

COVID 19 Action Plan for AECI I and II

This document will serve as the COVID 19 Plan of Action for AECI I and II. Our goal is to maintain the health and safety of our students and staff in each of our schools and to keep informed about the COVID 19 virus and its possible impact to our school and school community. The plan delineates actions that have either taken place or will take place as situations arise and will serve as a guide for administrators and staff.

Communications

- Principals will communicate on a regular and on an “as needed basis” with parents, staff and students about the COVID 19 virus to provide information about the virus and any impact it may have on the everyday functioning of each school.
- The school will keep easy to find and updated information on their websites about the COVID 19 virus and will also contact parents through the mail, phone and email when necessary.
- All NYC Department of Education and NYS Education Department communications will be shared with parents when received and as appropriate.
- Principals will send letters informing parents of the steps the school is taking to protect against the virus and how they are addressing any health issues that arise.
- Principals will also share with parents the Continued Learning Action Plan that the schools have developed to provide continuity of instruction through a distance learning approach.

- Principals will hold meetings with custodial staff to articulate expectations and provide direction about the additional cleaning and sanitizing that needs to occur throughout the school building and in classrooms.
- Principals will communicate with the heads of other organizations within the same building to coordinate cleaning and sanitizing and to also plan for all safety and health precautions and to develop protocols of communication and action.
- Principals will hold meetings with staff to address any questions/concerns they may have and to ask for their support around increased health and safety practices to be implemented at each school. Principal will also inform staff about expectations if schools are closed.
- Principals will meet with pedagogical staff to review expectations on the distance learning plan; get staff input and agree on the plan that will be implemented.
- AECI 1 and AECI 2 after school extracurricular activities and large group future events such as Open Houses will be cancelled until further notice.

Health and Safety

The Coronavirus is characterized by a runny nose, sore throat, cough, fever, and in some cases, breathing difficulty. All adults, students and parents have been asked to stay home and visit a doctor if they are experiencing these symptoms.

Staff members who observe an individual displaying the above symptoms will report their observations to the Principal or an Assistant Principal.

In the event a student is sick, complaining of fever, cough, or shortness of breath, that child will be taken to the school nurse. The nurse will ask the student to wear a face mask, call for parental pick up, and recommend calling a medical provider for instructions. An administrator will be informed immediately. The nurse will not send the student back to class or the main

office. Counselors, administrators and security will gather the student's belongings while the student waits with the nurse in her office behind a closed door, away from other students.

School Closure Determination

If a student or staff member has been advised they should self-quarantine based on their symptoms, the Principal will notify the Department of Health and Mental Hygiene (DOHMH), AECI Board President, the Charter School Office, and the NYC Department of Education for guidance. In the event that the DOHMH determines that there is a need for investigation, closure, or other action at a school, you will be notified immediately. Please note that if the school is closed, we will provide you with continuous information about the situation. Information will be posted via our website or communicated by phone and/or email.

Instruction - Continued Learning Action Plan

In the event of school closure, the following instructional contingency plan will go into effect in support of continuous instruction for students:

- **Teacher Responsibilities**
 - Teachers need to set up a Google classroom and give access to all administrators and students in their classes.
 - 1 lesson in video format will be prepared and uploaded to Google Classroom by 8 am every Monday through Thursday (school day).
 - A daily end-of-lesson check for understanding will be assigned to each student and completed assignment will be due by 4 pm. This assignment will be graded daily within a one-day lag, i.e. Monday's assignment must be graded by the end of the day Wednesday.
 - There will be a weekly summative assessment with an assessment rubric posted by teachers on Fridays by 8am. Student responses are due by 4 p.m. on Friday.

- Teachers will be available every day from 8am- 4pm by email for student and staff communication.
 - Teachers will choose one hour per day for lunch and post that time on Google classroom.
 - If a teacher is not able to perform expected duties and responsibilities, please communicate it to the administration.
 - Teachers who need it, will be provided with professional development about the Google Classroom, how it operates and how best to use it.
 - Teachers are asked to following format for posting in Google Classroom:
 - Focus Question: What are the student's expected to learn? (Student friendly format)
 - Lesson: Video, Tutorial, Formula sheet, etc.
 - Exit Ticket (Should align to the focus question.)
- Administrator Responsibilities
 - Administrators will prepare and administer students' survey re: access to the internet and computers
 - Students who have no equipment or internet access will be provided with take home computers and/or mobile hot spot equipment after they and their parents sign a Tech agreement.
 - Administrators will supervise the implementation of the Continued Learning Action Plan and will review the timely posting of daily lessons, and the quality of these lessons, assignments and teacher feedback to students. When necessary they will be responsible for supporting teachers to ensure that high quality lessons and student tasks are being developed and posted.
 - Administrators with the support of guidance counselors will monitor student attendance and the timely completion of assignments by students.

- Administrators will provide assistance to any student who demonstrates difficulty in using the Google Classroom Program to make sure that they can work independently.

- *Student Responsibilities*
 - All students have access and currently use Google Classroom, an online program. They will be required to check their Google Classroom and email daily from home.
 - Students will have a daily assignment in each subject area and are expected to complete these tasks by 4pm daily.
 - Students will receive grades in PowerSchool weekly reflective of the quality of their submitted assignments.
 - Students will be able to communicate with teachers via email to ask questions and/or to receive assistance.
 - Each student who requires the use of an AECI computer will be given a Tech Agreement for them and their parent to sign.
 - Upon returning to school, students will be expected to submit any written work not completed during the school closure.