



To Whom It May Concern,

The COVID-19 pandemic has certainly taken a toll on us all in more ways than one. Over the last several months, we've all worn different hats and taken on unexpected roles to ensure the success of our students. Together, we accomplished so much, even while collaborating through mobile devices and computers during remote learning.

Below you will find our Back to School Reopening Plan which details our preparations for in-person classes supported by remote learning options for students. The proposal below adheres to all CDC, NYS DOH, NYS OCFS and NYS ED guidelines provided and reflects all necessary adjustments to be made by parents, students, lay leaders and staff members.

As we have done throughout the school year, we will update our parent body with any additional changes. The Brandeis School continues to have open communication with all stakeholders. The administration will continue to conduct open forum Zoom meetings weekly and send all updates via email through our school portal.

Members of the school will be provided, both verbally and in writing, with proper protocols and trainings in regards to hand hygiene, respiratory hygiene, proper face covering and social distancing guidelines.

Below you will find the three learning models which will be considered as we prepare for the upcoming school year.

The reopening plan will be available on our school website and physical copies will be mailed to all enrolled families and staff members.

On Campus Learning

- Classes will take place on premises while adhering to all social distancing guidelines and maintaining the appropriate ratio of students:square footage.
- Students may be broken down into smaller group sizes for various subjects in both General and Judaic Studies.
- Schedules will be restructured (lunch, staggered arrival & dismissal, specialties including Art/Gym/Music/Library, etc.).
- We will be implementing all necessary safety measures to ensure that our facilities are sanitized, cleaned and disinfected regularly.

Remote Learning

- Classes will take place utilizing Zoom and Google Classroom.
- Students will receive weekly schedules and daily login information.
- The office will remain open for pick ups, drop offs and communication.
- Teachers will communicate with parents and students via email and Parent Locker.
- School events will be held virtually when necessary or outdoors if feasible.
- Students will utilize Parent Locker to receive and send any assignments throughout the year.

Combined Learning

- Classes will be divided into smaller groups. Students will be given a schedule and participate in classes on campus on alternating days.
- When students are scheduled to remain at home, they will receive assignments on Parent Locker and Google Classroom and work independently from home.
- Classes will be restructured to comply with all social distancing guidelines when students are on campus.
- We will be implementing all necessary safety measures to ensure that our facilities are sanitized, cleaned and disinfected regularly.

The administration understands that the Combined Learning model is not ideal for working parents, and we will do our best to avoid this option.

PRIOR TO SCHOOL OPENING:

Students, parents and teachers will be provided with both physical and remote learning schedules. Parents and teachers have already received the New York State Travel Advisory and are instructed to follow all self-quarantine guidelines if traveling out of New York State. All staff members will be required to provide results of a COVID-19 test prior to the beginning of the year. We will also require staff members to be tested for COVID-19 periodically throughout the year. Staff members and students are highly encouraged to quarantine for 10 days prior to the beginning of school.



All student records must be up to date including all immunization documents, physical forms and emergency contact forms. Lice check will be administered to all students on the first day of school. Families have also received an adjusted school supply list to reflect the necessary PPE that students must carry with them at all times.

The Brandeis School has removed all public water fountains and installed hand washing stations in their place. Hand sanitizing stations will be placed in each classroom, throughout the hallways and by all access points into the building. All hand sanitizer provided for students and teachers will be FDA approved.

The school has purchased no-touch thermometers to be used for daily temperature screenings for all students, staff members and anyone entering the campus. Plexiglass dividers have been installed in all restrooms. We will be maintaining 6 feet of separation between students in classrooms whenever possible and will also utilize clear barriers in classrooms where social distancing may be compromised.



The school has purchased face shields, face masks, gloves, and disinfecting and cleaning products. Extra custodial workers have been hired to ensure that classrooms, common areas and restrooms are cleaned and disinfected during and after each school day.

The school will meet all New York State general health and safety guidelines. The school is in compliance with applicable fire codes and is inspected on a regular basis by the local fire department. There are no changes to doorways or the fire alarm system being utilized on campus.

SOCIAL & EMOTIONAL WELL BEING

While the academic progress and success of our students is crucial, of equal importance is the social and emotional well-being of all members of The Brandeis School including parents, students and staff members.

As we return to school, we are considering two important factors for our students, parents and staff members: the effects of social distancing when reacclimating to in-person education and the overarching effects of social media over the last several months. In addition, we are aware that our community members are experiencing fear of the unknown and general anxiety while adapting to the new normal with a range of comfort levels.



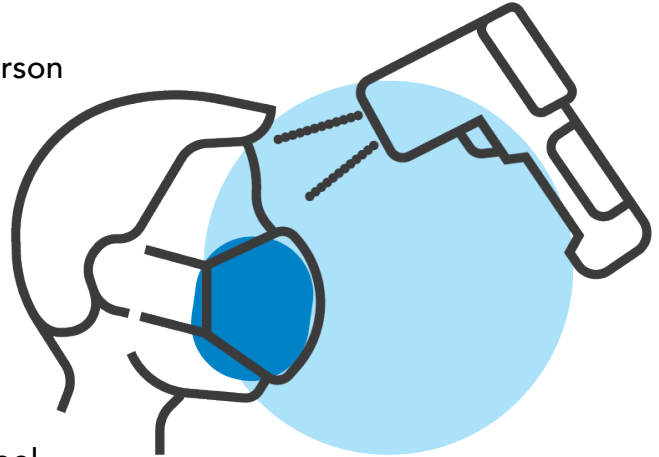
Our administration will partner with our district personnel comprised of our school psychologist and social worker to ensure that:

- There is a continuous flow of communication between all members of the Brandeis family. We will provide open forum meetings for parents, students and staff to voice their opinions, concerns and suggestions. The school will continue to communicate all information and be transparent about any actions being taken.
- Our school's common values are clearly communicated and promoted starting with the value of prioritizing human life, kindness to one another, giving/charity, tolerance, patience, love, mutual respect, modesty and making the world a better place.
- We are maintaining community spirit by continuing our schoolwide programming (while adhering to all guidelines) and incorporating additional programs and activities for students, staff and parents.
- Workshops are available for parents, students and teachers to provide resources and tools and to address emotional well-being and behavioral concerns. Links to online resources will be available to anyone who may need them.
- Staff members are understanding, supportive and accommodating to students' and peers' social and emotional needs during this time.

BEFORE ARRIVING TO SCHOOL:

To ensure the students' health and safety on buses, the school will comply with all transportation guidelines provided by the local districts.

- Parents are responsible to check their children's temperature daily. If a child exhibits any symptoms of COVID-19, flu, or allergies, parents must keep that child (and any sibling exposed to the child exhibiting such symptoms) home for **72 hours** and notify the Health Office immediately.
- If a child has been exposed to any person exhibiting symptoms, he/she must remain at home for **72 hours** and parents must communicate this information to the Health Office immediately.
- Parents must ensure that each child's backpack contains all learning materials needed daily, including school supplies, water, individually wrapped snacks, hand sanitizer and a proper face mask.
- Teachers are responsible to check their temperature and communicate if they are exhibiting any COVID-19, flu or allergy symptoms to the Health Office and Head of School immediately. Teachers must remain home for **72 hours** if they present symptoms or are feeling unwell. If a teacher has been exposed to anyone exhibiting symptoms, he/she must remain at home for **72 hours** and communicate this information to the Health Office immediately.
- The Brandeis School reserves the right to request a negative COVID-19 test result and/or a physician's communication for any staff member or student at any time.



Remote learning/teaching will be available to any students/teachers who are required to stay home.

UPON ARRIVAL:

Parents are not permitted in the building at any time, unless they have confirmed with the OFFICE STAFF in advance.

- This year, we will have 4 entry locations to the school. Parents will be instructed where to drop off children each morning and teachers will be placed in each drop off location.
- Students who enter the building must wear a mask until they have reached their homeroom class. Students whose physical and mental health will be impaired by wearing masks will be guided and supervised to maintain social distance of 6 feet from all other individuals.
- Upon entry into the building, student and staff temperatures will be taken.
 - ***Anyone who has a fever of 100 degrees or higher will not be permitted into the building.***
- Each individual will be instructed to sanitize his/her hands with hand sanitizer provided. Everyone is then instructed to wash his/her hands for at least 20 seconds at a handwashing station before entering the classroom.
- All staff members will be required to obey social distancing regulations at all times. Face masks and shields will be available in the Front Office should you require proper PPE. Staff members will have the option to wear a mask and/or teach behind the clear barrier.
- The front entrance will be for children riding on busses only. After stepping off the bus, children will sanitize their hands upon entry into the building and proceed to a handwashing station before entering their classrooms.
- Children will proceed to either the gym, cafeteria or designated classrooms to ensure proper social distancing until first period begins. Faculty members will be assigned to various locations to supervise children during this time.
- Children in Grades 1-4 will have cubbies placed outside their classrooms and will be monitored by teachers when accessing their items. Middle School students will NOT receive lockers and will hold their personal belongings in their backpacks.
- At approximately 8:00AM, students will proceed to their homerooms while monitored by their homeroom teachers.



CLASSROOM INSTRUCTION:

We are doing our best to ensure limited transitions for our students. This year, children will remain in their classrooms as much as possible and teachers will rotate between rooms.

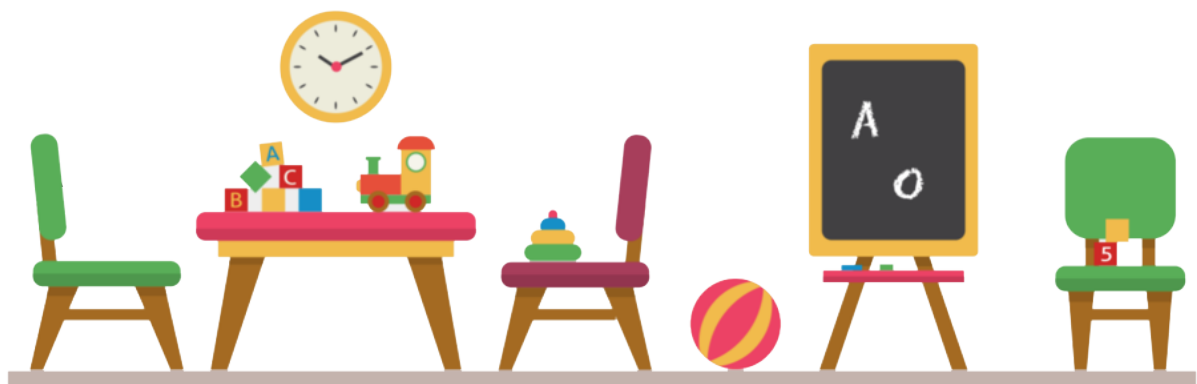
When moving between locations, staff will be provided with a schedule to ensure an ease of transition and limited traffic in the hallways and public spaces.



- The number of students in each learning group (class) will be minimized to comply with social distancing guidelines based on the square footage requirements provided. Should we be able to accommodate the 6 feet distance between students (in each direction), students will not be required to wear masks during instruction unless approaching a teacher for individual support. If the number of children in a group does not allow for social distancing, masks will be required.
- *Social distancing guidelines required for grades 1-8 will be attempted for children in the school's Early Childhood Program (N2-Kindergarten).*
- Daily attendance of staff members and students will be taken and recorded.
- Students must attend their classes either physically or remotely to avoid any adverse effects on their academic progress. Students should arrive promptly to each session with their learning materials available, actively participate in classes and complete all assignments and assessments.
- Students in PreK – 4th grade will be provided with a school supply box to hold their personal items to avoid sharing any communal items including pencils, markers, crayons, pens, erasers, glue, tape, etc.
- The school will do its best to avoid center play, and if it is incorporated into learning, each center and all toys involved will be cleaned before the next use.



- We have removed all excess furniture including cubbies, storage units and round tables from classrooms to increase available space.
- All classrooms will be appropriately ventilated at all times. Classroom doors and windows will remain open at all times, weather permitting.
- Filters will be placed in main heating/cooling units as well as window units in each classroom. We are also reviewing the benefits of air purifiers in classrooms.
- When leaving the room for any reason, students must wear masks and then must wash their hands upon returning to their classroom.
- When students are out of the classroom per their schedules, custodial staff will enter to clean the empty room.
- Hallways will be clearly labelled with directional markers on the ground and, where applicable, social distance stickers will be placed on the floors.
- Any identified students who have 504 plans or IEPs from the district will continue to receive mandated services and required support services, with an adjustment to their schedule to ensure the safety of the teacher and student.
- The school will continue to provide extra support periods, both remotely and on campus, for any students struggling in any subject.
- Art, Science Laboratory and Physical Education classes and curriculum will be adjusted to ensure that students maintain social distance and adhere to all regulations.



SNACKS AND LUNCH

- Students must bring individually packaged snacks and beverages each day. Students will eat their snacks at their desks and are required to wash their hands before and after eating. Students will not be allowed to share food or drink at any time.
- Lunch provided by the PA will be served in the cafeteria if possible or delivered to the classrooms if necessary. All food provided will be individually wrapped and sealed when distributed to students taking part in the lunch program. Students are required to wash their hands before and after eating.
- Any parents who do not sign up for the lunch program must provide cold lunch from home according to school guidelines (dairy lunch on dairy days and pareve lunch on meat days). **Food cannot be refrigerated or heated on premises**
- The school's Health Office will continue to monitor and oversee any allergy concerns. Parents of children with food allergies and other health conditions should remain in communication with the school's nurse.



RECESS

- Weather permitting, children will have outdoor recess while complying with all social distancing guidelines. Classes will be assigned to various outdoor spaces throughout the week including the playground, basketball courts, soccer fields and gaga pits so that they do not overlap with one another. Faculty members assigned to lunch/recess duty will be given a schedule detailing the recess location.
- All structures will be sanitized between usage. Sanitizing stations will be placed along all entry points and students will be required to wash their hands prior to reentering their classrooms.
- When necessary, indoor recess will take place in the classrooms. Students will maintain social distancing guidelines and acceptable activities will be provided.

SPECIAL PROGRAMS

- Information regarding schoolwide/classroom special activities will be communicated and include specific instructions for guests and families.
- Prior to coordinating a special program to be held on campus, staff must get approval from Mr. Levin of each event and the event details so that the event complies with all regulations.



- Safety drills including lockdown, lockout and fire drills will continue as per usual while maintaining social distance guidelines both in and out of the building as appropriate.
- We hope to incorporate field trips and will provide further information once transportation guidelines are provided. Various options (including virtual trips) will be considered.

DISMISSAL PROCEDURES

Dismissal will follow the same protocols and procedures as arrival.

- Students will be required to wear masks when exiting their classrooms for dismissal and maintain social distance until they reach their vehicles.
- Students will be assigned to dismissal locations, and parents will be notified of their designated access point. Faculty members who have dismissal duty will be assigned to a specific location and have an updated list of students dismissed at that location, including any dismissal changes.



AFTER SCHOOL PROGRAMS:



- The school will communicate with all after school providers to assess acceptable options for students. All activities will adhere to applicable regulations and guidelines. Parents will be provided with a list of available extracurricular activities.

HEALTH AND SAFETY

- Teachers and students must complete a daily COVID-19 screening which will be available both online and via printed copies. (Attached you will find a copy of our survey.)
- Each classroom will be properly cleaned and sanitized throughout the day and nightly.
 - As stated above, when children are out of their classrooms, the classrooms will be cleaned by custodial staff while vacant.
- Classroom furniture, doorknobs, whiteboards, chairs, floors, shelves, napping materials and toys will be cleaned and disinfected each night.
- All heavy transit areas, common spaces and high touch surfaces will be cleaned and disinfected regularly.
- Carpets for Early Childhood students will be replaced with rubber mats that will be cleaned regularly throughout the day and after each school day.
- The school will provide parents and staff with a list of all cleaning and disinfecting products and methods to ease any concern.
 - The school will only utilize products that are approved by the CDC, DOH, OCFS and EPA.
 - We will communicate the frequency of cleaning and our method of monitoring such cleaning.
- Each class will receive a schedule with daily handwashing times.
- Early Childhood Teachers will be provided with multiple sets of toys and learning materials to allow for continuous disinfecting between uses.
- If a child expresses or appears to be unwell during the school day (whether or not they show any symptoms), the Health Office will notify the family immediately.





- Parents must arrange for the child to be picked up promptly.

- Each family must provide a phone number of an emergency contact who can pick up the child immediately.

- In addition to the Nurse's office, the Dean's office will be converted into an isolation room. While children wait for their parents, they will remain in either of these rooms until picked up from school. Isolation Rooms will be disinfected immediately after the child vacates.

- If a staff member is feeling unwell while in the building, he/she must leave immediately and coverage will be provided for the class if necessary. Staff will resume teaching remotely if able to do so.

Should anyone on campus test positive for COVID-19, clear information and guidelines will be provided.

- After communicating with the CDC and health officials, the administration will make a decision as to the extent of closure and quarantine (classroom/section of building/entire school).
- Staff must ensure that they have laptops/iPads at home should they be required to begin online sessions.
- **The affected classes will immediately transition to remote learning. Faculty members must be prepared for remote learning at all times.**

This plan is subject to change

KNOW THE SYMPTOMS OF COVID-19



FEVER



COUGH

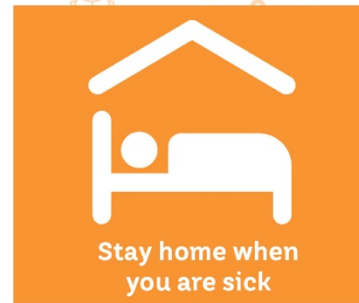


SHORTNESS OF BREATH

SPREADS
THROUGH
CLOSE
CONTACT

COVID-19 (also known as Coronavirus)

What you can do



FIGHT GERMS BY WASHING YOUR HANDS!



DON'T FORGET TO WASH:

- Between your fingers
- Under your nails
- The tops of your hands



HOW TO TALK TO KIDS ABOUT COVID-19

1

STAY OPEN TO QUESTIONS

There is a new virus a bit like a cold, not many kids are getting it but the Dr's are helping everyone.



2

WASH YOUR HANDS

Sing the Happy Birthday song twice every time you wash your hands, rub them together with soap!



3

KIDS ARE STRONG

Eat healthy foods, sneeze into your elbow, drink lots of water and try not to touch your face!



4

IT CAN IMPACT ANYONE

It doesn't matter where you or your parents come from, be caring to everyone. It's not your job to worry.

