



Zeta Charter Schools - New York City

COVID-19 Reopening Plan

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1. Introduction and Reopening School Model

As we plan to open our schools for the 2020-2021 school year, Zeta Charter Schools - New York City ("Zeta") is committed to fulfilling our promise to deliver a whole-child education that cultivates each student's mind, body, and soul in a safe and supportive environment.

Our planning to reopen our school buildings for the 2020-2021 school year is driven by our deep commitment to student and staff safety, combined with our urgent need to continue to provide an excellent education to our students, whether in a remote space, in person, or in a hybrid model. To that end, our planning is shaped by the following guiding principles:

- Ensure that our students and staff have a safe school environment that supports excellent education
- Ensure that our school design fully contemplates students' social-emotional needs, particularly following a challenging half year of COVID-19 and civic upheaval due to racial violence, which may have persisting traumatic effects on the communities we serve
- Fulfill our promises to students and families to continue to deliver a world-class education that supports the whole child
- Continue to develop our staff at a high-level
- Drive toward an ongoing goal of ensuring that students meet or exceed grade-level benchmarks through excellent instruction and instructional management

Throughout the past several months, Zeta has studied medical and safety materials, scientific

studies, guidance, and advice issued by the Centers for Disease Control (“CDC”), the New York State Department of Health (“DOH”), and the New York State Education Department’s (“NYSED”), and other national, state, and local experts. We have also monitored the COVID-19 infections rates in the New York City and New York areas and considered the approach that other states and nations have taken or plan to take with regard to school reopening, as well as reopening businesses. As part of our planning, we have sought feedback from, and continue to engage in extensive consultation with, our faculty, staff, and families regarding our plans to reopen our buildings for the 2020-2021 school year.

After our thorough review of available guidance and metrics, and taking into account the safety and preferences of our school community, we have determined that the best path to reopen our schools for the 2020-2021 school year is to commence with primarily remote instruction, and to phase in opportunities for in-person instruction over the first portion of the school year. Zeta is fully committed to providing for the continuity of education of our students throughout the process, and we plan to reopen for the 2020-2021 school year as follows:

- **All School Full Time Remote Start:** Zeta plans to launch its school year with students attending school remotely full time. We are also planning, to the extent possible, to offer a part-time or full-time in-person option for families during this time on an opt-in basis, prioritizing students with the highest need for in-person instruction.
 - **Transition to Hybrid Model:** Following our remote start, we anticipate transitioning to a hybrid model that combines remote and in-person instruction on a staggered basis. We anticipate making this transition by the end of September, but this timeline is subject to change depending on a range of factors, including infection rates, up-to-date safety guidelines and best practices, and community input. Following our transition, students will attend in-person instruction on a staggered schedule, with approximately half of our students spending their time on-site learning and approximately half at home learning on any given day. Cohorts of students would attend school in person on designated days of the week, likely 2 or 3 days per week. If one or more students or staff members who have been attending school in person test positive for COVID-19 or display symptoms, they (and other exposed individuals) will transition to full-time remote learning until it is safe for them to return to school in person.
- **Z School:** Beginning at the start of the school year, and in parallel with any of the models above, we will run a fully remote school (“Z School”) for students who cannot return to school due to health concerns or otherwise.

Zeta will provide all of our students with the technology, access, supplies, substantive teacher interaction, and academic and emotional support necessary to fully participate in Zeta’s academic program, as set forth in Zeta’s charter and adapted to the remote environment (to the extent necessary). Zeta will continue to ensure and fully document the provision of free appropriate public education to students with disabilities, provide meaningful engagement with parents in their preferred language, collaborate with the committee on preschool special education (“CPSE”) and committees on special education (“CSE”) as necessary, and ensure access to necessary

accommodations, modifications, supplementary aids, and services to meet the needs of our students with disabilities. Zeta will continue to complete the English Language Learner (“ELL”) identification process in a timely manner, provide instruction to ELLs based on their most recent measured English language proficiency level, maintain regular communication with parents/guardians of ELLs to ensure that they are engaged in their children’s education, and provide all communications for parents/guardians of ELLs in their preferred language. Finally, Zeta will continue to ensure that our teachers and principals are evaluated pursuant to Zeta’s charter and that all Zeta teachers hold required certifications.

In order to safely reopen our school buildings for in-person instruction, Zeta is undertaking extensive safety measures, including reduced building capacity, health and safety upgrades to our facilities, and new school-wide health and safety procedures and protocols, to prevent the transmission of COVID-19 and ensure that our community will be as safe as possible inside our school buildings. In doing so, we have followed and are implementing the [DOH’s Interim COVID-19 Guidance](#) and [NYSED’s COVID-19 Reopening Guidance](#) to the extent applicable to Zeta. Zeta’s COVID-19 Reopening Plan addresses each component of DOH’s Interim COVID-19 Guidance at pp. 3-6 (re-opening of in-person instruction, monitoring, containment, and closure) as well as each sub-component thereof, herein.

This plan, which applies to the following Zeta schools, will be posted to Zeta’s public website in English and Spanish:

- Zeta Charter School - Inwood 1 (“Zeta Inwood 1,” including its locations at 500 West 138th Street, New York, NY (“Zeta Inwood 138th”) and 652 West 187th Street, New York, NY (“Zeta Inwood 187th”))
- Zeta Charter School - Bronx 1 (“Zeta Bronx 1”), located at 222 Alexander Avenue, Bronx NY
- Zeta Charter School - New York City 3 (“Zeta Bronx 3”), located at 222 Alexander Avenue, Bronx NY
- Zeta Charter School - New York City 4 (“Zeta Bronx 2”), located at 222 Alexander Avenue, Bronx NY

2. Reopening Zeta Schools at Reduced Capacity

During in-person instruction, Zeta school buildings will operate at a significantly reduced capacity to allow for maximum possible social distancing.

Student Capacity: When Zeta returns to in person-instruction in our school buildings (whether on a hybrid/full-time remote or full-time in person/full-time remote model), each of our schools will accommodate no more than 50% of a class’ enrolled students in each classroom on any given day. Our Kindergarten - third grade classrooms will be arranged with 12-16 seats, depending on the size of the classroom/school, and our pre-kindergarten class(es) will have 10 seats.

Faculty and Staff Capacity: Most of Zeta’s academic team, teachers, and leaders will be working in Zeta school buildings on days students are in attendance, with the exception of some who may continue to work remotely to teach in our Z School and/or as a result of health considerations. All

Zeta staff and faculty will, when in the school buildings and on school grounds, maximize social distancing to the extent possible, wear face masks (provided they are medically able to do so), use other Personal Protective Equipment (“PPE”) when appropriate, socially distance from students not in their groups when possible, and practice good hand hygiene (cover mouth and nose with a tissue when coughing or sneezing; use the nearest waste receptacle to dispose of the tissue after use) and hand hygiene (hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic handwash) after having contact with respiratory secretions and contaminated objects/materials and frequently throughout the day.

3. School-Wide Safety Precautions

Prior to reopening for in-person instruction, Zeta is implementing the following precautionary measures at its school buildings and in its classrooms to protect against the transmission of the COVID-19 virus, in accordance with all relevant facilities requirements in NYSED’s COVID-19 Reopening Guidance:

- Cleaning, disinfection, and restart of ventilation in all school buildings during the summer prior to reopening the buildings
- Improved air purification via UV air purifiers in each room
- Installing touchless hand sanitizer stations in every classroom and every shared space throughout the building
- Providing each student an individual set of student supplies that are not shared
- Placing disinfecting wipes in every classroom and every shared space throughout the building so high-touch surfaces can be frequently and conveniently wiped down and any shared items wiped between use
- Providing portable, clear desk dividers (for student meals in classrooms and for use at adult desks)
- Installing touchless faucets
- Installing touchless soap and paper towel dispensers
- Installing conveniently located sinks or portable sinks for hand washing (including pre-existing but upgraded in-classroom sinks where available, and installing 3 portable sinks on per floor where classrooms sinks are not available)
- Installing toilet seat lids
- Installing touchless garbage cans
- Installing sneeze guards at each school’s Security desk and Main Office desk
- Installing touchless visitor sign-in system using iPads and sign-in apps
- Posting COVID-19-specific safety signage intended to help reduce the risk of the spread of COVID-19, in accordance with CDC and local health authority guidance, including regarding hand and respiratory hygiene, social distancing, and the use of PPE
- Placing hallway and classroom floor stickers to encourage 6 feet of separation between students and staff
- Providing the following safety equipment for staff and students:
 - Staff - 5 cloth masks, 2 clear masks per week, 2 clear face shields, disposable masks, gloves, and gowns on hand as needed

- Students - 5 cloth masks, 2 clear face shields, disposable masks on hand as needed
- Visitors - disposable masks on hand as needed
- New York City Department of Health and Mental Hygiene (“DOHMH”) is providing all PPE and supplies necessary for outfitting the school nurse, including but not limited to eye protection, gloves, gown, and masks

4. School Wide Safety Procedures & Protocols

Zeta has put in place the following health and safety procedures and protocols for students, faculty, staff, and visitors to protect against the transmission of the COVID-19. Zeta will train our community on, and enforce, these procedures and protocols:

Mandatory Health Screens Prior to School Building Admission:

- Every student and any necessary visitor to a Zeta school will have his or her temperature taken prior to entering the building by a Zeta staff member, wearing a mask, face shield, and disposable gloves, with a no-touch thermometer, and if symptoms of COVID-19 or a temperature over 100.0 degrees are detected, he or she will not be admitted into the school building, and will instead be directed (or his or her guardian directed) to see a healthcare provider for assessment and testing
- Parents will be instructed not to send a student to school if the student exhibits any COVID-19 symptoms, including a temperature over 100.0 degrees
- Zeta staff will be required to complete a health questionnaire daily (and students periodically), prior to coming to the school building, that will determine whether the individual has any of the following (but will not record any health information):
 - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
 - tested positive through a diagnostic test for COVID-19 in the past 14 days;
 - experienced any symptoms of COVID-19, including a temperature over 100.0 degrees in the past 14 days: and/or
 - has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days
- Each Zeta school will designate a staff member responsible for reviewing staff questionnaire responses each morning
- If anyone provides a positive response to the health questionnaire, the individual will not be permitted to come to work in the building, and if he or she has symptoms of COVID-19 or a temperature over 100.0 degrees, he or she will instead be directed see a healthcare provider for assessment and testing

Revised Drop Off and Dismissal Procedures:

- Student drop-off and pick-up will take place at multiple building entrances/exits to allow

for physical distancing at each arrival door

- Anyone dropping off and/or picking up students must wear a mask or cloth face covering and maintain 6 feet of social distance
- Student pick-up and drop off procedures will take place outside the building, weather permitting
- In cases of severely inclement weather, we will utilize a dismissal procedure where students come outside to families as families arrive to a specific dismissal door

PPE Requirements and Considerations:

- Zeta will require every individual who can medically tolerate a mask to wear a mask to enter our schools, while waiting to drop off and pick up his/her student, and otherwise while in school/on school grounds
- In the event a student, staff member, or visitor arrives to a school building without a mask, he or she will be provided a mask before entering the building
- Any individual who cannot medically tolerate a mask will be asked to use a face shield if possible, and maintain social distance from others to the extent possible
- Zeta staff, wearing a mask, face shield, and disposable gloves will be assigned to arrival posts, where students will be checked for masks, and provided a mask if needed
- Staff will be able to remove their masks while outside and/or standing six feet apart
- Students will be provided short mask breaks throughout the day
- Pre-K students will not wear masks during nap time but will maintain 6-foot distance during naps

Social Distancing Requirements and Considerations:

- Zeta will train students, families, and staff to maintain social distance whenever possible
- Masks or other appropriate face coverings will be used throughout the day
- Zeta staff will be present during all transitions to enforce social distancing in hallways, stairwells, etc.
- Classrooms will transition outside one class at a time using multiple building exits to allow for physical distancing while transitioning
- Each reduced-size group of students will stay in its main classroom throughout the day—instead of students moving to different rooms, teachers will be traveling to different classrooms (e.g., science will take place in the home classroom instead of the science room)
- Classrooms will be set up to promote physical distancing—the student rugs and kidney tables will be removed to allow for the tables and desks to be spread out further
- Where possible, and in a majority of our classrooms, student seats/desks will all face in one direction
- Classrooms will have stickers on the floor for students to understand the distance needed for proper social distancing (when transitioning in and out of the classroom)
- Recess procedures will ensure students maintain social distancing to the maximum extent possible, and include a plan for disinfection of all materials and equipment after use
- Movement-based and some music Specialty classes (e.g., Taekwondo, Sports, Dance) and

will take place with physical distancing of 12-feet, class will take place outside, or they will be conducted remotely

- Other Specialty classes will take place in the student's classroom instead of a shared classroom, or will be conducted remotely
- Our safety drill procedures will be designed to maintain social distancing

New Hygiene, Cleaning & Disinfection Procedures:

- Staff will teach students proper hand washing procedures and to always wash their hands for at least 20 seconds
- Students will wash or sanitize their hands before and after lunch during routine breaks and between activities throughout the day
- Each student will be given his or her own individual set of supplies in the classroom to avoid the sharing of supplies throughout the day
- We will sanitize shared items after use (e.g., a chess board)
- Adult-supervised trips to the bathroom to ensure safe physical distancing practices occur
- Dedicated cleaning and maintenance staff will perform regularly scheduled disinfecting throughout the day and each evening
- Zeta will custodial staff use of a disinfectant sprayer to disinfect buildings at the end of each day
- Zeta will rely on New York City Department of Education ("DOE") custodial engineers and follow directions from NYC Division of School Facilities ("DSF") regarding additional necessary measures for the ongoing cleaning and disinfection of all classrooms, shared spaces, and outdoor facilities at any DOE buildings

Health and Safety Transportation Policies and Procedures:

- Zeta will provide a shuttle bus for a limited number of students from our Zeta Inwood 187th to Zeta Inwood 138th in the morning and back in the afternoon
- Each shuttle bus driver will screen him or herself for COVID-19 symptoms and will not drive the shuttle bus on any day he or she screens positive
- Students using this transportation will undergo the required health screening when they are dropped off at Zeta Inwood 187th in the morning, before boarding the bus to be transported to Zeta Inwood 138th
- Students who can medically tolerate a face mask will be required to wear one while entering, exiting, and seated
- The shuttle bus capacity will be limited so that the passengers maintain social distance (including through staggered seating and/or physical barriers between passengers)
- Students who cannot medically tolerate a mask will not be denied transport
- To the extent possible, social distance will also be maintained and enforced on the bus, except between members of the same household
- Zeta staff and shuttle bus drivers will wear masks, and gloves if contact with children is required during transportation
- Any shuttle bus used to provide transportation to Zeta students will be disinfected at least

once each day of use

- All Zeta staff supervising bus trips will be trained in these procedures

Procedures for on-site food services for students:

- Zeta will continue to comply with all Child Nutrition Program Requirements
- Breakfast, lunch, and snacks will be individually packaged, and all meals will take place in the classroom and distributed by Zeta staff member wearing a mask, face shield, and gloves
- Students will eat at their desk with clear desk dividers up and masks off, instead of in the cafeteria
- Utensils will be disposable and will not be shared
- All students and staff will wash or sanitize hands before and after any meal or snack times
- We will encourage all families to send their children to school with reusable water bottles and will not allow use of the spigot on the water fountain (students will be able to use touchless filtered water dispenser on our water fountains)
- Zeta maintains a list of student allergies, and differentiated meals will be provided as needed
- All Zeta staff monitoring mealtimes have undergone food allergy training
- Zeta will continue to provide our families with information in English and Spanish about the time and location of meal availability at our schools and/or local DOE schools during periods of remote instruction

Additional COVID-19 Health and Safety-related Operational Changes:

- To the extent Zeta's school reopening model employs the use of student batches, such groups will be determined with four considerations
 - Ability to provide services on the students' Individualized Education Programs ("IEPs")
 - Sibling grouping
 - Need for use of shuttle bus to/from the Zeta Inwood 138th location
 - Maintaining appropriate student makeup and staffing for Integrated Co-Teaching ("ICT") classes
- Zeta's only afterschool activity will be tutoring, and all participants will adhere to the schools' procedures and protocols set forth herein
- Zeta will not host any external field trips (only virtual)
- Zeta will not host any in-person large-group family events (only virtual)
- Traditionally shared spaces (e.g., science room, cafeteria) in Zeta's school buildings will not be used as shared spaces, as students will remain in their classrooms with teachers coming to them
- Zeta has designated our Network Director of Operations COVID-19 Safety coordinator as the liaison for all communications with local health authorities related to COVID-19

5. COVID-19 Procedures for Vulnerable Populations

Students:

- Any students who cannot (for medical reasons) or do not feel comfortable returning to in-person instruction this Fall may choose to join Zeta's fully remote school (Z School) or may switch to Z School at any point during the year. For any student who cannot medically tolerate a mask, Zeta will seek to maximize social distancing
- Zeta will provide clear masks to any teacher or student who requires it

Staff:

- As required by applicable laws, including the Americans With Disabilities Act ("ADA"), Zeta intends to provide any employee who has a disability with reasonable accommodations to allow such employee to perform the essential function of his or her job, absent undue hardship to Zeta. Such reasonable accommodations may include, for example additional/different PPE (face shields, clear masks, etc.), remote working to the extent feasible, use of appropriate barriers, and/or increased social distancing protocols to the extent feasible. Zeta has been appropriately discussing with staff whether any staff member has a disability for which accommodations are needed, and engaging in the required interactive process with such employees before making a final determination as to the requested accommodation(s).
- For employees who are not entitled to a reasonable accommodation but are requesting COVID-19-related accommodations, Zeta will consider such requests, and provide any accommodations to our staff members in a consistent, non-discriminatory manner.

6. Mental Health, Behavioral, and Emotional Support Services & Programs

Zeta's commitment to whole-child and social-emotional learning is more important than ever as students return to school following a challenging half year of COVID-19, which may have persistent traumatic effects on the communities we serve, and during which students attended no in-person schooling. As with our approach to remote social emotional learning in Spring 2020, this Fall, Zeta will place immense focus on students' social, emotional, and physical wellbeing, as well as the wellbeing of their families. Our commitment to the whole child underlies everything we do at Zeta and continues through this next stage of hybrid/remote learning because we know that children need us to orient around their needs and that they are ready to learn when they are and feel safe, supported, loved, seen and heard, and validated as unique and important individuals. In close consultation and collaboration with our Director of School Culture, Director of Special Populations, and school psychologists, Zeta therefore plans to:

- Have teachers manage school culture, academic outcomes, and all remote assignments, and social-emotional learning ("SEL") for the students in their group
- Ensure all school staff are trained on how to both identify indicators of trauma, and implement appropriate supports.
- Ensure our school design fully contemplates students' social-emotional needs
- Fulfill our promises to students and families to continue to deliver a world-class education that supports the whole child

- Provide resources and referrals to address mental health, behavioral, and emotional support services and programs
- Incorporate SEL into our hybrid and in person school as follows:
 - Morning meetings will be held every morning virtually and/or in person
 - Social emotional learning lessons will be broken up into 5-15 min segments and integrated daily into both in person/virtual morning meeting and read alouds
 - Zeta's social emotional circle practice will be conducted virtually or in person
- Incorporate SEL in our fully remote school (Z School) as follows:
 - Virtual morning meetings will be held every morning
 - **PK-2:** Lessons will be broken up into 5-15 min segments and integrated daily into the virtual morning meeting and weekly into the virtual read alouds
 - SEL lessons during read alouds will be live and may also recorded and posted on YouTube/Seesaw
 - **G3:** Students will participate in social and emotional learning each morning through a practice that utilizes "current events" to engage students in conversations about the world and their communities. Students will identify news stories and think about how these events have/could shape their experiences, actions and values. Additionally, Zeta SEL badge work assignments will be launched/discussed during morning meetings as mini-lessons, but students will complete the work on their own
 - Zeta's social emotional circle practice will be conducted virtually
- Zeta will continue to engage families in regular, remote wellness checks, at higher frequency with students we know to be at higher risk, including students living in shelters or foster care, students whose families suffered loss as a result of COVID-19, students with open or past child protective services cases, and students who have exhibited increased levels of anxiety or depression in the past
- Zeta will continue to train our staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency and provide supports for developing coping and resilience skills for students, faculty, and staff

7. Procedures Regarding Symptomatic Individuals

Referral of Symptomatic Individuals to School Nurse:

- Zeta staff will be trained on observing for and detecting the symptoms of COVID-19 and Multisystem Inflammatory Syndrome in Children ("MIS-C")
- Any student or staff exhibiting symptoms of COVID-19 during the school day with no explanation will be sent to the school nurse to be assessed, cared for, isolated, and, as determined by the school nurse, dismissed and sent home with instructions to visit a healthcare provider for assessment and/or testing
- If for any reason the school nurse is not available, the student or staff member will be isolated (at least 6 feet away from others) and dismissed for assessment by a healthcare provider
- Zeta will follow DOHMH guidance regarding identification of COVID-19 symptomatic individuals, testing of COVID-19 symptomatic individuals, close contacts of COVID-19

confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19

- The school nurse will use appropriate PPE (face mask, and gloves or gown if indicated by the symptoms), as per DOHMH guidance
- If a student exhibits any symptoms of MIS-C:
 - Zeta staff will notify the family and recommend the child be referred for immediate follow up with a healthcare provider
 - Zeta staff will call emergency transport for any student showing emergency warning sign of MIS-C or other concerning signs (e.g., trouble breathing, pain or pressure in chest, new confusion, inability to stay awake, bluish lips or face, severe abdominal pain)
- For staff or students who do not have a healthcare provider or are otherwise in need of referral for testing, we will advise that testing site information is available through the DOHMH website at <https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page>

Isolation of Symptomatic Individuals at School:

- Any persons suspected of having COVID-19 will be kept at least a 6-foot distance from all other other students and staff, and supervised by an adult wearing a face mask, face shield, and disposable latex or non-latex gloves
- Any person suspected of having COVID-19 who is for any reason not wearing a face mask will be instructed to wear a face mask if he or she can medically tolerate it, as well as a face shield
- Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE and maintaining appropriate social distance
- Zeta will allow multiple students suspected of COVID-19 to be in this isolation room if they can be separated by at least 6 feet
- Zeta will provide face masks, face shields, and disposable latex or non-latex gloves for those caring for symptomatic individuals

Return of Symptomatic and Infected Individuals to School:

- Zeta will follow the DOH COVID-19 Interim Guidance for return to school of COVID-19 symptomatic individuals:
 - If a symptomatic individual is tested by a healthcare provider (physician, nurse practitioner, or physician assistant) and is found **NOT to have COVID-19**, he or she can return to school in person:
 - Once there is no fever, without the use of fever reducing medicines, and he or she has felt well for 24 hours; **or**
 - If he or she has been diagnosed with another condition and has a healthcare provider written note stating he or she is clear to return to school.
 - If a person **is diagnosed with COVID-19** by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, he or she may not be present at school and will be instructed to stay at home until:
 - It has been at least ten days since the individual first had symptoms;
 - It has been at least three days since the individual has had a fever (without

- using fever reducing medicine); and
- It has been at least three days since the individual’s symptoms improved, including cough and shortness of breath.

Hygiene, Cleaning, and Disinfection following Incident of Symptomatic Individual:

- Zeta staff will close off any areas used by a symptomatic person until cleaning and disinfection of the area has occurred.
- Where possible, Zeta staff will open outside doors and windows to increase air circulation in an area used by a sick individual.
- Zeta will instruct its contracted janitorial provider to wait at least 24 hours before cleaning and disinfecting an area used by a symptomatic individual, or, if not possible, will wait as long as is practical.
- Zeta will instruct its contracted janitorial provider to clean and disinfect all areas used by the person suspected or confirmed to have COVID-19 following CDC Guidance on cleaning and disinfecting:
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

8. Responding to Positive COVID-19 Test(s) in a Zeta School

Reporting of Positive COVID-19 Tests

- Zeta has designated our Network Director of Operations as our COVID-19 Safety Coordinator and main point of contact upon the identification of any positive COVID-19 cases and to be responsible for subsequent communication, including answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school
- If a student or staff member reports having tested positive for COVID-19, Zeta will notify DOHMH and follow our closure protocols (see below)

Exposed Individuals

- Zeta will follow [CDC recommendations](#) of 14-days of quarantine after exposure to a COVID-19 positive individual.
- Zeta will follow the DOHMH definition of exposure as 10 minutes or more of time spent within 6-feet of one another, and consult with DOHMH in the event of any questions regarding exposed individuals.

Contact Tracing

- Zeta will, as appropriate, assist local health departments in tracing all contacts of any individual at our schools in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.
- In addition, Zeta will:
 - Maintain accurate attendance records of all students, and accurately record whether a student attended school remotely or from his or her Zeta school building

- Ensure that all student schedules are up to date
- Maintain a log of all staff who enter each of its school buildings each day, and where he or she worked
- Maintain a log of all visitors that includes date, time, and where in the school he or she visited

Early Warning Signs, Modification of Operations, and Closure

- Zeta will follow DOHMH guidance regarding early warning signs (increased absenteeism or increased illness in our community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level
- In the event of a rise in cases, Zeta will consider modifying its operations to help mitigate the spread of the disease
- Zeta will consider closing a school if absentee rates or a rise in cases impact the ability of the school to operate safely
- If Zeta students and staff need access to large-scale testing, the school will coordinate with the DOHMH regarding where testing should happen and communication to the school community
- Zeta will follow applicable guidelines regarding full or partial school building closure, including working with the DOHMH, as appropriate, to determine what conditions (*i.e.*, number of positive COVID-19 cases in the building) would trigger a group, or full school building, closure and the amount of time of the building closure

9. Communication with our Community

A key component of Zeta’s reopening planning is thorough and consistent communication with staff and families around Zeta’s reopening plans, including Zeta’s instructional models, operational changes for the 2020-2021 year, and health and safety measures designed to maintain the safety of our community:

- Since our schools closed for in-person instruction, Zeta has hosted regular organization-wide meetings to provide updates on COVID-19, school planning and remote operations, reopening planning, and related topics, and have been in frequent contact with our families regarding our schooling and reopening plans.
- On July 7 and 8, 2020, Zeta hosted town hall discussions for our families (in English and Spanish), at which time we also provided written information about Zeta’s 2020-2021 reopening plans, policies, and procedures. Information and invitations were sent in the weeks prior to the events, and the events were scheduled at convenient times for our families.
- On July 8, 2020, Zeta sent a survey to all returning families to gauge their school reopen preferences and understand their concerns regarding the possible return to school.
- On July 23 and 24, 2020, Zeta hosted a series of virtual small-group conversations with teachers to discuss Zeta’s reopening plans and procedures and answer questions.

Following the staff conversations, a survey was sent to all staff to gauge their preferences and concerns regarding school reopening.

- On July 28 and 29, 2020, Zeta hosted another series of town halls to provide updated information regarding our 2020 building reopening plans, policies, and procedures, and to answer questions. Information and invitations were sent in the weeks prior to the events, and the events were scheduled at convenient times for our families.
- On August 12 and 13, 2020 Zeta will host virtual welcome events for all incoming families, at which we will again cover building reopening plans, COVID-19 safety procedures and protocols, and review calendars and schedules in more depth. Information and invitations will be sent in the weeks prior to the events.
- During the week of August 17, 2020, Zeta will host virtual home visits for 1st-3rd grade families and small in-person group visits for pre-K and Kindergarten families, at which procedures for COVID-19 (in-person safety procedures and remote learning procedures) will be reviewed. Information and invitations will be sent in the weeks prior to the events.
- Zeta is committed to making the best reopening plans for our community, and is therefore incorporating feedback received from families, staff, and faculty into our reopening plans.