



# **Health & Safety Plan**

## **21-22**

# Table of Contents

- Table of Contents** 1
- Communication** 2
- Health and Safety** 2
  - Physical Distancing 2
  - Signage 2
  - Cleaning & Disinfecting 3
  - Health Screening 3
  - Health Care 3
  - How You Can Help 4
- Instructional Program** 5
  - Transportation 7
  - Main Office 7

<b>Important Upcoming Dates</b>	
<i>September 9, Th</i>	Family Orientation Night via YouTube & Zoom
<i>September 10, F</i>	Early Ed Play Day (PS PK & K) New Student Meet & Greet (Grades 1-9)
<i>September 13, M</i>	First Day of School !



# Communication

- Weekly Emails | Class Dojo | Social Media | [www.mcanyc.org](http://www.mcanyc.org)
- Prayer Calls | Family Devotions | Parent - Teacher Conferences
- Google Classroom: Weekly Parent/Guardian Summaries (if applicable)
- Phone: 212-567-5521 | Email: [info@mcanyc.org](mailto:info@mcanyc.org)



Admin	Middle School	Elementary School	Early Ed.	GMATs
Ms. Katt Principal mkatt@mcanyc.org	ELA @mcanyc.org	Mrs. Martinez   1st, EE Dir. zalquijay@mcanyc.org	Mrs. Palacios   PS PK mpalacios@mcanyc.org	Mr. Massey   P.E. dmassey@mcanyc.org
Mrs. Griffiths Director of Finance ygriffiths@mcanyc.org	Mr. Spenst   History jspenst@mcanyc.org	Mrs. Diaz   2nd bdiaz@mcanyc.org	Mrs. Rodriguez   PS PK dcrichlow@mcanyc.org	Ms. Lofgren   Music alofgren@mcanyc.org
Mrs. Foster Director of School Culture dfosterl@mcanyc.org	Mrs. Starks   Science lstars@mcanyc.org	Ms. Carter   3rd dcarter@mcanyc.org	Mrs. Crichlow   K dcrichlow@mcanyc.org	Mr. Jackson   Tech/IT tjackson@mcanyc.org
Mrs. Matos Director of Admissions cmatos@mcanyc.org	Mr. Lee   Math dlee@mcanyc.org	Mrs. Staine   4th ystaine@mcanyc.org		Mrs. Colon   Art jcolon@mcanyc.org
		Mrs. Jones   5th jjones@mcanyc.org		

# Health and Safety

## Physical Distancing

- 3 ft or more physical distance in all directions between student desks
- 6 ft or more physical distance between staff and students
- Schedules and procedures to encourage safe passing between classes
  - Limited movement between classes/common areas
- Schedules and procedures to ensure permitted, limited, safe gathering of students



## Signage

*Signage in classrooms, hallways, and entrances to communicate:*

- how to stop the spread, COVID-19 symptoms, good hygiene, wearing a mask
- preventative measures (including staying home when sick)



## Personal Hygiene

### Handwashing

- Handwashing emphasized
  - Students will be instructed in proper hand washing protocol
- Hand-sanitizer stations will be placed in common areas and entrances
- All classrooms will be supplied with hand-sanitizer

### Face Masks and Gloves

- All staff and students must arrive with face masks on
  - If a student does not have a face mask, one will be provided
  - Masks must be solid, plain, or appropriate designs [no words]
- All staff and students will wear masks unless outside, eating, or napping
  - Students will be trained how to properly wear a mask
- All staff will wear gloves and a disposable apron if distributing food
- Students will be encouraged to avoid touching their faces
  - Particularly eyes, nose, and mouth to reduce risk of exposure

### Water bottles

- Water fountains remain closed
- All students will bring water bottles from home

### Cleaning & Disinfecting

- Nightly, weekend cleaning of all buildings by school maintenance team
- All classrooms supplied with approved disinfectant, paper towels, etc.
  - Teachers will complete and submit a daily checklist ensuring they have sufficient supplies each day (masks, tissues, hand hygiene supplies, cleaning supplies, etc.) and have inspected their classroom for cleanliness
- Frequent disinfection of PE equipment
- Air purifiers provided for each classroom
- Ensure ventilation systems operate properly
  - increase circulation of outdoor air as much as possible
    - as long as this does not pose a safety or health risk to students or staff
  - monitoring of A/C and HVAC systems
- Daily and frequent cleaning of high touch areas:
  - Student desks/chairs, handrails, doorknobs, keyboards used by multiple persons, phones, light switches, sink faucets, restroom facilities, etc.
  - When possible, doors will remain open to eliminate contact
- Removal of all plush items that are difficult to sanitize



### Health Screening

- All staff will be trained to monitor students for COVID-19 symptoms
- Fall flu shots will be encouraged for MCA staff/students
  - Required for PS|PK students [NY Department of Health ]
- All staff/students are encouraged to take their temperatures before arrival
- Isolation rooms:
  - Provided for students who exhibit symptoms
  - MCA will call parent/guardian and ask for the child to be picked up as soon as possible



### Health Care

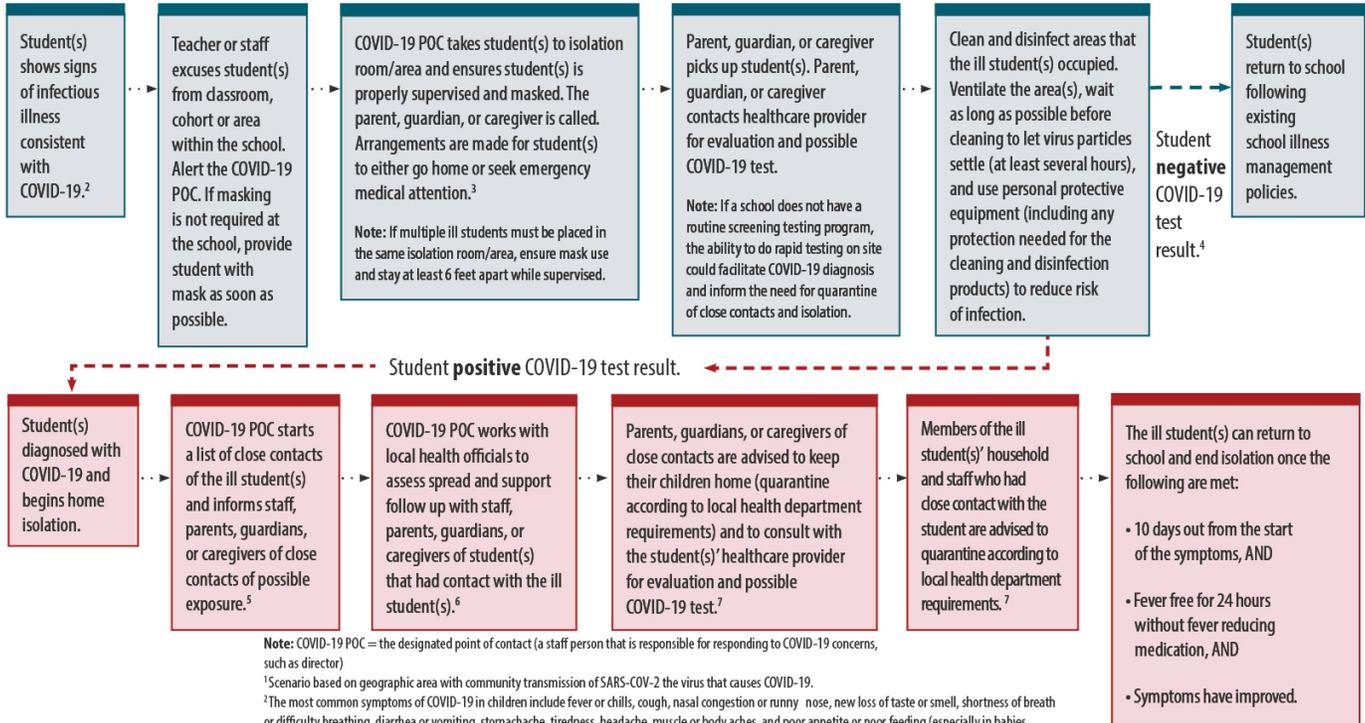
- Provide an isolation room for individuals with symptoms (both buildings)
  - any student in the isolation room will be attended at all times
  - any individual entering or exiting the isolation room will wear a mask
  - once the isolation room is cleared it will be cleaned and disinfected



- Medications may be dropped off by appointment only
- Scheduled daily medications will be brought by designated staff to the student

## What if an MCA staff or student becomes ill with COVID -19 or is exposed to someone with COVID-19?

### WHAT TO DO IF A STUDENT BECOMES SICK OR REPORTS A NEW COVID-19 DIAGNOSIS AT SCHOOL<sup>1</sup>



Note: COVID-19 POC = the designated point of contact (a staff person that is responsible for responding to COVID-19 concerns, such as director)

<sup>1</sup>Scenario based on geographic area with community transmission of SARS-CoV-2 the virus that causes COVID-19.

<sup>2</sup>The most common symptoms of COVID-19 in children include fever or chills, cough, nasal congestion or runny nose, new loss of taste or smell, shortness of breath or difficulty breathing, diarrhea or vomiting, stomachache, tiredness, headache, muscle or body aches, and poor appetite or poor feeding (especially in babies under 1 year old).

<sup>3</sup>Schools that do not have a universal mask requirement could require masking by students, teachers, and staff if they are experiencing onset of upper respiratory infection symptoms at school while waiting to be picked up or leave the school.

<sup>4</sup>With no known close contact.

<sup>5</sup>Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask. See exception in the definition for the exclusion of students in the K-12 indoor classroom: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

<sup>6</sup>To the extent allowable by applicable laws regarding privacy.

<sup>7</sup>CDC guidance provides that people who are fully vaccinated and do not have COVID-19 symptoms do not need to quarantine, but should get tested after an exposure to someone with COVID-19.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

CS 322897-C August 4, 2021 3:54 PM

## How You Can Help

- Perform daily temperature checks of your children before coming to school
  - If your child has a temperature of 100°F or higher, your child must stay home
- Reference the following guidelines for keeping your child home from school:

### When should my child stay home from school?

Bringing your child to school with the symptoms listed below puts other children and staff at risk of becoming ill. This information is offered to help you decide if and when your child should attend school or stay at home.

<i>Appearance, Behavior:</i> If your child is unusually tired, pale or doesn't want to eat, it may indicate an illness is beginning.	<i>Fever:</i> If your child has had a fever, do not send them to school until their temperature is normal (less than 100° for 24 hours without taking medication)
<i>Ear Infections:</i> If your child has a fever or is in severe pain, they should stay home and see a healthcare provider.	<i>Eyes:</i> If your child has mucus or pus coming from the eyes, this may be an eye infection that needs treatment. Keep your child home and take him to your healthcare provider.
<i>Constant Cough:</i> If your child has a constant cough and/or mucus that is not clear but yellow or green, they should see a healthcare provider.	<i>Sore Throat:</i> If your child has a sore throat with fever and/or swollen glands, they should stay home and see a healthcare provider. Painful swallowing, red and swollen tonsils, sometimes with white patches or streaks of pus can indicate strep throat.
<i>Diarrhea:</i> If your child has 2 or more watery bowel movements in a 24 hour period, they should stay home, especially if they also have nausea and look pale. If there is an accompanying fever, see a healthcare provider.	<i>Vomiting:</i> If your child has vomited 2 or more times in the past 24 hours, please keep them at home. If there is an accompanying fever, see a healthcare provider.
<i>Nasal Drainage:</i> If your child has drainage that is not clear but yellow or green, they should see a healthcare provider.	<i>Lice:</i> If you are aware that your child is infected, please have them treated and all nits removed before bringing them back to school. Someone at school can check your child when they arrive.
<i>Rash:</i> If your child exhibits a body rash, especially with fever or itching, they should remain home and be assessed by your healthcare provider. A heat rash is not contagious and if there is no itching, your child may attend school.	<i>Scabies and/or Ringworm:</i> Children with scabies may be readmitted to school after treatment. Documentation of diagnosis and treatment is important.

*School policy requires that when students are absent from school, parents provide a written or doctor's note explaining the reason for the absence.*

## **Instructional Program**

### **Fully Remote Learning**

*If we are not permitted to be in-person due to a determination by the local Dept. of Health, MCA will follow a fully remote, structured school day for all students. We will use Google Classroom for attendance, lessons, activities, assessments, etc.*

- We will be following structured deadlines for assignments, as possible
- Daily attendance check in question | 8:30am to 10am

- Daily assignments will include detailed instructions along with a combination of recorded instruction, synchronous instruction, and supplemental material/resources
- Students will receive training for norms for classes meeting via Google Meet
- The following outlines synchronous (live classes):

<b>EE</b>	<b>ES</b>	<b>MS</b>
<ul style="list-style-type: none"> <li>• Teachers will be cognizant of the amount of time young learners are spending directly viewing screens</li> <li>• Time spent learning remotely will be devoted to authentic learning activities at home</li> <li>• Breakdown of lessons               <ul style="list-style-type: none"> <li>○ Instructional Videos</li> <li>○ Supplemental material</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 6 synchronous lessons per week               <ul style="list-style-type: none"> <li>○ M/W/F: Math</li> <li>○ T/Th: Reading</li> <li>○ Sci/Hist: alternating weeks</li> </ul> </li> <li>• Attendance for synchronous classes is mandatory, however, please reach out if you are unable to attend a scheduled class</li> <li>• Classes will be recorded</li> </ul>	<ul style="list-style-type: none"> <li>• One core subject per day               <ul style="list-style-type: none"> <li>○ Consistent schedule</li> </ul> </li> <li>• Attendance for synchronous classes is mandatory, however, please reach out if you are unable to attend a scheduled class</li> <li>• Classes will be recorded</li> </ul>

## Transportation

*K-6 students who live in Manhattan will be instructed on proper policies for riding school busses provided by the city. These policies include instructions for physical distancing and wearing masks.*



- Students from the same household will be permitted and encouraged to sit together

## Main Office

*In general, parents and visitors will not be permitted inside the buildings. Please note,*

- All forms and payments are able to be submitted online
- If necessary, brief appointments for payments, forms, etc. can be held in the foyer of the 3816 building
- Meetings can also be scheduled via Zoom or Google Meet if a phone call is not feasible

