

COVID-19 Planning and Preparation

Version 3 - updated 3/10/2021

Dear IANY Families,

Planning for our fall opening scenarios is mission-driven and community-values aligned. Our goal is to provide the best overall experience for the whole child while prioritizing the health and safety of all members in the community. To assist in this work and ensure that it is a thorough, detailed process, we formed a Task Force to include collaborative, working subgroups. We have leaned on the work of our colleagues in other independent schools and adapted plans for our community. The framework for our planning include the following specific areas:

- I. Health and Safety**
- II. Continuity of Instruction**
- III. Community**
- IV. Physical Plant**
- V. Back To School**
- VI. Communication and Emergency Response**

There are many unknowns in this crisis. We will meet ambiguity with grace, in a way that can be modeled for our children. We are planning for change. Thus, this document is a living document. It will be adjusted to the most current guidelines and everytime it updates, you will be informed.

This moment calls on all of us to think and act in ways that we have never seen before. I am grateful for a team that is willing to adjust their understanding of teaching and learning under these extraordinary circumstances. My deep appreciation to the faculty and staff at IANY and you, our families, for the joint effort to serve our students. We will get through this together.



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Head of School

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This document has been prepared through a joint collaboration of Administrators, Faculty and Parents. This version was submitted to the Department of Health on July 31, 2020. and revised on February 22, 2021.

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REOPENING PLAN FRAMEWORK

Our Inspiration

It is our intention to open school daily for our students, for as long as we can do this by taking precautions under the current CDC, state and national guidelines. In the event our local community experiences a spike in COVID-19 cases and an interruption of physical operations occurs, we will promptly shift to distance learning. Regardless of our mode of instruction, we will continue to educate the whole child by emphasizing resilience, promote life balance, encourage play and movement, and provide multisensory learning experiences. Most importantly, we will do this together as a community of caring individuals.

Our Commitments

Every aspect of our school, including our physical campus, our academic calendar, daily schedules, programming, and social interactions, will require modification based on guidance from national (CDC), state (NYSED), and local health officials (NYCDOH and NYCDOE).

- 1. We are committed to understanding the needs of each family and faculty member as part of our school community.**
- 2. We are committed to providing a high quality educational experience for our students.**
- 3. We will continue to communicate plans and decisions as they develop.**
- 4. We are committed as a community to self-reporting that students and adults are symptom free every day.**
- 5. We will follow age- appropriate guidelines for Personal Protective Equipment.**
- 6. All staff will disinfect shared surfaces and equipment between uses. We are reducing or, in some cases, eliminating shared materials.**
- 7. We are reimagining classrooms, communication, and community gatherings.**

GUIDING PRINCIPLES

I. Health and Safety of Our Community

The safety of our community is our utmost priority. We are relying on each member of the school community to reopen safely and stay open. We trust and expect that each member of the community will participate in daily health checks seriously, practice preventive measures for COVID-19 including hand hygiene, wearing masks, social distancing and safe behaviors both at home and at school. We must all communicate openly and look out for each other's best interests to ensure the safety of all staff and students.

Employees

Daily Health Checks - We are using Magnus Health Systems which allows for faculty to complete digital check-ins.

- a. **PPE** - We will provide face shields, eye protection, gloves, masks. Masks will be required.
- b. **Training** - Employees will go through COVID-19 safety procedures in August, including a walk through of the building with appropriate protocols.
- c. **Coverage** - In the event of unexpected absences of faculty or staff, existing staff will be prepared to provide coverage as needed.
- d. **Transport** - Reasonable accommodations are being explored to lower the risk for faculty with commute challenges.
- e. **Alternate Fridays Half Day** - For faculty planning and classroom maintenance, some Fridays will have a half-day dismissal. Please see the latest school calendar for dates.
Sick Days Policy - Revised in faculty handbook for COVID-19 related illness.
- f. **Prep Spaces** - Prep spaces have been identified in the building for teachers to plan and collaborate.
- g. **Elevator use** - Reserved for staff use and students in the same Pod

Students

- a. **Daily Health Checks** - We are using HIPPA compliant Magnus Health Systems which streamlines health information and allows parents to complete a daily health survey prior to drop off at school. This is accessed digitally through an app.
- b. **Distancing** - individual student desks maintain distance in the classroom. Early childhood classrooms have 2 children per rectangular desk to maintain physical distance.
- c. **Handwashing/Bathroom routines** - Routines are posted in all restrooms and monitored by an adult in EC classrooms. Hand sanitizer will be used upon reentry to the classroom. Bathroom surfaces disinfected regularly. Only one child at a time.
- d. **Masks** - Masks are required and will be provided by the school for students. Children will change masks upon entering the building in the morning. Families who would prefer their child to wear a different kind of mask or face shield during the day may do so.
- e. **Stable Groups** - Our community has been divided into 4 groups of students. These stable groups will inform our planning, scheduling and space utilization.
- f. **Physical Education**- Will be offered three times a week, and will be conducted with social distancing.
- g. **Mask-free opportunities** - On the roof, Central Park Visits, Neighborhood walks

Parents

- a. **Daily Health Checks** - We are using HIPPA-compliant Magnus Health Systems which streamlines health information and allows parents to complete a daily health survey prior to drop off at school. This can be accessed through your app available from 6:00 am -7:30 am. This is required for your child to enter the school.
- b. **School Masks** - Two school masks will be provided to families and should be stored in a separate ziplock bag to be changed from street mask following temperature check.
- c. **Staggered Arrival and Dismissal** - Arrival times will be announced prior to the first day of school, and will require coordination of stable groups (Pods 1, 2, 3, 4). **Families with multiple children will arrive at the time of the youngest child.** The procedures are as follows:

Staggered Arrival

Staggered Dismissal

Drop off by at designated times maintaining physical distancing. 8:15 am - 8:25am PODS 1 & 2 8:30 - 8:40 am PODS 3 & 4	Arrive at designated times, maintaining physical distancing. 3:15 - 3:25 pm PODS 1 & 2 3:30 - 3:40 pm PODS 3 & 4
No-touch Temperature Check by staff. MASK CHANGE -Two school masks will be provided to families and should be stored in a separate ziplock bag to be changed from street mask following temperature check.	Reception area staff at entry way will radio stable groups to come down, accompanied by their teachers, through the down staircase at designated times.
Students greet the Head of School or other Admin team member.	Stable groups will wait in four corners of the Gym and be released as parents arrive outside at designated times. Staff will radio names of students for release.
Hand sanitizer before entering the school.	Late arrivals will have to wait until for

Students step on Antibacterial Shoe Mat.	appropriate gaps in dismissal procedures
Students wait in assigned stable groups in four corners of the Gym for travel upstairs.	

- d. **After school** - We are still exploring options for extended day and after school, which may involve an outside provider. According to current guidelines, afterschool staff may instruct more than one stable group of students as long as social distancing is maintained.
- e. **Half day on alternate Fridays** - We will have a 12:30 pm dismissal (after lunch) on certain Fridays for faculty planning and maintenance. These dates are posted on the latest school calendar. **Health and Safety Coordinator** - Please reach out to our Administrative Assistant Marylyn Marin mmarin@ianyc.org / 212-641-0260 for questions about protocols and procedures. A designated email address (health@ianyc.org) has been created to collect test results.

II. Continuity of Instruction

In the event our local community experiences a spike in COVID-19 cases and an interruption of physical operations occurs, we will be prepared for a shift to remote learning.

At this time, our faculty will provide either 100% in-person instruction or 100% Distance Learning instruction. If schools are allowed to be open, we will remain open.

A. Hybrid Learning - A hybrid option of learning (part in school, part online) presents the following difficulties:

1. Our already small classrooms will shrink in number, affecting the school and classroom community as well as the learning experience.
2. Variable student attendance will require classroom teachers to schedule and prepare for daily in person and online lessons simultaneously. Program delivery would therefore be unbalanced and could cause gaps in understanding between members of the same stable group.

In the event of an extended absence, our faculty will work with families on a designated virtual check in-day at the beginning and end of the week and follow up assignments and projects will be emailed for the week. Depending on the activity, the teacher may invite the student Zoom into the live classroom where possible.

B. Distance Learning Plan - We prioritize high quality, meaningful learning experiences for students through a combination of synchronous and asynchronous learning. This combination includes time for teachers and students to meet virtually, in real-time in order to continue the group learning experience; plus valuable time for students to learn on their own time using a variety of resources. Our faculty has prepared a **Distance Learning Guide** for parents which will be finalized and shared closer to the start of school.

C. Weekly schedule of assignments and planners - In order to facilitate time management and communications, a schedule for classes and assignments will be designed and placed on the new parent portal. All parents will receive an informational tutorial on how to access and use it.

D. Individual Support - When identified by classroom teachers, students who require additional academic support will be provided with strategic support.

E. Agreements on Tuition Reduction: - The following applies to the Fall and Winter terms only - see amendment below: The International Academy recognizes that remote learning is not a substitute for gathering and learning together in a physical space. Therefore, the school is prepared to make tuition adjustments if remote learning is the sole means through which we deliver our curriculum and when it is utilized for more than ten contiguous school days. The adjustment would apply for the duration of the remote learning (starting with those first ten days) and ends when live instruction in the school building resumes. At such time the following would be enacted:

Pre-Nursery, Nursery

Families may choose not to participate in online learning for children at this stage of development. If a family opts out, tuition (excluding enrollment deposit) will be refunded, or a family may choose to use it as a credit towards the 2021-22 tuition. If families do remain involved in remote learning, tuition will be reduced by 35%. A credit adjustment will be applied to all remaining tuition invoices.

Pre-Kindergarten – Grade 5

The use of remote learning will reduce tuition obligations by 20%. A credit adjustment will be applied to all remaining tuition invoices.

AMENDMENT: The tuition reduction option applies to the fall and Winter term only. If we have to be remote during Spring terms for any time, a reduction in tuition will not be offered.

III. Community

Parent Orientation and Support

- a. **Laptops for remote learning** - IANY has a limited number of laptops that may be provided, need-based, for families who require an additional screen in the event we go to distance learning.
- b. **Parent Representatives** - A volunteer parent representative for each classroom will help with communications and community spirit. Details to follow.
- c. **On Call Counselor** - An on-call counselor will facilitate a series of conversations on Social Emotional support (online) with teachers and parents as we move through this year.
- d. **Communications Platform** - We are introducing a new communications platform called **Beehively**. This parent portal will be the central hub for all communications from teachers, the school calendar, Head of School Touchpoints, and any all-school announcements. This portal will also have the school directory. Parent orientations on this platform will be scheduled on September 10th and 11th.

Creating Connections

- a. **Community events** - At the center of these challenges, we need to remain connected. We will have an online community event on September 18th at 6:00pm, and other online community connections and video exchanges throughout the year.
- b. **Head of School Weekly Email** - Touchpoints weekly emails will provide some view into our programming and how our faculty and students are engaging.
- c. **Class Emails from Teachers** - available on a weekly basis on the parent portal (Beehively).
- d. **Social Media** - Instagram and Facebook will continue to be updated and parents are encouraged to repost. (#ianyc)

IV. Physical Plant

The safety of our employees and students is our first priority. Upon reopening, IANY will have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school, before employees and students return, the steps outlined below will routinely serve to protect everyone and reduce the risk of infection.

Cleaning, Sanitizing and Disinfecting - High touch surfaces including handrails, door handles, sinks, faucets, and desks will be cleaned during transition times throughout the day using COVID-19 combatting cleaning solution. Teachers and maintenance staff will be provided with and using peroxide solution for sanitation/cleaning of classroom surfaces as students transition from room to room. Indoor spaces will also be fogged on a regular basis.

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, Keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, Light switches, Sinks, Restrooms	After each transition
Bathrooms	Soap dispensers sanitized, cleaning log maintained	After each use

Common Areas	Gym, hallways, staircase, lobby, library, rooftop	At the end of each use/day; between groups
Library	The library will be open to specific pods on designated days of the week, and cleaned thoroughly each day.	

School Procured Additional Supplies

Item	Notes
Masks / Face Shields	Masks for students and teachers. Face shields for teachers.
Staff Gloves	Nitrile gloves
Hand Sanitizer	Quart size, refillable containers
Sanitizing Wipes	Used to wipe high traffic and common areas regularly
Cleaning Solution	Alcohol-based; to be used by custodial staff
Restroom Soap Dispensers	Checked and refilled daily
Touchless Thermometers	School Office

Acrylic/Plexiglass	Front desk counter and teacher desks where requested
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Facility Adjustments

- Classroom rugs, group tables, and superfluous furniture have been stored.
- Student desks have six-foot gaps between stations.
- Students (K - 5) have their own designated space (desk/table) with their own supplies, water bottle, and hand sanitizer.
- Sneeze guards / Screens / Shields used in gathering areas - Anywhere where physical distancing cannot be maintained for mixed groups
- Designated spots outside classrooms and restrooms are marked six feet apart for student lineup and for parent pick-up.
- Social distancing and best practices signage will be posted.
- HVAC, Airconditioning and Ventilation - MERV 14 filters have been installed and the system will be checked regularly.
- Regular sanitation and disinfection will occur throughout the day for common spaces (high-traffic areas) such as railings, and doors and bathrooms.
- A separate sick room has been designated to isolate students or colleagues exhibiting signs of illness. This area has its own ventilation and bathroom.
- Windows have been serviced to provide fresh air into the classrooms.

Lunch Service

- Children will eat in their classrooms most days. Pod groups will be able to eat lunch in the lunchroom on designated days. Lunches are provided by the school.. Disposable flatware and plates to be used.
- Students will bring their own water bottles.
- Tables will be sanitized before and after lunch.
- Snacks are provided by the school and are individually packaged.
- Friday lunch is served before half day dismissal. No lunch is served on early dismissal before the Winter and Spring Breaks.

V. Back to School

Phased Reopening and Orientation

To provide enough time for students to acclimatize to new routines of movement through the building and health and safety protocols, we are planning a phased reopening as follows (*this is subject to change*):

September 7-11 - Virtual Introductions for New Families. Lead Teachers will schedule a 15 minute Zoom meeting with new families to get to know the students before the start of school.

September 14 and 15 - Early Childhood (N/Prek/K) Orientation. Small groups are invited to a half-day **Orientation and Activities** in classrooms and meet teachers (12:30 (after lunch) dismissal)

- **Grades 1-5** - Stay home for Distance Learning Testing (morning meeting, mini lesson)

September 16, 17, 18 - ALL SCHOOL (half day dismissal at 12:30 (after lunch)).

Experience routines for transitions, classroom movement and bathroom protocols.

September 18 - All School Online community Zoom meeting at 6:00pm.

September 21 - Full day in-school instruction begins for **everyone**.

Movement and Fresh Air

The school's access to the outdoors presents unique opportunities for students to take part in activities that would otherwise be difficult under the physical distancing guidelines. Faculty is reimagining curriculum delivery that will incorporate physical movement, music and even art outdoors to the extent possible.

VI. Communication and COVID Emergency Response

Keeping Us All Safe

All students, faculty and visitors who feel unwell, for any reason will be required to stay at home or leave campus promptly. Any space used by this individual will be thoroughly cleaned and disinfected. Additionally, the space where this individual spent prolonged time may be temporarily closed off. We have a designated **Sick Bay** in a windowed room on the 6th floor for isolation. Protocols will be followed for quarantine or self isolation as necessary.

All visitors to our building will be required to complete a health and wellness check by completing a questionnaire and having their temperature taken. Contact information will be kept in our records of everyone who enters the building.

Training

All staff will be trained at the start of school by a medical professional on measures to prevent COVID-19 and what to do should a student appear to display signs. The school will have a **Registered Nurse on-call** during the school year.

Social Emotional Support and Wellness

The Social Emotional well being of our community is a priority. The school will contract an **on-call counselor** to work with parents and teachers about topics that are related to challenges of this time.

Confidentiality

Maintaining the dignity of every child is a priority. In cases where health protocols lead to contact tracking and tracing (such is the case with COVID-19) IANY will make every effort to maintain the confidentiality of community members while complying with local, state, and federal guidelines. As a matter of health and safety, this section is subject to amendment at any time

Regular and Random COVID Testing

After any extended break (Thanksgiving, Winter Break, Spring Break) COVID testing for all students and staff will be required. As per CDC guidelines, the testing must happen no sooner than 5 days after traditional group gatherings. As such, we will move to remote learning during the COVID testing week, and will return to in person classes the following Monday for all who have tested negative. All COVID test results must be emailed to health@ianyc.org. For specific post-break schedules and testing days, please refer to the latest school calendar.

Beginning in Winter term, random COVID testing will be performed every two weeks -- one student and one teacher per floor, plus (as per NYC guidelines) students who reside in yellow zones. Parents will be advised a few days prior to the testing date that their child has been selected for random testing. The testing may be done with our partner lab, MedRite, or through the parents' preferred provider. For random testing, the students and teachers will not be required to stay home while awaiting results. All COVID test results must be sent to health@ianyc.org.

Notice of Student Infection to School Community (in DRAFT form)

In the event that a student is symptomatic or determined to have a positive COVID-19 test, the student will be required to self isolate for a minimum 14 days. There will also be a mandatory 14 day quarantine for the teacher and the students in the Learning Pod. A notice will be provided on a standard exposure form that contains non-identifiable information regarding the student. Release of information regarding infection of a student must be managed to avoid privacy violations under the FERPA law.

Before returning to school, any student with a confirmed COVID-19 diagnosis will be required to have a clearance note from a doctor, sent to health@ianyc.org. The student must be fever free for 3 days with no fever reducing medications and must have no COVID-19 symptoms for 10 days since the onset of symptoms. Thorough cleaning, disinfection and fogging will take place prior to students' return.

Notice of Employee Infection to School Community

In the event that an employee is determined to have COVID-19, notice will be given to those school community members who sustained prolonged exposure (>10 minutes) with or near the employee. This may only cause quarantine for a limited group if no broader threat is determined.

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This notice will be provided on a standard exposure form that contains non-identifiable information regarding the employee. Per New York State and CDC guidelines, there will be a mandatory quarantine of 14 days for those who were exposed.

Before returning to school, any employee with a confirmed COVID-19 diagnosis will be required to have a clearance note from a doctor. The employee must be fever free for 3 days with no fever reducing medications and must have no COVID-19 symptoms in the last 10 days. Thorough cleaning, disinfection and fogging will take place prior to students' return.

Notice of School Closure

The Head of School may announce school closure in response to multiple exposures, confirmed cases or clusters. The school is prepared to move all activities to remote learning. In the event of a school closure, a professional cleaning firm will conduct a complete disinfection of the school.



Who do I notify if my child or family member tests positive?

Please notify the Head of School at nikramhussain@ianyc.org

What happens if teachers in a classroom are sick?

We may need to call in substitutes from time to time. We understand that having healthy substitutes on campus is critical, and we will ensure that they meet the criteria for health and safety according to guidelines. If we are unable to contract with substitutes who meet health and safety standards, we may need to temporarily move the class to a distance learning model until the teacher(s) are healthy and able to return to the classroom.

What happens to the learning plan if my child has to quarantine?

Our faculty will work with families on a designated virtual check in-day at the beginning and end of the week and follow up assignments/projects will be emailed for the week.

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Depending on the activity, the teacher may invite the student to Zoom into the live classroom.

Are families required to quarantine before returning to school?

For the health and safety of our entire community, we strongly encourage our school community to limit their interaction with others 14 days prior to returning to school. This helps ensure that we are promoting stable environments conducive to community health. It also helps ensure that school can continue in person, if applicable.

Families that have traveled by air, out of state or out of the country are asked to quarantine for 14 days prior to returning to school. Or quarantine for 5 days and have a COVID test. Families coming from known “hot spots” must follow CDC and New York State quarantine guidelines.

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

What training will be provided for faculty and staff prior to the first day?

In addition to standard back-to-school training for CPR and First Aid, our entire faculty and staff will receive comprehensive training in COVID-19 safety and management.

What is the cleaning schedule for high traffic areas?

Rotational sanitation and disinfection will occur throughout the day for common spaces (high-traffic areas) such as railings, and doors.

What is the disinfecting procedure for a reported student or staff case?

We will follow stringent CDC guidelines, which specify that the area(s) visited by the staff or student should be immediately closed off. After 24 hours, the area and any materials used by the individual will be cleaned and disinfected before the space can be reoccupied.

Will you have a nurse on staff?

Like many schools our size, we do not have a full time nurse on staff. However, our faculty and staff are trained in First Aid, CPR, and will have received resources and guidance on COVID-19 precautions. We also have an on-call Nurse in the event of an emergency.

Are tests required for all staff before returning to campus?

Yes, we will require that all staff receive a negative COVID-19 test result prior to returning to work this fall.

What is the communication protocol if a student or staff has a confirmed case of COVID-19?

If a student or staff member has a confirmed case of COVID-19, communication will occur with others who have been in contact with that person, as well as local health agencies. Any potentially exposed individuals will need to monitor symptoms and will be required to quarantine for 14 days prior to returning back onsite. Please note that the school will maintain student, family, and/or staff confidentiality throughout this process. Any space used by this individual will be cleaned and disinfected. Additionally, the space where this individual spent prolonged time may be temporarily closed off. Clearance from a Physician and a negative COVID Test will be required.