



## **Reopening Plans for 2020**

Universal School  
1957 Genesee Street  
Buffalo, NY 14211

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## **Preface**

Universal School has created a reopening plan for fall 2020. This plan has been devised using input and suggestions from the School Board, administrators, faculty, staff, parents, and students. Plans take all areas into consideration including: people, places, and processes.

Universal School is planning for in-person, hybrid learning, and remote learning. In the case of in-person or hybrid learning, there will also be an option for those not prepared to send their children to school to learn remotely only. Should Universal School do hybrid learning, the elementary students in grades K-5 will be able to attend school everyday since there is space and measures are being taken for them to social distance.

Responsible parties are administrators and members of the Leadership Team.

## **I. Communication/Family and Community Engagement**

### **A. General Communication**

1. Mandatory orientations (virtual) to learn about the health and safety procedures, routines, and protocols will be conducted for students and parents/legal guardians.
2. Videos will be shown to show proper health hygiene, how to move through the school, classroom set-up; signs and posters will be posted
3. In-class instruction and reminders through teachers, video, PA system will exist for students.
4. Teachers and staff will be informed via written notices, email, texts, staff meetings
5. Informed via written notices, email, texts, automated messages, phone calls, and use of the school website are forms of communication which will be utilized for parents/legal guardians.
6. When possible, notices will be written in families' native languages.
7. The school will have a designated point person who will be the main contact for the identification of any positive COVID-19 cases and any following communication. Coordinators will also work closely with the local health department.
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## **II. Health and Safety**

### **A. Social Distancing**

1. Universal School will encourage 6ft distance between individuals wherever and whenever possible.
2. Markers will be placed on the floors in hallways to help with distancing.
3. Areas within classrooms will be marked off with painter's or electrical tape for students.
4. There will be the additional use of plexiglass for desk/student separation, grades K-4. Other areas of interaction will implement the use of plexiglass; these areas are the main office, financial manager's office, school counselor's, and administrator's offices.

## **B. Face Coverings**

1. School will have and provide coverings to staff and students who need one.
2. Coverings will be required to be worn in the following areas: hallways, restrooms, congregate settings, when it is difficult/impossible to social distance (6ft).
3. All students and staff (who are medically able to) should wear masks and/or face shields; breaks given for students.
4. Orientations will be held for students, faculty, and staff to adequately wear and care for all PPE.

## **C. Social Distancing for Certain Activities**

Twelve feet of distance will be maintained during aerobic type activities during physical education and recess.

## **D. Personal Protective Equipment**

1. All students, faculty, staff, and anyone entering the building (who are medically able to) should wear proper face coverings. Face coverings include cloth-based face coverings or face shields.
2. Students, faculty, and staff may wear their own acceptable face coverings, and the school will have and provide coverings to staff and students who need one.
3. Face coverings must be worn in the following areas: hallways, restrooms, congregate settings, when it is difficult/impossible to social distance (6ft).
4. Proper usage of face coverings will be reviewed with students, staff, and faculty. Signage on the use of face coverings will be visible throughout the building.
5. Face coverings should be cleaned or replaced after use and must not be shared. Parents/legal guardians should take responsibility for maintaining their face covering. Guidance on how to do this will be provided to families. Parents/legal guardians will be notified if their child is in need of a clean or replacement face covering.

## **E. Hygiene**

1. Posters emphasizing the importance and “how to” of hand hygiene and cleaning and disinfecting will be displayed.

2. Students, faculty, and staff will be trained on proper hand and respiratory hygiene; information will be provided to parents/legal guardians on how to reinforce this at home.
3. Hand sanitizer will be located in each classroom, all offices, main spaces (gym, cafeteria), hallways, and entrances.
4. Soap, running warm water, and disposable paper towels will be available in restrooms.
5. CDC recommended hand sanitizer, 60% alcohol or higher will be used.
6. Signs stating when to use soap and water will be posted; a reminder about the flammability of hand sanitizer will also be taken into account.

### ***F. Cleaning and Disinfecting***

1. Disposable wipes will be provided to faculty and staff so commonly used surfaces are wiped down before and/or after use, followed by hand hygiene.
2. Disposable gloves will be provided to faculty and staff for use while handling cleaning and disinfecting products.
3. Touch-free items will be installed in the restrooms where feasible. Water fountains will not be used by students unless to refill a water bottle.
4. Hand sanitizer will be located throughout the building.
5. Cleaning staff will maintain logs with date, time, scope of cleaning and disinfecting of the facility.
6. High touch areas will be cleaned and disinfected frequently. Deeper cleaning/disinfecting on weekends (hybrid model, between groups).
7. Signs will be posted throughout school regarding healthy hygiene.

### ***G. Health Screening and Temperature Checks***

1. Parents will be instructed and taught how to screen their children before bringing or sending them to school.
2. Temperatures will be checked as staff and students enter the school building. Non-faculty, staff, and students will be limited on campus but will have temperatures checked when they enter the building.

3. Individuals entering the building will be asked about their symptoms and recent travel. Those answering positive will be placed in isolation.
4. Individuals caring for students will wear proper PPE.
5. Sick students who show symptoms will need/be requested to see a doctor.
6. A point-of-contact person will be designated and be responsible for receiving and attesting to screening activities.

#### **H. Positive Screen Protocol**

1. Students who exhibit symptoms will be kept in one location until picked up (isolated).
2. Symptomatic individuals, those who've had close contact with COVID-19 suspected or confirmed, and those with travel within a restricted state or international travel should have testing or be referred before returning in-person.
3. Documentation from a healthcare provider evaluation, negative COVID-19 testing, and symptom resolution should be provided to return to school.
4. The school's contact person will attest to having reviewed all screening activities. The contact person should be informed about positive test results and symptoms.
5. School will work with the local health department if contact tracing is needed.

#### **I. In-Person Screening**

1. All persons taking part in screenings will wear proper PPE so as to be properly protected. The PPE will be provided to those conducting screenings.
2. The school nurse will provide training to those conducting screenings.

#### **J. School Health Office**

1. Sick students will be cared for in the health office area. Anyone screened or exhibiting symptoms of COVID-19 will be removed from the Health Office and placed into another location in isolation. The isolation room will be monitored by a staff member who will be socially distanced from the individual.

2. The Health Office/Area will be cleaned and disinfected after each student visit.
3. All persons taking part in screenings will wear proper PPE so as to be properly protected. The PPE will be provided to those conducting screenings.
4. Protocols for asthma-related acute respiratory treatment care using up to date standard of care. Proper PPE will be provided for those who are assisting the student.

## **K. Tracing and Tracking**

### **1. Metrics**

- a. Cases will be recorded and monitored by the responsible parties. If it appears that cases are increasing, steps to curb or begin closing areas or the school will go into effect.
- b. Consultation with the local health department would be initiated if cases seem to be rising.

### **2. Notification**

- a. Responsible parties will notify state and local departments immediately once being informed of any positive COVID-19 diagnostic test results by any individual in school facilities or on school grounds, including students, faculty, staff, and visitors.
- b. The school will notify others who have also come into contact with an infected person so they can pay attention to possible arising symptoms.

### **3. Tracing Support**

- a. If a positive case arises, the school will work with local health departments to conduct contact tracing of the individual. The individual's identity will remain confidential to adhere to federal and state law and regulations. Cooperation to the school's fullest capability.
- b. Contact tracing will begin in the school and a partnership with the local health department to train others.

### **4. Quarantine, Isolation, and Return to School**

- a. Reporting plans will be in place for individuals who are alerted that they have come into contact with someone who is COVID-19 positive .

- b. Quarantine and isolation will be implemented for those showing symptoms. Protocols and policies for returning to the building after testing positive or coming into close contact with someone who has tested positive.

### **III. Facilities**

#### **A. Space Configurations**

1. The gymnasium and cafeteria space will be converted into class space to help accommodate smaller class sizes for in-person learning.
2. In order to maintain at least a 5-6 ft distance between desks classrooms will contain minimum furniture: desks, chairs, and possible shelf or cubby.
3. All students will have their own personal items and sharing of school supplies, books, and other items will not be allowed.
4. Windows and doors will remain open to allow for better airflow.
5. Outtake window fans will be installed in each classroom to assist with airflow.
6. Stairwells will be designated for one way traffic. One stairwell for going up and another for going down.
7. Hallways and cafeteria will have distance and arrow markers signaling the direction to walk in an effort to reduce bi-directional foot traffic. This will help students when walking in the halls and forming lines.
8. Physical Education will be held outdoors for as long as possible, and teachers will be encouraged to hold outdoor classes and activities.

#### **B. Small Spaces**

1. Gathering in small spaces such as faculty rooms will be limited and anyone in said areas must wear acceptable face coverings. There will be a 50% capacity for small spaces.

#### **C. Faculty and Staff Meetings**

1. Staff meetings will be conducted via video/teleconferencing means. If a person-to-person meeting is required, appropriate distancing and face covering requirements will be adhered to; additionally, the space will be well-ventilated.

#### **D. Ventilation**

1. Doors and windows will be open to increase airflow and window fans with intake and outtake exhausts will be installed to take air out from the classroom.

#### **E. Common Areas**

1. Areas of congestion will contain signs limiting the number of occupants or disallowing its use, depending on the area.
2. Restrooms will have limited occupancy. Every other sink and stall will be taped or roped off from use. Monitors, when possible, will keep track and regulate the occupancy of the restrooms. Masks must be worn in the area as well.
3. Break areas (microwave, tea, coffee, etc) will have reminders for proper sanitizing, social distancing, and cleaning and disinfecting. Hand sanitizer and cleaning products will be available.

#### **F. Signage**

1. Administration will post signs with COVID-19 protection tips and precautions. These signs will be worded and geared for multiple audiences based on age and grade level within the building.
2. Messages will go home to the school community regarding COVID-19 protection tips and precautions. These messages will be translated into various languages representative of the school community when possible.
3. Signage will address and remind individuals about when to stay home, adhering to social distancing, wearing of face coverings, following hand and respiratory hygiene and cough etiquette, and cleaning and disinfecting guidelines.

## **IV. Child Nutrition**

### **A. Meals**

1. Meals will be provided through the Buffalo Public School district (our LEA). Meals are usually prepackaged.
2. Social distancing will be maintained while eating school breakfast and lunch, as well as for classes where snacks are eaten. These meals will be eaten in the classrooms.
3. Sharing of food and beverages will not be allowed and will be monitored and enforced by the teacher on site.

4. Lunch periods will be staggered to decrease the amount of students coming to get their meal.
5. Students will come down with their class while maintaining social distancing, pick up their lunch, and return to their classroom.
6. Students will use the appropriate staircase for entry and exit.
7. Classroom will have an area for students who are allergic to certain foods, if needed.
8. Families will be notified that they may apply for free or reduced school lunch applications throughout the school year. The school will provide applications via the school website or from the main office.
9. Should the school have to close and go remote, it will provide contact information of students' local districts to request meal delivery if needed.

#### **B. Safety and Sanitation**

1. High-touch surfaces including tables, chairs, carts used in transportation, and point-of-service touch pads will be routinely cleaned and disinfected.
2. The worker will wear disposable aprons and gloves when handling and delivering food.

### **V. Transportation**

#### **A. General Guidelines**

1. Universal School receives transportation from most school districts and will coordinate with them to obtain transportation.
2. The school will review with students and families the procedures for riding busses including wearing face masks and seating arrangements.
3. Students will be required to wash or sanitize their hands upon arrival to school and at dismissal.
4. Social distancing will be maintained as students disembark from the bus. A bus monitor will be stationed to remind students.

## **VI. Social Emotional Well-Being**

### **A. General**

1. Clubs available for students virtually and in-person, if social distancing is possible, to help students with their emotional well-being.
2. Activities that promote social interaction and relationship skills will be provided by school: virtually and in-person with social distancing
3. The school will provide orientations to ease social and emotional stress.

### **B. Counseling**

1. Counselors will be creating spaces/times for weekly check-ins with students.
2. Surveys will be given to continue to see how students and staff are feeling.
3. Lessons and activities by counselors will be presented to students in class and online.
4. Counselors will be available for students, staff, and parents/families who are in need of assistance or help; the Sharing of ideas, strategies, and resources with staff and families.
5. Resources, not limited to books and contact numbers of local organizations and doctors, will be given to those in need or at risk.

### **C. Teachers**

1. Teachers and staff will participate in activities and discussions supporting SEL for students. Some activities include: circles, morning meetings, class/weekly openers done with classes/cohorts.
2. Teachers will receive tips, strategies, and training to implement SEL within the class and recognize potential students at risk for additional support. This will allow them to create lessons and activities to help address and develop SEL; the integration of school-wide themes to address SEL will occur.
3. Faculty and staff will receive PD training to ease potential stress, anxiety, and frustration of returning to building and/or remote learning.

4. Opportunities will be available to share and participate in Social Emotional Learning building to keep teachers well so they can in turn be there for their students.
5. Restorative practices will be implemented in conjunction with the school's code of conduct.

## **VII. School Schedule**

### **A. School day**

1. The school day will begin one hour later than usual to allow for parents and families who choose to transport their child(ren) instead of riding the bus. It will also accommodate teachers who are part-time but need to cover multiple cohorts of students.
2. Start/Arrival and pick-up times for students will be slightly staggered to allow for social distancing.
3. Students' personal school belongings will be kept in their desks. The use of cohorts will facilitate this and decrease the need for middle and high school students going to their lockers constantly.
4. Class schedules will be staggered to allow for less traffic in the hallway and at lockers at any given time.
5. **Student Drop-Off and Pick-Up**
  - a) Two drop-off areas will be designated, one for parent drop-off/pick-up and the other for busses.
  - b) For pick-up, staff will go to cars and walkie for students to come down and be dismissed. Both staff members and parents must be wearing masks during the process.
  - c) Every effort will be made for limited contact and entry of parents and legal guardians, to the greatest extent possible.

### **B. School models**

1. In-person
  - a) Schedule will be staggered to minimize traffic congestion.

- b) An adjusted school day will be implemented.
- 2. Hybrid
  - a) Elementary grades K-5 will attend daily.
  - b) Middle/High school students will be divided into two cohorts or groups and be in the building on a rotating schedule.
- 3. Remote
  - a) All students will learn online.
  - b) The schedule will be based on learning time instead of contact time.

## VIII. Attendance

### **A. General Guidelines**

1. Attendance will be taken daily during homeroom or first period depending on the grade level.
2. Absent students will be reported on the school Management System, Gradelink.
3. Parents will be contacted daily via automated messaging alerting them of their child(ren)'s absence and requesting an explanation.
4. Students who are constantly absent without excuse will be required to follow the school's protocols regarding absenteeism. Should it become necessary, the proper local authorities will be notified for excessive absences that affect a child's education.

## IX. Teaching and Learning

### **A. Methods and Preparation**

1. The school is preparing and planning for the following models: in-person, hybrid (two versions/schedules), and remote.
2. Teachers and administrators have and will continue to take professional development courses/classes/opportunities to be able to provide quality instruction under all models.
3. Planning will be done to allow for an easy toggle between in-person and remote learning in case of the need to close schools again.

4. The school year will remain 180 days and all requirements at each level will be adhered to.
5. Orientation will be provided for students and families/caregivers to help with the instructional program, the selected learning management system, and the different devices used to deliver instruction.
6. Faculty and students will have the choice to opt to teach or learn remotely, especially those considered vulnerable.

### ***B. Core, On-Core, and Special Courses***

1. All classes will be taught at all grade levels. Any units of study requirements will be met; for remote classes, instructional time dictate the amount of hours each level receives.
2. Science Laboratory requirements will be 1,200 minutes for Regents classes. Laboratory experiences will be a combination of hand-on and virtual ones with the students completing lab reports.
3. For Art classes, students will keep their own individual supplies instead of sharing, considerations will be taken for each of the instructional models.
4. For Physical Education class, considerations will be taken for each instructional model. Individual sports and/or skills for team sports will be the focus of classes. For as long as possible, classes will be held outdoors with students maintaining a 12 foot distance when appropriate.

### ***C. Academic Intervention Services***

1. ELLs and RtI tier II students will also be able to attend school daily to receive appropriate assistance on remote assignments.
2. Determination/selection for AIS this school year will be based on scores from several measures including: iReady, benchmark assessments, formative assessments, and other agreed upon methods.
3. Students in need of intervention services will be able to receive them with the intervention teacher regardless of the going instructional method.

### ***D. Grading and Assessments***

1. The school will follow its normal methods for grading based as outlined in the school handbook.
2. Student progress will be communicated to parents and caregivers through both the grading and learning management systems.

### **E. Cohorts**

1. Classrooms will consist of cohorts; teachers will travel to rooms and maintain proper social distancing while teaching cohorts.
2. Cohorts will not intermingle to the greatest extent possible and will remain the same.

## **X. Athletics and Extracurricular Activities**

### **A. Extracurricular Activities**

1. Universal will continue to offer extracurricular activities both in school and remotely.
2. All activities will follow and comply with the social distancing requirements and hygiene protocols.

### **B. Athletics**

1. Universal School does not have any athletics programs at this time.

## **XI. Bilingual and World Languages (ELL considerations)**

- An English as a New Language teacher will be hired. Students will be asked to come daily even with a hybrid model. This will give ELL students an opportunity to receive more assistance.

### **In-Person Instruction**

- Our goal is for in-person instruction come this fall. We have plans for hybrid and remote learning too. Hybrid learning will use one week in-person and one week remote learning on a rotating basis. Students will be divided into two groups but elementary students in grades K-5 will still be able to attend daily due to smaller class sizes and the ability to maintain social distancing for that group.

### **A. Movement and Commerce**

**Deliveries**

- Pick-up and deliveries will have one designated area to limit contact as best as possible. Cohorts will remain the same

**Shared Objects**

- Shared objects are going to be limited in use. This includes sharing class objects (students will be required to have their own items/supplies), iPads and equipment will need to be disinfected between use.
- Shared items between students, faculty, and staff will be disinfected between use and proper hand hygiene completed before and after contact.