



# Jewish Institute of Queens

60-05 Woodhaven Blvd, Elmhurst, NY 11373 Tel. 718-426-9369 Fax 718-446-2071

Revised 8/25/2020

## **JIQ COVID-19 REOPENING PLAN**

The health and safety of our staff and students is our highest priority. We will follow the New York State guidelines and CDC recommendations pertaining to employee and student screenings each day which include daily temperature and symptoms checks as well as mandatory facial coverings and social distancing, frequent hand washing and the cleaning and sanitizing of the building and any shared items.

### **BEFORE SCHOOL BEGINS**

All staff members and students will need to get tested for Covid-19 before returning to school. Your results must be negative to Covid-19 before returning to work and or school.

Staff members will need to bring their documentation to orientation on August 24<sup>th</sup>.

Parents will need to bring their child/children's documentation before August 24<sup>th</sup>. Students will **NOT** receive an admissions card or will be admitted to JIQ without this documentation.

Any staff member or student that does test positive will need to quarantine for 14 days and get retested. They may not return to school until they receive a negative test result. This documentation will need to be given to the school.

### **SELF-MONITORING HEALTH**

It is extremely important to self-monitor your health and the health of your child each day. Staff and students should take their temperature before they leave for work/school each day. If their temperature is 100.0 they will need to stay home.

**If a staff member or a student have had any of the following symptoms in the last 24 hours, or if symptoms are new, different, and not otherwise explained they may not come to school: Staff and parents will need to contact the office to inform them of their symptoms.**

- Fever or chills, Cough
- Sore throat, Shortness of breath or trouble breathing
- New loss of taste or smell

### **PPE/FACE COVERING**

Students when sitting on the bus, standing on the line to get lunch and walking from place to place will need to wear a face covering. Students will not need to wear a face covering while eating lunch, outside during recess or gym or in their classrooms. Parents will be responsible for providing their child/children with face coverings or masks. Schools will have backup disposable masks available for students who forget them. Grades 1 through 6 will utilize individual desk shields at their assigned location to assist with social distancing in the classroom. These desk shields will be used in the classrooms and in the art room.

Face covering must be worn by all staff members while traveling in the building at all times. Face coverings/masks may be removed while teaching, if the following conditions are in place: Enhanced social distancing; while eating, drinking, or when outside and effectively practicing social distancing. Schools will have backup disposable masks available for staff members who forget them.

Principals and or teachers will establish times for "Mask Breaks" that will be provided during the school day when desk shields are not present. Mask Breaks will occur when students can practice social distancing and/or when they are outside.

### **SOCIAL DISTANCING**

Hallways will have floor stickers and signs to help guide how students should walk to maintain social distancing in common areas and hallways. Students must maintain social distancing to the greatest extent possible. Students are expected to practice social distancing when entering and exiting the building, in classrooms, and moving throughout the school.

### **VENTILATION**

Teachers will open windows for increased ventilation when the weather permits.



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## SCREENING

All staff members and students will be emailed a daily health screening checklist each day to fill out and submit. When entering the building staff and students who are dropped off to school will have their temperature taken before they are allowed to enter the front doors of the main building.

**An adult must accompany the child to the front door each day to take them home if they are denied entry into school.**

Students and staff members with a temperature greater than 100.0 degrees are not permitted into the school. They will be allowed to return 24 hours after their fever has broken, or with a note from their healthcare provider, or with a documented negative COVID-19 test.

If a staff member or student has a temperature of 100.0, they will not be allowed to work/go to school on that day. We will work with the local health department and school nurse to use contact tracing to identify those who have come in contact with people who do test positive for Covid-19.

## SCREENING VISITORS

Access to the building by visitors/parents will be extremely limited and only for specific educational purposes. Parents and or visitors will no longer be allowed to enter the building unless they have an appointment or a pass to do so. Once approval is granted for entry, their temperature will be taken and a mask must be worn at all times.

Visitors/parents with prior approval to enter the building are instructed to self- screen before leaving for school by checking to ensure temperatures below 100.0 and to observe for symptoms consistent COVID-19. Visitors/parents are to stay at home if they are feeling sick, have any symptoms associated with COVID-19, or have had close contact with a person diagnosed with COVID-19.

## TRANSPORTATION

A monitor will be placed on all buses to take students' temperatures before going on the bus each day. If a student has a temperature of 100.0, they will not be allowed to go on the bus. **An adult must accompany the child to the bus each day to take them home if they are denied entry on the bus.**

All students, the bus monitor and the driver must wear a face covering the entire time on the bus. When the busses arrive to the school only one bus at a time will dismiss the students and they will enter the school from the back door and go directly to class.

Students will be expected to ride the same bus to school in the morning and the same bus home in the afternoon every day. Students will also be assigned a designated seat that they will sit on each day. Face coverings or masks should be in place prior to entering the bus.

Social distance requirements will be implemented on all school transport vehicles, which will require **all passengers to maintain a minimum of 6 feet apart.** The only exception to this will be students from the same household who will be seated with each other and will still be required to wear face coverings. **This will reduce the typical school bus capacity to approximately 25% of its normal operating passenger capacity.**

## DISMISSAL

A staggered dismissal schedule will be in place.

## AFTER SCHOOL PROGRAM

The same policies and procedures that are during the school day will apply in the After-School program as well. During school closures the afterschool program will be canceled.

## COMMUNICATION

All communications to the JIQ community including staff and families are made through the Principals through email and phone calls.



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## **SUPPORT SERVICES**

JIQ will continue to work with the JCCA appointed social workers to provide mental health, behavioral, and emotional support to students, faculty, and staff. Training for staff and students will be established on how to talk with, and support, students during this trying time.

## **CAPACITY**

Classes will be limited to 15-20 students and remain as a cohort classroom. Bookcases, reading nooks, and storage cabinets will be removed/repositioned to create the maximum amount of space between students. Classroom seating will be assigned to students at all times during the day.

## **COHORT MODEL**

A Cohort model will be used throughout the school day to alleviate the risk of spreading the virus. The group of students and educators will be consistent members each day. It is still expected that students & individuals within the cohorts maintain as much physical distance as possible and wear facial covering when moving around the building. The classroom cohort will spend as much of the day together as a group as possible in the cohort's assigned classroom. The Cohort's will utilize the same hallways, bathrooms, and other area of the school as much as possible.

## **OPERATIONAL ACTIVITY**

There will be little interaction with other classes. They will have limited movement throughout the day. Movement will be staggered. Classes will be able to go to recess, lunch, gym, art and computers, however additional time will be added in between each class for cleaning purposes. All desks will be facing the same direction in all classes. Grades 1 through 6 will utilize individual desk shields at their assigned location to assist with social distancing in the classroom, during lunch and in art.

## **SUPPLIES**

Each student's belongings/school supplies will be separated and in an individually labeled storage container, cubby, locker, or other designated area depending on the grade level. Students will be encouraged to take home belongings each day to be cleaned. The sharing of school supplies and materials will not be allowed. Grades 3-5 teachers will use the lockers as needed for jackets and backpacks. Grade 6 will be using lockers to store their items.

## **RECESS**

Recess and gym will be permitted, but only one group out at a time will be permitted. The playground and other equipment must be disinfected between uses. No contact sports will be allowed for the time being. Recess time and the use of playground equipment will be supervised and scheduled to ensure physical distancing. Recess time will be adjusted for specific cohorts.

## **LUNCH**

Students can eat lunch in the school cafeteria, but meal times must be staggered to allow for social distancing and disinfecting. Self-service and buffet-style food service will not be allowed. Desk shields will be used during lunch.

## **HYGIENE/CLEANING/DISINFECTION**

Frequent hand washing and the cleaning and sanitizing of any shared items and the building will be cleaned several times a day. Bathrooms must be cleaned and sanitized twice a day. Hallway sanitizing stations will be installed.

The custodial staff will be provided with equipment and PPE for cleaning and disinfecting. Frequently touched surfaces and other equipment will be cleaned throughout the day.

High touch surface areas to clean and disinfect will include:

- Door handles , Handrails
- Drinking fountains-will no longer be used-students are encouraged to bring water bottles, a faucet in the cafeteria has now been dedicated for bottle refill.
- Sink handles , Restroom surfaces
- Instructional materials that cannot be supplied to a specific student , Playground equipment



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Teachers and students will have a plan for disinfecting the following between uses:

- Toys that are shared during the day
- Tables that are used throughout the day
- Chairs that are shared during the day

## FOGGING

The JIQ maintenance staff will be using a fogger to disinfect all areas of the building each night. This will help to ensure all classrooms and other frequently-touched surfaces are thoroughly sanitized. The cleaning products used leave a residue that kills germs up to 24 hours on each surface.

## TESTING POSITIVE FOR COVID-19

If a student or staff member has been present in school has a confirmed diagnosis of COVID-19, the School Nurse or the Principal will notify the local health officials immediately. The local health officials will then assess the risk of further transmission in the school.

The decision to suspend or close the school will be made by the Rabbi, the Principals and the recommendation from local health officials. We will likely implement a short-term closure (2-5 days up to 14 days) to clean and disinfect the school building.

The student and or staff member may not return until the following conditions are met:

- They will not return to work/school for at least 14 days
- They have 2 negative COVID-19 tests

## CONTACT TRACING

Contact tracing is the process of contacting all people who've had contact with someone who has tested positive for COVID-19. When a case is confirmed, JIQ we will notify the local health officials and they will assess the risk of further transmission. The decision to suspend or close the school will be made by the recommendation of the local health officials. We will likely implement a short-term closure (2-5 days up to 14 days) to clean and disinfect the school building.

We will also chart who had been in contact with the infected person, whether a student, staff member or parent, and determining who else needs to be tested and isolated.

## ISOLATION

Students who become symptomatic during the school day will be separated from others right away by the school nurse.

Students exhibiting symptoms will be required to continue to wear mask and wait in a supervised, designated isolated area through which others do not enter until student can be transported home.

If more than one student is in the isolation area, physical distancing will be maintained.

## SCHOOL NURSE

The school nurse will monitor screening information of students while complying with relevant privacy and health laws. The nurse will have a plan for triaging students in the health office, recognizing that not all symptoms are COVID-19 related.

The school nurse will advise parents when their child is sick and that they are not to return until they have been fever free for 24 hours, or with a note from their healthcare provider, or with a documented negative COVID-19 test.

## REMOTE LEARNING

The Principals and teachers will proactively plan and be prepared at all times throughout the year for an expedited shift to Distance Learning instruction during a required short period (2-5 days) and a longer period (2 weeks) of closure.

Teachers will review their Remote Learning Plans during ZOOM Back to School Night on, Monday, September 14<sup>th</sup>.



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## **NURSERY-KINDERGARTEN-all of the above policies will apply to our early childhood families, students and staff members as well as the below additions.**

A Cohort Model will be used.

Sneeze Guards will be used on all tables in the Kindergarten classes.

Family style eating will no longer be practiced, due to health and safety requirements. No food will be shared.

For classrooms without an interior bathroom, a teacher should accompany each child to and from the bathroom outside the classroom and ensure that proper handwashing protocols are followed.

Napping materials should be sanitized daily. Students will be assigned a cot that will be used for the entire school year. All sheets will be stored in the child's cubby in a sealed ziploc bag.

Students do not need to wear masks when in the classroom or outside. They will need to wear masks when walking in the building and on the bus.

Teachers will wear masks at all times when social distancing isn't possible in and outside of the classroom.

While JIQ recognizes the importance of teacher and student interaction and peer interaction we will refrain from the use of physical contact, such as hand-holding.

### **Instructional Practices and Programming Considerations**

Center-based and small group learning is a critical component of early childhood instruction we will avoid centers that include multiple students using it at one time, such as water/sand tables, sensory table, etc.; and provide students with individual sets of materials to avoid sharing of common items; and follow proper sanitation guidelines from the Department of Health after children have been at a learning center or in small groups. Teachers will be sanitizing all materials used during centers during naptime and at the end of the day.

### **Parent Meeting Dates:**

August 7<sup>th</sup>, August 12<sup>th</sup>-6:30pm, August 18<sup>th</sup>-6:30pm

### **Staff Meeting Dates:**

August 7<sup>th</sup>, August 11<sup>th</sup>-6:30pm, August 24<sup>th</sup>



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## DAILY JIQ Staff Screening Questions

-will be emailed a link

Staff Name: \_\_\_\_\_

Visitor (NON-EMPLOYEE) \_\_\_\_\_

1. Since your last day of work, or last visit here, have you had any of these symptoms?
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell

*Note: Answer "yes" if the symptoms you have experienced in the last 14 days are of greater intensity or frequency than what you normally experience.*

2. Have you had a fever (greater than 100.0°F) within the last 14 days?
3. Have you had a positive COVID-19 test within the last 14 days?
4. Have you had close contact with a confirmed or suspected case of COVID-19 case within the last 14 days?
5. Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#) within the last 14 days?

*Employees:* I am doing my part to keep myself and others safe and I am following the practices outlined in our COVID-19 safety protocols.

Print First, Last Name: \_\_\_\_\_

Signature: \_\_\_\_\_



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## WEEKLY

### JIQ Student Screening Questions-will be emailed a link

Family Name: \_\_\_\_\_  
Child/Children: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Since your last day of work, or last visit here, have you had any of these symptoms?
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell

*Note: Answer "yes" if the symptoms you have experienced in the last 14 days are of greater intensity or frequency than what you normally experience.*

2. Have you had a fever (greater than 100.0°F) within the last 14 days?
3. Have you had a positive COVID-19 test within the last 14 days?
4. Have you had close contact with a confirmed or suspected case of COVID-19 case within the last 14 days?
5. Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#) within the last 14 days?

*Family and students:* We are doing our part to keep ourselves and others safe and we are following the practices outlined in New York State's safety protocols.

Print First, Last name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_



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## DAILY

### JIQ Visitor Screening Questions

Visitor ( NON-EMPLOYEE) \_\_\_\_\_

1. Since your last visit here, have you had any of these symptoms?
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell

*Note: Answer "yes" if the symptoms you have experienced in the last 14 days are of greater intensity or frequency than what you normally experience.*

2. Have you had a fever (greater than 100.0°F) within the last 14 days?
3. Have you had a positive COVID-19 test within the last 14 days?
4. Have you had close contact with a confirmed or suspected case of COVID-19 case within the last 14 days?
5. Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#) within the last 14 days?

*Visitors:* I am doing my part to keep myself and others safe and I am following the practices outlined in our COVID-19 safety protocols.

Print First, Last name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_