instruction, and reserving times for students to support social-emotional learning and build community.

- **Elementary School Curricular Adjustments (grades K-4)**
 - Return to pen and paper for our youngest students with strategic incorporation of technology.
 - New K-4 Math Curriculum revised to align to NY Next Gen Standards. Revisions include an increased focus on bridging conceptual understanding with procedural fluency and skills and application. The program prioritizes targeted daily differentiation, remediation, and intervention to address all student levels and the expected increase in unfinished learning.
 - Deepening understanding of close reading for meaning, craft, and structure with the emphasis on the author's craft, transferable teaching, written response, and authentic discussion
 - Emphasis placed in K-1 on Shared Reading and Interactive Writing to accelerate students' literacy skills. Shared Reading/Interactive Writing is a fun yet structured way to review or

introduce foundational reading and writing skills. The block is designed for teachers to model and practice those skills with students in an interactive way. It supports a balanced literacy approach to teaching reading as it is a prerequisite to guided reading and writer's workshop where students will apply the skills learned in SR/IW.

- Using Writer's revolution approach in Grades 2-4 to improve writing with the deliberate practice of specific techniques to target structure, clarity, and coherence
 - Increased Professional Development/Content Meetings for teachers focused on data-driven instruction and engaging lessons
- **Middle School Curricular Adjustments (grades 5-8)**
 - Improve student reading volume, discourse, and accountability through standards-based small-group literature circles
 - Increase the amount of small group reading intervention through Leveled Literacy Intervention to support below-grade-level readers, students with IEPs, and English Language Learners
 - Increased use of online learning platforms for both in-school and remote instruction as virtual libraries, curricular enhancements, and venues for extra practice
 - Increased Professional Development/Content Meetings for teachers focused on data-driven instruction and engaging lessons
 - **ES/MS Students with Disabilities and ELLs Curricular Adjustments**
 - For more information on how PAVE will meet the needs of Students with Disabilities, ELLs, and At-Risk Students please reference the following document:
 - ☰ [SY21-22 PAVE Student Support Services Handbook](#)

SOCIAL-EMOTIONAL SUPPORT

It is of utmost importance that we ensure the social-emotional well-being of students during this challenging time. As a result, we have hired an additional social worker to support an anticipated increase in at-risk students and preventive planning for our K-5 morning meetings and 6-8 advisory.

We are also committed to implementing the use of Responsive Classroom across all our grades with fidelity. Responsive Classroom is an evidence-based approach to teaching and discipline that focuses on engaging academics, positive community, effective management, and developmental awareness. It has been widely recognized as a high-quality, evidence-based, well-designed classroom program that systematically promotes students' social and emotional competence. This includes starting each day with Morning Meeting or Advisory. This sacred time at the beginning of the day allows us to build community and teach social and emotional skills both explicitly and implicitly in a way that is timely and developmentally appropriate.

It also means utilizing other techniques such as Teacher Language and logical consequences that support the building of a positive community and supporting scholars' ability to self-regulate, particularly as they get older.

INSTRUCTION

PAVE Academy will only offer full in-person instruction this year while ensuring that we have procedures in place that will allow us to be safe AND nimble in the case that a section, grade, or the school has to shift to remote learning.

Sample K-2 Schedule	
In-Person Day	
8:00-8:20	Arrival/Breakfast
8:20-8:45	Morning Meeting
8:45-9:30	Guided Reading - GP ICT
9:30-10:30	Reading/Social Studies - GP ICT 10:00 Start hand washing
10:30-11:15	Recess - 10:30-10:50 Lunch - 10:50-11:15
11:15-12:00	Specials 1
12:00-12:45	Writer's Workshop
12:45-1:30	Specials 2
1:30-2:00	Fundations
2:00-2:30	Sight Words (1 Day) Extending Collections (3 Days) - GP ICT
2:30-3:30	Math Workshop - GP Lead/ICT
3:30-3:45	Snack
3:45-3:48	Pack Up

Sample 3-4 Schedule	
In-Person Day	
8:00-8:20	Arrival/Breakfast
8:20-8:45	Morning Meeting
8:45-9:30	Guided Reading

9:30-10:30	Reading/Social Studies
10:30-11:15	Writer's Workshop
11:15-12:00	Lunch - 11:15-11:35 Recess - 11:35-12:00
12:00-12:45	Specials 1
12:45-1:45	Math Workshop
1:45-2:15	TA (3 days w/ CommonLit) Re-teach (1 day)
2:15-2:45	Problem Solving (3 Days) Math Flex (1 day)
2:45-3:00	Snack
3:00-3:45	Specials 2
3:45-3:48	Pack Up
3:48-3:52	Closing Circle

Sample 5th - 8th Schedule	
In-Person Day	
8:00 - 8:20	Arrival and Breakfast
8:20 - 8:45	Advisory
8:45 - 9:45	Math
9:46-10:31	Specials
10:32 - 11:17	History
11:18 - 11:48	Math IXL
11:49-12:49	ELA
12:51 - 1:21	Recess
1:21-1:51	Lunch
1:54- 2:24	ELA
2:25-3:10	Science
3:11 - 3:55	Intervention
3:55 - 4:00	Dismissal

ASSESSMENT

Teachers will continue to regularly measure student learning through student work, one-to-one conferencing, and exit tickets and adjust instruction accordingly. Teacher schedules will, as always, include protected time for data meetings during which student work and assessment data will be analyzed and used for action planning for upcoming lessons. Data gained from digital platforms and nationally normed diagnostics will be used to ensure student growth and mastery of content over time.

K-8 Adjustments:

- Use of enVisions software for Math diagnostic
- Utilizing NWEA Measure of Academic Progress (MAP): 2 times per year for Math and ELA; 2x a year for Science
- Unit assessments for Math, ELA, Science, and History
- Use of F&P (for K-1) and Literably (2-8). Students assessed at least 3x/year
- Weekly “Looking at Student Work” (LASW) meetings in order to assess scholar progress and adjust instruction as needed.

AT-RISK POPULATIONS

Changes in the SY21-22 Program

- All students will be back in the building receiving in-person instruction
- All ICT sections, both the General Educator and the special educator will deliver instruction in the same setting
- Out-of-class support including an ENL Coordinator and two Literacy Specialists were hired and will push into classes and pull students out of classes to provide support.
- SETSS instruction and at-risk intervention will be taught in person
- Some Intervention support programs will be delivered Electronically
- ELA Assessments will be delivered and tracked through Literably and Envisions MDIS

For more information on how PAVE will meet the needs of Students with Disabilities, ELLs, and At-Risk Students please reference the following document: [SY21-22 PAVE Student Support Services Handbook](#)

Response to Intervention and Child Find Procedures:

- For more information on how PAVE’s Response to Intervention Program and Child Find Procedures will meet the needs of students with disabilities, ELLs, and At-Risk Students, please reference page

33 of the following document: [SY21-22 PAVE Student Support Services Handbook](#)

Services and Supports for Students with Disabilities:

- For more information on how PAVE will meet the needs of Students with Disabilities please reference page 24 of the following document:

[SY21-22 PAVE Student Support Services Handbook](#)

Section 504:

- For more information on testing accommodations, please reference page 30 of the following document: [SY21-22 PAVE Student Support Services Handbook](#)

Services and Supports for ENLs:

- For more information on PAVE's Approach to support ENL, please reference the bottom of page 11 of the following document: [SY21-22 PAVE Student Support Services Handbook](#)

HEALTH AND SAFETY PROTOCOLS

PAVE'S plan supports serving 100% of students for full in-person instruction, five days a week while maintaining CDC & DOHMH determined social distancing whenever possible, wearing required PPE at all times, and following all health and safety procedures as outlined below.

MASK USE:

PAVE will ensure appropriate and consistent mask use on school grounds and in school facilities. PAVE will require masks at all times, including during classroom instruction and when outside. However, during meals and limited time masks may be removed with appropriate social distancing. Students and staff will have masks breaks when outside only. If a student or staff arrives at school without a mask, a single-use mask will be provided. Disposable masks will be available if needed.

Requirements:

- All staff, students, and visitors are required to wear masks while at PAVE at all times, except while eating/drinking or taking a quick mask break
- Disposable masks will be made available to staff/students if needed
- Required outside in PAVE's courtyards
- Masks must be worn correctly, above the nose and below the mouth

PAVE will reinforce the use of masks among all staff, students, and visitors.

- Information will be provided to all staff on proper use, removal, and washing of cloth face coverings.
 - Proper mask use will include these [guidelines](#).
 - Mask checks will be added to arrival procedures for all staff, students, and mandatory visitors.
 - If a person refuses to wear a mask before entering the school building they will be denied entry.
 - If a person refuses to keep on a mask while on the school premises, they will be escorted out of the building.
 - Signage will reinforce the use of face coverings.

Mask breaks: Mask breaks will be provided to staff and students. These breaks will ensure a space that allows for adequate social distancing. Breaks may include snacks, breakfast and lunch in addition to designated times as determined by the schedule. Mask breaks that do not involve food will happen outside.

<p>Staff Mask Break: Throughout the day, PAVE staff members can take mask breaks (up to 5 minutes) when not around any students.</p>
<p>Suggested places for mask breaks:</p> <ul style="list-style-type: none"> ● Outside: back and front courtyards (when not in use) ● rooms/offices with no other person ● gym or cafeteria when not in use by students ● East and West stairwell landings
<p>Student Mask Breaks: Staff members can provide students with opportunities to take mask breaks throughout the day.</p>
<p>Places for student mask breaks (monitored by a distanced adult):</p> <ul style="list-style-type: none"> ● Outside: back and front courtyards (when not in use) ● hallway benches (when not near other students) ● Gym or cafeteria when not in use by other students

PHYSICAL DISTANCING:

PAVE will follow CDC and DOHMH recommendations for distancing.

- 3 feet of space between students whenever possible

- 3-6 feet of space when masks are off at meals as space permits.
- Where 3 feet spacing is not possible, PAVE will distance to the greatest extent possible (during arrival, dismissal, transitions, etc)

Physical distancing is a critical component of PAVE’s layered prevention approach. As the CDC recommends, PAVE will be physically distant to the extent possible, in order to maximize the number of students in the building. Students will maintain 3 feet of distance as space permits and extend to the greatest possible distance while eating. In addition, offices and any shared space will also be designed to allow for the maximum spacing available.

Students will be placed into cohorts or classrooms which will always be together. Classrooms (cohorts) will not mix with other classrooms or cohorts. If and when shared space is used by more than one classroom, above and beyond 6 feet of distance will be applied. For example, when multigrade community meeting is held classes are appropriately spaced. Each classroom will use one side of the playground at a time in order to prevent the mixing of cohorts/classrooms.

In classrooms, student desks and tables will be distanced as much as possible. This will look a little different in each room depending on class size and square footage. We will not be using classroom rugs for the time being to allow for desk spacing.

There are three times during the day where students are served food. Breakfast will be served in the classroom with grab-and-go breakfast bags during arrival. Breakfast time is short and will be staggered since it is happening as students arrive. Teachers will support proper distancing during this time depending on who is eating and when they arrive. Snacks are also eaten in the classroom. During lunch, only one grade level (two classes) will be in the cafeteria at a time. Each class will be assigned to half of the cafeteria. There are 12 tables total so that each table will only have 5 kids. All food will be pre-plated and packaged. There will be no buffet or family-style food available.

Classrooms
<ul style="list-style-type: none"> ● Student desks/tables will be distanced apart in classrooms as much as possible. ● No rugs in classrooms for at least the first part of the year to allow for desk spacing.
Meals
<ul style="list-style-type: none"> ● Breakfast and snacks will be eaten in classrooms at distanced desks ● Lunch will be served in the cafeteria (except K, 5th - 6th Grade will eat lunch in their classroom two days a week) <ul style="list-style-type: none"> ○ One grade level will be in the cafeteria at a time with 5 students per table ● Food will be individually plated/package- No family-style food
Activities
Recess/PE/Performing Arts- maximized distancing and mask-wearing
De-Densify Whole School Procedures

- Arrival: elementary students will go directly to class
- Dismissal: Kindergarten will be dismissed from their classrooms

HANDWASHING AND RESPIRATORY ETIQUETTE

Proper handwashing, sanitizing and respiratory etiquette will help to reduce the transmission of COVID-19. All staff & students will have access to sanitizer and/or sinks with soap when needed. Respiratory etiquette will be expected of all students and staff.

- Hand sanitizer will be available throughout the building including but not limited to, classrooms, hallways, bathrooms, entrances, exits, gym, cafeteria, and all shared spaces.
- Hand washing and sanitizing will be built into student schedules. Teachers will be provided time to wash hands as needed.
- Teachers will teach and reinforce hand-washing and respiratory etiquette to students
 - Handwashing: with soap and water for at least 20 seconds
 - Respiratory Etiquette: covering coughs and sneezes

PAVE will teach and reinforce hand washing and covering coughs and sneezes among children and staff.

- Handwashing:
 - Breaks built into the student and adult schedule throughout the day.
 - Handwashing must occur before and after eating (breakfast, lunch, or snack) and after using the bathroom.
 - Handwashing must occur after using common items, such as sports equipment
 - Teachers use age-appropriate media (songs, videos, experiential activities) to:
 - Review proper handwashing techniques (ex. Cleaning under fingernails, washing hands for 20 seconds, fully drying hands before moving on to the next activity)
 - Reinforce washing hands after coughs, sneezes, or blowing nose on a daily basis.
- Teachers use age-appropriate media (songs, videos, experiential activities) to review proper hand sanitizing techniques including:
 - Apply the product to the palm of one hand (size of a quarter for a 3rd-8th grade student and a penny for a K-2 student)
 - Rub your hands together. Make sure the product contacts the back of your hands, palms, between your fingers, and fingertips.
 - Continue to rub your hands together until your hands are dry (about 20 seconds).
- Age-appropriate signs will be placed throughout the school building as visual reminders of social distancing and proper handwashing to students, staff, and visitors. Locations must include - common eating areas (teacher workroom, cafeteria, near classroom sinks), and inside staff and student bathrooms. [CDC posters](#)
 - Damage or missing signage in classrooms must be reported to the Operations Team for replacement by teachers.
 - Damage or missing signage in the common space must be reported to the Operations Team for replacement by the facilities team.

- Damage or missing signage in all spaces will be reviewed by the Operations Team on a weekly basis.

SCREENINGS

Surveillance testing will be conducted weekly at PAVE in order to identify asymptomatic and pre-symptomatic cases of COVID-19. All unvaccinated staff will require weekly PCR testing. Vaccinated staff members will have an option to also test weekly. PAVE will align with the DOE and DOHMH on the mandated percentage of students tested weekly. This percentage will likely be based on community spread in our region.

HEALTH SCREENINGS:

Daily health screenings are required at PAVE for all entering the building in order to support PAVE's expectation of "stay home when sick." The screening will consist of two parts: 1) the screening questionnaire and 2) the temperature check. The screening questionnaire will be conducted daily for staff students. Additionally below you will find the procedures for non PAVE staff members who work at PAVE.

Health Survey:

- The Health Survey is a part of the entry into the building during arrival. Only people who have completed the health survey will be allowed into the building.

Temperature Check

- All individuals who enter the building will have their temperature checked using contactless thermometers upon entry into the building. This includes staff, students, or support workers. Any individual with a temperature above 100 degrees Fahrenheit will be restricted from accessing the building. They will either be sent home or to a designated area prior to being picked up.
- We have identified our front conference room as our isolation room for scholars who cannot be picked up immediately.

Non-PAVE Staff procedures

- Custodial staff:
 - Will have their temperature taken upon arrival - if they have a fever (temperature above 100.0 F degrees), they will not be allowed to enter the building.
 - Will be required to wear face masks while in the building.
 - Will be required to use disposable gloves during cleaning.
 - Will be provided with PPE from their employer FUSCO or Signature Cleaning.
- Security staff:

- Will have their temperature taken upon arrival - if they have a fever (temperature above 100.0 F degrees), they will not be allowed to enter the building.
- Will be required to wear face masks while in the building.
- Will be required to use disposable gloves when using shared materials/devices.
- Will be provided with PPE from their employer FUSCO or Signature Cleaning.
- Nursing staff:
 - Will have their temperature taken upon arrival - if they have a fever (temperature above 100.0 F degrees), they will not be allowed to enter the building.
 - DOH will provide PPE to PAVE's, school nurse
- School food staff:
 - Will have their temperature taken upon arrival - if they have a fever (temperature above 100.0 F degrees), they will not be allowed to enter the building.
 - Will follow all DOH and state guidelines regarding school food service.
 - PPE for School Food Staff will be provided by PAVE's food vendor Butter Beans, Inc.
- Essential visitors (e.g., fire inspectors, substitute personnel, Special Education providers):
 - Will have their temperature taken upon arrival - if they have a fever (temperature above 100.0 F degrees), they will not be allowed to enter the building.
 - Will use proper hand sanitizing procedures upon arrival.
 - Will be required to wear face masks and/or both a face mask and a face shield when on school grounds.
 - Will be required to wear disposable gloves when interacting with staff members or students. These materials will be provided in the lobby at the security desk.

STAY HOME WHEN SICK & GET TESTED

PAVE asks that all students and staff stay home when experiencing flu-like or COVID-19 symptoms and get tested prior to returning to school. Employees and students experiencing symptoms are required to remain at home no matter their vaccination status until both of the below have been met:

- They have tested negative by a COVID-19 PCR test (have been tested within 24 hours)
- Have not had a fever in the past 24 hours (without the use of fever-reducing meds)

Symptoms include:

- fever of 100.0 degrees or higher
- Cough
- shortness of breath
- Fatigue
- muscle or body aches
- Headaches

- new loss of taste or smell
- nausea or vomiting

ISOLATION, QUARANTINE, AND CONTACT TRACING

The below chronicles the steps and measures we will abide by should any PAVE student or staff display symptoms of COVID-19 or be diagnosed with a confirmed case. It also outlines the course of action we will take for students and staff who are exposed or possibly exposed to the virus.

If a student or staff member is feeling sick, they are required to stay home and, if their symptoms are consistent with COVID-19, are asked to get tested. If a student begins experiencing symptoms in school, they will be isolated and monitored by a dedicated staff member until they are picked up by their parents or guardians. Staff members who become symptomatic at school are asked to immediately leave the building.

- Students who develop symptoms during school must:
 - Be held in the designated isolation room
 - Be checked by the school nurse. An Operations team member will cover the nurse's office while the nurse checks the student
 - Be visually supervised by a staff member placed outside of the windowed room
 - Should a staff member need to supervise from within the isolation room, they must wear the following PPE while within the room: N95 facemask, goggles, and disposable gloves
 - Have families called to come to pick up their child
 - Parents will receive a communication that outlines when a student can return to school
 - PAVE will provide instructions to parents indicating that the student should be seen by a healthcare provider

- Staff members who develop symptoms during school:
 - If an employee appears to have symptoms of COVID-19 upon arrival to work or becomes sick during the day, the employee will be sent home from work immediately.
 - PAVE recommends employees who experience symptoms seek guidance from their healthcare provider.
 - Employees may come back to work earlier if they receive a negative COVID test and have had no fever for 24 hours.

Isolation PAVE has a dedicated isolation room. This room will be used for students who display symptoms and require isolation as confirmed by the school nurse. The following materials will be stored in the isolation room and replaced after each use:

- Materials required by the Department of Health.
- A red medical-only no touch garbage can
- Materials for student engagement while in the room

Collection: If a student needs to be picked up because they are displaying symptoms, or there is possible

exposure to COVID-19 or other concerns as brought up by the school nurse, PAVE will take the following steps:

- The nurse will follow DOH protocol for transitioning from an isolation room back to a non-isolation room.
- A staff member will be designated to monitor the student within the isolation room.
- Parents/guardians and all emergency contacts will be called by an operations team member until it is confirmed that there is someone who can pick up the student.
- A staff member will collect and bring the student's belongings to the isolation room. The staff member must wear disposable gloves when handling student belongings.
- Pick-up reunification will occur outside of the school building. PAVE will follow the DOH guidelines regarding information that must be provided/communicated to the family upon pick-up.
- The facilities team will be on call to disinfect the lobby and isolation room.

In-School Isolation:

- Students who become symptomatic during the school day will be placed in the isolation room (front conference room) and sent home
- Staff who become symptomatic during the school day will be sent home
- Isolation & quarantine protocols will be communicated for confirmed and suspected cases

Quarantine: applies to unvaccinated individuals who are determined to be close contacts

- Adults are close contacts if within 6 ft of a confirmed COVID-19 case for 10 min cumulative over 24 hours
- Students are only close contacts if within 3 ft of a confirmed COVID-19 case while masks are off (i.e. during meals)

Quarantine Students & Staff

- Students who are in isolation or quarantine will undergo remote schooling in the form of work packets and online assignments aligned within classroom instruction
- Staff members will move into remote work

Confirmed COVID-19 Cases

- Staff members and students confirmed with COVID-19 no matter their vaccination status must stay home until both statements below are true:
 - 10 days have passed since their symptoms have started*
 - Fever free in the past 24 hours (without the use of fever-reducing medication)

*Asymptomatic staff members or students: remain home for 10 days from the date they were tested.

- **Close Contacts:** Close contact determination will take place with support from NYC DOHMH in partnership with School Leadership. A staff member or student is a close contact with someone that has a positive COVID test, will follow the below guidelines:
 - If a staff member or a student is a close contact and is not fully vaccinated against COVID-19, they must stay home (isolated) for 10 days or have a negative PCR test to return after 5 days of isolation.
 - If a staff member or a student is a close contact and is fully vaccinated against COVID-19, they can return to work as normal and do not need to stay home. PAVE will require a PCR or Rapid test as a precautionary measure.
 - If another person in the same residence of the scholar or staff member is diagnosed with COVID-19, that scholar or staff member should not attend school in person, until they are cleared by their healthcare provider to return to school.
 - 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.
 - If either a staff member or student declines a COVID test when DOH guidelines indicate it is recommended, PAVE will not allow that individual entry into the building
 - Discharge from quarantine and return to school will be conducted in consultation with DOH guidelines.

Communication of Confirmed Case On-Site: If any individual within the school community tests positive for COVID and has been on-site within the past 7 days, the following will happen:

- Staff tests positive: the individual must email covidteam@paveschools.org
- Student tests positive: parent/guardian will email covidteam@paveschools.org or call the main office
- If a staff member hears from a student or family that someone has tested positive, they will contact the Principal or Director of Operations immediately
- School Leadership will contact individuals to obtain contact tracing information
- School Leadership will call the local public health department immediately
- The classroom or office that the individual was in will be deep-cleaned

Once a positive case is confirmed by health officials/health professionals:

- School Leadership will follow the closure protocol (seen below), including communicating the logistics of any classroom switching from in-person to remote learning based on the closure.
- The decisions to close and reopen will be made or confirmed by local public health officials.

Scenarios for a Positive Case at PAVE:

SCENARIO	ACTION
1. One confirmed case in a classroom	<ul style="list-style-type: none"> ● Classroom of the positive case remains closed and quarantined for 10 days ● Students in the impacted classroom move to remote learning for 10 days ● Additional school members are quarantined based on where the exposure was in the school ● Individuals who are fully vaccinated against COVID-19 will not be required to quarantine
2. Two or three confirmed cases in the same classroom within seven days	<ul style="list-style-type: none"> ● Classroom of the positive case remains closed and quarantined for 10 days ● Students in the impacted classroom move to remote learning for 10 days ● Additional school members are quarantined based on where the exposure was in the school ● Individuals who are fully vaccinated against COVID-19 will not be required to quarantine
3. Two or three confirmed cases in different classrooms within seven days	<ul style="list-style-type: none"> ● Classrooms of each case remain closed and quarantined for 10 days ● Students in the impacted classrooms move to remote learning for 10 days ● Additional school members are quarantined based on where the exposure was in the school ● Individuals who are fully vaccinated against COVID-19 will not be required to quarantine ● Weekly random COVID-19 testing is increased to 40% of the in-person school population, including vaccinated individuals
4. Four or more confirmed cases in fewer than four classroom within seven days	<ul style="list-style-type: none"> ● The classroom of the positive cases remain closed and quarantined for 10 days ● Students in the impacted classroom move to remote learning for 10 days ● Additional school members are quarantined based on where the exposure was in the school ● Individuals who are fully vaccinated against COVID-19 will not be required to quarantine ● School remains open

	<ul style="list-style-type: none"> Weekly random COVID-19 testing is increased to 40% of the in-person school population, including vaccinated individuals
<p>5. Four or more confirmed cases in four different classrooms within seven days</p>	<p>DOHMH will initiate an investigation. The investigation will conclude A or B:</p> <p>•Conclusion A: Not all cases can be attributed to exposure/transmission in school, then:</p> <ul style="list-style-type: none"> DOHMH will interview all cases The classroom of the positive cases remain closed and quarantined for 10 days Students in the impacted classroom move to remote learning for 10 days Additional school members are quarantined based on where the exposure was in the school Individuals who are fully vaccinated against COVID-19 will not be required to quarantine School remains open Weekly random COVID-19 testing is increased to 40% of the in-person school population, including vaccinated individuals
<p>5. Four or more confirmed cases in four different classrooms within seven days</p>	<p>DOHMH will initiate an investigation. The investigation will conclude A or B:</p> <p>•Conclusion B: All cases are can be attributed to exposure/transmission in school, then:</p> <ul style="list-style-type: none"> DOHMH will interview all cases Entire school is closed for 10 days All students are moved to remote learning for 10 days Upon reopening, school resumes 20% weekly random COVID-19 testing

VACCINATIONS:

PAVE's goal is to maximize staff and scholar vaccination. PAVE will support access for all staff and students

(when eligible) to receive vaccinations as a fundamental tenet of reducing transmission and spread.

- All Staff must be vaccinated or submit weekly COVID testing results.
- Staff vaccination survey will be sent out this week; proof of vaccination will be required.
- PAVE will provide on-site testing for staff members to opt into if they choose.
- PAVE will randomly test students. We will align with DOE on the mandated percentage of students tested per week.

VENTILATION:

Increased ventilation helps to reduce the number of virus particles in the air. PAVE has state-of-the-art heating and cooling systems, which have high-grade filters and also circulate a high percentage of outside air. PAVE's cafeteria pulls in 100% outside air.

PAVE Academy is a single-site school in a private space located at 732 Henry Street, Brooklyn, NY 11231. Our facility was completed in 2013 and was LEED Silver certified at the time of opening. The purpose of LEED certifications is to raise the standard for green operations, helping existing buildings improve their efficiency, reduce waste, and maintain a responsible and sustainable building. The standards for LEED silver are equivalent or similar to the guidelines provided by CDC, NYC DOH, and recommendations by the Governor for facility improvements that reduce the spread of COVID-19. See PAVE's building specifications below:

Specification Present in our Building	Recommendation w/ citation
<p>Use of Merv 14 Filtration System-</p> <p>Our facility current exceeds the recommendation</p>	<p>New York State's reopening guidelines for malls state:</p> <p><i>For malls that are greater than 800,000 square feet, ensure building HVAC system filtration meets the highest rated filtration compatible with the currently installed filter rack and air handling systems, at a minimum MERV-13, or industry equivalent or greater (e.g., HEPA), as applicable, and as certified and documented by a certified HVAC technician, professional, or company, ASHRAE-certified professional, certified retro-commissioning professional, or New York-licensed professional building engineer.</i></p>
<p>Our Building has four HVAC Units. The units take outdoor air and cool it (summertime) or heat it (winter time) to accommodate our interior setpoint temperatures.</p> <p>Our HVAC units are currently set to take in the following percentage of outdoor air:</p>	<p>NYC DOHMH Pre-K to 12 in-person instruction guidelines states:</p> <p><i>Ventilation: Responsible Parties should increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols, particularly for younger students.</i></p>

<p>Unit 1: 100% (serves our cafeteria) Unit 2: 25% (serves our classrooms) Unit 3: 25% (serves our hallways) Unit 4: 25% (serves our gymnasium)</p> <p>On average school buildings with HVAC systems take in only 10% of outdoor air. PAVE has and will continue to operate above the industry average.</p> <p>Our facility currently exceeds the recommendation</p>	
<p>Our building currently has wall-mounted hand sanitizer dispensers in all classrooms. PAVE uses a hand sanitizer that contains greater than 60% ethanol or greater than 70% isopropanol.</p>	<p>NYC DOHMH Pre-K to 12 in-person instruction guidelines it states: <i>For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.</i></p>

Facilities Operations: In keeping with our priority of Health and Safety, PAVE has maintained the uninterrupted employment of the Facilities Site Supervisor. This has enabled us to ensure the facility is adequately prepared to reopen safely. PAVE’s Facilities Site Manager has:

- Facilitated full inspections of our main building mechanics, including our boiler, water filtration, and HVAC systems.
- Overseen all maintenance and repairs to our main building mechanics including boiler and HVAC.
- Managed our cleaning and security team to ensure best practices of social distancing, face mask-wearing, essential visitor screening, cleaning, and sanitizing have been followed and are now second nature.
- Added an additional supervisor to our account. This supervisor will assist with oversight of our night crew to ensure proper cleaning protocols are adhered to as we rehire for these positions.
- Ensured that our cleaning staff received additional online training modules focusing on COVID-19 and required cleaning protocols.

CLEANING AND DISINFECTING

Daily cleaning and disinfecting of the whole building will occur in order to sufficiently remove potential viruses from surfaces. PAVE will have a number of cleaning protocols in order to maintain a safe learning & working space.

Staff Level Cleaning

- All staff members will be trained on proper cleaning and disinfection procedures as recommended by the Department of Health.

- Teachers will be required to complete disinfecting within their classroom during the school day. PAVE will provide proper disinfecting supplies for teachers to complete the following:
 - Cleaning/Disinfecting student desks before and after lunch and snacks.
 - Cleaning of any student shared materials (eg. Smartboard pens, etc.) after each use.
 - Clean surfaces after a group have left the class for the day.
- Office Staff members will be required to disinfect their workspace on a daily basis. PAVE will provide staff members with proper disinfecting supplies to complete the following:
 - Cleaning/Disinfecting of the desk and common workspace within your office
 - Cleaning/Disinfecting desk phone or shared desktop computer.

Professional Cleaning

- To support the additional cleaning needed to adhere to our strict cleaning protocols, PAVE will increase its custodial/cleaning contract to include an additional part-time custodian.
- Every evening a three-person cleaning crew will clean and disinfect all rooms in the building.
- During the school day, the facilities team will focus on disinfecting high-touch areas as listed in the cleaning protocol linked below.
- Before the first day of school, the building will be terminally cleaned by a special cleaning team within our cleaning company. Terminal cleaning is an intense disinfecting procedure that involves removing every detachable item in the room for disinfection and then properly disinfecting light fixtures, air ducts and all surfaces from the ceiling down to the floor. Our cleaning company has used this technique for years in its contracts with some of the largest hospitals in NYC.
- Classrooms/Offices
 - Facility team room cleaning protocol/checklist
 - These rooms will be cleaned and disinfected nightly
 - The night cleaning team will be responsible for signing a tracker outside of these rooms once items on the checklist are completed.
 - The site supervisor will conduct a daily morning walkthrough to ensure all spaces were cleaned appropriately.
- Restrooms
 - Facility team bathroom cleaning protocol/checklist
 - These rooms will be cleaned and disinfected three times a day
 - The day cleaning team will be responsible for signing a tracker outside of all restrooms once items on the checklist are completed.
 - The night cleaning team will be responsible for signing a tracker outside of all restrooms once items on the checklist are completed.
- **Supplies needed for health and hygiene:** PAVE will have adequate supplies to support healthy hygiene behaviors.
 - PAVE will keep masks in-stock to provide to its employees and essential visitors who do not have masks

- PAVE will keep soap in stock at all sinks in the building.
- PAVE will use and keep in stock hand sanitizer with at least 60% alcohol.
- PAVE will install hand sanitizer stations in each classroom and office.

ADDITIONAL TEMPORARY POLICIES:

Field Trip Policy: Only virtual field trips for the first months of school. We will explore outdoor or in-school field trip experiences during the first term of the school year. Indoor external trips will be revisited in December.

Extracurricular Activities: PAVE plans to modify regularly scheduled extracurricular activities to ensure we maintain health and safety standards.

- Assemblies within the school building will only be done where distancing is possible.
- After school activities will be limited and will be considered after the start of the school year
- There will be no family events within the building after the first day of school. We understand that parent involvement is important and will utilize technology for families to feel connected to their child's learning. Some options include:
 - Utilize Instagram/Facebook Live to allow families into in-school student presentations/class performances.
 - Pre-record event/performance and post a video on our school's website
- Before & After Care will not be offered

Visitor Policy: Families, nonessential visitors, volunteers, and activities involving other groups at the same time will be extremely limited and determined on a case-by-case basis by PAVE's Executive Director.

- Families and visitors will be able to enter the building on a limited basis
 - Whenever possible, family meetings will be scheduled in advance and held via phone or virtually.
 - The operations team will develop systems to address the need for families to engage with faculty and staff. These include:
 - Families who need to drop off paperwork - there will be a document drop-off only mailbox (you are unable to take items out of the mailbox) outside near our front door. Envelopes will be provided.
 - Families who forgot to give their students an item during drop-off - families will use the front door intercom to make requests to drop off items and will follow a contactless drop-off protocol.
 - Family-Teacher Conferences - to be held via phone or virtually.
 - Impromptu meetings - Families may speak to leadership via the intercom or outside. Phone calls and scheduled meetings are highly encouraged.
- Personal delivery pick-ups, such as food delivery, must happen outside of the school building
- PCEC and parent volunteers will not be allowed in the building. The culture team will develop creative ways for parents to volunteer remotely or support the school in other ways.

- Activities involving outside groups (that are not core to instruction) will be reviewed on a case by case basis, with our health and safety protocols in mind.

SHARED SPACE & MATERIALS

- **Classrooms**

- As much as possible, each child's school materials will be separated from others and kept in individually labeled containers, cubbies, or areas.
- Teachers will as much as possible refrain from students sharing instructional materials.
Where possible:
 - Students will have individual kits that will contain all of the materials they need.
 - Students will have in-school and at-home kits (in case of quarantine)
- Students will have individual bags to keep backpacks and jackets contained or, if individual bags are unavailable, students will keep backpacks and jackets on the back of their seats.
- To avoid sharing electronic devices, toys, books, and other games, each student will be assigned their own technology and classrooms will move to digital libraries to avoid sharing of books. When sharing is unavoidable, items will be sanitized between use by each student.
- Seating/desks will be spaced at least three feet apart as space permits.
- Students should be facing the same direction when possible.
- There will be increased use of individual student-assigned devices (Chromebooks or iPads) during classroom instruction to limit the need of individual materials.
- Elementary school classrooms will no longer use classroom rugs.

- **Offices**

- ES/MS will adjust staffing schedules for the leadership, operations, and student support staff to adhere to social distance guidelines.
- Sharing of staff desks will be restricted.
- In the few cases in which staff members rotate use of the same desk, the departing staff member will be responsible for sanitizing the desk prior to departure. The arriving staff member will also be responsible for sanitizing the desk upon arrival.
- Shared phones will be sanitized between the use of staff members.

- **Small Instructional Spaces**

- ES/MS will adjust staffing schedules for the leadership, operations, and student support staff to adhere to social distance guidelines

TRANSPORTATION:

PAVE relies on the Department of Education’s Office of Pupil Transportation (OPT) for student transportation support - including MetroCards for students K-8, and yellow bus service. We historically have only provided yellow bus service to students in K-6, and for students in 7-8 with IEPs. Our scholars’ [eligibility](#) for yellow bus service, and whether they receive full or half-fare MetroCards depends on the distance they live from their school site, and their grade level. GenEd and SpEd students will need to adhere to DOE/DOHMH guidelines regarding social distancing practices on buses when possible. PAVE has additionally added that students will sit on the bus with only others that they live with and will not mix with other students.

PAVE will rely on NYCDOE’s Office of Pupil Transportation to ensure that school bus companies and personnel follow all appropriate guidelines for safety. Families relying on NYC public transportation will be provided with full information and guidance for using public buses, subways, and taxis according to DOHMH rules.

FOOD SERVICE

This year, PAVE will continue its vendor relationship with Butter Beans, Inc (private vendor) under our SFA agreement. Butter Beans, Inc has established strict protocols for their commissary kitchen. A few of those protocols are listed below.

Butter Beans, Inc Commissary Safety Protocols Outline:

- Employee practices:
 - Mandatory training of established procedures and policies
 - Daily temperature check
 - Reporting of symptoms protocol
 - Unlimited access to PPE - mask, gloves, etc.
 - Monitoring & management oversight to establish procedures and policy
- Commissary: controlled, sanitized, safe environment
 - From receipt of raw goods to the packing of the finished product, to transportation and delivery of finished products
 - Sanitization:
 - Employees:
 - Clothes (changed before entering the kitchen)
 - Handwashing
 - Use of PPE
 - Social distancing
 - Vendor receipt of goods

- Scheduled access (during nonproduction hours)
- Temperature check
- Use of PPE
- Sealed packaging
- Kitchen Production:
 - Clean and sanitized throughout the production cycle:
 - Prior to, during, and after each stage of food preparation
 - At the end of shift cleaning and sanitization
 - Includes everything - surfaces, tools, high traffic areas, etc.
- Packaging, loadout, transportation, and delivery
 - Packout within a controlled environment (commissary)
 - Same procedures as above
 - All meal items individually packaged at the commissary
 - Delivery vans sanitized prior to and after each delivery (cabs and storage area)
 - Drivers follow the same procedures as commissary employees including use of PPE, etc.
- The objective is to work in a contained and safe environment while limiting touches of our food product (vendors, employees, school personnel, etc.)

In-person Food Service:

While in-person, PAVE has worked with Butter Beans, Inc to develop safe and socially distanced [Meal/Lunch Procedures](#). We are confident in Butter Beans Inc.'s ability to provide safe meals for our students and staff. An overview of the logistics for in-class breakfast, lunch, and snack can be found here: [Meal/Lunch Procedures](#)

STAFF ACCOMMODATION PROCEDURE

- All requests for reasonable accommodation should be directed to PAVE HR. This includes all employees who have concerns regarding their health or the health of someone with whom they reside.
- All PAVE staff members seeking accommodation will need to complete and have their medical provider complete, the Reasonable Accommodation Form and Medical Certification Form. In the case where an employee has a concern about the health of someone with whom they reside, the staff member will be required to provide alternative documentation confirming the person's condition. After the paperwork is returned to PAVE HR, HR will engage the employee in a conversation to determine a reasonable accommodation, if any, that PAVE is able to make.
- Accommodations will be made on a case-by-case basis. An accommodation may include one or more of the following:
 - Changing an employee's schedule
 - Providing additional Personal Protective Equipment (PPE)

- Modifying an employee's work duties
- Changing work environment within the school
- Providing a way so the employee may avoid public transportation
- Unpaid leave

PAVE COMMUNICATION OF SAFETY PROTOCOLS:

It is critical that PAVE communicates all information about our safety protocols and policies to families and staff in a consistent, comprehensive manner to ensure that all members of the PAVE community are on the same page when it comes to safely reopen and maintaining the health of our school community.

Communication to Families/Legal Guardians: we will share information on PAVE's new protocols and safety measures in the following ways:

- Video and/or Powerpoint deck posted on our website in English and Spanish.
- Townhall
- Letter emailed to families prior to the first day of school in English and Spanish.
- Posters were placed outside of our school building during the first two weeks of school.

Communication to Staff: we will share information on PAVE's new protocols and safety measures in the following ways:

- The Operations Team will host a Scholar Health and Safety training which will include new COVID-19 related health and safety protocols to all staff members during teacher institute.
- Materials will be shared via email

Local community communication:

- Letters to families will also be shared with our community partners listserv.