

The Studio School Reopening Plan

Submitted to the New York State Education Department

December 1, 2020

The Studio School is a small, independent preschool through grade 8 on the Upper West Side of Manhattan. Our students learn to value intellectual and creative ideas, taking pleasure in the process of discovery. We seek a deep and lasting academic excellence, one that is achieved when children are motivated to embrace for themselves the journey of learning. We have prepared this comprehensive plan for reopening in compliance with the New York State Department of Health and the New York State Department of Education guidelines for the year 2020-2021. This report was produced by our Studio School COVID-19 Task Force comprised of administrators, Board members, faculty, parents, and professional consultants. Since the pandemic began, we have been researching and planning Studio's response to COVID-19. We have kept informed about guidance from the Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics, New York Department of Education, and the New York State Department of Health. We have sought expertise from medical professionals, building engineers, and environmental cleaning professionals.

We have all endured, in these last several months, the stress the pandemic has caused for our community and world. Together, we continue to face various circumstances, at home and at work, with our health and safety, with adjusting to simple everyday living, and most of all in our relationships, especially with our children. Whether learning in-person, or through a distance or hybrid program, we have created plans that address the needs of our children, parents, and teachers. We can already see that The Studio School Approach and our How-To-Learn Curriculum, like in the physical classroom and school, have prepared the children for what lies ahead.

Our safe reopening in the fall requires the commitment of all members of The Studio School community to do their part. We all must exercise care and caution in our daily activities by adhering to protocols with respect to wearing personal protective equipment (PPE), practicing social distancing, and engaging in self-monitoring for symptoms of COVID-19. Many programs and activities that have traditionally taken place will be scaled back, postponed, or even canceled in the interest of maintaining the health and safety of our community. We must be prepared to work together and to be flexible and vigilant in our commitment to caring for our own health and the health of those around us.

Section I: Reopening Protocols and Procedures	
Requirement	Plan
Capacity: Phasing and quantity of students, faculty, and staff allowed to return in-person, considering factors such as ability to maintain appropriate social distance, personal protective equipment (PPE) availability, local medical capacity, and availability of safe transportation	As a school with fewer than 120 students total, we are able to configure our physical space to accommodate all students to attend in person each day, while maintaining social distancing in accordance with the DOH guidelines. For the first month we will begin with a hybrid plan to ensure that our health and safety plan is working effectively and allow for modifications if necessary. We will maintain no more than 50% occupancy in the building while the other percentage is working remotely with their teachers. After the first month, our Middle School will continue the hybrid plan of in-person learning 3 days/week and remote learning 2 days/week. Our Early Childhood and Elementary School cohorts will meet in-person 5 days/week.

	<p>We will return to full-time in-person learning when federal, state, and local authorities give their approval.</p> <p>Arrival and dismissal times will be staggered to de-densify common areas. Seating has been removed in public areas to avoid clustering.</p> <p>Parent meetings and conferences will be held remotely.</p> <p>Faculty and staff meetings will be held socially distanced and with PPE.</p> <p>Whenever possible, administrative staff will work remotely.</p> <p>The gym and lunchroom will be closed for their intended uses and used instead as additional classroom and administrative space.</p> <p>We do not offer school buses. We will, however, encourage faculty and families to walk, bike, or scoot to school, and encourage the formation of carpooling among cohorts of students.</p> <p>We will have additional PPE for any students or staff who may need it.</p>
<p>Social distancing: Protocols and procedures for students, faculty, and staff to ensure appropriate social distancing when on school grounds and in school facilities.</p>	<p>Students and staff will maintain social distancing between individuals to reduce the transmission of the virus according to public health guidelines at the time, and be prepared to adjust social distancing if guidance from the CDC or DOH changes due to shifting public health data or evolving understanding of COVID-19. When social distancing may be difficult, including accommodating students with special healthcare needs or disabilities, or other needs such as assisting with toileting, additional PPE will be provided, including face shields and gloves.</p> <p>Students will be kept in cohorts not to exceed the maximum number allowed by state guidance and, in any event, no more than groups of 12 students.</p> <p>Classes will be kept together to include the same cohort of students each day and with the same teacher and staff.</p> <p>When cohorts transition between rooms, the students will maintain appropriate distancing and only one cohort will be in a hallway or stairwell at a time.</p> <p>Physical barriers will be installed in areas, such as Reception, where the environment does not readily accommodate social distancing.</p> <p>All desks and chairs will be spaced six feet apart whenever students are working or have plastic dividers between the students.</p> <p>Desks will be staggered to provide a safer airflow path. When possible, classes will be held outdoors. Staff will ensure social distancing during outdoor play.</p> <p>Elevator use will be restricted and, when necessary, will be limited to two people or one family at a time.</p> <p>Activities that cause heavy breathing, such as dancing or physical education will take place outside with appropriate PPE and maintaining social distancing. Singing and chorus will take place remotely.</p>

<p>PPE and Face Coverings: Protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate PPE is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Plans for all students, faculty, and staff to have the required PPE (i.e., acceptable face coverings) before entering school facilities, grounds, or any other space owned or administered by the school or school district (e.g., school buses)</p>	<p>All students, faculty, staff, and essential visitors (such as inspectors or maintenance workers) are required to wear face coverings over both their mouth and nose when on school property, including the entrance area outside of the building and the outdoor play yard. The school will supply a face covering for anyone entering the building who arrives without one, or whose covering becomes soiled or lost during the school day.</p> <p>During arrival and dismissal, parents and caregivers are required to wear facial coverings over their mouth and nose.</p> <p>Students will be allowed to remove their face coverings when seated and eating, while maintaining appropriate social distancing.</p> <p>All students ages two and older will be required to wear facial covering. Facial coverings are developmentally appropriate when children can put on, take off, and not touch or suck on the covering,</p> <p>Students who have a medical or behavioral reason for not wearing a facial covering will not be required to wear one. These decisions will be made in partnership with their parent or guardian.</p> <p>Staff working with students who are not able to wear face coverings due to an exception and who are not able to maintain social distancing, will be provided with increased protective equipment such as a face shield over a mask.</p> <p>Facial coverings may be removed in a seated, resting position, while socially distanced and outside.</p>
<p>Operational Activity: Determinations on how classes, shared spaces, and activities may be adapted in various phases of learning and operations (e.g., identify which, if any, students will be offered alternate approaches, such as alternative schedules or hybrids of in-person and remote learning;</p> <p>how additional and alternative –school and non-school –spaces can be used for, or in support of, in-person instruction;</p> <p>how such schedules could be administered to create overlap for students from the same household;</p>	<p>For the first month we will begin with a hybrid plan to ensure that our health and safety plan is working effectively and maintain no more than 50% occupancy in the building with the other percentage working remotely with their teachers.</p> <p>When in-person classes are in session, they will be broken into cohorts not to exceed the maximum number allowed by state guidance and in any event no more than groups of 12 students.</p> <p>We have designated classrooms for specific cohorts and transformed common rooms to allow for appropriate social distancing and cleaning between uses.</p> <p>The gym and lunchroom will be closed for their intended uses and used instead as additional classroom space.</p> <p>Arrival and dismissal times will be staggered for different ages and programs.</p> <p>As much as possible, we will schedule cohorts with siblings to arrive and depart within a reasonable time frame.</p> <p>Students will be instructed not to hold their partner’s hand when moving as a group inside and outside of the building.</p> <p>Encouraging the physical, emotional and psychological safety of students and adults is our priority. Students who have compromised immune systems,</p>

<p>how shared spaces, such as cafeterias, libraries, playgrounds, and gymnasiums, will be modified and used;</p> <p>and if and how cohorts will be implemented).</p> <p>Policies regarding field trips, special congregate events, and visitors considering risks for COVID-19 transmission, as well as protocols and procedures for social distancing, PPE usage, and cleaning and disinfection, which may include conducting virtual events.</p>	<p>impulse control issues, or other behavioral issues or disabilities who cannot follow public health guidelines and employees at high risk will be strictly monitored to maintain social distancing or attend school remotely.</p> <p>Fire drills will be performed in small groups, rather than the whole school, in order to maintain appropriate distancing. Safety drills will involve verbal instructions without students physically moving together.</p> <p>There will be no field trips. Children will only travel outside of the building for outdoor classes.</p> <p>All community events will be held remotely.</p>
<p>Attendance:</p> <p>Schools will develop a mechanism for reporting daily attendance of students and teachers whether in-person or remote.</p>	<p>For in-person learning:</p> <ul style="list-style-type: none"> ● As part of the daily arrival health and safety-protocols, attendance for all teachers will be recorded. ● As part of the daily arrival health and safety-protocols, attendance for all students will be recorded. ● Absences and lateness will be communicated by email from our school office to all teachers and staff by 9:30 am. <p>For remote learning:</p> <ul style="list-style-type: none"> ● our teaching staff will meet daily prior to the start of school and attendance will be taken at that time. ● Student attendance will be taken daily by the classroom teacher and communicated to our school office by 9:30 am.
<p>Restart Operations:</p> <p>Plans to safely reopen facilities and grounds, such as cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components, as applicable.</p>	<p>Before opening school, there will be modifications to our HVAC system as recommended by the American Society of Heating, Refrigerating and Air Conditioning Engineers, including but not limited to increased HVAC filtration to the highest MERV filter our current HVAC system can accommodate. The school’s HVAC system runs 24/7 to all shared spaces.</p> <p>We will leave all interior doors open to allow circulation of fresh air.</p> <p>Windows will be left open to increase air circulation according to the advisement of our HVAC engineers.</p> <p>New handwashing stations have been added throughout the school.</p> <p>Hand sanitizer will be available where appropriate.</p> <p>Water fountains will be shut off.</p>

	<p>By the time faculty return, all systems in the school’s physical plant will have been in full use. All surfaces will have been cleaned, and all frequently touched surfaces disinfected twice daily and recorded in a log.</p>
<p>Hygiene, Cleaning, and Disinfection: Protocols and procedures for school-wide cleaning and disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses, and all other school facilities, as well as training and promotion of hand and respiratory hygiene among all individuals in school facilities and on school grounds.</p>	<p>All persons are required to wash their hands upon arrival, before and after eating, when handling food, after using the toilet, after helping a child use the bathroom, after handling any animals or classroom pets, after playing outdoors and after handling garbage. Students and teachers will wash hands or use hand sanitizer when switching rooms or locations.</p> <p>Students will be instructed to use hand sanitizer before using shared equipment, such as computers, microscopes, and keyboards.</p> <p>Hand washing instructions will be posted at every hand washing station, and students will be instructed how to wash during their first day at school, with supplemental supervision and instruction as needed.</p> <p>All persons will wash their hands with soap and water for at least 20 seconds. If soap and water are not readily available, an alcohol-based hand sanitizer with at least 60 percent alcohol will be available.</p> <p>Restrooms with a handwashing sink are located on each floor of the building.</p> <p>Hand sanitizer containing at least 60% alcohol is available in the following locations: Reception, classrooms, offices, kitchen, yard.</p> <p>All restrooms will be disinfected a minimum of three times a day with an EPA recommended bleach solution.</p> <p>All restrooms are restricted to use by a single person and are checked four times a day to ensure they have adequate soap and disposable paper towels for drying.</p> <p>The surfaces in offices and classrooms will be disinfected daily.</p> <p>The surfaces where students eat will be disinfected before and after eating.</p> <p>Signage explaining proper wearing of face masks and instructions for social distancing will be posted on every floor and in every classroom. Students will be trained in how to take off and put on their mask.</p> <p>Students’ belongings will be separated from others’ and kept in individual containers, cubbies, or designated areas. Each student will have their own set of learning materials, such as pencils, crayons, and manipulatives, rather than taking from a shared supply. Equipment that must be shared, (i.e. a microscope) will be disinfected between uses.</p> <p>Surfaces are regularly cleaned with soap and water according to CDC and DOH guidelines.</p> <p>The following frequently touched surfaces are disinfected with 70% alcohol according to CDC and DOH guidelines and the disinfecting is logged each time it is done:</p>

	<ul style="list-style-type: none"> ● Door and cabinet knobs and handles ● Light switches ● Bathrooms ● Sinks and faucets ● Counters and tabletops ● Elevator buttons ● Shared telephones <p>At the end of the day, all staff are required to report each room they entered or worked in.</p> <p>All persons inside of the school and in the school community will be encouraged to follow CDC and DOH guidelines.</p>
<p>Extracurriculars: Policies regarding extracurricular programs and which activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). Policies should consider how to maintain cohorts, if applicable, or members of the same household. Schools Responsible Parties should refer to DOH’s “Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency” to assist in development of these policies; however, interscholastic sports are not permitted at the time of publication of the guidance, and additional information on athletic activities is forthcoming.</p>	<p>Extracurricular activities will be remote.</p> <p>Studio School will not participate in interscholastic sports for the 2020-2021 school year.</p> <p>All school assemblies and community gatherings will take place remotely.</p>
<p>Before and Aftercare: Policies regarding before and aftercare programs, considering social distancing, PPE usage, and cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Policies should consider</p>	<p>Consistent with past practice, we will not offer before school programs. Afterschool programs will be held remotely indefinitely. We will reevaluate guidance and safety in January.</p>

<p>how to maintain cohorts, if applicable, or group members of the same household.</p>	
<p>Vulnerable Populations: Policies regarding vulnerable populations, including students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances. These accommodations may include but are not limited to remote learning or telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions. Responsible Parties must also identify and describe any modifications to social distancing or PPE that may be necessary for certain student or staff populations, including individuals who have hearing impairment or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible.</p>	<p>Persons with compromised immune systems, including students, faculty, and staff, will receive accommodations with remote or hybrid learning/work.</p> <p>The health and safety needs of vulnerable students will be assessed by school administrators, health care providers, parents and caregivers, teachers, and paraprofessionals to develop shared goals to achieve care that is safe, effective, and equitable.</p> <p>We will ensure that all students, regardless of ability, will have physical access to the facilities required for health and safety, such as handwashing sinks.</p> <p>Families uncomfortable with in-person learning will meet with the administration to review their concerns. If the family remains uncomfortable with in-person learning, an individual education plan will be developed with that family to allow their child to safely participate in educational activities.</p> <p>All service providers on the premises will follow health and safety protocols.</p> <p>Students over the age of two will be required to wear facial coverings.</p> <p>Students who have a medical or behavioral reason for not wearing a facial covering will not be required to wear one. These decisions will be made in partnership with their parent or guardian.</p> <p>Staff working with students who are not able to wear face coverings due to an exception and not able to maintain social distancing, will be provided with increased protective equipment such as a face shield over a mask.</p>
<p>Transportation: Consistent with State-issued public transit guidance, protocols and procedures, which include that</p>	<p>When students are issued Metro Cards for mass transit, they will receive a statement instructing them that face coverings are required while they are on public transportation. Community members will follow state guidance when</p>

<p>individuals must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing, unless they are members of the same household. Protocols and procedures should include how school buses will be adapted to keep students and staff safe (e.g., how face coverings will be provided to students in need, how members of the same household will be seated together, how social distancing will be conducted on buses, whether bus schedules will be adapted to accommodate reduced capacity, whether any health screening will be conducted at home before students board buses, how parents/legal guardians will be encouraged to drop off or walk students to reduce density on buses).</p>	<p>taking public transportation which includes wearing acceptable face coverings and maintaining social distancing.</p> <p>The school does not have school buses.</p> <p>When needed, the school will provide transportation for staff members. We will encourage faculty and families who are able to walk, bike, or scoot to school and suggest carpooling among cohorts of children.</p>
<p>Food Services: Protocols and procedures for onsite and remote food services for students, considering appropriate social distancing and any modifications to service that may be necessary (e.g., providing meals in a combination of classrooms and cafeterias, staggering meal periods). Measures to protect students with food allergies if providing meals in spaces outside the cafeteria. Protocols and procedures must also include how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how</p>	<p>Students will be required to wash their hands before and after eating. Students will eat in their cohort groups in their classrooms or other spaces where social distancing will be maintained so they can remove their masks.</p> <p>All foods will be pre-portioned, with no sharing.</p> <p>Foods and beverages for students and staff with food allergies and/or sensitivities will be specially prepared and labeled for their individual use.</p> <p>Prior to the start of school, all staff are trained to recognize the symptoms of an allergic reaction and how to administer an EpiPen. A list of student allergies and/or sensitivities along with the detailed instructions for responding to each child’s reaction is distributed to all staff. In addition, each teacher will have specific information and carry the EpiPen or medication for students in their cohort.</p> <p>The water fountains will be disabled and students and staff will have their own fresh unopened water bottle each day.</p> <p>Tables where students and staff eat will be disinfected with 70% alcohol both before and after food is served.</p>

<p>sharing of food and beverages will be discouraged. Additionally, protocols and procedures must account for cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area (e.g., cafeteria).</p>	<p>All equipment used for food preparation and serving vessels, plates, cups, and cutlery will be sanitized in an industrial dishwasher that heats to at least 180 degrees F, as required by NYC DOH regulations.</p> <p>Staff preparing and delivering food will wear disposable aprons and gloves</p>
<p>Mental Health, Behavioral, and Emotional Support Services and Programs: Available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction (e.g., how they will identify and support students having difficulty with transitioning back into the school setting, especially given the changed school environment). Any training for faculty and staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency, as well as information on developing coping and resilience skills for students, faculty, and staff.</p>	<p>The Studio School’s faculty is highly trained in social emotional education. The needs of each child and family are regularly assessed and when necessary, referrals for support outside of school will be made.</p> <p>We have had in place and will continue to have weekly faculty meetings, as part of our teacher training and support.</p> <p>Bimonthly meetings, which have already been in place as part of our parent development program, will continue to be held remotely with the Head of School in order to support parents as they care for their children during this challenging time. In the transition back to school, weekly parent development meetings will be held.</p> <p>To help children transition into the school year, students will meet individually with their classroom teacher, followed by scheduled meetings with their cohort group. During these meetings, students will be trained in health and safety protocols and procedures and we will begin to address and support their mental health.</p>
<p>Emergency Drills: Assurances that fire evacuation and safety drills will be conducted</p>	<p>Fire Drills, including instruction and practice in how to safely evacuate the building, will be performed monthly, as required by law. Lockdown Drills (Safety Drills) will be performed four times a year. Cohorts will be scheduled at different times.</p>
<p>Communication: Communications plans for students, parents/legal guardians of students, faculty, staff and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with</p>	<p>We will post our health and safety plan, which will follow all city and state guidelines, on our website, and update it as it evolves. A written communication will be mailed to our school community to encourage all students, faculty, staff, and visitors to adhere to CDC and DOH guidance regarding the use of PPE and social distancing.</p> <p>Prior to our opening of school, we will have remote small group parent meetings to communicate the reopening plan and protocols for in-person,</p>

<p>information. Plans should describe how schools will communicate with students and families about preparing for the upcoming year, which should include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene. Consider developing webpages, text and email groups, and social media to disseminate information. Schools should develop communication plans in multiple languages, as necessary.</p>	<p>distance, and hybrid learning, with time for feedback and questions and answers.</p> <p>We will use our website, MailChimp, emails, text alerts, and phone calls to disseminate new information as it arises, and when appropriate, plans will be communicated in multiple languages.</p> <p>Signage explaining proper use of face masks and social distancing will be posted on every floor and in every classroom and students will be instructed how to take off and put on their mask.</p> <p>Both teachers and staff will have an in-depth orientation before the start of school to review all health and safety protocols and procedures.</p>
<p>Communication from Students and Families to School: Plan for how students and families can contact the school and teachers with questions.</p>	<p>Students and parents have access to all staff emails which are posted in the parent section of our website. Students have contact emails for their teachers and are encouraged to email questions directly to their teacher. Every family has a Studio Gmail account and each student ages 8 and older have their own personal Studio Gmail account. Whether in-person or working remotely, all phone calls to the school are directed to the appropriate teacher who will return the call within 24 hours.</p>
<p>Technology: Ensure that families have access to WiFi and computers.</p>	<p>We have worked with families since last Spring to ensure that every child has access to the technology they needed including loaning school computers and headphones. We have a technology support staff member who works closely with families to resolve any issues that may interfere with connectivity.</p> <p>The school uses Zoom as our teleconference platform.</p>
<p>Section II: Monitoring Protocols and Procedures</p>	
<p>Requirement</p>	<p>Plan</p>
<p>Screening: Protocols and procedures for mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus.</p>	<p>All persons before entering the school building will have their temperature taken with a contact-free thermometer. The date and time of screening will be recorded. For anyone whose temperature is over 99 degrees F, a temporal thermometer will be used to get a more accurate reading. Anyone whose temperature is over 100 degrees F will not be permitted to enter the building.</p> <p>Before entering the Studio School building, all staff members, students, parents, service providers, and tradespeople persons will complete an online questionnaire that asks the following or respond verbally:</p> <ol style="list-style-type: none"> 1. Have you experienced a fever of 100 degrees F or higher, a new cough, new loss of sense of taste or smell, or shortness of breath within the past ten days?

Responsible Parties should consider limiting the number of visitors permitted on school grounds or in school facilities, and, if visitors are allowed, screening of such visitors.

2. In the past 10 days, have you tested positive for COVID-19 using a test that tests saliva or used a nose or throat swab (not a blood test)? The 10 days are measured from the date of the test, not the date of receiving results of the test.
3. To the best of your knowledge, in the past 14 days, have you been in close contact (6 feet for at least 10 minutes) with anyone while they have COVID-19?
4. Have you traveled outside of the U.S. in the past week?
5. If you have, please let us know where you traveled before resuming in-person school. You may need to quarantine for 14 days unless you tested negative both within 72 hours prior to arrival in New York and test 4 days after arrival. While waiting for the second test you must quarantine while awaiting results.
6. Have you traveled to a state other than Connecticut, Massachusetts, New Jersey, Pennsylvania, or Vermont in the past week?
7. If you have, you must quarantine for 14 days unless you tested negative both within 72 hours prior to arrival in New York and tested negative 4 days after arrival in New York. While waiting for the second test you must quarantine while awaiting results.

These questions will be modified as needed to reflect changes in guidance from federal, state, and local authorities.

If a response indicates a possible exposure to COVID-19, the person will not be allowed in the building until they have followed the current protocols of federal, state, and local authorities. As of December 1, 2020, that is to quarantine for 14 days before returning to school or work.

Entrance will be limited to:

- Faculty and staff
- Students
- Parents of children who have not separated from their parent
- Service providers
- Tradespeople whose presence is required for the school's operation

All deliveries will be left outside the school and brought in by school staff.

Testing Protocols:

Process for the provision or referral of diagnostic testing for students, faculty, and staff for COVID-19, in consultation with local health department officials, when needed, which should include plans for testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread

Any student, faculty member, or staff person will be excluded from in-person activities if they show symptoms of COVID-19 such as: cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, nausea and vomiting, diarrhea, new loss of taste or smell, has a fever (temperature higher than 100 degrees), has a significant new rash, particularly when other systems are present, has large amounts of nasal discharge in the absence of allergy diagnosis, and will be advised to have a diagnostic test for COVID-19, along with their close contacts.

If above signs and symptoms are reported or begin at while at school, the student or staff will be isolated and sent home as soon as is practicable.

The school will call the Department of Health to consult about the need for large-scale testing if anyone in the school is positively diagnosed.

transmission of COVID-19 as designated through the New York State Travel Advisory, before allowing such individuals to return to in-person to the school.	Any student or staff member who has traveled outside of the U.S. or to a state other than Connecticut, Massachusetts, New Jersey, Pennsylvania, or Vermont will be required to quarantine according to the current New York State travel regulations.
Testing Responsibility: Identification of who in the community is responsible for referring, sourcing, and administering testing (e.g., local health department testing site, physician offices, hospital system, etc.), particularly in the event that large-scale testing at the school is needed.	The school will call the Department of Health to consult about the need for large-scale testing if anyone in the school is positively diagnosed. Families will be directed to their child’s health care provider or nearest testing facility. Our designated medical administrator will be responsible for consulting with the local health department about the need for large-scale testing at school if anyone is positively diagnosed.
Early Warning Signs: Defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments; define and deploy method(s) to monitor against such metrics.	The Studio School will review the metrics published by forward.ny.gov each day and will follow the public health orders of local and state health departments. All families and staff are expected to immediately inform the school if they have been exposed to a confirmed case of COVID-19, or if they receive a positive notice of Covid-19 diagnosis, or if they start exhibiting symptoms commonly associated with COVID-19.

Section III: Containment Protocols and Procedures

Requirement	Plan
Protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day	We have a designated room with a door on the first floor to use as an isolation space for anyone who develops symptoms of COVID-19 during the school day. Available to anyone in the room are disposable gowns, face coverings, face shields, gloves, and hair coverings. This area designated for use by symptomatic persons can be easily disinfected. The room shares an HVAC zone with two other rooms and the zone will be turned off if a symptomatic person is in the room. There is a nearby restroom that will be used at these times solely by the person in isolation and disinfected once the person leaves the premises.
Isolation: Procedures to isolate individuals who screen positive upon arrival, or symptomatic individuals should they become symptomatic while at school, providing	If a student develops symptoms while at the school, the following will occur: <ol style="list-style-type: none"> 1. Student will be taken to the isolation room, the door closed, and the HVAC system turned off for that zone. 2. All accompanying personnel will be given a disposable gown, face covering, face shield, gloves, and hair covering to wear. 3. The student’s parent(s) will be called and told to pick them up, contact their pediatrician, get the whole household tested, isolate the student, and quarantine the family.

<p>appropriate PPE for school health office staff caring for the symptomatic individual. Protocols for safe transportation, including pick-up arrangements, if applicable, for symptomatic students, faculty, and staff</p>	<ol style="list-style-type: none"> 4. A staff member will stay with the student until a parent arrives. 5. The student will be escorted out of the building. 6. The NYC Health Department will be called at 866-692-3641. <p>If a faculty or staff member develops symptoms while at the school, the following will occur:</p> <ol style="list-style-type: none"> 1. Faculty or staff member will be helped to leave the building with their belongings. 2. Their emergency contact person will be called and apprised of the situation. 3. In consultation with the staff member and emergency contact, a plan will be made for where the staff member will go for testing. 4. The NYC Health Department will be called via 3-1-1.
<p>Collection: Protocols for how parents or legal guardians should pick up their student with instructions that the student must be seen by a health care provider.</p>	<p>A parent or legal guardian who is picking up a symptomatic student will wait outside the school’s entrance and the child will be brought out to them. The parent or guardian will be told to inform the school of any test results for the child and the household. The student may return to school as directed by the current guidance from federal, state, and local authorities.</p>
<p>Infected Individuals: Requirements that persons who have tested positive complete isolation and have recovered, and will not transmit COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department.</p>	<p>Discharge from isolation will be conducted in coordination with the NYC Department of Health.</p> <p>Asymptomatic persons who have tested positive may return to school or work after completing 10 days of isolation without symptoms.</p> <p>Symptomatic persons who have tested positive may return to school or work after completing 10 days of isolation, and if they have been without fever for 24 hours without fever-reducing medication, and if their other symptoms are improving.</p> <p>For persons who had severe illness, the Department of Health will be consulted via 3-1-1.</p>
<p>Exposed Individuals: Requirements that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department.</p>	<p>Persons who were exposed to COVID-19 and have not developed symptoms can return to school or work after 14 days of mandatory quarantine, in coordination with the NYC Department of Health. This requirement will be adjusted as needed based on guidance from federal, state, and city authorities.</p>
<p>Hygiene, Cleaning, and Disinfection: Adherence to, and promotion of, hygiene, cleaning, and disinfection</p>	<p>Surfaces are regularly cleaned with soap and water according to CDC and DOH guidelines.</p>

<p>guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas.</p>	<p>The following frequently touched surfaces are disinfected with 70% alcohol according to CDC and DOH guidelines and the disinfecting is logged each time it is done:</p> <ul style="list-style-type: none"> ● Bathrooms ● Sinks and faucets ● Door and cabinet knobs and handles ● Light switches ● Counter and tabletops ● Elevator buttons ● Shared telephones <p>At the end of the day, all staff are required to report each room they entered or worked in.</p> <p>All persons inside of the school and in the school community will be encouraged to follow CDC and DOH guidelines.</p> <p>Classrooms, hallways, and common areas where an infected person was located will be off limits until they are professionally cleaned and disinfected.</p>
<p>Contact Tracing: Plans to support local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program –an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies.</p>	<p>In the case of an individual testing positive, the school will cooperate with the NYC DOH in contact tracing efforts in accordance with the protocols, training, and tools provided through the NYC contact tracing program. Confidentiality will be maintained as required by federal, state, and local law and regulations. We will also cooperate with state and local health department isolation and quarantine efforts.</p> <p>The school will maintain lists of:</p> <ul style="list-style-type: none"> ● Daily attendance for students and staff (whether attending in-person, remotely, or a hybrid) ● Daily Visitor Logs ● Students and staff members cohorts and the rooms they use each day ● Students who are taught by specialty teachers each day ● Students who work with independent service providers each day
<p>Communication: Plans to share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students and the local community.</p>	<p>Signs will be posted on proper handwashing, face coverings, entry and exit procedures, and social distancing.</p> <p>Employee and Family Handbooks will include written information on containment protocols and safety measures and how to recognize signs of infection and directives to stay home when sick.</p> <p>We will share our containment protocols and safety measures on our website and through MailChimp and emails.</p> <p>We will provide resources and education on COVID-19 prevention and safety, including links to information on the CDC and DOH websites.</p> <p>We will ensure all faculty, students, and families are trained in following prevention and safety protocols.</p>

Section IV: Closure Protocols and Procedures

Requirement	Plan
<p>Closure triggers: Identification of the conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure.</p>	<p>Parents of students who have been in close contact with a student or staff member who has tested positive for COVID-19, as well as any other individuals who have had close contact with a person who has tested positive for COVID-19, will be notified and told to quarantine for 14 days, or as directed by the current regulations of the NYCDOH. Parents and staff members will be told that a person has tested positive. The areas where they have been in the building will be closed and disinfected as determined in consultation with NYC DOH guidelines.</p> <p>If a teacher or a student in a cohort tests positive for COVID-19, everyone in the cohort is a close contact and will be required to follow the current NYC DOH guidelines before returning to school or work, presently to quarantine for 14 days. The cohort will revert to remote learning during this period of time.</p> <p>During the coming months year, there may be times when we are ordered to close the school by the governor or mayor. At such time, we will follow the established metrics that the governor or mayor will use for school closures. Our Task Force will monitor the New York City and micro-clusters positivity rates and meet to consider closure whenever they are of concern.</p>
<p>Operational Activity: Determination of which operations will be decreased, or ceased and which operations will be conducted remotely; include process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel.</p>	<p>Due to the small size of our school, we will close all at once when necessary following the New York State guidelines. Prior to a closing, we will communicate with all students, families, and staff about the plan and duration.</p>
<p>Communication: Plan to communicate internally and externally throughout the closure process.</p>	<p>Should a school closure be needed, we will communicate both internally and externally on our website, through MailChimp, text alerts, and a phone call from a staff member to each family.</p>
<p>Section V: In-Person, Hybrid, and Remote Learning Plan</p>	
<p>Introduction: Schools must have a learning plan for the 2020-2021 school year that is prepared for in-person, remote, and/or hybrid models of instruction.</p>	<p>The Studio School has designed a flexible hybrid teaching plan for the start of the 2020-2021 school year so that each class has an in-person and/or remote learning schedule. We will use the first three weeks of school to phase-in cohorts in an abbreviated schedule to learn the technology and etiquette of online learning and slowly increase in-person learning. This will allow us to ensure that all students understand and follow all health and safety protocols, modify the protocols, if necessary, based on DOH and NYSED guidelines, and gauge the health of our community members.</p>

Students who receive mandated services	All students who have IEPs and receive individual services for Occupational Therapy, Speech and Language Therapy, Physical Therapy, or Counseling will have teletherapy sessions with their service providers for the first month of school. Beginning in October, services may resume in person.
Plan for the Twos and Threes Class	<p>During the week of September 7, 2020, each child will have an individually scheduled meeting in school with their classroom teacher in lieu of a home visit.</p> <p>Beginning the week of September 14, 2020, the students will split into three small cohorts of no more than three students. Each cohort will follow a five-day abbreviated schedule.</p> <p>Beginning the week of September 21, 2020, the whole cohort will begin a five-day in-person schedule.</p> <p>Children in this class are working through separation and when they are in-person, a parent or caregiver, who will follow all health and safety protocols, will be with them.</p>
Plan for the Fours and Fives Class	<p>During the week of September 7, 2020, each child will have an individually scheduled meeting in person with their classroom teacher in lieu of home visits.</p> <p>During the week of September 14, 2020, students will follow a five-day in-person schedule split into two half cohorts of no more than six students. Cohorts will meet either in the morning or the afternoon.</p> <p>Beginning the week of September 21, 2020, the whole cohort of no more than ten children will follow a five-day in-person schedule for the full day.</p>
Plan for the Sixes and Sevens Class	<p>During the week of September 7, 2020, each child will have an individually scheduled meeting in person with their classroom teacher as they typically do for a pre-school conference.</p> <p>Beginning the week of September 14, 2020, students will begin a five-day in-person schedule split into four small cohorts of no more than six students. Cohorts will meet either in the morning or in the afternoon.</p> <p>Beginning the week of September 21, 2020, students will be in two cohorts of no more than ten in-person students and follow a five-day in-person schedule for the full day.</p>
Plan for the Eights and Nines Class	<p>During the week of September 7, 2020, each child will have an individual meeting in person with their classroom teacher as they typically do for a pre-school conference.</p> <p>Beginning the week of September 14, 2020, students will begin a five-day in-person schedule split into four small cohorts of no more than five students. Cohorts will meet either in the morning or in the afternoon.</p> <p>Beginning the week of September 21, 2020, students will be in cohorts of no more than eight children and follow a five-day in-person schedule for the full day.</p>

**Middle School Program
(Ages Ten through
Thirteen)**

During the week of September 7, 2020, each child will have a scheduled individual meeting in person with their classroom teacher as they typically do for a pre-school conference.

Beginning the week of September 14, 2020, students will begin working in half cohorts of no more than six children. Cohorts will follow an abbreviated schedule of three days in-person and two days working remotely.

Beginning the week of September 21, 2020, students will begin working in whole cohorts of no more than eleven children. Cohorts will follow a full day schedule of working three days in-person and two days remotely.