

RESPONSE 2: New York Forward Reopening Plan

*Submitted through DOH portal

OVERVIEW

Below you will find PAVE Academy Charter School’s protocols and procedures for restarting in-school operations. These protocols and procedures are grouped into 4 sections: 1) Reopening of In-Person Instruction; 2) Monitoring; 3) Containment; and 4) Closure.

REOPENING OF IN-PERSON INSTRUCTION

Capacity: PAVE’s plan considers timing and quantity of students and staff allowed to return in person based on the ability to maintain appropriate social distance, acquire proper PPE and the access to safe transportation.

PAVE will use the building capacity metrics as outlined below to determine the maximum capacity of each room in the school building. School days will be staggered for students to ensure that proper social distancing can be maintained within the school building at all times.

The chart below suggests the number of students permitted in each classroom at PAVE. These numbers are based on social distancing policies and square footage of the respective space.

ROOM #	SQ FT	CAPACITY
116	890	13
118	890	13
202	570	11
204	570	11
206	570	11
208	570	11
210	570	11
212	660	11
221	540	10
223	540	10
301	580	11

303	443	8
307	754	9
302	560	11
304	560	11
306	560	11
308	560	11
310	560	11
312	638	10
321	532	10
323	532	10
305	348	5

Sourcing PPE: Since March 2020, PAVE has worked to procure a stockpile of PPE, including face masks, face shields, hand sanitizer, antibacterial soap, and cleaning agents that kill COVID-19. We are using the table below to estimate the amount of each item we need to safely and effectively run our school. The value assumptions made in our calculations were pulled from a memo sent by The State Education Department and the New York State Office of General Services.

We have also completed the survey provided by The State Education Department and the New York State Office of General Services on what PPE we would like to purchase utilizing the OGS system’s buying power. This will assist PAVE in obtaining supplies that are not easy to find and at a competitive price.

Usage Assumptions

Group	Quantity
Students	500
Teachers and Other Staff	80
School Nurses & health providers	2

Disposable Masks					
Group	Quantity per 100 in group	12-week Supply at 100% Attendance	12-week Supply at 50% Attendance	12-week Supply at 25% Attendance	Assumptions
Students	100 masks per week	6,000	3,000	1,500	1 disposable mask per week per student (to supplement the cloth masks provided)
Teachers and Other Staff	200	1,920	960	480	2 disposable masks per week per teacher (to supplement the cloth masks provided)
School Nurses & health providers	20	240	120	60	10 disposable masks per week per school nurse.

Item	1-week Supply for 1 Staff	1-week Supply	12-week Supply	Assumptions
Disposable Gloves	10	800	9,600	10 pairs disposable nitrile gloves per week, per staff.
Face Shields	2	164	N/A	2 reusable face shields per staff total. (distributed Aug/Jan)
N-95 Ventilating Masks	5		120	Note: N-95 masks are recommended only if staff will be in contact with a suspected COVID-19 positive case and/or performing aerosol-generating procedures. We will only be keeping 3 weeks on hand based on school nurse & health providers

Based on these assumptions PAVE currently has two months worth of PPE in its stockpile.

Access to Safe Transportation: PAVE will follow DOH protocol regarding safe transportation.

Social Distancing: PAVE will follow DOH guidelines with respect to social distancing. Below are PAVE’s protocols and procedures that ensure appropriate social distancing when on school grounds and in our facility.

PAVE will ensure that appropriate social distancing is maintained between individuals while on school grounds. Specifically, this means six feet of space in all directions between individuals. Any time or place that individuals cannot maintain appropriate social distancing, individuals must wear acceptable face coverings.

PPE & Face Coverings: PAVE’s PPE protocols and procedures for staff, students, and other individuals are outlined below. PAVE will ensure appropriate PPE is used to protect against the transmission of COVID-19 on school grounds and in school facilities. PAVE will require face coverings at all times, including during classroom instruction. In addition to wearing a face covering, staff members will also have the option to wear face shields. However, during meals and limited instructional time face coverings may be removed with appropriate social distancing.

- PAVE staff:
 - Will be required to wear face masks while in the building and face shields will be available to all staff; and will be provided with an appropriate number of face masks

and shields, as well as hand sanitizer, antibacterial soap, gloves, and other PPE deemed necessary by the school.

- PAVE students:
 - Will be required to wear face masks while in the building. Students will be provided with one cloth face mask with our logo at the beginning of the school year and parents will be responsible for ensuring that their student arrives at school with a face mask - if a student arrives at school without a face mask, a single use face mask will be provided to that student. Extra face masks will be available at arrival for those students in need, to ensure no loss of instructional time.
 - In order to have the face mask requirement waived, families must provide a doctor's note explaining the student's inability to tolerate a face mask. If a student is unable to wear a face mask, the student will be provided with a face shield as an alternative. If a student is unable to medically tolerate a face mask or shield, the parent will be required to switch to our remote learning program.

Face covering breaks are going to 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.

- 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 handsantizing 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.

Operational Activity: Ongoing school operations have been adapted to meet safety requirements while considering PAVE’s physical space and staffing limitations. PAVE’s plan to address shared space, alternate schedules, special events, field trips and visitors are below.

Building Space: Based on current conservative estimates of families who will choose our Hybrid model (65%) and cohort/group sizes taking social distance policies into consideration, PAVE will not need to convert any current non-instructional space to instructional rooms. In order to prioritize homeroom instruction space, special classrooms (art, science, performing arts rooms) will be reassigned to homeroom classrooms. If more than 85% of families choose the hybrid model, the gymnasium and cafeteria will be converted into homeroom spaces.

The creation of grade Level Cohorts/Groups will be guided by family preference (hybrid vs. remote) and the number of persons allowed in each classroom. Each grade level will be broken into pods of anywhere from 6-13 students depending on room capacity. Students will stay with the same pod, in the same classroom and will not mix with other pods. The schedule below was created based on current enrollment numbers and a family survey given in mid-July. Less than 60% of families have requested in-person instruction (our hybrid model). PAVE has modeled out several different schedules including versions that enable 85% of enrolled students attending in person. Below you will see a sample K-8 pod schedule with an assumption of 60% of enrolled families attending in person.

SAMPLE POD WEEKLY SCHEDULE

*The number of pods per grade are based on Grade Level Enrollment, Families Survey Results and Classroom Capacity - this is for modeling purposes and will be updated over time as PAVE receives more information.

Mon	Tues	Wed	Thurs	Fri
K-POD 1,2	K-POD 1,2,3	All students and staff are fully remote one day a week for additional sanitizing and staff PD/	K-POD 1,2,3	K-POD 3
1-POD 1,2, 3, 4	1-POD 1,2, 4		1-POD 1,3,4	1-POD 2,3
2-POD 1,2,4,5	2-POD 1,3,4,5		2-POD 2,3,4	2-POD 1,2,3,5
3-POD 1,2	3-POD 1,2		3-POD 3,4	3-POD 3,4

4-POD 1, 2	4-POD 1, 2	meetings in the afternoons	4-POD 3,4	4-POD 3,4
5--POD 1,2	5-POD 1,2,3		5-POD 1,3	5-POD 2,3
6-POD 1	6-POD 1		6-POD 2,3	6-POD 2,3
7-POD 1	7-POD 1		7-POD 2,3	7-POD 2,3
8-POD 1,2	8-POD 1,2		8-POD 3	8-POD 3

Student/Teacher Groupings

- The plan aims to keep student and staff groupings as static as possible by having the same group of students stay with the same staff member (all day for young children, and as much as possible for older children).
- Teachers will primarily work in-person, unless granted a reasonable accommodation to work remotely or in some other capacity.
- Elementary School homeroom teachers will be assigned one or two groups of students to teach while in the school building.
- Middle School teachers will be assigned one group of students which they will teach for the entire school day. Due to capacity constraints with our Middle School staffing model, we will utilize technology to allow for synchronous learning from content leads across classrooms.
- Specials Teachers (Art, Science, Physical Education, Performing Arts) and support staff (ADOS, Deans and Leadership) may teach or interact with more than two groups of students. Due to staffing constraints, Specials Teachers who are working in person may support with arrival, dismissal, and function as substitutes on days when homeroom teachers are unavailable or absent.

Movement between student groups will be restricted

- Student groups will remain in their classroom for all instructional blocks and lunch.
- Students will not transition from class to class.
- Due to staffing constraints, there are limited cases in which teachers will teach multiple pods.
- Students will stay within their groups during all parts of the school day, including recess.

Parents, nonessential visitors, volunteers, and activities involving other groups at the same time will be restricted.

- Parents and visitors will not be allowed into the school building.
 - All parent meetings will have to 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.
 - Parent-Teacher Conferences - to be held via phone or virtually.
 - Impromptu meetings - parents may speak to leadership via the intercom but phone calls and scheduled meetings will be 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 not be allowed.

Building Use and Shared Space

- Classrooms
 - Each child's school materials will be separated from others' and kept in individually labeled containers, cubbies, or areas.
 - Students will not share instructional materials.
 - Students will have individual kits that will contain all of the materials they need.
 - Students will have in-school and at-home kits
 - 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 six feet apart.
 - Students should be facing the same direction when possible.
 - Teachers are required to create markers (floor, ceiling, desks) that physically indicate distance of six feet, in accordance with their classroom setup. Spacing will be verified by the Operations Team to ensure distance of six feet.
 - There will be an 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.
- Gymnasium/ Auditorium
 - Middle school students will use the gym for recess.
 - Two middle school pods will be allowed to be in this space at one time.
- Front and back recess yard
 - Only one group/pod will be allowed in these spaces at one time.
 - Students and staff members will still be required to wear face masks in these spaces.
 - All staff members and students must wash their hands (following hand washing hygiene guidelines) after using these spaces.
 - Individualized play materials will be provided to each pod (ex. hula hoops, single jump ropes, socially distanced hopscotch) to incentivize individualized play by students.
 - The outdoor play structure will be divided into two sections. Only one student will be allowed to play in a section at one time.
 - Use of these spaces will be staggered to allow for sanitization after every use.
- Cafeteria
 - Lunch will not be provided in the cafeteria, it will be served in classrooms.
 - If food is offered at any event, we will have pre-packaged boxes or bags for each attendee, instead of a buffet or family-style, to avoid sharing of foods and utensils.
 - See [meal procedures](#) for more information.
- PAVE will stagger arrival and drop-off times or locations. See arrival and dismissal procedures for more information

Field Trips

All field trips and school events will either be canceled until further notice or held in spaces in accordance with social distancing guidelines.

- All external or in-door field trips will be canceled until January 2021. The Leadership will revisit this decision in December 2020. They will take the following factors into consideration (guidance from the DOH, NYC & Red Hook infection rates, the prevalence of a vaccine, and school/staff/ community vaccination rates)
- Online Field trips will be an option for classrooms. Online field trips will be coordinated by our culture and special teams.

Signage

- Each room will have signage outside of the door outlining the number of persons allowed to be in that room in accordance with social distancing guidelines (50 sq. ft. per person).
- The school will only hold events in those spaces in accordance with social distance guidelines.

Restart Operations: In keeping with our priority of Health and Safety, PAVE has maintained uninterrupted employment of the Facilities Site Supervisor. This has enabled us to ensure the facility is adequately prepared to reopen safely. Over the past 3 months our 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.
- Started to explore the facility modifications like using gymnasium and cafeteria as classroom space to support social distancing protocols.
- Begun negotiations with our cleaning company to add 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.

Additionally, PAVE intends to implement the following actions to prepare our facilities:

- Installation of additional wall hand sanitizer stands in all offices and high traffic areas.
- Explore the financial feasibility of increasing the frequency of our Merv 14 filter from annually to bi-annually.
- Terminally clean our entire building 24 hours prior to the first day staff return to the building for Teacher Institute.
- Terminally clean our entire building 24 hours prior to the first day of school.
- Change cleaning products to ensure they are effective in eliminating the COVID-19 virus from surfaces. We are currently exploring the use of Hypochlorous Acid as the main solution being used by our cleaning company to disinfect. Hypochlorous acid (HOCl or HClO) is a weak acid that forms when chlorine dissolves in water. It is listed by the [United States Environmental Protection Agency as a disinfectant for use against SARS-CoV-2 \(COVID-19\)](#). It has also been proven safe for the use around children and only has a mild odor.
- Negotiate competitive pricing for the Hypochlorous acid from our cleaning company. Said company now has the ability to produce this product.
- Rehire a part-time cleaning day porter to accommodate the increase of daily cleaning protocols.

PAVE Academy is a single-site school in 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 for 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 recommendation</p>	<p>Page 1 of New York State’s reopening guidelines for malls states: <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 (summer time) 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>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>On page 3 of NYC DOH Pre-K to 12 in person instruction guidelines it states: <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>Our building currently has wall mounted hand sanitizer dispensers in all classrooms. PAVE uses hand sanitizer that contains greater than 60% ethanol or greater than 70% isopropanol.</p>	<p>On page 15 of NYC DOH 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>

Hygiene, Cleaning & Disinfection: PAVE has planned to enhance its health and hygiene procedures. All of the following procedures will be enforced.

Daily Practices:

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 once every three hours.
 - 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 or computer keyboards.
- Teachers use age-appropriate media (songs, videos, experiential activities) to:
 - Review proper hand washing techniques (ex. Cleaning under fingernails, washing hands for 20 seconds, fully dry hands before moving on to next activity)
 - Reinforce washing hands after coughs, sneezes, or blowing nose on a daily basis. This process will be enforced by the respective instructional leadership teams and reported completed to the Operations Team on a monthly 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 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 hand washing to students, staff, and visitors. Locations must include - in 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 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.
- Reinforce use of cloth face coverings among all staff, students, and visitors.
 - Information will be provided to all staff on proper use, removal, and washing of cloth face coverings.
 - As a part of Leader and Teacher institute all staff members will receive Health and Safety training. This training will include these [guidelines](#).
 - Face covering checks are added to arrival procedures for all staff, students, and mandatory visitors.
 - If a person refuses to wear a face covering before entering the school building they will be denied entry.
 - If a person refuses to keep on a face covering while on the school premises, they will be escorted out of the building.

- Signage will reinforce the use of face coverings.

Educating PAVE Community on Health & Hygiene: PAVE will provide additional informational training for staff and families to ensure that there is an awareness and understanding of signs and symptoms of COVID-19.

- During PAVE’s summer institute, teachers will receive a virtual training:
 - We are exploring creating our training for this in-house or purchasing online training materials from [Education Admin Advisor](#). Education Admin Advisor has developed a specific COVID-19 training package for K-12 schools.
- A version of the training above will be provided to families during back to school night.
 - Training will include what parents need to do now to familiarize themselves and their children to the new social distance and PPE requirements of school as well as what parents should do before school and afterschool to support COVID-19 containment.
- A version of the training will also be available on our school website.

Supplies needed for health and hygiene: PAVE will have adequate supplies to support healthy hygiene behaviors.

- PAVE will keep face-coverings in-stock to provide to its employees and essential visitors who do not have face coverings.
- 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.

Staff Level Cleaning

- All staff members will be trained during teacher institute on proper cleaning and disinfections 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 snack.
 - Cleaning of any student shared materials (eg. Smartboard pens, etc.) after each use.
 - Clean surfaces after a group has 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 desk and common work space 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 in development
 - 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 in development
 - These rooms will be cleaned and disinfected three times a day (estimated times: 10AM, 1PM, afterschool)
 - 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.

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

- All assemblies within the school building will be canceled. This decision will be revisited once a vaccine is available or in January 2021, whichever happens first.
- Afterschool sports will be canceled. This decision will be revisited once a vaccine is available or in January 2021, whichever happens first.
- There will be no parent 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 video on our school's website

Before and After Care:

We will not offer before and after care.

Vulnerable Populations:

The following vulnerable populations have been identified within PAVE's school community:

- Housing Insecure
- Food Insecure
- Students with IEPs
- Students with disabilities

- Students for whom English is not a first language
- Students and staff with pre-existing conditions
 - This group is based on the [CDC Guidelines](#) regarding health conditions most impacted by COVID-19.

PAVE will work with counsel to determine the best approach to support these communities while following guidance from the NYS Department of Health, the CDC and any other relevant agencies.

Staff Accommodation Procedure

- In order to ensure PAVE HR engages with all staff members that may require a reasonable accommodation, PAVE HR will send out a letter to all staff letting them know that if they fall into the list on the CDC website, they may qualify for an accommodation and to contact PAVE HR as soon as possible.
- 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 when considering returning to work during the pandemic.
- All PAVE staff members seeking accommodation will need to complete, and have their medical provider complete, the Reasonable Accommodation Form and Medical Certification Form. 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.
- All accommodation requests will be reviewed on an individual basis. Staff members with certain underlying medical conditions that **are at increased risk** of severe illness from COVID-19, which are listed in the first portion of the CDC list [here](#), will be able to work remotely, assuming all paperwork is provided.
- Those in the **might be at increased risk** category (second portion of the list), will receive reasonable accommodation, which may or may not include working remotely 100% of the time. Again, assuming all paperwork is provided.
- If an employee has additional health concerns regarding return to work that are not reflected on the CDC list, PAVE HR will engage in a conversation with the employee to cooperatively determine a reasonable accommodation. 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
 - Allowing working remotely
 - Unpaid leave
- PAVE leadership has determined the staffing needed for a minimally viable program and will work within that threshold to provide accommodations for staff members. This includes staff members who reside with someone that has evidence of underlying medical conditions that put them at increased risk of severe illness from COVID-19 or that might put them at increased risk of

severe illness from COVID-19 listed on the CDC website [here](#). In this case, the staff member will be required to provide documentation confirming the person's condition.

Transportation: PAVE relies on the Department of Education's Office of Pupil Transportation (OPT) for all 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-5. 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. Due to the uncertainty around whether OPT will be able to secure contracts with bus vendors, and uncertainty around what bus service will look like to assure student health and safety, our transportation plan remains fluid. Tentative plans are as follows.

- **Confirmed:** Scholars will be assigned MetroCards per OPT eligibility.
- **Confirmed:** There is enough uncertainty around OPT's ability to provide transportation to any schools this Fall that we will communicate to families that GenEd and SpEd bus service may not be available this Fall and they 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.
- **Tentative:** In prior years, between 25-30% of our students have relied on yellow bus service. For this reason, if the DOE is able to secure bus contracts, we intend to work with OPT to provide yellow bus service for both GenEd and SpEd students and to adhere to DOE/DOH guidelines regarding social distancing practices on buses.
- **Tentative:** In the absence of yellow bus service being in place, we will work to provide support in the form of adult MetroCards for families who must travel to-and-from school via public transit in order to bring their student to school.

PAVE will rely on NYCDOE's Office of 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 DOH rules.

Food Services: This year, PAVE will continue its vendor relationship with Butter Beans, Inc (private vendor) under our SFA agreement. Butter Beans, Inc has been serving school meals for other charter schools and public schools since April 2020. They have 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 established procedures and policy
- Commissary: controlled, sanitized, safe environment

- From receipt of raw good to packing of finished product, to transportation and delivery of finished products
- Sanitization:
 - Employees:
 - Clothes (changed before entering kitchen)
 - Handwashing
 - Use of PPE
 - Social distancing
 - Vendor receipt of goods
 - Scheduled access (during non production 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 of commissary employees including use of PPE, etc.
 - 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 ability to provide safe meals for our students and staff. All meals will be served in classrooms for health reasons. An overview of the logistics for in-class breakfast, lunch, and snack can be found here: [Meal/Lunch Procedures](#)

Remote Learning Meal Service: We are exploring the following options with our food service vendor, Butter Beans, Inc., to ensure that we are also able to offer breakfast, lunch, and snack to our remote learning students. The plans below are quickly scalable in the event of a shut down during the 2020-2021 school year.

- Creating a food service time-window in which families can pick up lunch, snack, and breakfast for the next day in a bundle daily from the school.

- With understanding that many of our families do not live within walking distance of our school, we would set-up a food distribution drop-off schedule. For example, our vendor will use our school bus stop route to create a distribution route and schedule. In this scenario our vendor will take 50 lunches, snacks, and breakfasts for the next day in a daily bundle to 5th Avenue and 49th Street. They will stay there for 10 minutes and distribute the bundles to our families. After the 10 minutes they would go on to the next stop on the schedule. The schedule would be communicated to families well in advance of the first day of school. Our vendor, Butter Beans, Inc, has successfully done this for other schools this past spring and they are confident they could replicate this for PAVE. We are aware that the rules around school food service may be in flux and will adjust our plan accordingly.

PAVE is committed to offering breakfast, lunch, and snack to all students (both remote or in-person) at no cost to families. We will continue working to ensure PAVE students have access to meals regardless of if we are operating in person or remote.

Mental Health, Behavioral, and Emotional Support Services & Programs: One of the cornerstones of PAVE’s culture is the close-knit, vibrant, and supportive community we have built over the years, predicated on always putting the needs of our students first and on supporting the whole child. It is of utmost importance that we ensure the social emotional wellbeing of students, families, and staff - and that we allow for the mental, social, and emotional space that will in turn allow for academic learning to occur. Under the leadership of our two full-time school social workers, and in collaboration with school leaders, PAVE has developed a robust plan with supports in place for all levels of our community - students, families, and staff members.

PAVE’s plan to address the social-emotional needs stemming from both the public health and economic crises was designed based on the acronym “PREPARE” - which stands for Prevent, Reaffirm, Evaluate, Provide and Respond, and Examine. Each section focuses on specific areas to support our school community, and involves the participation and support of all members:

- “Prepare” focuses on communications, including visual aids, with an overarching emphasis on cultural responsiveness;
 - “Reaffirm” focuses on the physical safety (explaining the why) and emotional safety (support regulation);
 - “Evaluate” focuses on identifying and understanding stress reactions, with special considerations for higher risk populations within our community;
 - “Provide and Respond” focuses on promoting social support and school involvement, psychological education, and psychological intervention;
 - “Examine” focuses on documentation and assessment data
- **Prepare:** Students cannot learn and teachers cannot teach unless they feel safe. In order for students, families, and staff to feel as safe as possible in the school building, students will receive safety lessons on tips on how to stay safe during the school day, including handwashing, social distancing, eating lunch, interacting with peers, etc. Families will receive letters and videos on how

PAVE is teaching safety prevention measures to students, as well as virtual family workshops on psycho-education around topics such as limiting pandemic-related media exposure, and on helping kids stay safe in the larger community. There will also be regular updates in the family newsletter around how we are keeping everyone safe in the building. Staff will receive extensive professional development on ways to keep themselves safe, what the school is doing to keep everyone safe, signs of disease symptoms, and how to talk to students about prevention.

- **Reaffirm:** The new normal will be an adjustment for everyone. Students will need practice and guidance and a place to express their feelings about the new routines - and will have the opportunity to do so during morning meetings/advisory discussions with their teachers. Families will receive updated resources and information on local testing sites, health insurance updates, and referrals, and PAVE will prioritize open and direct lines of communication with families, building on the cultural strengths of our families and the Red Hook community. Teachers will receive abundant professional development and support on: prioritizing relationships with students and families; validating students' feelings and building in time for regulation exercise through teaching SEL skills, reframing behavior, and building in space for student questions; acknowledging that the pandemic has affected vulnerable populations disproportionately to more privileged populations, exacerbating existing conditions of inequity; and continued anti-racist work to promote emotional safety in classrooms.
- **Evaluate:** This has been and continues to be an incredibly stressful time for all members of the PAVE community. To assess and understand stress reactions and how PAVE can support students and families in identifying those who may be particularly struggling, students will receive school-wide surveys, as well as in-class visual check in monitors in the form of feelings charts. Families will also be receiving regular surveys to assess their needs and what they would like and expect from the school. All families will also receive screening to assess their children's stress levels, and PAVE will also be providing families with psychoeducation around where/how to ask for help if needed, how to identify child stress reactions, and what families can do to support their child. Teachers will be receiving training on identifying potential stress and/or trauma-related behavior and how to respond appropriately and loop the social worker in.
 - Special consideration will be placed on evaluating higher risk populations, including: ongoing monitoring and regular contact with caseworkers for students who have ACS cases; students with IEPs; students who are English Language Learners; students who were at risk of being retained; and students who are presenting stress reactions on screenings or by teachers/staff/families. Additionally, PAVE will provide ongoing support and outreach for families who are in temporary housing, who are undocumented, who are less economically advantaged, who are multilingual, and early outreach for families who were dis-engaged during remote learning this past year.
- **Provide and Respond:** This school year will look and feel different than any other that has come before. After months of social distancing, isolation, and disruption to the routines of physically interacting with their peers, it is important that students and families have the space to meet their

social needs and reaffirm their sense of community. PAVE will promote social support and school involvement, as well as psychological education and psychological intervention for all students.

- *Social Support and School Involvement:* Students will have increased peer support and socialization through Zoom playdates and online platforms, dedicated time during morning meetings or advisory for discussion around issues prevalent in students' lives and on the current geo-socio political climate; and have "free times" for students to socialize and connect during Friday Activity. We are planning on having one class parent as an additional layer of support for families and teachers. Families will be able to become class parents and interact with their class parents as additional resources; they will have opportunities to participate in a buddy parent program to support each other, and will also be able to participate in get-to-know-you parent meetings in the beginning of the year. They will also receive clear information on how to navigate online platforms. Teachers will receive professional development on how to facilitate group socialization time during Friday Activity and play dates. Additionally, teachers will support students through talking about current events in morning meetings, and in how to teach students to engage over remote platforms.
- *Psychological Education:* Students will receive ongoing social emotional learning lessons during morning meeting and advisory time to continue to teach them how to identify and express feelings and to learn new coping strategies. Families will be able to participate in informal ongoing parent cafes with a focus on psycho-education topics, and will receive video updates from the principals as well as resources from our social workers via Class Dojo regarding up to date literature about COVID and suggestions on childrens' literature that focuses on the pandemic and anti-racist education. Teachers will set the time and space early on for collective community grieving and acknowledgement, and allow students to experience feelings of loss and interruption together.
- *Psychological Intervention:* PAVE's social work team will be providing counseling to students as needed, as well as mental health referrals. Families can also receive referrals for individual counseling and family counseling as needed, as well as referrals to free support services and preventative services. Additionally, PAVE will form a Family Relief Fund that can be accessed by families in need (pre-determined by assessments). Teachers and staff will also be able to receive mental health referrals.
- **Examine:** To ensure that no student or family is overlooked and unsupported, we will be documenting all outreach attempts, and evaluating lists of students who are struggling with attendance and engagement to identify further support and outreach. Students will be documented through attendance, engagement, and student surveys. Families will have the opportunity to provide feedback and request additional supports via family surveys. Teachers will continue to provide ongoing academic assessments for all scholars to examine their academic

capabilities. The social workers and culture team will then be able to follow up to put additional supports in place for any student and family who may be struggling in any of these areas.

Communication: It is extremely important that PAVE consistently communicates all information about our new 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 reopening and maintaining the health of our school community.

Communication to Parents/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.
- Powerpoint deck during Back to School Night
- Letter emailed to families prior to the first day of school in English and Spanish.
- Posters 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:

- Online training prior to staff members being required to come back into the building.
- 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.
- Teachers will be required to pass a protocols and safety quiz monthly. If they fail they will attend the scholar and safety training again.

Local community communication:

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

MONITORING

Overview: PAVE's leadership has spent considerable time and energy researching and designing systems, protocols, and safeguards that will keep our community healthy and safe. We will spend time discussing and practicing these systems with all relevant school-based personnel so that we are aligned in our understanding, and can proactively track health conditions at PAVE. This section outlines in detail the procedures we plan to implement at key times of the day (student and staff arrival and dismissal) where there is an increased likelihood for student congestion and transmission of the virus.

Screening: We will engage in regular monitoring and screening of all individuals who enter the building. This includes scholars and staff as well as contractors, vendors, and visitors where applicable. PAVE's goal is to appropriately isolate those individuals who might be infected and break the chain of transmission.

Screening will consist of two parts: 1) the screening questionnaire and 2) the temperature check. The screening questionnaire will be conducted daily for staff and faculty and at its most frequent yet reasonable frequency for students. This may mean periodic questionnaires for students, especially those

that require an adult to answer.

NYS requires documentation that health screenings have occurred, as such PAVE will document or capture the answer to each questionnaire. The only information that will be saved is the individual name, date of screening, "Cleared," "Not Cleared," or "Incomplete." Specific medical information, like individual temperatures, will not be stored. PAVE will implement screenings safely, respectfully, as well as in accordance with any applicable privacy laws or regulations. Screenings will be held prior to arrival when possible, at the point of arrival if not done before arrival, and when possible, outside of the building.

Screening of All Individuals on Campus - Staff, Scholars, Support Workers

Questionnaires are a part of the entry into the building and the staff and student arrival process there will be screening of all individuals who enter the building. We have developed our own questionnaire that includes these questions:

1. Have you experienced any of the following COVID-19 symptoms in the last fourteen (14) days?
2. Have you received a diagnostic test for COVID-19 in the last fourteen (14) days and what were the results?
3. Have you knowingly been in close approximate contact in the last fourteen (14) days with anyone who has tested positive for COVID-19?
4. Have you returned from travel to a state under New York State travel restrictions?

We understand that the DOH is creating a questionnaire for schools that we will opt to use or combine with the questions above.

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.

Below are sample logistics for Staff and Student Arrival:

Staff Arrival
Time Required: TBD
What we don't know:
<ul style="list-style-type: none"> ● Exactly how many staff members will actually "arrive" each morning. ● Staff members will arrive between TBD and TBD at the East Entrance of the school building. ● The entrance will be set up with masks, gloves, thermometers and hand sanitizer.

- Clear social distancing markings will be placed indoors and outdoors to signify where staff members should stand while waiting to be let in to the building.
- Staff will not be able to access the building before the arrival window.
- Staff members are not allowed to bring any additional people with them into the building (eg. children, family members)

Staff Entry Steps:

1. **Staff Prescreen:** PAVE will require staff members entering the building on a given school day to complete a pre screen at home, which will include a questionnaire similar to the questionnaire [here](#) and a temperature check. PAVE is researching an app or third party provider to conduct the prescreen questionnaire. Staff members will only be allowed in the building each morning if they have completed this prescreen successfully - once they complete the prescreen, the information will be sent to PAVE HR and school leadership. Staff attendance will be tracked within the app or with the third party provider. This allows PAVE HR to keep a record of who is in the building each school day. Specific medical information, like staff temperatures, will not be stored, but rather a record of the staff members and if they are cleared to or not cleared to enter the building on a given date.
2. **Staff Entry:** PAVE's leadership team together with PAVE HR will ensure each staff member who enters has passed their prescreen that morning.
3. **PPE Upon Arrival:** When staff members enter the school, there will be a table for them with masks and hand sanitizer. Each staff member will be expected to sanitize as soon as they walk through the doors of the building.

Student Arrival

Time Required: TBD

What we don't know:

- Bussing requirements and availability
- How bus hours impact start/end times
- How many students will actually "arrive" in the morning
- Decisions from families on drop-off

- The student arrival window will be extended. Students will arrive on a staggered schedule based on grade level.
- Students will enter at their assigned entrance: either East, West or Center.
- Each entrance will be set up with masks, gloves, thermometers and hand sanitizer.
- Clear social distancing markings will be placed indoors and outdoors to signify where students should stand while waiting to be let into the building.
- Students will not be able to access the building before arrival to wait in the lobby, gym, or other common areas.
- Parents will not be allowed in the building on regular school days but will have options for a summer visit and virtual visits during the early part of the school year.
- An operations team member will be available outdoors to field concerns from families.

Summary of Plan:

1. **Staff members at entry points:** One staff member will be assigned at each entry point to manage screening of students. Additional staff will be assigned key areas in the building to help manage traffic.
 - a. The Elementary School Principal will be at Center Entrance, welcoming grades assigned to that entrance.
 - b. The Middle School Principal will be West Entrance, welcoming grades assigned to that entrance.
 - c. Rotating leadership team members will be at East Entrance, welcoming bussed students.
2. **Safety Packages/Tables:** Staff members assigned to each entrance will be responsible to bring baskets with masks, gloves, thermometers and hand sanitizer to the entrance each morning.
3. **Temperature Check:** Before each student enters the building, their temperature will be checked by the staff member assigned to that entrance. If a student has a fever (temperature above 100 degrees), they will not be allowed into the building. Next steps including family communication will vary based on whether the student arrived alone or with an adult and the student's dismissal category (e.g., if the student is a walker, the student will walk back home).
4. **Transportation Drop-Off:** PAVE will assign "drop off" locations for cars and busses to allow for efficient drop off.
5. **No Touch Warm Greeting:** PAVE will assign appropriate no touch, efficient greetings for entry into the building, seeing teammates and adults in hallways and upon entering the classroom.
6. **Safety Check:** PAVE staff will stop students in the hallways to take any necessary health/safety precautions. Mask, temp check, hand sanitizer, excessive personal items put away (empty hands).
7. **Social Distancing Traffic Management:**
 - a. Staff manages traffic flow to ensure social distancing between arriving students.
 - b. Students go directly into classrooms to assigned seats to begin morning routines.
 - c. Typical door and closet routines are held at desks or separate location tables in the classroom. Ex: Place homework/binder, Ops paperwork, breakfasts placed on desks, put backpack and jacket on back of chair or in self-contained extra large ziplock bag.
8. **Ops team/main office** is either in the same location or managed in separate locations during arrival/dismissal times.

Health Testing Responsibility:

PAVE will consult with their assigned DOH nurse to determine which staff and students should be referred for COVID-19 tests. COVID-19 testing is available across New York City and unless determined otherwise by DOH, students and staff will continue to use their own doctors or clinics/hospitals of their choice.

If PAVE students and staff need access to large-scale testing, the school will follow directions from the NYC DOH regarding where testing should happen and communication to the school community.

Early Warning Signs:

PAVE leadership will track the infection rates of the following zip codes on a daily basis using [NYC department of Health public data](#).

- 11231- residence of 57% of students
- 11215- residence of 12% of staff
- 11220- residence of 11% of students
- 11232- residence of 6% of students

PAVE will also follow reports and studies regarding Pediatric Multi-system Inflammatory Syndrome.

PAVE may use the above data to make decisions around academic model changes. PAVE will follow all metrics as set by DOH if cases in NYC are increasing beyond an appropriate level and modify in-person instruction as necessary.

CONTAINMENT

Overview: While the rate of COVID-19 transmission continues to drop in New York City, it is a potentially lethal virus that New Yorker’s will continue to live with. As a leadership team we have developed specific, explicit courses of action for a host of scenarios where, if properly managed, the likelihood of transmission can be significantly mitigated. 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 teacher 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.

School Health Offices- Isolation & Collection, Symptoms Upon Arrival or During the Day

- 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 parents called to come 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 experiencing such symptoms are required to remain at home for a minimum of 10 days since their symptoms first appeared. Employees may return to work after this 10 day period, assuming 3 consecutive days of no symptoms and no fever for a minimum of 24 hours.
 - Employees may come back to work earlier if they receive a negative COVID test and have had no fever for 24 hours.

PAVE will follow DOH guidelines with respect to moving in-person classroom pods to remote learning.

Isolation PAVE will establish 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 re-unification 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.

Infected Individuals (Staff, Faculty, or Students)

Students or staff that test positive for COVID-19 will be required to stay out of school for 14 days or until symptoms end per the guidance of the DOH.

- Employees who test positive or are presumed to have COVID-19 are required to isolate and remain at home for a minimum of 14 days since their symptoms first appeared. Employees may return to work after this 14 day period, assuming 3 consecutive days of no symptoms and no fever for a minimum of 24 hours and either testing negative for COVID-19 or providing medical certification clearing the employee to return to work.
- Once a staff member or student has a positive COVID-19 test their respective pods will quarantine for 14 days. The students will join the remote learning section of their respective grade.

Exposed Individuals (Staff, Faculty, or Students)

Students or staff that have been exposed to COVID-19 will be required to stay out of school for 14 days. Schools will consult with DOH or NYC Trace to determine who is an "exposed" individual and must stay out of school. An individual who has been exposed is someone who has had close contact (< 6 feet)** for ≥10 minutes, with someone who has tested positive for COVID-19.

- 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.

Hygiene, Cleaning, and Disinfection:

PAVE will adhere to the hygiene, cleaning, and disinfection guidance set forth by DOH and CDC. Please see response REOPENING OPERATIONS for detailed information regarding our *strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas.*

Contract Tracing: PAVE will designate the Director of Operations and CEO/Founder as the main points of contact for the New York State Tracing Program. If not available, the Elementary and Middle School Principal will be the main point of contact. PAVE will work with the local health department and provide requested information to support the work of the New York State Contact Tracing Program.

Communication: In the event that there is a laboratory- confirmed case in our school, PAVE will implement a normed communication protocol that will:

- Communicate cases to the Department of Health to begin an investigation into the risk of exposure to the school community, including appropriate contact tracing measures.
- Inform relevant stakeholders, while taking measures to protect the privacy of scholars and staff members.

- Inform relevant stakeholders of the containment protocols PAVE will be taking to clean and disinfect exposed areas.
- Close the specific pod of students and staff members for 14 days. All students and teachers in the pod will be assumed to be close contacts and will be instructed to self-quarantine for 14 days since their last exposure to the confirmed case. All instruction for that pod will shift to remote learning.

CLOSURE

Overview: There is a very real possibility that at some point during the 2020-21 school year, PAVE Academy will need to cease our Hybrid model and move exclusively to Remote Learning for all students for an indefinite period of time. This section outlines the closure triggers that our Leadership Team has aligned around and how we will communicate closure to families and stakeholders.

Closure Triggers: PAVE Academy is bound by state and city decision-making with regards to how soon we can reopen our schools. As of July 13, 2020, New York State intends to open schools by region. Specifically:

- The Governor will open schools if NYC is in Phase IV and the daily infection rate remains below 5% or lower using a 14-day average since unPAUSE was lifted.
- The State will decide if the region has met these criteria the week of August 1-7.
- Schools will close if the regional infection rate is greater than 9% using a 7-day average after the August 1st determination has been made.

PAVE Academy will initiate a short-term elimination of our Hybrid Learning Model (in-person learning) under the following conditions.

- New York City and/or Red Hook infection rates rise above the threshold established NYC DOE.
- When instructed by the NYC Department of Health.
- When instructed by the Governor

When Hybrid Learning is eliminated, all students will learn remotely 5 days/week.

Operational Activity

Quarantining Classrooms/Closing School

PAVE will follow NYC DOE procedure for closure. Like the NYC DOE, PAVE will follow guidance from the DOH. Decisions to quarantine classrooms or close PAVE will depend on the facts of each DOH investigation into presumed positive or confirmed positive COVID-19 cases.

PAVE Protocol - Symptomatic Student

PAVE will follow DOH and NYC DOE guidance as it relates to the classroom of the symptomatic student.

Confirmed Case Protocol Per NYC DOE

Conclusion of Investigation	During Investigation	Post Investigation
1 confirmed case	Close Classroom, transition to remote learning	Classroom remains closed for 14 days; students and staff in close contact with positive case self-quarantine for 14 days.
At least 2 cases linked together in school, same classroom	Close Classroom, transition to remote learning	Classroom remains closed for 14 days; students and staff in close contact with positive cases self-quarantine for 14 days
At least 2 cases linked together in school, different classrooms	Close school building, transition to remote learning	Classrooms of each case remain closed and quarantined, additional school members are quarantined based on where the exposure was in the school (e.g., the locker room)
At least 2 cases linked together by circumstances outside of school (i.e., acquired infection by different setting and source)	Close school building, transition to remote learning	School opens post investigation, classrooms remain closed for 14 days
At least 2 cases not linked but exposure confirmed for each outside of school setting	Close school building, transition to remote learning	School opens post investigation, classrooms remain closed for 14 days
Link unable to be determined	Close school building, transition to remote learning	Close school for 14 days

Communication: If a reduction in in-person instruction or school closure occurs, PAVE will be in close contact with families, staff, and community partners. We will use our SIS, Powerschool, to communicate with our families. We will use emails and virtual all staff meetings to communicate with our staff. We will also use email to communicate with our community partners.