

Re-Opening Plan

for New York Conference Schools for the 2020-2021 School Year

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| Name of School: Kingsbury Seventh-day Adventist School |
| Name of COVID-19 Administrator: Alicia Biek, Principal |
| E-mail of COVID-19 Administrator: Alicia.biek@kingsburysdaschool.org |
| Contact Phone of COVID-19 Administrator: 518-338-7432 |
| Intended date of arrival of the first students: August 19, 2020 |
| Intended date of on-campus classes starting; August 19, 2020 |
| Intended dates for the fall semester, term, or quarter: First quarter begins August 19, 2020 |
| Date Plan Submitted: July 26, 2020 |
| Name of Person Submitting Plan: Alicia Biek |

Part One: Repopulating the Campus

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| Classrooms | <ul style="list-style-type: none"> Class sizes in our school are considerably smaller than those in public schools with generally a maximum of 12 students per class, often as low as 8 per classroom. Face coverings will be used by students and faculty/staff when social distancing is not possible. |
| Food Service | <ul style="list-style-type: none"> We do not have a cafeteria nor lunch service. Students bring their own sack lunches. Students will eat lunch in classroom groups in designated area, socially distanced. The area and relevant furnishings will be disinfected between class groups. Hand sanitizing stations will be available for use before and after eating. |
| Gymnasiums and Worship Spaces | <p>P.E. and Indoor Recess:</p> <ul style="list-style-type: none"> Students will wear face coverings during physical education if social distancing is not possible. Outdoor activities/classes will be used as much as possible, weather permitting. Sanitizing of surfaces and equipment will be done between classes. The size of the school allows for one directional traffic at all times. Doors will be opened, weather permitting. <p>Worship/Assembly Meetings</p> <ul style="list-style-type: none"> Students will wear face coverings during assemblies/group worship events when social distancing is not possible. |
| Outdoor Play Spaces | <ul style="list-style-type: none"> Outdoor play spaces will be cleaned and disinfected per CDC guidelines. |
| Spaces Where Other Groups | <ul style="list-style-type: none"> There are no other indoor locations where groups congregate during school. |

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| Congregate | |
| Orientation/Arrival | <p>Orientation:</p> <ul style="list-style-type: none"> • Parents will be provided a description of safety precautions, including how they can support the process. • Orientation will include a discussion of health guidelines/ requirements. <p>Arrival:</p> <ul style="list-style-type: none"> • Parents will be asked to drop students off at the door and not enter unless necessary due to unusual circumstances. • Communication with teachers will be primarily by phone, text message, or other digital means. • Students will be required to wear a face covering or to maintain social distancing during the arrival process. • Temperature checks will be conducted and documented for students and any parents who find it necessary to enter the building. • Students/parents/legal guardians will be required to submit a regular health-screening questionnaire. • Staff who are conducting arrival checks will wear a face covering. |
| Personal Protective Equipment (PPE) | <ul style="list-style-type: none"> • Parents are responsible for ensuring that their child/ren have an appropriate face covering upon arrival to school. • Faculty and staff will be required to provide and wear an appropriate face covering when social distancing is not possible. • Health care workers, volunteers, and custodial staff will follow the same PPE requirements as for faculty and staff. • Contracted service employees will wear face coverings, sanitize hands, and maintain 6 feet distance when in actively utilized areas. • Additional face coverings will be available as needed. |
| Disinfection | <ul style="list-style-type: none"> • Hand sanitizers will be available at the entrance to the school, each classroom, and the gymnasium. • Approved disinfectant spray will be applied twice a day to classroom surfaces when students are out of classroom. • Common areas/surfaces such as bathrooms, copy machines, and doorknobs will be disinfected twice during the day and at the end of the day. • High touch areas, corridor, and bathrooms will be cleaned daily. |
| Travel | <ul style="list-style-type: none"> • At registration, parents will sign a form indicating that anyone living in their household will avoid areas under a travel ban and individuals known to have been exposed to COVID-19. If they fail to do so, they will quarantine their children for 14 days. • Faculty and staff will also be required to sign the same form. <p><i>NOTE: This counsel will be lifted as conditions warrant.</i></p> |

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| Staffing | <ul style="list-style-type: none"> Faculty, students and staff will be explicitly instructed not to come to work/school if they are experiencing COVID-like symptoms. Anyone experiencing COVID-like symptoms will be advised to consult their family physician. |
| Access | <ul style="list-style-type: none"> Visitors' access to the school building will be restricted as much as possible. Those who are allowed in will be expected to follow guidelines established for staff/faculty. Employees who engage in travel to areas under a CDC or State ban will be subject to a 14-day self-isolation. |
| Transportation | <ul style="list-style-type: none"> Students who are transported to school by public school districts will follow the protocol of those districts. |
| Use of Facilities Outside of the School Day | <ul style="list-style-type: none"> Use of the school by other groups will be minimized. Groups who are permitted to use the school facilities, excluding the classrooms, which will be off limits, will be expected to complete a checklist indicating completed sanitizing tasks. |
| Part Two: Monitoring the Health of Students, Faculty, and Staff | |
| Monitoring the Health of Students, Faculty, and Staff | <ul style="list-style-type: none"> Temperature checks will be conducted for students and staff at the start of the day, and will be documented. Those entering the building will be expected to answer questions related to the presence of symptoms or potential exposure, until such is no longer warranted. |
| Appointment of a COVID-19 Coordinator | <ul style="list-style-type: none"> The principal will serve as the COVID-19 coordinator. |
| Protocol for collecting information about COVID-19 cases | <ul style="list-style-type: none"> Parents will sign a statement at registration indicating awareness that they should avoid areas under a travel ban and anyone known to have been exposed to COVID-19. They will be expected to notify the principal in the event that they test positive and to self-isolate under the conditions described. Signs will be posted reminding parents of these expectations. |
| Part Three: Containment | |
| Containment | <ul style="list-style-type: none"> Students who become ill during the school day will be isolated until a parent is able to pick them up. They will be expected to continue to wear a face covering. State protocols regarding cleaning and disinfecting following suspected or confirmed covid-19 cases will be followed. |
| Contact Tracing | <ul style="list-style-type: none"> Visitors/contractors in the school will be asked to provide contact information including email, phone number, and address. The Department of Public Health will be consulted for contact tracing. |
| Return to School | <ul style="list-style-type: none"> Following illness, individuals will provide documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation. |

Part Four: Shutdown

Shutting Down If a Serious Outbreak Occurs

- Students will be sent home.
- Guidance of state or local agencies will be followed.

Plan for Continuation of Program Under Shutdown

- Online instruction would begin as soon as possible following a shutdown.
- At the start of the school year, students will be taught skills that will facilitate online instruction, should it become necessary.