Hyde Leadership Charter School – Brooklyn
SY2020 – 2021 Re-Opening Plan

Introduction

The purpose of this document is to outline Hyde Leadership Charter School – Brooklyn’s priorities, guiding principles, initiatives and approach in re-opening school during COVID-19, racial unrest and trauma.

As we prepare for the start of the 2020 – 2021 school year, health and safety are at the forefront of our decisions and our plans reflect this commitment. This school year is unlike any other, and due to the myriad of health and safety concerns posed by the COVID-19 pandemic, we are unable to access our DOE school site(s) in time for the start of HLCSB’s school year. Therefore, Hyde Leadership Charter School – Brooklyn will begin the 2020-2021 school year with distance learning/remote instruction. Instruction for students in grades K-8 will begin on Tuesday, September 8, 2020.

We anticipate a transition to a hybrid/blended learning model (a combination of remote and in-person instruction) beginning in October and November 2020. We will continue to monitor the evolving health crisis and impact at our school sites to continually guide our decisions. We acknowledge the challenges, fears and anxiety associated with re-opening during this pandemic, therefore we have created a clear plan to safely welcome students and families back to school in the elementary and middle school buildings.

Health and Safety Protocols

At Hyde Leadership Charter School-Brooklyn, the health and safety of our scholars and staff is our 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 and New York’s Department of Health. Our goal is to exceed minimum health guidelines whenever possible to keep our community safe.

Facilities Readiness & Advanced Cleaning Protocols

The set of preparations before doors are opened will ready our facilities and ensure proper supplies are available for increased cleaning.

• Signage will be posted to ensure facilities offer frequent reminders of needed protocols, including reminders for scholars and staff to wear facemasks and keep distance.
• Every school 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 will be 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 maintain stock to last 60-90 days.
• Each classroom and all frequently traveled spaces will have an installed hand sanitizer machine.
• Within classrooms, staff will be asked to wipe down surfaces with frequency.
• Adult bathrooms will include guidance for staff to wipe down after usage.
• The elementary school campus will rely on NYCDOE custodial engineers and follow directions from NYC Division of School Facilities (DSF) to ensure that ongoing cleaning and disinfection of all classrooms, shared spaces, and outdoor facilities meets standards as prescribed by the NYCDOH and CDC.

Face Coverings and Gloves

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.” We will wear cloth face coverings to limit the spread of the virus and slow unknowingly infected people from transmitting it to others.

• All staff, students, and families will be required to wear a mask during arrival, dismissal and inside the school building (unless a doctor provides a documented reason not to).
• HLCSB will distribute, at a minimum, 1 reusable mask to each staff member and student. Extra disposable face coverings will be kept on site.
• Staff will be required to wear masks.
• Gloves will be available for staff to wear when cleaning classrooms or touching shared items.
• Student in K-8 will always be required to wear mask and most notably in times when physical distancing is difficult.
• 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. Note: face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.
Physical Distancing & Cohorts

The primary lever for minimizing risk of exposure will be to limit the size of classes and cohorts, and to minimize overlap between cohorts. Groups of students will stay together with the same teachers throughout and across school days and will not mix. This will minimize spread and facilitate contact tracing if necessary.

- Staff, students and families must always adhere to CDC physical distancing guidelines (currently 6 feet apart).
- Handshakes and any other routines that call for physical contact are prohibited. Only virtual hugs, handshakes, and high fives.
- Social distancing decals will be placed in the hallways to support students in maintaining proper distance.
- Each classroom will serve 10-12 students (standard-size room). Classrooms will maintain a desk configuration that enhances physical distancing, allowing students and staff to remain several feet apart. Even with established groups/cohorts, staff and scholars must maintain physical distancing protocols.
- Scholars who will be in the same classroom together will make any needed transitions together and dismiss together.
- We anticipate launching the school year with 10-12 students in one classroom, and at most 3 adults at a time, generally not to exceed 13-15 total persons in a classroom at a time.
- Where required due to teacher departmentalization/content specialization, teachers will transition between classrooms to a limited set of cohorts.
- Students will stay in the same classroom all day. Transitions between classrooms will be suspended.
- Large group gatherings and assemblies will be suspended, including field trips, athletics, and after-school programs.
- Hyde Leadership Charter School-Brooklyn will be limiting visitor access to its campuses.
  - Meetings with families will be conducted via phone and video conference.
  - Staff will not be allowed to bring their own children to work under any circumstances.

Health Monitoring & Screening

We will engage in regular monitoring and screening the health of staff and students 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.

- HLCSB will keep students and staff medical information private.
- All students and staff will have their temperature checked using non-contact thermometers upon entry into the building. Any scholar or staff member with a temperature above 100 degrees will be restricted from accessing classrooms and sent home.
• Each campus will have a health exclusion room for students who cannot be picked up immediately.
• Students and staff who test positive for COVID-19 will be asked to stay home for a period of at least 14 days and be tested for COVID-19 as soon as possible.
• If a student or staff member tests positive, HLCSB staff will implement a normed communication protocol that will:
  o Communicate cases to the Department of Health and ensure that they can take appropriate contact tracing measures.
  o Inform relevant stakeholders, while taking measures to protect the privacy of scholars and staff members.
  o Close a specific batch of scholars for 14 days.
• If another person in the same residence of the scholar or staff member is diagnosed with COVID-19, that student or staff member should not attend school in-person.
• If someone is contacted via contact tracing and told that they have been in contact with someone who has tested positive, and are told to quarantine, they should do so.
• The school will cooperate with the NYC's Test and Trace Corp. program and any other mandates required by the NYCDOH

Transportation
• HLCSB relies on the Department of Education’s Office of Pupil Transportation (OPT) for all student transportation support - including MetroCards for students in grades K-8, and yellow bus service. Eligibility to receive full or half fare MetroCards depends on the distance a student lives from their school site.
• HLCSB will rely on NYCDOE Pupil Transportation to ensure that school bus companies and personnel follow all appropriate guidelines for safety as recommended by the NYCDOH.

Food Services
• HLCSB will rely on NYCDOE SchoolFood to ensure that service personnel follow all appropriate guidelines for safety as recommended by the NYCDOH. The school will train school staff as needed to reinforce the protocols adopted by food service and custodial personnel to ensure healthy, safe meals and the least disruption to the instructional day.

Hygiene, Cleaning and Disinfection
• Hand sanitizing stations will be placed in classrooms and throughout the building.
• HLSB will rely on NYCDOE custodial engineers and follow directions from NYC Division of School Facilities (DSF) to ensure that ongoing cleaning and disinfection of all classrooms, shared spaces, and outdoor facilities meets standards as prescribed by the NYCDOH and CDC.
Screening

To support staff and students, HLCSB will adapt and implement daily systems to ensure health of students.

- Upon staff entry, staff will receive a temperature check.
- Huddle modifications may be required depending on size of staff and space available (must be socially distanced).
- Arrival procedures will be modified to ensure physical distancing, staff will perform hands-free temperature checks of students, and all students will use hand sanitizer.
- Meals will be served in classrooms or with strong physical distancing in the cafeteria.
- Dismissal procedures will be modified to ensure physical distancing.
- Dean supports, social work services, and related services will require adjustments to space in which they are offered and how they are provided.
- Student bathroom procedures will be specified to ensure limited numbers of students, physical distancing, and hand washing.
- In-class procedures will minimize students touching the same items - must adjust for passing papers.
- There will be no in-person grade-level or school-wide community meetings.
- Students and staff will engage in frequent handwashing and sanitizing, and designated times will be identified in the schedule.
- Students will receive explicit instruction during the first two weeks about health and hygiene.

Testing Protocols

- HLCSB will consult with their assigned NYCDOH nurse to determine which staff and students should be referred for COVID-19 tests. COVID-19 testing is available across New York City and unless determined otherwise by NYCDOH, students and staff will continue to use their own doctors or clinics/hospitals of their choice.

Testing Responsibility

- If HLCSB students and staff need access to large-scale testing, the school will follow directions from NYCDOH regarding where testing should happen and communication to the school community.
- HLCSB will consult with their assigned NYCDOH nurse to determine which staff and students should be referred for COVID-19 tests. COVID-19 testing is available across New York City and unless determined otherwise by NYCDOH, students and staff will continue to use their own doctors or clinics/hospitals of their choice.

Early Warning Signs

- HLCSB will follow all metrics as set by NYCDOH if cases in NYC are increasing beyond an appropriate level and modify in-person instruction, as necessary.
Return to School/Infected and Exposed Individuals

- If a student/employee tests positive for COVID-19, regardless if symptomatic or asymptomatic, the student/employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.

- If a student/employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms.
  - The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.

- If a student/employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine.
  - However, if such an employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by human resources (HR) representative in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:
    1. Regular monitoring: The student/employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 under the supervision of their employer’s occupational health program.
    2. Wear a mask: The employee must always wear a face mask while in the workplace for 14 days after last exposure.
    3. Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
    4. Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
    5. Maintain quarantine: The student/employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.
If an student/employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the student/employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.

School Health & Isolation Offices
- DOH will provide all the PPE and supplies necessary for outfitting the school health office, including but not limited to eye protection, gloves, gown, and masks.
- HLCSB will purchase additional PPE material and supplies to ensure adequate supply and protection.
- HLCSB will designate an isolation room for students who exhibit COVID-19 related symptoms. The room will accommodate appropriate distancing and equipped with PPE to ensure protection and safety.

Closure Triggers
- HLCSB will work with the NYCDOH to determine what conditions (i.e. number of positive COVID-19 cases in the building) would trigger a pod, section, or full school closure and the amount of time of the closure.

Extracurricular Programs
- All in-person afterschool programs are suspended. Upon reactivating any program, HLCSB will follow the same guidelines for exposure prevention - masks, social distancing, limited cohorts of students - as followed during the school day to the extent possible as recommended by the NYCDOH.

Teaching & Learning
Whether remote or in-person, we recognize the importance of high-quality instruction. Hyde will provide “live” instruction to challenge and engage students across all core content areas as well as enrichment classes that foster creativity and reflection. We believe engagement is critical in supporting student growth and achievement.

Hyde – Brooklyn will begin the 2020-2021 school year with a Distance Learning model. Students in grades K – 8 will receive instruction using a remote learning platform.

Reopening Plan
- Phase I - Full Remote instruction beginning September 8, 2020 in grades K-8
- Phase II - Hybrid Instruction for Middle School (Grades 6-8) beginning October 5, 2020
- Phase III - Hybrid Instruction for Elementary School (Grades K-5) beginning
<table>
<thead>
<tr>
<th>Full Remote/Distance Learning Plan</th>
<th>Hybrid Learning Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full remote instruction from home</strong></td>
<td><strong>Combination of in-person and remote learning</strong></td>
</tr>
<tr>
<td>- Teachers will have live interactions with students daily</td>
<td>- Teachers and students arrive at the school buildings for in-person instruction on designated days; and continue their learning from home remotely on designated days</td>
</tr>
<tr>
<td>- Hyde Huddle/Advisory and Discovery Group will emphasize character-based learning and Social Emotional Literacy</td>
<td>- Teachers will provide students who opt out of in-person learning with remote access to all lessons (teaching with a mic/video)</td>
</tr>
<tr>
<td>- Classes will have a combination of asynchronous and synchronous components</td>
<td>- Teachers will provide whole group, small group, and/or individualized instruction</td>
</tr>
<tr>
<td>- Teachers will regularly engage with students and families to provide feedback via learning platforms, emails, class dojo, video conferencing, telephone calls, etc.</td>
<td>- On in-person days, teachers will teach classes in the building and on remote days teachers will instruct using Google Classroom, live video conferencing and additional learning platforms</td>
</tr>
<tr>
<td>- Teacher will instruct using Google Classroom, live video conferencing and additional learning platforms</td>
<td>- There will be an emphasis on social emotional literacy and character-based instruction through Hyde Huddle/Advisory and Discovery Group</td>
</tr>
<tr>
<td>- Teachers will provide whole group, small group, and/or individualized instruction</td>
<td>- Students will receive individualized services based on need.</td>
</tr>
<tr>
<td>- Students will receive individualized services based on need.</td>
<td>- The school day on in-person days will begin at 8:00 AM and will end by 4:00 PM (depending on grade level)*</td>
</tr>
<tr>
<td>- The school day will begin at 8:00 AM and has been modified to end by 3:00 PM (latest)</td>
<td>- The school day on remote days will begin at 8:00 AM and will end by 3:00 PM (depending on grade level)</td>
</tr>
<tr>
<td>- Teachers &amp; students follow a regular schedule daily</td>
<td>- Teachers will regularly engage with students and families to provide feedback via learning platforms, emails, class dojo, video conferencing, telephone calls, etc.</td>
</tr>
<tr>
<td>- The schedule which has been designed to address varying age/developmental levels and will be shared during pre-service</td>
<td>- The hybrid schedule reflects 2 to 3 days per week in-person and 2-3 days per week in the building depending on grade level</td>
</tr>
<tr>
<td>- The schedule will include all core subjects as well as enrichment classes (between 6-8 periods per day)</td>
<td>Hybrid Specifics:</td>
</tr>
<tr>
<td>- 3rd-5th grade teachers will partner with a long-term substitute to co-teach the class remotely (This will support students when transitioning to the Hybrid model)</td>
<td>»<strong>Elementary School Division</strong></td>
</tr>
<tr>
<td></td>
<td>Grades K – 2 (T, Th,F In-person/M, W Remote)</td>
</tr>
<tr>
<td></td>
<td>Grades 3 – 5 (M, W In-person/T, Th, F Remote)</td>
</tr>
<tr>
<td></td>
<td>*3rd-5th grade teachers will partner with a long-term substitute to co-teach the class as in-person instruction has a cap of 10-12 students per room</td>
</tr>
</tbody>
</table>
Families who prefer not to send their students to school and to implement distancing guidelines, students will be able to participate in “live” lessons through remote learning/distance learning.

**Restriction on Shared Materials & Shared Spaces**
We will limit use of shared materials and spaces where staff might be introduced to the virus still living on those surfaces.

1. **Shared Materials**
   1. Schools will ensure adequate supplies to minimize sharing of materials wherever possible.
   2. As noted in the Technology section, students will have 1:1 technology which they will bring to and from school.
   3. Staff will have self-contained supplies, including whiteboard markers and other key materials.

2. **Shared Spaces**
   1. Students will not use shared spaces.
   2. Staff access to, and use of shared spaces will be limited (ex. TWR, Main Office will have maximum capacities depending on space).
   3. K-2 scholars will not use carpets.
   4. 9-12 grade scholars will not have access to lockers.
   5. K-12 students will not be permitted to use water fountains.

**Technology**
Hyde Leadership Charter School - Brooklyn will continue to invest in the tools and resources, and tools that enable our teachers to flexibly and reliably deliver instruction remotely and in person. This investment includes developing the capabilities for students to view live instruction, virtually submit work and receive feedback, and engage in academic social interaction with teachers and peers.

- All students in grades K-8 will receive Chromebooks.
- We will also preserve on-campus Chromebooks for students who may forget.
- All students will receive headphones to support work at home.
• We increased our device management support (including software updates, firewall and explicit content controls, malware removal, and tech support) with our technology consultants.

Family Engagement

While we always strive to partner and engage families in pursuit of our mission. While our Re-opening Plan considers operational and instructional elements of returning to school in the Fall, we know our families play a critical role in keeping our plan together on both fronts.

We know from direct communication that many of our families have either lost loved ones, lost jobs, are behind on rent, or struggling with food insecurity during this pandemic.

These significant obstacles are symptoms of structural and systemic racism, poverty, and inequity that disproportionately impacts our community. Hyde Leadership Charter School – Brooklyn is committed to supporting our families through this crisis.

We will strive, during these unexpected and turbulent times, for all families of HLCSB to feel:

• Supported emotionally, academically when possible
• Equipped with tools and resources to help their students with their work
• Confident navigating virtual learning tools/platforms
• Appreciated for the hard work and effort they are doing to teach their students

Our back-to-school family engagement strategy includes

• Renewed Family Support through Microgrants
• Updated Attendance Systems
• Communication Tools

These strategies and resources will be deployed in addition to our more traditional resources and tools, including multiple channels for outreach and direct contact with teachers and staff.