

CIP Back to School Health and Safety Plan

2021 - 2022

{Version: January 3, 2022}

The purpose of this document is to outline our school's priorities, guiding principles, and approach to healthily returning to school for Winter 2022.

At CIP, the health and safety of our scholars, staff, and community is our first priority. As we plan to navigate in-person learning and mitigate the risk of exposure to COVID-19, we have studied models and best practices from school systems around the world, in addition to guidelines from the Center for Disease Control, New York's Department of Health, and the NYC Department of Health and Mental Hygiene. Our goal is to meet or exceed minimum health guidelines whenever possible to keep our community safe.

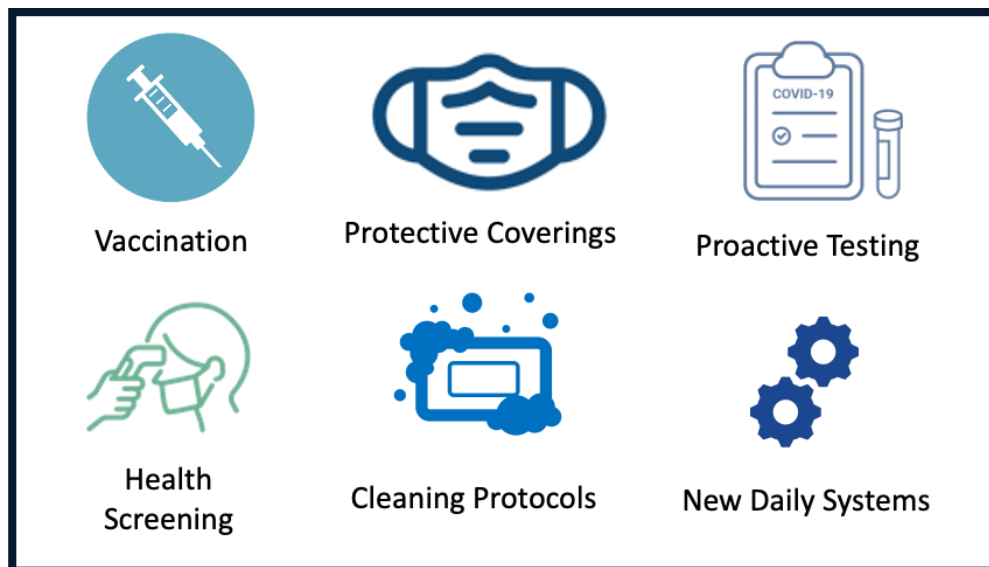


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A Layered Approach to Minimize COVID-19 Infection

Minimizing the spread of COVID-19 in our schools will require a layered approach. While some layers are more impactful than others, no single layer alone will prevent the unvaccinated from becoming sick or spreading it to others. This section presents CIP’s layers of COVID-19 prevention.



CIP Requires Vaccination!

We believe that vaccinating all staff members is the single-most important and powerful mechanism we have to ensure the health and safety of our school community. Getting vaccinated reduces the likelihood of COVID-19 transmission and spread, and it severely reduces illness should a vaccinated individual still contract the virus. Particularly because students under the age of 12 are ineligible for a vaccine at this time, it is imperative that as adults and leaders in our school community, all Coney Island Prep staff members do their part to get vaccinated, prevent transmission and spread, and contribute to this pressing public health initiative. While it is known that the Delta variant can be spread by vaccinated people, CDC is clear that “unvaccinated people remain the greatest concern... and the greatest risk of transmission is among unvaccinated people who are much more likely to contract, and therefore transmit the virus.”

We understand there may be hesitancy with some staff members and are committed to sharing [facts and helpful information](#), including addressing misinformation, as frequently as possible.

100% of our staff were fully vaccinated by November 11, 2021. Our next step is to continue to encourage students to be vaccinated.

Student Vaccination Goals						
	First Week of January		First Week of March		First Week of May	
	Goal	Actual	Goal	Actual	Goal	Actual
Grades K-6	5%	3%	25%		50%	
Grades 7-8	50%	37%	60%		75%	
Grades 9-12	75%	73%	85%		95%	

Student Vaccination Approach and Goals

- CIP strongly encourages students who are eligible to be vaccinated to become vaccinated as soon as possible. See here for the [CIP Family COVID Vaccination Guide](#).
- CIP has set up a vaccination drive for students, families, and staff to assist and ease people with getting a vaccine. Some NYC sites will offer incentives for vaccination, CIP hosted vaccination drives are meant to offer a vaccination in a comfortable familiar environment and will not include the same incentives offered at city vaccination sites.
 - Confirmed dates thus far are Saturday, August 28, 2021 and Saturday, September 18, 2021
- Operations Teams are collecting student vaccination records with the help of teachers and staff across our campuses.
 - [Link to the high school post on ParentSquare](#)
 - [Link to the middle school post on ParentSquare](#)
 - [\[Ops-Facing\] \(Draft\) Vaccination Record Collection Plan](#)
- CIP will conduct weekly testing of those who are not vaccinated.
 - [Link to the LES post on ParentSquare](#)
 - [Link to the UES post on ParentSquare](#)
 - [Link to the MS post on ParentSquare](#)
 - [Link to the HS post on ParentSquare](#)

Some Optional School-Based Activities Require Vaccination

- New York City has mandated vaccination for high school athletes [playing high-risk sports](#).
- Coney Island Prep will take the additional step of requiring vaccination for any optional, or non-essential school-based activity for eligible scholars to participate.
- Current activities that require scholars to be fully vaccinated include:
 - Athletics
 - CIP Afterschool (which includes activities)
 - Off-campus field trips
 - Off-campus privileges such as off-campus lunch for CIPHS scholars
- All of the above activities either occur indoors, and/or require cohort mixing and pose challenges for maintaining distancing and contact tracing.
- We believe vaccines are safe and effective and encourage all eligible members of our community to get vaccinated, in consultation with a primary care physician.
- Scholars ages 12 and up were required to have *at least* their first dose of an approved vaccine by Monday, September 27, 2021, the first day of CIP Afterschool, or by the first day of athletics tryouts, whichever is *earliest* - in order to participate in most of the above activities.



Scholars under 12 are required to have a first dose of the vaccine by Monday, January 18, 2022 to participate in second semester afterschool activities.

- Scholars must have received their second dose of an approved vaccine by Monday, October 18, 2021 *or* the first day of competition for their competitive sport, whichever is *earliest*.
- Scholars (and their families) may get vaccinated at CIP's sponsored vaccination drive in collaboration with StatCare.
 - Confirmed dates thus far are Saturday, August 28, 2021 and Saturday, September 18, 2021 at Coney Island Prep High School at 294 Avenue T.

Masks are Required, Regardless of Vaccination Status



Masks are our most important layer to prevent the spread of COVID-19 in our schools.

According to the CDC, “COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.” The CDC states that unvaccinated people remain the greatest concern. Although breakthrough infections in vaccinated people happen much less often than infections in unvaccinated people, individuals infected with the Delta variant, including fully vaccinated people with symptomatic breakthrough infections, can transmit it to others. Given this, we will wear masks (cloth or surgical face coverings) to limit the spread of the virus and slow unknowingly infected people from transmitting it to others.

- Masks are required during the school day for all students and school staff in all grade levels regardless of vaccination status. Please see [here](#) for appropriate masks. More specifically, this means:
 - Wear a mask at all times when scholars are present
 - Wear a mask when attending PD or meetings
 - Wear a mask when walking in hallways and using bathrooms
 - Airplane rules return - only when actively eating or drinking should your mask come off or below your nose
 - Avoid eating and drinking in groups of adults whenever possible
 - Masks should be worn outdoors when people are in close contact.
 - Masks are required for all families and staff at arrival and dismissal.
- CIP has a sufficient stock of cloth and extra disposable face coverings are kept on site in the event that a staff member or teacher requires them.
- CIP will source and provide 1 KN95 mask to each staff member who requests it. KN95 masks can be worn for 5 days in a row. We will work to generate sufficient supply to allow staff who desire to collect 1 per week.
- Students should be frequently reminded not to touch the face covering and to wash hands frequently.
- We will give all community members guidance around sanitation of face coverings and reuse.
- Schools will develop plans for supporting students in meeting this expectation, including protocols for students who struggle with this expectation, and will have a clear protocol for mask breaks.

- School leaders will strictly enforce mask policies for families outside the school building during arrival and drop off.
- Face shields can be worn in addition to but *may not* be worn as a substitute for a cloth face covering or mask.

Proactive Testing for COVID-19



In Spring of 2021, CIP had a successful partnership with StatCare to run regular COVID-19 testing for all of our students each week. Given the current climate, CIP will run COVID-19 testing for 100% of students who have completed paperwork and require all staff to test weekly, regardless of vaccination status.

Note - for context, NYC DOE testing policy is to conduct a random sample of a smaller percentage of students weekly. CIP’s policy is intentionally more rigid, testing as close to 100% of our students and staff at school each week as possible.

In addition to the proactive testing, we will source at-home testing kits and make them available to staff, at their request, and pass them out to staff and students, requiring them to take them, according to the response protocols outlined in the section titled “Minimizing the Spread of COVID-19.” See [here](#) for CDC guidance related to rapid antigen tests on which we have based our protocols.

Below is our updated weekly COVID-19 testing schedule. Campus Directors of Operations will communicate to staff when there are changes to this schedule.

Weekly COVID Testing Schedule for Winter 2022			
Campus	Address	Day of Week	Testing Window
CIPLES	8787 24th Ave.	Monday	7:45 AM-12:00 PM
CIPUES	133 27th Ave	Monday	12:45 PM - 3:05 PM
CIPMS	501 West Ave.	Tuesday	8:25 AM-12:00 PM
CIPHS	294 Ave. T	Friday	9:00 AM - 2:00 PM



Regular Health Monitoring & Containment

We will engage in regular monitoring, screening, and testing of scholars and staff health to ensure that we can appropriately exclude those who might be infected and break the chain of transmission for the potentially impacted cohorts of scholars and staff. When suspected cases are identified, we have clear protocols to facilitate containment of the virus.

- CIP will keep scholar and staff medical information private and shared only with need-to-know parties (Principal, Director of Operations, Human Resources, and leadership).
- **Self-Screening:** All community members will be encouraged to stay home if they are sick. The primary method for minimizing the spread of the virus will be our reliance on staff, students, and their families self-screening and monitoring their health. To keep everyone safe, staff and students should not come to school if they are ill. Any flu-like symptoms are a sign that someone should stay home. And, there are four COVID symptoms in particular that we all must focus on: fever; shortness of breath; fatigue; loss of taste or smell. They should inform their manager, Principal, and Director of Operations as soon as they become ill.
- **CIP Screening Tool:** See here for the details of CIP's screening system. [\[Staff Facing\]: Detailed Staff and Visitor Screening Protocol.](#) Staff, students, and visitors will be required to complete a daily screening questionnaire for faculty and staff according to the latest guidance regarding COVID symptoms. Staff, students, and visitors should not come to campus and will be denied entry if they do not pass the screening.
- **Temperature Checks:** All scholars, and staff, and visitors will have their temperature checked using non-contact thermometers upon entry into the building. Staff who perform temperature checks may wear face shields, and gloves, and gowns, in addition to face coverings, if they choose. Staff may stand behind plastic barriers, but are not required to. Any scholar or staff member with a temperature above 100.0 degrees will be restricted from accessing the classroom and sent home. Visitors with a fever will be denied entry to the building (i.e. they cannot wait indoors for a ride).
- If someone comes onto campus and develops symptoms of COVID or has a fever, the following protocols will be followed:
 - Staff

- School nurses will be immediately informed and can evaluate the staff member if needed.
- Staff will be sent home immediately.
- Student
 - School nurses will be immediately informed and can evaluate the student if needed.
 - Each campus will have a health exclusion room for scholars who cannot be picked up immediately.
 - Staff will wear masks and monitor any student in a health exclusion room at a minimum of 6 feet of distance.
 - Upon parent/guardian pick up, the family will receive instructions that the student must be seen by a health care provider and receive a negative COVID test result prior to returning to school.

Other Precautions

While the before listed precautions are our primary layers for preventing COVID-19 infection, the following layers will also be in place. Notably, some of these precautions were understood to be key layers last year, but due to research on the spread of COVID-19 in schools, CDC guidance no longer as heavily emphasizes these precautions, particularly where they may compromise students being able to learn in person.

Hand Washing and Sanitizing

- CIP will continue to encourage students and staff toward healthy hand washing habits.
- CIP will provide hand sanitizer in every classroom.
- Students and staff should wash and sanitize hands regularly.

All Staff Will Contribute to Warm, Welcoming, and Clean Facilities

- CIP strives to have warm, welcoming, and clean facilities all the time, and we will ensure we clean thoroughly to support prevention of the spread of COVID-19.
- Every Coney Island Prep facility will be regularly and thoroughly cleaned with solvents that eliminate 99% of bacteria and are lethal to COVID-19, with an emphasis on high-contact surfaces and high traffic areas.
- Schools are stocked with needed supplies for good hygiene, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans.
- Schools will make every effort to maintain stock to last 60-90 days.
- Each classroom and all frequently traveled spaces has a hand sanitizer dispenser installed.

- Within classrooms, scholars and staff will wipe down surfaces with frequency, at a minimum after eating and at the end of the school day.
 - Note: While cleaning is still a precaution we will take, CDC no longer believes COVID is as likely to spread from surfaces as it is via the air.
- Every classroom has an air filter installed and air filters should be on throughout the school day.
- Windows will be opened at all opportunities that do not compromise student's ability to focus (ex. when temperature is too hot or too cold), and air filters should remain on even when windows are open.
- Adult and student bathrooms will include guidance and materials for staff to keep them clean and to remind them of hand washing. Schools may choose from the CDC signage [here](#).
- [Signage](#) is posted to ensure facilities offer frequent reminders of needed protocols and health and safety expectations, including reminders for scholars and staff to wear masks and maintain distance where possible.

Physical Distancing Where Possible

- Staff and scholars should adhere to CDC physical distancing guidelines (3 feet) where possible.
- Classrooms are set up with a desk configuration that accommodates all students but keeps space between kids.
- Until 100% of staff and students are vaccinated, handshakes and any other routines that call for direct physical contact are prohibited. Staff may not generally touch scholars or one another. Air hugs, elbow bumps, shoe taps are permissible.

Shared Materials and Equipment

- Where possible without compromising student's educational experience, schools will avoid sharing materials and equipment, particularly among student populations ineligible for the vaccine.
- Students will have 1:1 technology to avoid sharing.
- Students will not be permitted to drink from drinking fountains but may fill up water bottles.

Shared Spaces, School Events, Visitors, Athletics, and Extracurricular Activities

- Large group gatherings that use shared spaces will be limited (ex. TWR, Main Office will have maximum capacities depending on space).
- Large group gatherings and non-essential school events will continue to be suspended in large part until January.
 - Elementary: Given students are ineligible for vaccines at this time, all events including family conferences will be run virtually for Q1 & Q2.

- Middle & High: Given students are eligible for vaccines, if schools choose to do so, schools may allow in-person school events where students and/or their families provide proof of vaccination in order to participate.
 - Schools may run community meetings for essential purposes like sharing information with students on the first day of school.
 - Schools must offer families a virtual option for engaging in family conferences.
- Schools may run outdoor community events for families and students as long as mask protocols are in place.
- Staff social events off campus can be held by school leaders if 100% of the employees on their *staff* are vaccinated.
- Schools may run field trips that they deem safe - and outdoor activities are strongly encouraged. For age groups which are eligible to be vaccinated, field trips will only be available to students who are vaccinated. Families may volunteer if they provide proof of vaccination. Masks are required.
- Athletics, after-school programs, and off-campus privileges will only be led by vaccinated staff and available to students who are vaccinated (for age groups which are eligible to be vaccinated). Masks are required.
- In general, Coney Island Prep will only allow access to visitors who are vaccinated, including vendors, partners, and student's families. Masks will be required.
 - Meetings with outside parties, including families, will be conducted via phone and video conference where possible or proof of vaccination will be displayed.
 - Staff will not be allowed to bring their own children who do not attend CIP to work under any circumstances.
 - Non-staff members on campus during the school day who are there for the purpose of deliveries or activities essential to school operations (i.e. deliveries) are not required to show proof of vaccination. Where possible, these visitors should be on site for less than 10 minutes. If on site for more than 10 minutes in the presence of CIP staff or students, a screening questionnaire must be completed so as to perform contact tracing.

Physical Education and Athletics Expectations

- At a minimum, students and adults should follow the same school-day policies and procedures during athletic and extracurricular activities, including PE
- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, require employees and children/campers to practice hand hygiene before and after contact.
- Keep stable group of children separated, if possible;

- Spread of COVID-19 is more likely to occur in sports that require sustained close contact (such as wrestling, hockey, football), thus focus on activities with little or no physical contact over those that are close-contact or involve shared equipment (e.g. running);
- Encourage activities that are lower risk such as skill-building and conditioning;
- Prohibit children from bringing equipment from home.
- For physical education and athletics - yes for soccer & football. They are optional for running if scholars are distanced, but required if scholars are running in a close group.

Health and Safety Protocols for Yellow School Buses

- Masks, worn properly over mouth and nose are required.
- No eating or drinking is allowed.
- Schools will set up seat assignments and ensure students are seated properly at dismissal. Of note:
 - For morning bus routes, we cannot ensure student seating.
 - It is age appropriate behavior that children move seats between stops. Drivers are not accustomed to or well-trained to carefully manage student behavior on buses.
- Contact tracing:
 - CIP commits to informing families when a kid has a potential or confirmed case on the bus and being transparent about how a confirmed COVID case on the bus may impact other student's ability to attend school.
 - It is still to be determined if we will quarantine based on seating assignments or to treat the bus like a classroom and quarantine the whole bus.
- Key points DOOs will share with families re: health/safety on the bus for K-5 GenEd service:
 - Given CIP does not directly contract or manage the bus driver, the bus is never going to be the same experience as a family would have inside of a classroom at CIP. And it is never the safest, most reliable way to get your child to and from school.
 - In the COVID context, there are even more considerations for parents to take in thinking about the bus.
 - We do not directly manage our bus drivers and have limited influence in how they respond to CIP's internal requirements for our staff (masks, vaccination) and what they do to manage student seating arrangements or behavior on the bus. As a reminder, there is no para or matron on the bus.
 - [We will plan to share communication protocols once we have finalized].

Minimizing the Spread of COVID-19

Contact Tracing and Containment

In order to prioritize students' learning, our class sizes and student schedules will return to “normal” this Fall. This means we will no longer limit the size of classes and cohorts, and will decrease our focus on minimizing the overlap between cohorts. CIP will have clear protocols which leaders will implement to ensure strong communication around suspected or confirmed COVID cases.

While we aim to minimize the risks to the health of our community and to prevent the spread using the already detailed measures, Coney Island Prep recognizes that it is likely inevitable that we will have a case of COVID-19 in our school community. **Given this, we will generally follow NYC DOHMH and Situation Room protocols for both our public and private facilities.**

It is important to note that current policies may change subject to their changing approach. CIP will do our best to adjust and communicate as policy changes.

We are optimistic and hopeful that our layered approach will keep our kids and staff safe. Should additional measures be needed, CIP will consider increased social distancing and cohorting/limiting movements more strictly than we currently do in our school schedules and daily operations (ex. classroom transitions, mixed class tutoring groups, lunch in the cafeteria).

Leaders will use this resource [\[Leader-Facing\]: CIP Suspected or Confirmed COVID Case Response Protocol](#) which includes links to relevant letters and communications. The broad overview for staff is outlined below.

Staff Expectations for Contact Tracing

- CIP leaders, and every adult on campus, will need to ensure careful class rosters for all student movements, and teachers will need to ensure accurate attendance so that contact tracing can be performed.
 - Elementary: In early grades where it is not age appropriate to rely on students to self-report who they are in close contact with, staff must keep careful rosters and seating charts. This applies at all times during the school day, including on the school bus.
 - Middle: Instructional blocks and movements should maintain clear rosters. Students should be assigned tables during the lunch period, and rosters and records should be kept for times where cohorts mix or gather.

- High: Instructional blocks and movements should maintain clear rosters. Students do not need to be assigned tables during the lunch period. Rosters should be kept for times when students are under teacher supervision. Students will need to be informed and be educated about how COVID spreads, what constitutes a close contact, and the importance of self-reporting accurately.
- In settings of student discipline or pull out that cause groups to mix that might not otherwise, staff must keep careful records of who they are in contact with, and students who occupy the shared space, for more than 10 min.

Key Definitions

<p>Suspected Case</p>	<ul style="list-style-type: none"> ● Individual has reason to believe they may have COVID: they are displaying COVID symptoms or are unvaccinated and have a recent exposure. We may become aware of a suspected case by someone becoming sick, by them failing a screening questionnaire, or by them reporting a close contact.
<p>Confirmed Case</p>	<ul style="list-style-type: none"> ● Individual has received a positive, laboratory confirmed COVID test.
<p>Close Contact</p>	<ul style="list-style-type: none"> ● Definition: Someone within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period during the contact elicitation window. <ul style="list-style-type: none"> ○ CDC’s K-12 definition for a close contact includes the following exception: <ul style="list-style-type: none"> ■ In the K–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time. ● As of Monday, September 27, 2021: NYC Situation Room (DOHMH) will consider students and staff who are present inside a classroom with a confirmed case to be <i>potential</i> close contacts. They will take into consideration seating arrangements, vaccination status, and mask usage when determining the list of close contacts.

Contact Elicitation Window	<ul style="list-style-type: none"> ● The timeframe when the case was likely infectious and not under isolation. This is the time period for which possible contacts should be elicited. See CDC site for more information. <ul style="list-style-type: none"> ○ Symptomatic: Begins 2 days prior to onset of any symptoms through the beginning of isolation. ○ Asymptomatic: Determining the contact elicitation window for an asymptomatic client is challenging and should be considered an estimate instead of a precise time frame. We will count 2 days before the date of specimen collection for confirmed laboratory test.
Quarantine	<ul style="list-style-type: none"> ● As of Monday, December 27, 2021 the CDC updated its quarantine guidance due to science demonstrating that the majority of SARS-CoV-2 transmission occurs early in the course of illness, generally in the 1-2 days prior to onset of symptoms and the 2-3 days after. See here. ● Quarantine keeps someone who might have been exposed to the virus away from others. <ul style="list-style-type: none"> ○ Fully Vaccinated and Boosted Individuals: According to CDC guidance, vaccinated and boosted individuals do not need to quarantine. See below for CIP policy. ○ Unboosted / Unvaccinated Individuals: The quarantine period for those who are unvaccinated or who are eligible for a booster they have not yet received is 5 days and the 5 day count for the quarantine starts the day after the exposure. According to CDC guidance, an unvaccinated individual can return to school on day 6 of their quarantine period if they wear a well-fitting mask. See below for CIP policy.
Isolation	<ul style="list-style-type: none"> ● As of Monday, December 27, 2021 the CDC updated its quarantine guidance due to science demonstrating that the majority of SARS-CoV-2 transmission occurs early in the course of illness, generally in the 1-2 days prior to onset of symptoms and the 2-3 days after. See here. ● Isolation keeps someone who is infected with the virus away from others, even in their home. The isolation period is 5 days. The 5 days of isolation for someone who has COVID-19 starts with

	<p>whichever comes first - either their symptoms or their positive test. For the 5 days after the isolation period, the individual should exercise additional caution with mask usage.</p> <ul style="list-style-type: none"> • After isolation, infected individuals can return to school on day 6 if they have no symptoms or symptoms are resolving. They should continue to wear a mask around others for 5 additional days. <i>If they have a fever, they should continue to stay home until their fever resolves.</i>
Fully Vaccinated	<p>Staff member completed the primary series of Pfizer or Moderna vaccine within the last 6 months</p> <p>OR</p> <p>Completed the primary series of J&J vaccine within the last 2 months.</p>
Boosted	<p>You completed the above vaccination regimen AND have received a booster dose.</p>

Response Protocol for Suspected and Confirmed Cases

- For any of the above, CIP staff will implement a normed response protocol that will:
 - Communicate cases to the Department of Health and ensure that they can take appropriate contact tracing measures. CIP will support local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program.
 - Inform relevant stakeholders, while taking measures to protect the privacy of scholars and staff members.
 - Close a specific batch or groups of scholars for a specific number of days according to current public health guidelines.
 - Coordinate with the local health department regarding discharge from isolation and return to school.

Our Approach to Quarantine and Isolation

Status	Scenario	Response
Fully Vaccinated (Completed the	Positive for COVID-19	Staff members and scholars with a COVID case must isolate for 5 days from the onset of symptoms (symptomatic case) or their

<p>primary series of Pfizer or Moderna vaccine within the last 6 months OR Completed the primary series of J&J vaccine within the last 2 months)</p> <p><i>or Boosted Adult</i></p>		<p>test date (asymptomatic case).</p> <ul style="list-style-type: none"> ○ Staff members and scholars are required to get a negative rapid antigen test to return to work on Day 6. ○ A staff member who continues to test positive, but is no longer showing symptoms may return on Day 11 (regardless of test results, and assuming no additional close contacts) OR earlier with a doctor's note. ○ Note: A rapid antigen test is recommended as it is possible that someone who tested positive for COVID could test positive on an RT-PCR or PCR test for up to 90 days despite no longer being able to transmit the virus.
	<p>Close Contact</p>	<p>Asymptomatic:</p> <ul style="list-style-type: none"> ● Close contacts must take a test right away in order to come back to school the following day. CIP will require this as an additional layer on the CDC and NYC policies. ● Close contacts are also strongly encouraged to follow CDC and NYC guidance and to ALSO get tested 3-5 days after your contact with the person who tested positive. ● Schools will have at-home rapid tests on site available to staff upon request, especially to be used for the above purposes. <p>With Symptoms:</p> <ul style="list-style-type: none"> ● Close contacts with symptoms should get a test off site, immediately. PCR test is strongly encouraged. These individuals should not come in if they feel unwell. If they test positive, then they must isolate (see above). If they are negative, they can come back to work as soon as they feel better and are fever-free.
<p>Unvaccinated</p> <p><i>or Unboosted Adult</i></p> <p>(Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted</p>	<p>Positive for COVID-19</p>	<p>Staff members and scholars with a COVID case must isolate for 5 days.</p> <ul style="list-style-type: none"> ○ Staff members and scholars are required to get a negative rapid antigen test to return to work on Day 6. ○ A staff member who continues to test positive, but is no longer showing symptoms may return

<p>OR Completed the primary series of J&J over 2 months ago and are not boosted)</p>		<p>on Day 11 (regardless of test results, and assuming no additional close contacts) OR earlier with a doctor's note.</p> <ul style="list-style-type: none"> ○ Note: A rapid antigen test is recommended as it is possible that someone who tested positive for COVID could test positive on an RT-PCR or PCR test for up to 90 days despite no longer being able to transmit the virus.
	<p>Close Contact</p>	<ul style="list-style-type: none"> ● Staff member or scholar must quarantine for 5 days. For the 5 days after the quarantine period, the individual should exercise additional caution with mask usage. Staff member or scholar must present a negative rapid antigen test to return on day 6.

What Does this Mean for My Campus and My Classroom?

*Note: All of the below is subject to change based on CDC, NYS, and DOHMH guidance.

If a **leader, Ops team member, WHALE, or other non-teacher** tests positive...

- The same general steps will be followed but generally this will not lead to a whole classroom closure unless the individual was providing coverage for a teacher.

If a **scholar or classroom teacher** tests positive...

- We will request the individual's test results and for scholars, will follow up with the family immediately. Principal and DOO will be informed, as will CIP's senior leadership.
- Principal and DOO will pull attendance and interview the individual to begin contact tracing. All close contacts will be informed and required to test based on the above protocols. Situation Room/DOHMH will be informed.
- Close contacts will be quarantined and in some cases, the classroom(s) or section(s) the scholar attended or teacher taught in during their contact elicitation window may be closed.
- For a longer closure, and when it makes sense instructionally, school leaders may request to have their classroom(s)/section(s) conduct asynchronous learning on the first day of the closure to allow teachers to transition to remote instruction.
- Vaccinated/boosted close contacts will be allowed to return on day 1 of the closure with a negative test result.
- Unvaccinated/unboosted close contacts will be asked to test 5 days after the exposure and return on day 6 with proof of negative test results, unless day 6 is Saturday or Sunday. In those instances, unvaccinated/unboosted close contacts will return on the Monday of the

next week. If a staff member tests positive, all students in the classrooms they taught in will be provided with an at home rapid test to take in order to return according to the below guidance.

- If a staff member tests positive, at the LES/UES we will provide all close contacts and students taught by this staff member with an at home rapid test to take in order to return according to the below guidance. At the MS/HS where we have higher percentages of students vaccinated, we will distribute at home rapid tests to all close contacts to take in order to return according to the below guidance.
- If a student tests positive, all close contacts will be provided with an at home rapid test to take in order to return according to the below guidance.
 - LES / UES:
 - MS / HS:
- Individuals who cohabitate with someone who is infected with COVID-19 must stay home during the cohabitant’s isolation period (can return on day 6)

Campus COVID Case Response Timeline	
Day 0	<ul style="list-style-type: none"> ● Date of positive test or last day the infected individual attended school. ● Contact tracing is performed as quickly as possible and communications to students, families, staff go out. ● Note, if we learn of a COVID case in the morning or midday, the infected individual will be sent home immediately, but we will not be able to dismiss other staff or scholars early. Staff who are close contacts will perform essential duties to close out their day but should exercise extra caution and not hold non-essential meetings or remove masks near colleagues. Scholars and families will be informed after scholars have been dismissed. ● Staff who were exposed get negative tests to return in person on Day 1 (assumes all are vaccinated and nobody has symptoms).
Day 1-4	<ul style="list-style-type: none"> ● First day of infected individual’s isolation, close contacts quarantine. ● Vaccinated scholars may be allowed to return with a negative COVID test if synchronous instruction is conducted. ● Staff are in person and will teach vaccinated students or conduct planning or other duties. . ● Instructional plans may vary depending on circumstances and length of closure.
Day 5	<ul style="list-style-type: none"> ● Unvaccinated scholars go get a COVID test.

Day 6	<ul style="list-style-type: none"> ● All scholars and staff who are well and fever-free and who present negative COVID tests may return to work, with increased caution around mask usage. ● If scholars or staff are still unwell, or test positive, they should stay home until symptoms resolve.
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Under What Circumstances Will We Have Closures?

We will continue to contact trace and quarantine all unvaccinated close contacts, and the need for broader closures will be determined based on the specifics of the case, their connection to one another inside or outside the school building, and the level of spread across the class or grades.

Classroom Closure: If initial contact tracing does not seem to isolate the virus, and other students in the same classroom test positive, we may close the classroom. If a large majority of students are quarantined because of the cases in a classroom, we may move to remote learning for the whole class.

Grade Level Closure: If we have several connected cases in different classrooms on the same grade level, we will consider a grade level closure.

Building Closure: We will consider closing a school building when we believe that we have a broader spread inside the school, or when it seems that there is a high rate of community spread. This may mean we see several cases that are disconnected, or that we see many cases which seem to be attributed to spread inside the school building but which are not effectively isolated using the above measures.

Staffing Policies & Procedures

Overview

Coney Island Prep recognizes our Staffing & Support plans need to be flexible and incorporate the needs not only of our scholars and their families, but also the needs of teachers and staff members, who we believe are the most important assets we have in pursuit of our mission. We recognize that all staff members will have unique needs and perspectives, and we are committed to working with each staff member to meet them. Given the nature of COVID-19, we anticipate specific considerations will need to be made for the groups outlined below and encourage school leaders and staff members alike to be proactive in planning and problem-solving for any concerns.

Below you will find more information and actions available for:

- I. Accommodation Requests/Medical Exemptions
- II. Sick Days & Sick Leave

Each campus will also have a Staffing & Support plan that reflects its location and facility, health safety protocols, academic schedule and other operational needs.

Links & Resources

- [For School Leader View Only: [Operations Team Staffing Plan \(K-12\)](#)]

I. Accommodation Requests/Medical Exemptions

All staff members are expected to be available to work in-person. We know that some staff members may have accommodation requests based on their individual needs in order to fully execute their job responsibilities in-person, and we will do our best to respond to those accommodations requests in a reasonable and equitable manner.

To Submit an Accommodation Request:

Accommodation requests must be submitted in writing to the Director of Human Resources. An accommodation request is considered fully received when all required medical documentation is submitted in writing, where applicable. To protect personal information, all accommodation requests should be submitted to hr@coneyislandprep.org.

The Director of Human Resources will coordinate on behalf of staff members with Principals and Directors of Operations to approve/deny accommodation requests.

II. Sick Days & Sick Leave

Part A

- As of January 1, 2021, all staff members have 7 days paid sick leave per New York State law.
- Should staff ask or be required to log sick time for a doctor's visit, they can do so using the normal protocol in Zenefits.
- Should staff ask or be required to quarantine by a health professional for an extended period of time, please inform your manager, Principal, DOO, and hr@coneyislandprep.org.
 - For any employee impacted by quarantine, please log your sick days as "COVID-19 Sick Leave" in Zenefits. "COVID-19 Sick Leave" operates as a different category of sick leave than typical sick leave.
- NY state has issued guidance providing for up to 14 days of paid, job-protected sick leave for any employee asked to quarantine or recover as a result of coronavirus/COVID-19. More information is available [here](#).
- More information may be found in the COVID-19 updates of the [Employee Resource Dashboard](#).

Part B

- If an Employee is Experiencing COVID-19-Like Symptoms
 - If a staff member is experiencing COVID-19-like symptoms, as defined by the CDC, or living in the same household as someone experiencing COVID-19-like symptoms, that staff member must not report to work or be around any Coney Island Prep staff members or students. The staff member should follow the normal call-in procedures and request a Sick Day in Zenefits.
 - Staff members should immediately contact their healthcare provider and arrange for COVID-19 testing regardless of vaccination status.
 - Symptoms could include:
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degree Fahrenheit
 - Loss of taste or smell
 - Cough
 - Difficulty breathing
 - Shortness of breath
 - Headache

- Chills
 - Sore throat
 - Shaking or exaggerated shivering
 - Significant muscle pain or ache
 - Diarrhea
 - Individuals or a designated family member should communicate with their manager and follow the advice of their healthcare provider.
- Testing Positive for COVID-19
 - Any staff member who tests positive for COVID-19, lives with someone who tests positive for COVID-19, and/or has been exposed to someone with COVID-19 is required to immediately follow these steps:
 - Communicate with their manager about their situation
 - Quarantine themselves per the policies below
 - Individuals or a designated family member should communicate with their manager and follow the advice of their healthcare provider. As with all health information, this information is treated as confidential.
 - When a Staff Member May Return to Work
 - Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to work until any of the below conditions have been met:
 - In the case of an individual who was **symptomatic** and diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met:
 - at least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
 - the individual has improvement in symptoms (e.g., cough, shortness of breath); and
 - at least five (5) days have passed since symptoms first appeared.
 - have a negative rapid test result
 - In the case of an individual who was **asymptomatic** and diagnosed with COVID-19, the individual may return to work when the following criteria are met:
 - at least five (5) days have passed since first testing positive.
 - have a negative rapid test result

- Return to Work Policy After Direct Exposure to a Person with COVID-19
 - You may return to work immediately following exposure to someone who tested positive for COVID-19 if you:
 - Have been boosted
 - Completed the primary series of either the Pfizer or Moderna vaccine in the last 6 months
 - Completed the primary series of the J&J vaccine in the last 2 months
 - You may **NOT** return to work immediately following exposure to someone who tested positive for COVID-19 if you:
 - Completed the primary series of either the Pfizer or Moderna vaccine in the last 6 months, but are not boosted
 - Completed the primary series of the J&J vaccine in the last 2 months, but are not boosted
 - **If the above criteria apply, staff who are exposed should quarantine for five (5) days and continue to wear a mask around others for an additional five (5) days. If quarantine is not possible, staff who are exposed should wear a mask around others for 10 days. In either scenario, staff should try to test on day 5.**

The following protocols have been established for both vaccinated and unvaccinated staff that have had a close contact encounter with an individual that has tested positive with COVID-19:

- Vaccinated Staff Exposed to COVID-19
 - Vaccinated staff members considered a close contact with someone who tested positive for COVID-19 must receive a negative test result to return to work.
- **Vaccinated Staff Tests Positive for COVID-19**
 - If you are symptomatic:
 - You must quarantine at home for at least five (5) days. This time should be logged as “COVID-19 Sick Leave” within Zenefits.
 - After the quarantine period, the employee may return to work when the conditions listed are met:
 - at least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
 - the individual has improvement in symptoms (e.g., cough, shortness of breath); and

- at least five (5) days have passed since symptoms first appeared
- If you are asymptomatic:
 - You must quarantine at home for at least five (5) days. This time should be logged as “COVID-19 Sick Leave” within Zenefits.
 - have a negative PCR test result
- Unvaccinated Staff Exposed to COVID-19
 - Must quarantine at home for five (5) days from the date of exposure **and/or** a positive COVID-19 test result.
 - Must provide a COVID-19 test, PCR or rapid, declaring their current COVID-19 status, and share their results with hr@coneyislandprep.org--as well as upload their results to their Zenefits profile.
 - Time off for quarantine should be logged in Zenefits as “COVID-19 Sick Leave” if you are in a position which enables you to work.
- **Unvaccinated Staff Test Positive for COVID-19**
 - You must quarantine at home for at least five (5) days. This time should be logged as “COVID-19 Sick Leave” within Zenefits.
 - After the quarantine period and without symptoms of illness, the employee may return to work.
 - Time off for quarantine should be logged in Zenefits as “COVID-19 Sick Leave” if you are in a position which enables you to work.

COVID-19 Safety Coordination

CIP designates Ashley Weech, Chief Operating Officer, as the COVID-19 safety coordinator for the organization. The safety coordinator’s responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels. At the campus level, COVID-19 safety coordinators are as follows:

- LES: Kristina Tricomi, Director of Operations
- UES: Karen Johnson, Director of Operations
- MS: Melissa Wasley, Director of Operations
- HS: Patricia Sanchez, Director of Operations

Campus-Based Daily Systems

School-based Principals and Directors of Operations are responsible for building out clear plans and systems that incorporate the above principles. Detailed plans and MBMs should be made available to staff by their campus Director of Operations.

Training

- Training will be conducted regarding all of the above with the following stakeholders.
- Directors of Operations and Principals will conduct trainings with teachers and staff for whole-school and in-class systems during Staff Orientation.
- Students will receive explicit instruction during the first two weeks about health and hygiene through the Advisory curriculum.
- Families will receive communications and training around key principles.