



MARYEL SCHOOL

REOPENING PLAN

2020-2021

Guidelines for returning to school

As of August 8, 2020



INTRODUCTION

The reopening plans within this document have been developed based on requirements we have so far received from:

- 1- New York State Education Department: [Guidance for Independent Schools](#)
- 2- New York State Department of Health: [Interim guidance for in-person instruction at Pre-K to grade 12 Schools during the COVID-19 public health emergency.](#)
- 3- New York City Department of Health and Mental Hygiene: [Childcare Detailed Guidelines](#)

We recognize that as new guidance is released our plans may need to be updated accordingly. When and if, those changes occur they will be disseminated via email as well as on the school's website (www.maryelschool.org)

TEACHING AND LEARNING

As school personnel adapt to environments that result in substantially less time spent interacting in-person, Maryel School will prioritize social emotional well-being – not at the expense of academics, but in order to create the mental, social, and emotional space for academic learning to occur.

Given the current circumstances, and our small school population, we can safely accommodate all of our students **in person** with the required physical distancing.

Due to City and State requirements, as well as due to possible changing circumstances, we anticipate that we might be in various phases over the course of the year: all in person, all remote, or “hybrid” (where half of the students are in person and half are remote). Maryel School is prepared to shift between in-person, remote learning, and a hybrid model in a way that is least disruptive to students. We will remain attentive and responsive to the changing circumstances and needs of the faculty and students as the school year progresses.



TEACHING AND LEARNING

CURRICULUM

It is unrealistic to expect that students will return to instruction as they left it months ago. Students may have experienced a stressful or traumatic experience while isolated from school, family, friends, and community. Some have had positive experiences during school closures as well; learning, growing, and discovering new identities.

During the first two weeks of the school year, Maryel's teachers will evaluate each student in order to establish the plan that best works for each grade. While many of our routines and procedures have changed, this year will continue to be philosophically consistent with our approach to learning.

GROUPS

Students will be grouped into cohorts to limit the number of different people with whom they interact during their time in the building as much as possible. There are some obvious limitations on keeping student cohorts fully intact because of Early Drop-off and Late Pick-up programs. As far as is possible, students will remain in the same room for their classes during the course of the day. (Some movement will be required for extended day program)

- 1- Koala Class- 2's program**
Classroom: First floor
- 2- Ardilla Class- 3's program**
Classroom: 2nd floor
- 3- Pre-Kindergarten**
Classroom: 2nd floor
- 4- Kindergarten**
Classroom: 2nd floor
- 5- First Grade**
Classroom: 2nd floor



TEACHING AND LEARNING

SCHOOL CALENDAR

Maryel School will reopen earlier than usual on Monday, August 31st. We will take an extended recess at the Winter Break, a sensible move both in light of a possible COVID-19 resurgence and because the past two winters have seen a significant number of absences due to sickness. The winter break will begin on December 21, 2020, and extend to the Martin Luther King, Jr. holiday, January 18, 2021.

The particular dates for each class are as follow:

First Grade: Monday, August 31st

Kindergarten: Tuesday, September 1st

Pre-Kindergarten: Wednesday, September 2nd

3's Program: Thursday, September 3rd

2's Program (MWF and M-F): Friday, September 4th

2's Program (T/TH): Tuesday, September 8th

The most updated school calendar will be released on Monday, August 17th and it will indicate holidays and days when there may be special events taking place.

SCHEDULE

In order to avoid student mixing outside of the classroom we will follow the schedules below for each group:

FIRST GRADE

Drop-off: 8 am sharp

Pick up: 3 pm sharp

KINDERGARTEN

Drop-off: 8:20 am sharp

Pick up: 3:20 pm sharp



TEACHING AND LEARNING

PRE-KINDERGARTEN

Drop-off: 8:40am sharp

Pick up: 2:40 pm sharp

3'S PROGRAM

Drop-off: 9 am sharp

Pick-up: 12 pm sharp

2's PROGRAM

Drop-off: 9:20 am sharp

Pick up: 12:20 pm sharp

STUDENTS ENROLLED IN THE EXTENDED DAY PROGRAM (8 am-5 pm):

Drop-off: 8 am sharp

Pick-up: 5 pm sharp

As usual, for the first week of the school year we will be implementing a shorter schedule for each group. This schedule will be released on Monday, August 17th.

Arrival and Dismissal Procedures

Drop-off and pickup will occur outside of the building. Parents/Caregivers and students will line up 6ft apart and enter one by one. Parents and caregivers will drop off their children at the red door.

To minimize potential exposure, we ask that families not walk children to the classroom. Instead, a member of our staff will escort your child to their classroom. (Parents of children in the 2's program will be allowed to drop off their children at their classroom the first week of school until the separation process is over)



TEACHING AND LEARNING

ATTENDANCE

Under normal circumstances, all parents and caregivers are required to sign their child in and out at the beginning and at the end of the day. This year, attendance will be reported by all classroom teachers by email to the Director of Operations. Parents should follow the normal attendance procedures by emailing the school office to report that a child will be absent for the day. (attendance@maryel.org).

LUNCH AND SNACK TIME

Lunch and snacks will be eaten in the classrooms. Appropriate social distancing will be required, and plastic separators will be installed to protect students as they remove their masks to eat. Maryel's students will continue to bring their snacks and lunches as in the past. All students will need to bring a morning snack. PreK-1st Grade students and students staying for the extended day program will continue to bring their snacks and lunches as in the past. Students will have their snacks and lunches in their classrooms and will be required to perform hand hygiene before and after eating. Sharing food and beverages will not be allowed. **Important update for this school year: Student lunchboxes must be a hard-sided plastic container that can be easily sanitized with a disinfectant wipe.**

EXTRACURRICULAR ACTIVITIES

The extracurricular activities have been cancelled until further notice. If any guidelines change, we will reassess if it is safe to put these activities back in place.

CONGREGATE EVENTS (I.E., SPECIAL EVENTS, FIELD TRIPS)

Maryel School will not be hosting any special events in-person that bring members of our community together across the groupings of children and adults that exist day to day to keep children and educators safe. All annual events, such as curriculum nights and parent-teachers conferences, will occur virtually. Additionally, we are not planning any field trips. We will reassess our plans for second semester based on public health guidance later in the fall.



HEALTH AND SAFETY

HEALTH CHECKS /SCREENING PROCESS

Mandatory Daily Screenings

For those entering the building, including students, faculty, staff, and where applicable, essential visitors, Maryel School will implement a mandatory health screening to identify any individual(s) who may have COVID-19 or who may have been exposed to the virus.

Our health check / screening process will have the following components:

- All individuals entering the building must have their temperature checked before they enter the building each day – including, at home, prior to departing for school. Every individual will need to confirm that their daily temperature is 100.0°F, or lower, as part of the Health Check / Screening Process. Additionally, the school will conduct temperature checks for all individuals upon arrival at the school building. If any individual presents a temperature of greater than 100.0°F, the individual will be denied entry into the building, or sent directly to a dedicated isolation area prior to being picked up or otherwise sent home.
- A daily on site screening questionnaire to be completed upon arrival. This questionnaire will be mandatory for any student, faculty or staff member that is scheduled to be in the building that day. In order to prevent individuals from intermingling in close or proximate contact with each other prior to completion of the screening and temperature check, we require that individuals line up 6ft apart and enter one by one.
- The daily health check screening will provide a short list of specific symptoms or situations that might indicate a COVID-19 + status, and the individual will certify whether or not any apply to them that morning. The short list of symptoms/conditions in the questionnaire will include (but is not limited to):



HEALTH AND SAFETY

- 1- Having knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19.
 - 2- Having tested positive through a diagnostic test for COVID-19 in the past 14 days.
 - 3- Having experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days (We will refer [to CDC guidance on “Symptoms of Coronavirus”](#) for the most up to date information on symptoms associated with COVID-19).
 - 4- Having traveled internationally or from a state with widespread community transmission of COVID-19. If so, we will require students, staff and teachers to quarantine pursuant to current CDC and DOH guidance as well as [Executive Order 205](#).
- The questions included in the health check screening will be updated periodically to ensure they reflect any updated understanding of COVID-19 as expressed by the Centers for Disease Control (‘CDC’) and/or Department of Health (‘DOH’).
 - Since we are prohibited from maintaining a record of students, staff, teachers and essential visitors’ health data, we will only maintain records that confirm individuals were screened and the result of that screening: CLEAR/NOT CLEAR. The screening will be conducted on site by a member of our staff.
 - If the result of the screening is “NOT CLEAR”, the individual will be denied entry into the building, or sent directly to a dedicated isolation area prior to being picked up or otherwise sent home. They will be referred for evaluation by their healthcare provider and possible testing.
 - An immediate review will then take place each morning of all the information from those in attendance, including follow-up calls to families of students, or employees who are not in school that day, and were scheduled to be in attendance.
 - In the case of an individual who has stayed home, the follow-up call will include a reminder that anyone experiencing a temperature of 100.0°F or above must stay



HEALTH AND SAFETY

home until they are symptom-free for 24 hours without fever reducing medications, as long as they did not respond in the affirmative to 1, 2 or 4 above. If the individual did respond in the affirmative to 1, 2 or 4 above, they should be referred for evaluation by their healthcare provider and possible testing.

- Reporting of any “Not Clear” statuses (of individuals who have been turned away or have stayed home) to the Head of School for follow-up according to DOH guidelines.

Maryel School will ensure that any personnel performing in-person health checks / screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious individuals entering the building. Personnel performing screening activities will be trained by individuals who are familiar with CDC, DOH, and OSHA protocols. Health check screeners must use PPE at all times, which Maryel School will provide. This will include, at a minimum, an N-95 mask, and may also include gloves, a gown, and/or a face shield

Positive Screens

Any individual who screens positive for COVID-19 exposure or symptoms at the school will be sent home with instructions to contact their health care provider for evaluation and possible testing. Students, faculty or staff who are being sent home because of a positive screen (e.g., onset of COVID-19 symptoms) will be immediately sent home or separated from others and supervised in our isolation room until their parent/legal guardian or emergency contact can retrieve them from school.

If an individual’s responses to any of the aforementioned screening questions changes, such as if they begin to experience symptoms, including during or outside of school hours, they must report immediately to the Head of School for follow-up. Prior to the school year, employees will receive guidance on what COVID-19 symptoms to look out for, and will refer any students they see exhibiting such symptoms to the isolation room as well as informing the Head of School.

The school is required to notify New York State and local health departments about the case if the individual’s diagnostic test results are positive for COVID-19.



HEALTH AND SAFETY

Maryel School will follow the local Department of Health ('DOH') requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment. At a minimum, a return to school will require documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution.

Staff and Student Testing

Following recommendations by the [CDC](#), the school does not require routine mandatory COVID-19 testing or antibody testing of students, faculty, and staff as a screening mechanism. **Maryel School does recommend that students, faculty, and staff get tested about one week before the first day of school.**

The decision of whether future tests need to be conducted should be determined by a healthcare provider, or the local department of health. The school will, however, require two negative tests as recommended by the [CDC](#) to prove that an individual who has previously tested positive for COVID-19 while at school is "clear" to return to the building.

MANAGEMENT OF ILL PERSONS

Any individual who shows symptoms of COVID-19 during the school day will be immediately isolated in our isolation room until the parent/guardian or emergency contact arrives. If this person is an adult member of our staff or faculty, they will be required to leave the school facility immediately. If they don't feel well enough to leave the school, we will contact their family to pick them up.

Maryel School of New York has designated a room as our isolation room for safely caring for students, faculty or staff member if they develop symptoms of COVID-19 during the school day.

We will ensure that the person in charge of taking care of this individual is appropriately protected from exposure. This person will be provided and use PPE such as a mask, gloves and a face shield.



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When parent/guardian of an isolated student arrives, they will need to wait outside until a member of our staff brings the student to the parent. The parent will be informed that the student must be seen by a health care provider.

Infected Individuals

If COVID-19 cases are discovered at school, the immediate response will include closing off areas or classes where individuals were infected and engaging in a process of “deep cleaning” either in the affected area, portions of the school, or more broadly the entire school, as determined in consultation with DOH guidelines or conversations with our local DOH contact.

The school may choose to modify operations prior to instituting school-wide closures to help mitigate a rise in cases.

Contact Tracing Support

In the case of an individual testing positive, the school is required by NY State to support the DOH in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal and state law and regulations. The school is also required by law to cooperate with state and local health department isolation, and quarantine efforts.

Whereas state and local health departments will implement monitoring and movement restrictions of COVID-19 infected or exposed persons, **the school will be responsible for notifying faculty, staff, and families of students that they have come into close or proximate contact with a person with COVID-19.**



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Please note that medical privacy laws explicitly prohibit the school from revealing the name of the individual who has tested positive for COVID-19. We may only reveal that a student or faculty member has come in close or proximate contact with an unnamed person, and how we came to know this information (school tracking systems, governmental contact tracing, or another mechanism).

Returning to School After being tested

- 1- If a person **IS NOT** diagnosed with COVID-19 by a health care provider, they can return to school:
 - a. Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
 - b. If they have a written note from a healthcare provider stating they have been diagnosed with another condition.
- 2- If a person **IS** diagnosed with COVID-19 by a healthcare provider based on a test, the school will require two negative tests as recommended by the [CDC](#) to prove that an individual who has previously tested positive for COVID-19 while at school is “clear” to return to the building.

If a person has COVID-19 symptoms, the school strongly recommends they should be tested for COVID-19. If they have symptoms but have not had a COVID-19 test, they should not be at school and should stay at home until:

- a. It has been at least fourteen days since the individual first had symptoms;
- b. It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- c. It has been at least three days since the individual’s symptoms improved, including cough and shortness of breath.



HEALTH AND SAFETY

FACE COVERINGS AND PERSONAL PROTECTION EQUIPMENT

Use of face masks

General rule:

All persons in the building who are not maintaining a social distance of 6 feet must wear an acceptable face covering indoors. Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose. For staff engaged in workplace activities that require a higher degree of protection due to the nature of the work (e.g. health screenings, isolation room work), N-95 masks, or other PPE used under existing industry standards should be used, in accordance with OSHA guidelines.

Students:

Face coverings must always be worn when entering “public areas” such as hallways, stairwells, bathrooms, or other spaces multiple individuals or groups may pass through, or in situations where social distancing may be difficult to maintain, such as entering/exiting classrooms with others, or in narrow halls.

Maryel School will allow students to remove their face covering during instruction, meals, and for breaks so long as they maintain appropriate social distancing.

We ask that students bring their own face covering to support some autonomy of choice for students and to allow families to choose the most comfortable fit for their children. Students should have enough masks to wear a clean mask each day, and to have at least one back-up mask at school. **Mask must have the student’s name inside.**

Teachers:

Teachers must always wear an acceptable face covering while in the classroom with students. The school will provide face coverings for staff and faculty.

We know that our youngest children may sometimes benefit from teachers wearing masks with a clear panel, so they can view mouth movements to support language development and social-emotional learning. We have ordered face masks with a clear panel as an option for all teachers.



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Essential Visitors

Essential visitors will be required to wear face coverings at all times.

For those that may forget their masks at home or need another mask for any other reason, a disposable surgical mask will be provided on an as-needed basis.

Since face coverings should not be used by anyone who is unable to medically tolerate such covering, including children for whom such covering would impair their health or mental health, we will make sure that these students maintain social distancing at all times.

The school will provide all students and faculty with [training](#) on how to adequately put on, take off, clean (as applicable), and discard PPE, including face masks.

HYGIENE

Handwashing

The school follows all hygiene requirements as advised by the CDC and DOH. These include:

- 1- [Training](#) all students, faculty, and staff on proper hand and respiratory hygiene, including providing information to families and guardians about ways to reinforce this at home.
- 2- Creating extra time in the schedule for handwashing, especially after restroom breaks, meals, and other higher risk activities.
- 3- Installing hand sanitizer dispensers filled with at least 60% alcohol-based sanitizer for areas where handwashing is impractical.



HEALTH AND SAFETY

Cleaning and Disinfection

The school's cleaning company is primarily responsible for cleaning and disinfection. A comprehensive COVID-19-specific cleaning plan has been developed for the school, per state guidelines.

Per DOH guidelines, custodial staff will keep logs that include the date, time, and scope of cleaning and disinfection. In addition to the work of our cleaning company, classrooms and common areas will be stocked with CDC-approved disinfectant spray so that teachers, assistant teachers and other members of our staff can also contribute to cleaning efforts at periodic intervals during the day. Extra time has been built into the schedule for hygiene maintenance, both, handwashing and the disinfection/cleaning of surfaces.

The school is also examining the circulation of air in its building—taking steps to increase the intake of fresh air from outdoors and to promote air circulation. To reduce the spread of the virus from touching door levers and knobs, doors will be fixed in the open position.

Cleaning & Disinfection After a Suspected, or Confirmed COVID-19 Case

In the event an individual at the school is suspected or confirmed to have COVID-19 while at school, the school will immediately:

- 1- Close off areas used by the person who is suspected or confirmed to have COVID-19.
- 2- Open outside doors and windows to increase air circulation in the area.
- 3- Wait 24 hours before cleaning and disinfecting. If waiting 24 hours is not feasible, the school will wait as long as possible to allow aerosolized particles to settle.
- 4- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, and common areas.
- 5- Reopen the area once it has been appropriately cleaned and disinfected.
- 6- If more than seven days has passed since the person who is suspected or confirmed to have COVID-19 visited the building, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection will continue.



HEALTH AND SAFETY

SOCIAL DISTANCING

Maryel School will strive to maintain appropriate social distancing from person to person when in common areas. Recognizing that maintaining social distancing is difficult when caring for young children and between the children in the same group, we will implement precautionary measures including but not limited to:

Classrooms

- 1- The size of each class will be limited to no more than 10 students.
- 2- Tables will be moved to be as distant from each other as possible. We will use light-transmitting plastic separators on shared tables where social distance requirements cannot be complied with or easily regulated.
- 3- We will ensure that different stable groups of up to 10 children have no contact with one another or utilize common spaces at the same time to the greatest extent possible.
- 4- Cubbies: We continue to evaluate all aspects of our reconfigured space, including options for safely storing student belongings during the school day. Recognizing that cubby space will be limited due to physical-distancing requirements, students should bring only the essentials into the school each day

Common areas

- 1- **Outdoor Space:** Only one group of students will be allowed to use the outdoor space at a time. The outdoor equipment will be disinfected after each use.
- 2- **Gym:** Only one group of students will be allowed to use the gym at a time. The gym equipment will be disinfected after each use.
- 3- **Hallways:** Certain hallways, where practical, will be restricted as “one-way traffic only,” and marked accordingly with signage and tape arrows on the floor.
- 4- **Staircases:** Markers will be installed on the stair treads to indicate the appropriate side to use.
- 5- **Library:** Our library room will be converted into the new isolation room.



HEALTH AND SAFETY

Staggered arrival and departure times

The school will stagger arrival and departure times to facilitate proper social distancing protocols.

METRICS USED IN DECISION-MAKING

During the coming year, there may be times when the governor orders schools to be closed. The State has established metrics that it will use to order a regional or state-wide lockdown, as has the City.

However, there may be situations within our own borough, neighborhood, or school community when community spread of COVID-19 needs to be addressed. The school is currently identifying those situations that may require immediate action to be taken so that we can responsibly provide for the health and safety of our students, families, faculty, and staff.

FACILITIES

UTILIZATION OF SPACE

The school is fortunate to be housed in a building with large windows and high ceilings that provide adequate air circulation, as well as an outdoor patio that will provide outdoor spaces that students, faculty and staff will be able to access during the school day for additional fresh air and opportunities to enjoy a 'mask break' while still following social distancing protocols.

The school is ensuring all interior spaces, including classrooms, conform to New York State Education Department ('NYSED') guidelines for capacity and social distancing requirements.



FACILITIES

VENTILATION

The school has a good amount of air circulation in many areas of the campus. While our classrooms provide ample circulation, we are required by law to restrict how far windows are allowed to open for safety purposes. In order to assist airflow, we will keep classroom doors open during the day to further aid air circulation.

SAFETY DRILLS

The school maintains an internal guide for conducting drills.

This plan will be reviewed and updated before the start of the 2020-21 school year to take into account social distancing requirements by, for instance, indicating that students and faculty are to maintain a distance of six feet when they gather on the sidewalks outside for our headcount, and by reviewing where each class should gather in order to preserve maximum distance.

DELIVERIES

All deliveries will be made and left 'curbside' at which time packages will be disinfected, as necessary, before they are passed on to the intended recipient.

TRANSPORTATION AND COMMUTING

We encourage Maryel families to walk to school whenever possible. As the greater New York City area enters the final reopening phases, we expect public officials to assure riders that using public transportation (Metro North, subways, buses) is safe and healthy. Students and families should be familiar with the [STATE-ISSUED PUBLIC TRANSIT GUIDANCE](#) and continually monitor it for any further requirements on trains, subways, and buses, including the wearing of face masks and physical distancing.