



# Cascadilla School

## Re-Opening Safety Plan 2020-2021

Updated: August 19, 2020

### Introduction

Cascadilla School is committed to providing the best education for all its students. To ensure a safe learning environment for students, faculty, and staff, Cascadilla School will follow all the guidance, protocols, and procedures set in place by NYSED, Local and State DOH, and the CDC. We promise to keep our community well informed, educated, and participating the fight against the spread of COVID-19.

Below are the major areas of concern for Re-opening. Each section addresses the school's commitment to maintaining proper health standards while providing in-person quality education.

### Reopening

#### Communication:

Cascadilla School has always and will continue to maintain excellent communication with and between students, families, faculty, and staff. Given our small size we can contact individuals personally as well as through the following means:

- Phone (including phone trees for both faculty and students)
- Mailings
- Email
- WeChat and Text messaging
- The Cascadilla School Website
- Facebooks
- Zoom Meetings
- Signage

Families and Students will be receiving information about reopening via email and posted to our website. Reminders to read this information will be sent to students and families via text messaging (WeChat) and Facebook with links to the website.



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Re-opening information communications will include, but will not be limited to, instructions and training for how to follow COVID-19 protocols safely and correctly. Communications will encourage all to follow CDC and DOH guidelines for health, hygiene, and safety.

Families will have clear and effective ways of connecting with Cascadilla School to ask questions and give feedback.

To coordinate communications Cascadilla School has assigned Jenna Kendall, Director of Student Services, as coordinator of communications for families and students. Donna Collins, Administrative Assistant to the Headmistress, has been assigned as coordinator of communications for faculty and staff.

## **Capacity:**

- Faculty and Staff – Maximum 15
- Student Body – Maximum 50
- Cascadilla School will stagger entry and exit times to allow for social distancing. (See Operating Activity)
- Faculty and Staff will report to Cascadilla School one week prior to the start of classes to participate in orientation and training.

## **PPE and Face Coverings:**

- All students, faculty, staff, and other individuals are required to wear a mask, or an appropriate PPE face covering must be used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities.
- There will be a No-Entry policy for anyone that does not have an appropriate PPE. This policy will be posted at entry points along with a procedure to follow if a person needs a mask.
- Cascadilla School will provide a disposable mask to any person that does not have an appropriate face covering.
- Cascadilla School will provide faculty and staff with training in the use and disposal or laundering/disinfection of PPE. Protocols and procedures outlined by the CDC will be utilized in training as well as daily use.
- Cascadilla School will provide training to all students during orientation in the proper use and disposal or laundering/disinfection of PPE. Protocols and procedures outlined by the CDC will be utilized in training as well as daily use.
- Additional PPE will be available for faculty and staff should they require additional coverage beyond the mandatory face covering. (Gloves, gowns, face shields, goggles, etc.)
- As N95 respirators become more available Cascadilla School will encourage and prioritize their use. Training of use and disposal will be made available during orientation.



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## **Social Distancing:**

- 6ft. distance between all members of the Cascadilla School community will be observed unless safety or necessary activity requires a shorter distance.
- Any time members of the Cascadilla community are less than 6 ft. apart from one another, everyone must wear a mask or acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time unless occupants are wearing face coverings. If occupied by more than one person, all persons will observe the posted occupancy. (under 50% of maximum capacity)
- Cascadilla School will post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas.
- Directional signage will also be placed throughout the school building to help maintain social distance and avoid bottlenecks.
- Specific areas in the building have been identified as potential areas of congestion and protocols for social distancing in these areas will be addressed with faculty and students during orientation.
- When possible Cascadilla School will limit larger in-person gatherings of students and/or faculty as much as possible and use tele- or videoconferencing whenever possible. (Zoom will be our preferred platform)
- Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Cascadilla School has established a designated area for pick-ups and deliveries, limiting contact to the extent possible.

## **Hygiene, Cleaning, and Disinfection:**

Cascadilla School follows all cleaning protocols and procedures set out by NYSED in consultation with the CDC and NYSDOH.

Cascadilla has and will continue to follow the guidance as outlined in the March 9, 2020 joint memo for NYSED and NYDOH titled “School (PreK-12) Guidance: COVID-19” under Appendix C.

Cascadilla School uses only NYSED, CDC, and EPA approved cleaning products to clean, sterilize, and disinfect. (The list of approved products is in a link at the end of this plan)

Cascadilla School outsources school-wide cleaning to a local professional cleaning company that follows all guideline and procedure as mentioned above. We will increase their schedule to daily cleaning and disinfection for the 2020-2021 school year.



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Between School-wide cleanings faculty and staff will assist, sanitize and disinfect assigned designated areas of the school building during the day. Specifically, in between classes, teachers and staff will be cleaning desks and chairs with approved cleaning products.

Proper handwashing and respiratory hygiene will be taught to all students, faculty, and staff during orientation. Training materials from CDC. Several hand washing locations are available in the school building and everyone upon entering the building will be expected to wash their hands.

Hand sanitizer containing 60% alcohol or higher will be made available throughout the school in locations where handwashing is not available.

## **Restart of Building Operations:**

Cascadilla School will be conducting extensive cleaning and disinfecting as well as adding signage to its facilities prior to the reopening. Key facility components like the heating system are annually inspected and certified by the state. Cascadilla School does not have an HVAC system. We heat the historic building with boiler furnace system and radiators in each classroom. Cascadilla School is a well-ventilated school and all classrooms have windows to the outside for fresh air and increased ventilation.

## **Vulnerable Populations:**

Cascadilla School's students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, will be accommodated in the way that best fits their needs. Members of our community may request and be granted in-person accommodations like increased social distancing and additional PPEs.

Members of our community may also opt for remote learning and working to accommodate their individual needs. Cascadilla School due to its size can be flexible and offer in-person, remote, or hybrid learning and working options.

## **Before and Aftercare:**

Cascadilla School will not be providing Before and/or Aftercare to the Cascadilla School Community. Students will arrive on campus no earlier than 30 minutes before the start of school and must leave campus no later than 30 minutes after their last class of the day.



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## **Extracurriculars:**

At this time Cascadilla School will not be offering extracurricular activities to the Cascadilla School community. If in the future Cascadilla School reassesses this policy, it will submit plans that are in line with the DOH's "Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency".

## **Transportation:**

Cascadilla School does not provide transportation. Students must be dropped off or picked up by a parent, guardian, or approved person.

## **Food Services:**

Cascadilla School does not provide food services or have a cafeteria.

Students are dismissed at 12:30 for a 40-minute lunch break. All students and faculty will be encouraged to bring their own lunches and eat outside observing social distancing. Handwashing will be encouraged prior to eating.

Sharing of food or beverage is prohibited. Personal items must be clearly labeled.

Initially, Students will not be allowed to go to Collegetown to purchase lunch. If this policy changes after careful consideration and risk assessment, permission slips will be sent home.

Cascadilla School will be setting up areas outside for use. When this is not possible there will be protocols to followed for indoor eating that include social distancing, specific locations, and cleaning.

Upon returning to the building all students will repeat the same protocol for entering the building that they did at 8:30 am including hand washing.

## **Cascadilla School's Daily Operational Activity:**

- 7:30 am – Administration and Communication Coordinators will arrive at School building, do self-screening, handwashing, and set up for incoming faculty and students. Communication Coordinators will ensure that phone line, texting is set up for the day and signage is still in place.
- 8:00 am – Faculty and staff will arrive at school building, sign in, do self-screening, handwashing, and report to their classrooms. Faculty and Staff will double check classrooms have been cleaned and all protocols and procedures are in place for the day.



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- 8:30 am – Students will arrive at the school building and follow signage. Observing safe distances, students will be individually screened, and temperature tested at the main entrance. Students will immediately drop cell phones into clean Ziplock bags to be held in the office until lunch time. They will then immediately wash their hands. Once this procedure is complete students will report to their first period class. Procedures for drop-off and dismissal will be sent home prior to the first day of school and will be reviewed during orientation.
- 9:00 am – Classes begin. Classes are one hour in length. Student will move through the daily schedule moving directly from one class to the next. In the hallway students will maintain social distancing and if necessary, staff will coordinate with teachers to stagger the release of students from classes to minimize the number of students in the halls at the same time.
- In classes students will maintain social distancing and will continuously wear their mask.
- 10:00 am – Our Cascade schedule is yet to be determined. Initially, while students adjust to the prolonged wearing of masks, they will have a ten-minute break in which they can go to an approved designated area to remove their masks if they require a “mask break”. This area will be outside and social distancing will be enforced by members of the faculty and staff.
- 10:30 am – Classes continue hourly until 12:30
- 12:30 pm – students will be dismissed for a 40-minute lunch break. (See Food Service Section)
- 1:10 pm – Students will return to the school building for afternoon classes. Morning entry procedure will be repeated. Classes will start and continue hourly until 3:10.
- 3:10 – Dismissal. Students will collect their belongings and exit the building no later than 3:30. Procedures for dismissal will be sent home prior to the first day of school and will be gone over again in orientation.
- 3:30 – Faculty and staff will wrap up the day and exit the building no later than 5pm. to allow for cleaning and disinfecting.
- 5 pm – Building will close and no one except cleaning crews may enter until the next morning.
- If there are changes for the next day of school, families will be notified via, text, email, and phone call from the communications coordinator.
- If there are changes for the next day of school faculty and staff will be notified via text, email, and phone call by the communications coordinator.

## **Mental Health, Behavioral, and Emotional Support Services and Programs:**

During orientation and throughout the school year there will be presentations and communications with the entire Cascadilla School community to address all factors that affect the mental and emotional health of our population.

Cascadilla School faculty and staff undergoes professional development training to identify mental health, behavioral, and emotional issues that may arise.



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Clear lines of communication are established to report serious concerns by students, parents, faculty, and staff.

The Ithaca community has many excellent resources and mental health professionals available. Cascadilla School can provide information and referrals to members of our community in need.

## Monitoring for COVID-19

### Screening:

Protocols and procedures for mandatory health screenings, including temperature checks, of students, faculty, and staff, will be adhered to daily. Screening tools available through the CDC and NYSDOH will be utilized. Daily Screening log will be kept for each member of the Cascadilla School community that enters the building.

No visitors will be allowed on campus until further notice. If it is necessary to have someone enter the building for maintenance or other necessary service, they will be required to follow all our safety procedures prior to entering the building.

### Testing Protocols:

Cascadilla School, in consultation with local health department officials, requires testing of symptomatic individuals, close contacts, suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory, before allowing such individuals to return to in-person instruction at the school. Testing will not be conducted by Cascadilla School but by medical professionals in the local community.

### Testing Responsibility:

Local health department, physician offices, and hospital systems are responsible for referring, sourcing, and administering testing as needed.

### Early Warning Signs:

Cascadilla School will consult local, county, state, and national acceptable levels of COVID-19 infections. School officials will daily monitor any changes in the local infection rate. Should the local infection rate reach a concerning level, Cascadilla School will look to these establishments for guidance and updated procedures.



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## Containment of COVID-19

### **School Administration:**

School administration will act on protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day. Appropriate PPEs will be available and used along with containment guidance and procedures as outlined by the CDC, including but not limited to barriers, distancing, and isolated location.

Local Health professionals will be notified. Using their guidance and recommendations the symptomatic individual will be safely transported from campus. Cascadilla School will do everything in their power to isolate, notify emergency contacts and health officials, and facilitate transportation.

### **Isolation:**

Cascadilla School Administrations will immediately separate and isolate individuals who screen positive upon arrival, or symptomatic individuals should they become symptomatic while at school.

Cascadilla School will be providing appropriate PPE for school staff caring for the symptomatic individual. Distance between the individual and the member of the administration will be maintained.

Cascadilla has identified a classroom removed from the general population that can be used for isolation. Protocols will then be put into action including new signage and alternate travel routes in the school to further distance the general population from this individual while the individual is assessed and transported off campus.

### **Collection:**

Cascadilla School will arrange for safe transportation and/or make pick-up arrangements for symptomatic students, faculty, and staff.

Cascadilla School requires that a parent or legal guardians must immediately pick up their student and will be instructed that the student must be seen by a health care provider. This protocol will be outlined in our reopening communications to parents and students prior to their arrival to school.



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## **Infected Individuals:**

Cascadilla School requires that any persons who have tested positive, completed isolation and have recovered, and is not a risk of transmitting COVID-19 when returning to in-person learning, must provide documentation from attending physician or local health department before returning to attend in person classes. Discharge from isolation and return to school will be conducted in coordination with the local health department.

## **Exposed Individuals:**

Cascadilla School requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department.

## **Hygiene, Cleaning, and Disinfection:**

Cascadilla School will adhere to the guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas.

## **Contact Tracing:**

Cascadilla School will support local health departments in contact tracing efforts.

## **Communication:**

Cascadilla School will be sharing protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students, and the local community as required.

Communication coordinators will relay all the necessary information and required steps to be taken to the Cascadilla School community in an effective, professional, and timely manner.

## **Closure Due to COVID-19**

In the event that Cascadilla School is advised by the local and/or state DOH that reducing in-person education or closing the school is a necessary and prudent course of action, Cascadilla will follow the guidance of health officials in an orderly manner. The details of these decisions will be communicated internally and externally throughout the closing process.



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## Resources:

<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>

<http://www.p12.nysed.gov/nonpub/documents/reopening-guidance-religious-and-independent-schools.pdf>

[https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K\\_to\\_Grade\\_12\\_Schools\\_MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf)

<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/school-reopening-faq.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/Daily-Home-Screening-for-Students-Checklist-ACTIVE-rev5A.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>

[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

<http://www.nysed.gov/common/nysed/files/programs/coronavirus/nysed-covid-19-first-guidance-3-9-20.pdf>

<https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>