



2021 – 2022

REOPENING OPERATIONS
& SAFETY PLAN

REOPENING OPERATIONS

A. Applicable Guidance

Amber Charter Schools (“ACS” or the “School”) has provided a safe environment for everyone in the school community from the start of the pandemic and it remains committed to doing so throughout the 2021-2022 school year. The Schools plan to follow the guidelines set forth in this agreement as adapted from the one established for the 2020-2021 school year. In addition, ACS will ensure that its practices and procedures relating to the pandemic will meet the baseline requirements set forth by the New York City Department of Education for the 2021-2022 school year. Compliance with such requirements shall not prevent ACS from adopting practice and procedures that exceed the NYC DOE baseline standards for:

- school closure decisions due to pandemic-related matters;
- school closure and class closure metrics for handling infections among school personnel and students;
- surveillance monitoring including health questionnaires, temperature screenings, and testing of school personnel and students;
- busing capacity and personal protective equipment use on buses;
- physical distancing during busing, arrivals, departures, in-school transit from one room to another, classroom activities, and any other indoor school-related events;
- health and safety practices to be followed during field trips, celebrations, extracurricular programs, and recess;
- the wearing of masks during arrivals, departures, in-school transit from one room to another, classroom activities, and any other school-related events;
- hygiene practices, including restroom use, food service, the sharing of school resources, and any events involving physical exertions;
- occupancy levels in classrooms, offices, auditoriums, and other school facilities;
- the maintenance of proper ventilation in all occupied spaces of the school;
- the cleaning and disinfection of highly used services;
- the maintenance of sufficient quantities of personal protective equipment, including masks, gloves, and hand sanitizer;
- the isolation of individuals who exhibit COVID-19 symptoms;
- contact tracing and health department reporting of positive cases;
- isolation and quarantine periods after potential or actual exposure to infected individuals; and
- the handling of school visitors as well as emergency personnel (e.g., firefighters, police, electrical workers).

B. Capacity

Amber Charter Schools (“ACS” or the “Schools”) plans for reopening operations address the Schools’ capacity to serve students taking into consideration the availability of personal protective equipment (PPE), and the local medical capacity.

Amber will designate a COVID-19 safety coordinator whose responsibilities include continuous compliance with all aspects of the School’s reopening plan, as well as any reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.

C. Vulnerable Population

1. **Staff Members:** As part of its response to COVID-19, ACS is committed to supporting employees affected by COVID-19. As part of this commitment, ACS will utilize an expedited process to consider reasonable accommodation requests by employees with a disability recognized under federal or state law.

ACS intends to fully comply with the mandates of the ADA and will ensure that staff with a recognized disability under the Act will be able to teach remotely. ACS is committed to supporting our staff in remaining safe as they fulfill their work responsibilities and will endeavor to meet that objective while also continuing its unwavering commitment to the students and families it serves.

2. **Food Services: Preparation and Distribution:** ACS non-bargaining unit staff will be on-site to prepare breakfast and lunch meals for students. All individuals handling food will receive increased Personal Protective Equipment (PPE). Each meal will be individually packaged for each student. Grab-and-go meals will be made available.

Protocol for Meals: The Cafeteria will be used for meals; students will eat breakfast in their classrooms or cafeteria to minimize interaction between groups of students. In the classroom, students will eat at their desks, removing their masks to eat and drink and replacing them when finished. Food and beverage sharing will be prohibited. Students will perform hand hygiene before and after every meal. In the event of a shutdown, food service will be suspended and families will be directed to the local district School for food service, local food pantry or local community organization food distribution center.

3. **Visitors:** Visitors will not be allowed in the building unless there is an emergency. Procedures for vendors and government officials (such as the fire department) will adhere to the guidelines set by the NYC Department of Health.

D. FACILITY CLEANING PROTOCOLS

1. **Pre-entry Cleaning:** Before students and staff return to ACS' buildings, there will be school-wide deep cleanings and disinfection of classrooms, restrooms, multi-purpose rooms, and all commonly used surfaces.
2. **Cleaning and Disinfection Schedules:** The full-time custodian will follow a daily schedule of cleaning and disinfection. No bargaining unit employees will be asked to clean or disinfect any areas of the school.

The custodian will clean and disinfect all commonly used restrooms twice times a day, once in the morning and once in the afternoon. The custodian will clean and disinfect the lobby twice a day, once after arrival and then after dismissal. The custodian will maintain a cleaning log that includes the date, time, and scope of cleaning and disinfection. Upon request by the UFT, the school will provide the Union with all cleaning logs.

ACS' cleaning company will clean and disinfect every classroom, office, restroom, multipurpose room, as well as all frequently touched surfaces (doorknobs, stair railings, etc.) every evening.

ACS will ensure that all materials and tools used by staff are regularly cleaned and disinfected, and will provide ample cleaning supplies for all instructional areas.

SCHOOL OPERATIONS

A. COMMUNICATIONS

All of the following communication methods will be used to inform and encourage all students, staff, and visitors to adhere to CDC and DOH guidance regarding the use of face coverings, hand and respiratory hygiene, and providing critical updates on public health information related to COVID-19.

1. **Videos:** Prior to reopening, videos in English and Spanish will be distributed to families and staff members to share key components of the schools' reopening plan for the 2021-2022 school year. Videos describing the arrangements for learning and working, as well as all health and safety measures are also available on the ACS website. In addition, detailed videos will be posted to provide information on learning schedules, remote platforms and materials, instructional "how to" overviews to maintain safety (e.g. Hygiene, PPE, etc.), and class and pod assignments.
2. **ACS Website:** All videos will be posted on the ACS website. Alerts regarding class and school closures, as well as other matters of an emergent nature, will also be posted on the ACS website, with a flashing banner to bring attention to the announcement.
3. **Electronic Flyers/ Newsletters:** Throughout the school year, communications will be frequent. ACS has always distributed a monthly family newsletter that includes messages from principals regarding upcoming events, critical information, and food menus. In the coming School year, ACS will add to this newsletter links to NYS and NYC COVID-19 updates, community resources available for food, housing advocacy, and trauma support.
4. **Direct letters, Emails, and Phone Calls:** These will all continue to be used to connect with specific families to share information, resources, or support.
5. **Informational Resources:** ACS will provide families and staff members with resources to educate them on the following:
 - the careful observation of symptoms of COVID-19;
 - the health screenings that will be conducted each morning before coming to school; and the
 - Instructions that any student or staff member with a fever of 100.0°F or higher and/or other symptoms of COVID-19 infection should not be present in school.
6. **Signage:** ACS will display appropriate signage throughout the building to support the following protocols:
 - social distancing;
 - Hand hygiene;
 - Respiratory hygiene and etiquette;
 - Traffic flow in hallways and through doors;
 - Proper Use and Disposal of PPE;

- Symptoms of COVID-19 and staying home when ill;
 - Reporting exposures to individuals who have tested positive or have COVID-19 symptoms; and
 - mental health reminders
7. **Texts/Social Media Platforms:** ACS will continue to use text messages and social media posts to alert staff, faculty, and families about important letters, newsletters, and/or website announcements.
 8. **Zoom Town Halls and Community Check-Ins:** ACS will schedule a Family Town Hall via Zoom during the summer to provide families with a live opportunity to share questions and concerns regarding the plans for the 2021-2022 school year. ACS will be weaving these activities into the 2021-2022 schedule.
 9. **Designated Point of Contact:** School principals are the designated point of contact at each building. Upon identification of positive COVID-19 cases, they are responsible for subsequent communication to the appropriate parties. They will be responsible for responding to questions from students, staff, and parents/ caregivers regarding the COVID-19 public health emergency and plans - as implemented and adjusted as required - by the school.

B. MENTAL HEALTH, BEHAVIORAL, AND EMOTIONAL SUPPORT SERVICES & PROGRAMS

ACS has always made the mental health and well-being of its students and staff a priority. The coming school year is different from any other, since every student, family and staff member has experienced - and is likely to continue to experience - the trauma of this pandemic. We intend to address this trauma directly and provide many opportunities for everyone to process what they have experienced and are experiencing, in a safe environment.

Although we have supported the psychosocial needs of our students in the past, we seek to establish a more comprehensive approach that is both preventive and responsive. We are thoughtfully considering our students' and families' experiences with COVID-19 and the additional stressors arising out of the broader pandemic experiences, as well as the decreased or complete elimination of typical developmental learning and life experiences (e.g. sports, camp, etc.).

1. **Surveying Families:** Amber will be surveying families to collect information about their COVID-19 and pandemic stressors, and assessing the general SEL functioning of students using the DESSA-mini, an 8- item, research-based and nationally normed tool. This tool will help ACS prioritize and target students' needs, and determine which students will receive SEL classroom learning experiences, small group support or counseling, or more intensive counseling or referrals.
2. **Trained Staff Assistance:** Staff will be trained to recognize signs of psychological trouble; to address mild forms of sadness, anger, or other disturbances; and to help children develop healthy

coping strategies. The purpose of this training is to ensure staff members are properly informed on how to best support students and community members in coping with the emotional impact of COVID-19, the recent upheavals over racial violence, and the anxiety and discomfort of returning to the school building.

Each school has experienced school counselors, deans of students, and teachers who have been trained and are already implementing the Sanford Harmony SEL curriculum on a daily basis. For example, the “mood meter,” as a familiar tool students use to identify their mood as they start their school day. This practice will serve as a routine monitoring opportunity for teachers. Throughout the day, students will take breathing breaks, which will be initially taught and practiced as is developmentally appropriate. The SEL curriculum will be continually developed by school counselors in order to cultivate students’ understanding of their feelings and apply helpful coping skills. Lessons will be adjusted as we learn how students are dealing with and responding to the ramifications of this pandemic.

3. **Supporting Staff Members:** During our August Summer Institute and throughout the school year, ACS identified time for our staff to process their own experiences and learn more about the effects of trauma, methods to alleviate those effects, how to conduct self-care and how to provide care to others. They will receive information and resources as they continue developing our students' resilience.

ACS prides itself on being an organization where all staff members feel welcomed and cared for, and have expanded our practices to enhance this culture. We held weekly community meetings every Friday, at the network and school levels and virtual happy hours. As social unrest and calls for social justice developed in NYC and across the nation, we continued to offer listening circles to provide a safe space for any staff member to process their experiences and gain much needed collegial support. In addition to continuing these valuable practices, our staff wellness committees at each school have crafted plans to offer weekly opportunities for staff support, including meditation and other activities.

School Counselors: Social Emotional Learning is a key design element of ACS’ model, and ACS’ full-time licensed school counselor will work closely with the Administration Team to address the mental health, behavior, and emotional needs of students during this pandemic, whether the school is implementing online, hybrid, or remote learning plans.

C. SOCIAL DISTANCING PROTOCOLS

ACS has developed the following protocols and procedures for students, faculty, and staff to ensure appropriate social distancing to protect against the transmission of the COVID-19 virus when in school facilities.

1. **Classrooms:** ACS will not permit the sharing of objects, such as cubbies, laptops, notebooks, touchscreens, writing utensils, chalk and dry erase boards, musical instruments, tools, and toys. ACS will require students, faculty, and staff to perform hand hygiene before and after contact with common use surfaces.
2. **Offices:** Every office was examined to ensure that the appropriate distance could be maintained and staff were reassigned to other locations in the building as well as directed to work remotely.
3. **Restrooms:** Restroom breaks will be scheduled in the daily flow of the day for classes that do not have a restroom in the classroom. Students will maintain social distance while they wait in the hallway to use the restroom. Each class will have designated restroom times to ensure that students from different classes are not having contact in the restrooms.
4. **Transitions:** Overall, transitions in common spaces will be significantly limited to decrease exposure across pods. During arrival and dismissal times and other transitions to and from the outdoor space, students will be required to wear masks. Hallways will have visual indicators (tape arrows and social distancing floor markers) to ensure maintenance of social distancing and directionality requirements. Movement will be limited as much as possible for students and staff and classes will be intentionally programmed for staggered movements when arriving and leaving the building to avoid crossing paths with other classes.

D. HYGIENE TRAINING AND PRACTICES

1. **Hygiene Training:** ACS will train all students, faculty, and staff on proper hand and respiratory hygiene, and provide information to parents/legal guardians on how to reinforce these practices at home. Teachers will train students on proper handwashing techniques and respiratory hygiene practices (such as showing them how to cough and sneeze into the crook of their elbows), and advise them on the quick disposal of used paper tissues and how to change their face covering if it has become soiled.

Handwashing: The schools will establish regular routines for students to wash their hands for at least twenty (20) seconds or use hand sanitizer at regular intervals throughout the day, including before and after recess, meals, any transitions, and restroom use.

2. School and Classroom Hygiene Supplies and Practices
 - **Hand hygiene stations:** Hand hygiene stations will be provided around the school in key high traffic locations, such as the lobby, entrances and exits, hallways, and in all common areas in use. The portable hand hygiene stations will provide hand sanitizing with an alcohol-based hand sanitizer that contains at least 60% alcohol. If a parent or legal guardian does not want their child to use alcohol-based sanitizers they must inform

the school in writing. ACS will then accommodate these students by ensuring that they have more access to a restroom for handwashing. Paper products, such as tissues and paper towels, will be made readily available to all to ensure respiratory hygiene (sneezing/coughing), and waste receptacles will be placed in every classroom and restroom for the disposal of soiled items, including paper products and personal protective equipment.

- **Water fountains:** Students will be provided bottles of water upon request. Water fountains will be turned off.
- **Staff Use of Shared Technologies:** Only select staff members will be given access to our industrial size copier/printer and other typically shared machines and technologies, again to reduce transitions. ACS will establish a protocol to ensure teachers have the resources they need for instruction. There will be disposable gloves, hand-sanitizing stations, and debris receptacles placed beside classroom machinery. Staff will receive disposable wipes so that commonly used surfaces (e.g. keyboards, desks, remote controls, etc.) can be wiped down before and after use, followed by hand hygiene.
- **Hygiene Signage:** Signage will be posted to remind students and staff of respiratory and hand hygiene practices and proper mask-wearing techniques.

Throughout the building, but especially in every restroom and hand sanitizing station, there will be signage that reminds students and staff that visibly soiled hands should be washed with soap and water and that hand sanitizer is not effective on visibly soiled hands. The signage will also remind students, faculty, and staff of the importance of frequent hand washing.

E. PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. **School Provision of PPE and Face Coverings:** Face Coverings: ACS will provide facemasks for every student and staff member, with at least two (2) disposable masks per day allocated per person for both staff and students. It will also provide face shields for those who wish to wear them as extra PPE.
 - **Gloves:** ACS will provide staff with gloves to be used on every occasion when items will be distributed to students. There will be at least two (2) disposable gloves allocated per day for staff.
 - **PPE:** ACS will have an adequate supply of face coverings, masks, and other required PPE on hand should faculty or staff need a replacement, or a student be in need. One week's worth of PPE will be stored in every classroom at all times. The School will provide

additional PPE for staff whose interaction with students requires additional protection. School Nurse(s) will be provided with N95 masks, gloves, gowns, and face shields. The School will ensure they never dip below an eight (8) week supply of PPE and will generally work to have a twelve (12) week supply on hand at all times.

2. List of PPE Items

Listed below are the PPE items that have already been purchased by ACS to be distributed to students and staff at the start of reopening. ACS will be using this PPE Inventory to ensure it has enough PPE on hand, and will endeavor to maintain an eight (8) week supply of PPE. Two (2) disposable masks per day will be allocated for all staff and students. Two (2) pairs of disposable gloves per day will be allocated for staff.

- Student Face Shields
- Adult Face Shields
- Disposable Kids Masks
- Disposable Adult Masks
- KN95 Masks
- Disposable Gloves
- Disposable Gowns

3. PPE Practices

ACS has protocols and procedures for students, faculty, and staff to ensure appropriate PPE use to protect against the transmission of the COVID-19 virus when in school facilities.

- **Face Covering Training:** ACS will provide training to all students, faculty and staff on the appropriate handling of face coverings, namely, how to put on, take off, clean, and discard masks, face shields, and other PPE (gloves, gowns). For ACS' youngest students, kindergarteners and first graders, training will be provided to help them adjust to the wearing of face coverings. Parents and caregivers will be encouraged to practice facemask wearing at home, so the adjustment to school is easier. Once students are in the building, training will continue to enforce the necessary use of face coverings.
- **Compliance:** All students, faculty, and staff will be required to wear face coverings before they enter School facilities, while they are in school facilities, and when they leave school facilities. Face coverings may be cloth or paper surgical masks and must cover both the nose and the mouth. Bandanas and scarves will not be acceptable as face coverings. If an individual, does not have a mask, ACS will obtain and provide one prior to the person entering the building. The only moment when face coverings will not be required of students is during breakfast and lunch when students are at their desks or in the cafeteria.

Students who have difficulty in adapting to wearing a face covering will be transitioned to remote instruction.

ACS will obtain other PPE and provide them to students, faculty and staff as needed and at no cost. We will also allow students, faculty, and staff to use their own acceptable face coverings, if they so desire, as long as they comply with all applicable OSHA standards.

MONITORING AND TESTING

ACS has protocols and procedures to track health conditions at the schools. These include the screening, testing, and defining metrics for early warning signs.

A. SURVEILLANCE MONITORING PROGRAM

1. **Notification of the Testing Requirement and Protocols:** Prior to the commencement of in-person learning, ACS will notify all students and staff (including all bargaining unit and non-bargaining unit employees, and administrative, custodial, and operations personnel working at the school), of the new COVID-19 Safety Program being implemented at its facilities.
2. **Consent for Testing and Reporting:** ACS will require all students and staff to provide a signed consent form indicating parental/caregiver (for students) or personal (for staff) agreement to participate in its weekly testing program as well as its reporting program providing information regarding positive test results to the NYC Department of Health and Mental Hygiene and the NYC Department of Education as required by State or City law or policy. The UFT will work with ACS to ensure that all bargaining unit employees submit their consent forms.

All students who fail to provide a signed consent form agreeing to the school's testing and reporting program will have to submit a negative COVID test result to attend in-person classes at the school.

All staff members who fail to provide written consent to ACS' testing and reporting program will be placed on unpaid leave until a signed consent form has been submitted and accepted by the School Principal or another member of the Administration.

3. **Initial Test:** All staff will be asked to provide proof of vaccination and if unvaccinated proof of a negative COVID-19 test result includes laboratory reports, all healthcare providers' notes, and signed personal statements that the individual concerned received a negative test result within the five (5) day period immediately prior to the proposed date of entry.

B. DAILY TEMPERATURE AND SYMPTOM SCREENING

ACS will ensure that every student and staff member is screened when they report to school facilities. 1. Pre-Arrival COVID Screening Questionnaire

Every individual will answer a daily screening questionnaire at home before reporting to school, on a digital form, which they will submit electronically by a specified time. The questionnaire will be managed by the Administrative and Operations teams, who will not let any staff member or student into school facilities until the Questionnaire has been completed and all questions answered in the negative.

When an individual is not able to submit the electronic form, the person will be offered a printed version of the Questionnaire to complete prior to entry into school facilities.

1. **Pre-Arrival Screening Form:** Students and staff can only report to school based on the results of the following four questions in the daily health screener:

- Have you experienced any symptoms of COVID-19, including a fever of 100.0 degrees F or greater, a new cough, new loss of taste or smell, or shortness of breath that started in the past 10 days?

You may answer 'No' if you received a negative result from a COVID-19 test since the onset of symptoms AND have not had new symptoms for at least 24 hours.

No. Go to the next question.

Yes, . No further screening is needed at the school. The staff member or student may not enter the building.

- In the past 10 days, have you gotten a lab-confirmed positive result from a COVID-19 diagnostic test (not a blood test) that was your first positive result OR was AFTER 90 days from your previous positive result? Please note that 10 days is measured from the day you were tested, not from the day that you received the test result.

No. Go to the next question.

Yes. No further screening is needed at the school. The staff member or student may not enter the building.

- To the best of your knowledge, in the past 10 days, have you been in close contact (within 6 feet for at least 10 minutes over a 24 hour period) with anyone who is currently diagnosed with COVID-19 or who has been told they have symptoms of COVID-19?

You can answer "No" if you have been fully vaccinated or have been diagnosed with COVID-19 and completed isolation within the past 90 days. Please note that to be considered fully vaccinated under CDC guidelines; two weeks must have passed since your last dose of vaccine.

No. Go to the next question.

Yes. No further screening is needed at the school. The staff member or student may not enter the building.

Consequences: Only those individuals who have answered in the negative to each of these questions and have a temperature reading within healthy parameters will be allowed to enter the School buildings.

2. Temperature Screening

Temperature checks will be managed on site for all persons seeking to enter school buildings. Screeners performing this task will be provided and use appropriate PPE, including an acceptable face covering or mask and gloves. Bargaining Unit Employees will not be screeners.

All students and staff seeking to enter school facilities will have their temperature taken every day as they report to the building. The first temperature reading will be conducted at home and confirmed in the pre-arrival screening before departing for school or entering any school facility. A second temperature screening will be conducted upon entry to the building to ensure individuals are within the healthy parameters. Any individual who presents with a temperature greater than 100.0°F will be denied entry into the school and sent to a dedicated isolation area to wait to be picked up. Records of these matters will not be kept; they will be discarded daily.

3. COVID-19 Symptoms Identified from Screening Measures

- **Immediate Response:** Any individual, staff or student, who screens positive for COVID- 19 exposure or symptoms, such as a temperature of F 100.0 degrees or loss of sense of smell or taste, will be provided with additional PPE and immediately isolated in the School building in anticipation of being sent home. Students who are being sent home because of a positive screen response (i.e., possible onset of COVID-19 symptoms) will be placed in an isolated area and supervised until a parent, legal guardian, or emergency contact person can pick them up. When the student's parent/caregiver arrives, a member of the Leadership and Operations team (who will be wearing additional PPE) will sign out the student and escort them to the front of the building. The Leadership or Operations team member will deliver verbal and written instructions that the student must be seen by a health care provider and review the school's policy that the individual will be required to stay home for at least ten (10) days of isolation from the onset of symptoms or ten (10) days of isolation after the first positive test if they remain asymptomatic.
- **Notification:** ACS will immediately notify the state and local health department about the case if the diagnostic test results are positive for COVID-19. These students will continue their instruction remotely by ACS the same day if feasible.
- **Required Disclosure:** All students and staff members will be required to immediately disclose when their responses to the aforementioned questions changes, such as, if they begin to experience symptoms including during or outside of School hours.
- **Point of Contact:** The school principal will designate an individual who will act as the central point of contact and be responsible for receiving and assessing to having

reviewed all screening activities. This individual or the school principal will act as the central contact for individuals who need to inform the school if they experience COVID-19-related symptoms or have had COVID-19 exposure, as noted on the questionnaire.

- **Care:** The protocol for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day are as follows:
 - The identified individual will be provided additional PPE and immediately isolated in a dedicated area until they can go home or to a healthcare facility, depending on severity of illness.
 - If the individual is a student, the student will be supervised by a staff member who is protected by wearing gloves, gown, mask, and face shield and practicing social distance.
 - The individual will leave with written instructions to contact their healthcare provider for assessment and testing and information on resources on health care and testing.
- **Cleaning:**
 - The space where the individual was learning or working will be closed off immediately.
 - Where possible windows will be opened to increase air circulation in the area.
 - The space where the individual was learning or working will be cleaned and disinfected after 24 hours.
 - All the areas used by the individual suspected or confirmed to have COVID-19, such as offices, classrooms, restrooms, and common areas will be cleaned and disinfected.
 - All heavy transit and high touch surfaces will be cleaned and disinfected daily as per protocol outlined in this plan.
 - Once the area has been appropriately cleaned and disinfected, it will be reopened for use. Only individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume School activities immediately after cleaning and disinfection.
- **Isolation:**

The protocol for isolating individuals who screen positive upon arrival, or symptomatic individuals should they become symptomatic while at School are outlined above in the School Health Office section. The protocol for safe transportation and pick up of an individual who screens positive upon arrival, or symptomatic individuals should they become symptomatic while at School is that the staff member assigned to monitor that individual will make sure the pathway to the exit of the building is completely clear of persons and will escort them out of the building. A student will be handed over to the parent/legal guardian or emergency contact person. An adult, if well enough to travel on

his or her own, will be escorted out of the building. An adult not well enough to travel on their own will be escorted to a waiting ambulance.

C. IN-SCHOOL TESTING PROTOCOL

1. **Health Testing Program Responsibility:** ACS is responsible for the administration of the in-school testing program. In the event that problems arise regarding the operation of the program, ACS will contact the UFT to advise the Union of the problem and the steps that are being taken to immediately address the issue.
2. **Testing Frequency:** ACS will contract with a laboratory and arrange for the weekly testing of 25 % students and school based staff. The tests will be administered at regularly scheduled times on Wednesdays of each week and will continue for the remainder of the COVID-19 pandemic or until an agreement is reached by ACS and the UFT to change the testing schedule. Students' test kits will be collected by classroom teachers and teaching assistants or administrative staff members who have been appropriately trained in all testing protocols and have been provided the proper personal protective equipment.
3. **Further Testing Positive Pods:** If a pool test positive on the Wednesday round of testing, ACS will undertake a second round of testing of the pool by pairs. If a pair has a positive result, the students will have to get a community test to determine who is positive. If the pair includes a teacher, ACS will undertake a third round of testing to identify the positive individual(s). ACS will pay to identify the results for the staff member to confirm who is positive in the pair.
4. **Reporting of Test Results:** Students and staff are required to report all positive test results to ACS immediately, regardless of whether the test was taken independently or through the School's COVID-19 testing program.

D. CLOSURES

1. Class Closures

Lack of timely test results: The following circumstances will result in the immediate closure of the affected class until negative test results are provided to the School for verification:

- Teaching class that do not receive COVID-19 test results within thirty-six (36) hours of specimen collection, provided that results are received prior to the start of the third School day, will be designated for remote learning until negative test results for each member of the class or the class as a whole have been provided to and accepted by the School; or

- Positive test results: The following circumstances will result in the immediate closure of the affected class, quarantine for all members of the class, and a switch to fully remote learning.
 - A positive test result for COVID-19 in Wednesday's pooled sample tested for the class (quarantine of 10 days) (this means that the affected class will quarantine for the remainder of the class's in-person week (Thursday through Friday) and the entirety of the following week (Monday through Friday), returning on the class's regularly scheduled in-person week on the following Monday); or
 - A positive test result for COVID-19 for any unvaccinated staff member who may have had contact with any individual from a class (i.e., contact consisting of a total of fifteen (15) nonconsecutive minutes or more within six (6) feet of a member of the class) (quarantine of 10 days). The unvaccinated staff member will need to get a COVID test within 3-5 days and if negative will return to work with the test results as evidence.

2. School Closures

The following circumstances will result in the immediate closure of the School and a quarantine of fourteen (14) days for all students and staff:

- A positive pooled specimen test result for any four classes,
- A positive individual test result for members of four different classes;
- The New York City Department of Health and Mental Hygiene has recommended the closure of the School in order to ensure the health of students and staff;
- System-wide or borough-wide school closure decisions due to pandemic related matters as per the DOH;
- Whenever, out of an abundance of caution, the School chooses to send a select cohort or the entire School into quarantine if deems warranted due to concerns about the health and safety of students or staff. In addition, the School may choose to transition to fully remote learning for a period to be determined in order to protect the health of the School community.

Staff Testing Instructions

Step	Process	Image (if available)
1.	All staff will receive a test kit. Kits will include: <ul style="list-style-type: none"> - Saliva straw - Sample Tube - Alcohol wipe - Sample Bag 	
2.	Saliva straw should go into the sample tube. Staff should put their saliva into the sample tube.	
3.	Once filled, screw the cap on tightly.	
4.	Use the alcohol wipe to clean around the sample tube	
5.	Put only the sample tube back into your sample bag	
6.	Give your sample bag to the DOO	

E. Ventilation and Air Flow

1. ACS will ensure that there is proper airflow in each classroom with open windows and doors.
2. ACS has purchased Delos Air Purifiers for every classroom, office, and enclosed space.
3. ACS will ensure that the Delos Air Purifiers fit the dimensions of each room, and will provide additional Delos Air Purifiers if they are needed for a larger room.

F. Vaccinations and Time Off

1. Vaccinations are a requirement, to promote a healthy school environment.
2. Staff will receive up to four hours of paid time per vaccine dose. Staff must provide at least three days of advance notice to their principal for any such absence so appropriate coverage can be arranged. Staff will need to provide documentation of the appointment. However, ACS asks that staff make efforts to schedule appointments, to the extent possible, outside of work hours or early/end of workday to minimize disruption to the school day.