

AECI I Revised Reopening Plan Overview as of January 2, 2021

The AECI Charter School network places the highest regard for student, staff and visitor safety. As a charter school serving the local community, it is our responsibility to place as many safeguards in place that will reduce the likelihood of spreading the Covid-19 virus among school stakeholders. This includes the services of a cleaning and disinfecting company that will provide CDC recommended sanitizing protocols daily. Our mission states that we will:

“Create an integrated, rigorous academic program that provides students with the necessary skills, knowledge and practical experience to pursue college and a career in Architecture, Engineering, and Construction.”

Our primary goal is to provide a safe, clean and germ-free environment where students are not afraid to engage in rigorous in class lessons supported in part by a well-developed online learning platform.

The socio-emotional needs of our students take priority as they begin to develop their moral and character identity as we help students navigate through this historic pandemic event. This plan was developed by a six-person planning group consisting of the Network’s CEO, two principals and three assistant principals. In addition, staff feedback and concerns were used to guide the plan. In order to create and support a safe and caring environment for our students, we will implement specific [CDC recommended systems and protocols](#) to ensure a safe return to a learning environment. The Dean of Students is the designated COVID-19 safety coordinator, whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operation issues to be resolved before activities return to normal or “new normal” levels. As the CDC or Governor Cuomo revise guidelines for returning to the building, we will also update our systems and protocols to maintain the highest standards of sanitization and maintenance of a clean germ-free environment.

Teaching and Learning

The school learning plan for the 2020-2021 school year aligns with the NYS Learning Standards. Teachers focus on fostering an environment of academic success by designing

rigorous lessons that incorporate differentiation strategies to meet the needs of special populations (Special Education Students and English Language Learners), social-emotional learning and individual student needs. Teacher training, professional development and instructional coaching ensure that rigorous instruction will take place in the remote, blended and in person learning environments.

Students will attend an online orientation learning session in small groups during the week of September 7th. After that, instruction will begin through a remote learning environment through the end of September. Students will be expected to login to an online learning platform that utilizes Google Suite (Classroom, Meets, Docs), Zoom and Microsoft Teams. Students will receive an individual invitation and login credentials to access each teacher’s online classroom. Each day students will login, engage in online instruction, and complete and submit an assignment when appropriate.

At the time this reopening plan was prepared, students were scheduled to report to the building on October 5th. AECI would continue instruction through a blended learning program. As the infection rate continues to climb, *it was decided by the Board of Trustees that AECI will continue with its online learning platform until March 15, 2021*. At this time, AECI will resume its blended learning program and students will report to the school building when their cohort is scheduled for in class instruction.

Starting March 15th, students that are failing multiple classes and/or have been identified at being at risk socially emotionally will be invited to attend in person classes 5 days a week. Remaining slots will be given to other students that wish to engage in in-person learning.

Calendar of Learning

September 8th - October 2nd, 2020

Grade	9/7	9/8	9/9	9/10	9/11
9th	Remote Learning	Remote Learning	Remote Learning	Remote Learning	Remote Learning
10th	Remote Learning	Remote Learning	Remote Learning	Remote Learning	Remote Learning

October 5th- November 15th, 2020

Grade	Monday	Tuesday	Wednesday	Thursday	Friday
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Group A	In-Person Learning	Remote Learning	In-Person Learning	Remote Learning	In-Person Learning
Group B	In-Person Learning	Remote Learning	In-Person Learning	Remote Learning	In-Person Learning
Group C	All Remote Learning	All Remote Learning	Remote Learning	All Remote Learning	Remote Learning

November 15th-March 12th

Grade	Monday	Tuesday	Wednesday	Thursday	Friday
Group A	Remote Learning	Remote Learning	Remote Learning	Remote Learning	Remote Learning
Group B	Remote Learning	Remote Learning	Remote Learning	Remote Learning	Remote Learning

March 15th - End of COVID 19 Restrictions

Grade	Monday	Tuesday	Wednesday	Thursday	Friday
Group A (at risk students)	In-Person Learning	In-Person Learning	In-Person Learning	In-Person Learning	In-Person Learning
Group B (Additional At-Risk Students)	In-Person Learning	Remote Learning	In-Person Learning	Remote Learning	In-Person Learning
Group C (non at-risk students)	Remote Learning	In-Person Learning	Remote Learning	In-Person Learning	Remote Learning
Group D (students who wish to continue remotely)	Remote Learning	Remote Learning	Remote Learning	Remote Learning	Remote Learning

Special Populations (Special Education, ELL, Select Students)

During remote learning, Integrated Co-teaching Classes (ICT classes) will have two teachers online. Special Education Student Support Services (SETSS) will be scheduled weekly during a student's scheduled Independent Work Time. Once we transition to blended learning, special populations will be scheduled for in-school instruction on Monday, Wednesday, and Friday. ICT classes will have two teachers in the classroom, and SETSS will be scheduled for those days as well. On Tuesday and Thursday student support teachers will interface with special populations in live online and pre-recorded classes for remote learning. Students receiving mandated counseling will be scheduled on days of attendance.

AECI will provide our English Language Learners with the support necessary for the acquisition of language skills both in brick and mortar and remote learning environments. Our ESL teachers will be in the classrooms when permitted to highlight content and process so that the product is standards based aligned and in line with higher student outcomes. Various online resources have been secured for our Ell students including but not limited to Rosetta Stone, IXL, Renaissance Star 360 Reading & Math, and NewsEla.

Staffing and Human Resources

Students requiring special services, Students with Disabilities and English Language Learners will have state certified instructors supporting both online, blended and in person instruction.

Attendance and Absenteeism

Parents will have the opportunity to monitor their child's progress in our online platform known as Power School. During both live and remote instruction, attendance will be taken and recorded daily in Power School by teachers. Students not engaged in daily lessons will be marked absent. To address absences before students fall behind in school and ensure that instructional time is not lost, the guidance counselor team will make phone calls to parents and students who have accumulated unexcused absences early in the semester. These calls will be logged in our school's digital outreach log for future referral and accountability. In the event of chronic absences or students who have not engaged in remote or in person learning, outreach will be made by school counselors and a remote online Zoom session will be scheduled with

parent/guardian to discuss their child's attendance and formulate an action plan. In some extreme cases, a home visit will be performed to either (1) make parents aware of their child's lack of engagement, or (2) make parents aware of their child's absences.

Social-Emotional Well Being Support

The implications of this health crisis may have a deep impact on students and their families. Social and emotional learning ("SEL") will be an important component of engaging students and creating a foundation for academic learning. Pre-service training for all staff this summer will provide professional development to learn about SEL competencies, and how to create an environment that promotes the social and emotional development of all students. During our new student orientation as well as during the first few weeks of school, students' academic and SEL needs will be assessed. Findings will be evaluated by a SEL team consisting of our school counselors, principal, assistant principal and teachers, and either internal or external mental health resources for the school community may be recommended. Throughout the school year, student needs will be monitored in advisory and/or socio-emotional group meetings.

Socio-emotional learning will be part of each class so students will be supported throughout their day. The school counselors will interface regularly with students and families utilizing phone conferences and scheduling Zoom sessions when necessary. The Coordinator of Student Success will reach out to families to assess needs. Referrals will be made if a student is deemed to require additional services. In addition, Parent Teacher Organization (PTO) meetings will be held remotely to provide support and information to families.

Any student who is living in a shelter, has been displaced from their home or needs to remain at home for health reasons will be provided with full distance instruction through Google Classroom. They will submit work and get feedback from their teachers on Google Classroom and by their school email. These students will also have daily check ins with their counselors for support. These students also will have access to our funds that provide uniforms and school supplies free of charge.

On a bi-weekly schedule, all students will receive a mental health questionnaire designed to proactively assess each students' mental health wellbeing. Findings will be shared with the school's counseling staff who will follow up with families and interventions at necessary.

Access to Technology and Internet

AECI will conduct a needs assessment of our students to determine digital device requirements. Students who don't have devices will be provided with a Chromebook, hot spot, and a

calculator. All students will receive their school supplies at no cost as the school will provide each student with a binder, loose leaf, pens, pencils, highlighter, ruler, protractor, compass and graph paper. Each student who requires the use of an AECI device will be given a technology agreement for the parent/guardian to sign. Families are responsible for maintenance, integrity, and return of the unit when it is no longer needed. Instruction on using technology will take place during orientation September 8 - 11th.

Facilities/Health & Safety

The school has purchased several safety items to ensure the protection of staff and students. An inventory of supplies will be maintained by the operations team to ensure that an adequate supply of materials is available. Staff will also inspect their area each day and notify operations if additional supplies are needed.

1. “Airport Style” Thermal Imaging Temperature Scanning Devices - for all students, staff and visitors at each first floor entry point
2. Telethermographic System - which converts infrared radiation into body temperature measurement.
3. Touchless Forehead Thermometers
4. Face masks
5. Gloves
6. Plexiglass Shields - offers protection from sneezes and coughs during person-to-person interaction at front desk stations, science lab tables, and all student desks inside classrooms.
7. Hand Sanitizer
8. Disinfecting Wipes

The mandatory use of face masks will be enforced at all times. Various face masks/coverings will be provided for any individual that does not have. Additionally, throughout the day, we have put the following safety measures in place:

Before Entering the Building

- Before coming to school, if a student has a fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, upset stomach, or come into contact with someone who has tested positive for Covid-19 they should stay at home. A parent should contact the school and inform the main office when the child will return.
- Staff will complete an online health assessment survey each day before arrival to school.
- Students arriving to school via public transportation should practice social distancing and wear a mask for the duration of their travels.
- All staff, students and personnel must wear a mask throughout the day. If a student does not have a mask, one will be provided to them.
- All students, staff, parent visitors, guests, contractors and vendors will enter through a bio scanning machine that will identify body temperatures above 100 degrees. Any individual who scans with a high body temperature (fever) will be redirected to an isolation room.
- A second temperature scan will be done in isolation and if a fever is present, the parent will be immediately notified. The student must be picked up within 1 hour of notification.
- Instructions will be given that current policy requires all employees, adult visitors and students to wear a face mask whenever social distancing cannot be maintained.

<p>Arrival</p>	<ul style="list-style-type: none"> ● Once students enter the building and are cleared at the bio scan, they will be directed up to the 7th & 8th floor to their classrooms. ● The number of individuals in the elevator will be limited. ● They will immediately proceed to their assigned classroom for breakfast if they choose to do so. <p>Nutrition</p> <ul style="list-style-type: none"> ● Breakfast will be available for all students from 7:40 am to 7:55 am. Since food is supplied by a DOE vendor, it is sealed and cannot be handled or touched by our lunch servers. Free lunch forms will be provided to all parents in their home language. ● Hand sanitizer is available at the main entrance and in all classrooms so that students can clean their hands before and after eating ● Student will be directed to wipe down their desks/tables before and after eating ● The sharing of food and beverages will be prohibited by classroom monitors
<p>Travel to Classrooms</p>	<ul style="list-style-type: none"> ● In order to minimize student exposure, students will be spaced appropriately six feet apart in classrooms and there will be no group settings. Average classroom will contain no more than 15 students. ● Masks must be worn, and special sanitizing wipes will be available in every classroom so the desks will be sanitized and wiped down prior to the next student arriving. ● Signage and floor decals reminding students and staff to keep their distance are posted in all major areas of the school by a professional company for Covid-19 awareness.

Classroom	<ul style="list-style-type: none"> ● Class size will be reduced to a maximum of 15 students per room. This number was determined based on a network walkthrough of the campus and evaluation of classroom spaces. ● All students will be placed 6 feet apart to maintain social distancing ● Protective barriers have been installed on science lab tables, and student desks will have a three-sided protective barrier. ● Students and teachers MUST always wear masks in all classrooms <ul style="list-style-type: none"> ● Water fountains will be converted to bottle filling stations. Students are encouraged to bring in bottled water or a Swell bottle will be provided in order to deter the spread of germs ● Hand sanitizers are in every classroom and office for student use ● Bathrooms will be cleaned and sanitized throughout the day according to DOH/CDC guidelines <p>Nutrition</p> <ul style="list-style-type: none"> ● Individually wrapped lunches will be available and served to students who do not bring their own lunch. Students will be directed to wash/sanitize their hands before and after eating lunch. ● Student will be directed to wipe down their area/desks before and after eating ● The sharing of food and beverages will be prohibited by classroom monitors
Physical Education	<ul style="list-style-type: none"> ● Our newly renovated gym area allows students to be spaced 6 feet apart. ● Student enrollment in all gym classes will be no more than 30. Floor spots will be marked so students maintain the appropriate social distancing.
Dismissal	<ul style="list-style-type: none"> ● Dismissal will occur between 2:30 pm and 3:10 pm to accommodate staggered dismissal and maintain social distancing. ● Students will be released one classroom at a time. As each group leaves the building, another classroom will be dismissed until all are out of the building.

Cleaning & Disinfecting Services	<ul style="list-style-type: none"> • ABC professional cleaning services will conduct regular cleaning and disinfecting, including the use of UV lights and all recommended cleaning and sanitizing guidelines set forth by the CDC and the DOH
Fire and Lockdown Drills	<ul style="list-style-type: none"> • Mandatory fire and lockdown drills will continue as required by NY City and NY State. Staff and students will continue to wear masks and maintain social distancing as appropriate during drills.

Protocol for COVID 19 Symptoms

Staff members that present with symptoms of COVID-19 while not at work should answer the daily health questionnaire, follow the usual policy for calling out sick, and seek medical attention.

Symptomatic Individuals

Staff members who report symptoms of COVID-19 cannot report for work. After reporting symptoms using the daily questionnaire, staff members can return to work under the following conditions:

If the individual has tested positive:

- Has Isolated for 10 days AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

If the individual has received a negative COVID-19 test:

- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

If a student or staff member becomes ill at work or is exhibiting symptoms of COVID 19, they will be sent home or to the nearest health center for a medical evaluation. If it has been advised they should self-quarantine based on their symptoms, the Principal will notify the Department of Health and Mental Hygiene (DOHMH), AECI CEO, the NYSED, and the NYC Department of Education.

In the event the NYC Test and Trace Corps need to be utilized because of a positive test, AECI will have the following information available to assist with contact tracing:

- The school's master schedule and individual student and teacher schedules
- 10 days of security camera footage of the entire school building
- Fever scanning data for any student or staff member that presented with fever
- Completed daily questionnaires from all staff members.

Mandatory and Precautionary Quarantine Procedures

Individuals exposed to COVID-19 must quarantine in order to stop the spread of the virus; this includes both students and staff members who test positive for COVID-19 and those who are considered close contacts of a positive case. In the case of a positive COVID-19 test of someone in a school building, the following protocol will be followed:

- DOHMH will notify the principal of the confirmed case. The Principal will notify the DOHMH should he be notified first.
- The principal will then notify the CEO.
- All students and teacher(s) in all classes with a confirmed case are assumed to be close contacts and are instructed to quarantine for 10 days since their last exposure to that case. Individuals who receive a negative COVID-19 test during the 10 days still must quarantine for 10 days.
- Learning continues remotely for students who are in quarantine.
- NYC Test + Trace Corps will interview the case and school administration to establish if there were any other additional close contacts. They will perform contact tracing as recommended by the CDC, which is a key strategy for preventing further spread of COVID-19.
- NYC Test + Trace Corps will interview staff members to verify levels of contact with the confirmed case.
- If a staff member is deemed NOT a close contact, then the staff member can opt to return to school.
- If a staff member is considered a close contact, then the staff member is required to complete

the 10-day quarantine.

- The school must communicate to all families and students at school when a case is confirmed by DOHMH.
- Families of students who are confirmed close contacts of the positive case must receive a letter stating that their child has been in close contact with a COVID-19 positive individual; this letter gives clear direction to quarantine for 10 days, get tested for COVID-19, and see a

medical professional.

- Families of students who are not considered close contacts must receive a letter stating that there was a confirmed case of COVID-19 at the school, but that their child is not considered a close contact and therefore there is no need to quarantine.
- Healthcare and mental health and wellness resources will be shared with the school community.

Two or More Confirmed Cases in a School

Two or more confirmed cases within the same school triggers classroom quarantines and the school is closed for a minimum of 24 hours while the DOHMH investigation is underway.

- NYC Test + Trace Corps and DOHMH must determine by 6:00 pm whether the school needs to remain closed beyond the minimum 24 hours in order to reach the conclusion of the investigation.

Once the NYC Test + Trace Corps and DOHMH investigation is complete:

- NYC Test + Trace Corps makes recommendations to the Principal on the closure of classroom(s) and/or school as well as the duration of closure.
- The Board of Trustees will communicate the decision for school closure to the school community.
- School moves immediately to remote learning mode during temporary closure.
- Students on split schedules return for in-person learning on the next assigned day following reopening.

Communication

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 update information on their website regarding 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. As

done in the past, we will post letters or communication on the school's website as necessary so parents and guardians remain informed regarding any COVID 19 related issues or concerns. It is highly recommended that parents and guardians monitor the local network news as it may affect the opening or closing of schools depending on the NYC infection rate. This is not within the school's control but will be utilized in monitoring the spread of the COVID 19 virus. Parent communication is openly promoted, and the main office phone will be available Monday through Friday from 7:30 am to 4:00 pm.

Budget and Fiscal

AECI will continue to meet existing state aid reporting requirements. The content of data submissions, such as attendance data will remain consistent with past practice, except where modified by law, regulation or executive order.

Next Steps:

- We will prepare the school building with all required safeguards and PPE equipment mandated by the DOH and CDC for a safe reopening.
- Our plan is fluid and will be updated weekly to incorporate guidance from the State Education Department, feedback from our community and Covid-19 related data
- We will utilize September's remote learning experiences to guide our Hybrid learning model and eventually our full in-person learning experience for students.
- We will be in consistent communication with our CEO and Board of Trustees to help guide our decisions on how to best support our students, families and community.
- We will send consistent communication to our students, families and community about our plans and progress.
- **Please send any questions, concerns or feedback to:**
chealy@aecicharterhs.org