

## Bridge Academy Safe In-Person School Plan: 2021-2022

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### Priorities

#### Fall

- We opened on August 30 with all staff and students in person.
- Remote learning is not offered in the 2021-2022 school year except for school nurse-approved Covid-related reasons (e.g. a student has tested positive or needs to be tested due to exhibiting at least two Covid symptoms)
- All staff and students wear masks throughout the day. We work to ensure the universal and correct wearing of masks by all staff and students in class and on our buses by:
  - Making masks available to all staff and students
  - Not allowing gators or other types of unapproved masks
  - Regularly reminding staff and students about the proper wearing of masks (e.g. over both nose and mouth).
- Our plans are flexible to allow for adjustments due to transmission rates in the community and state guidance.
- Students are grouped with the same class all day to reduce the risk of transmission. Our inclusion model for students with Special Education needs means that such students will be educated for the majority of their day with their peers.
- We prioritize the vaccination of all community members by educating staff and families about the importance of vaccination, communicating local vaccination sites and holding vaccine clinics at school.

#### Temporarily Choosing Not to Participate

NA

## School Liaison, Communication Plans, and Data Collection

- Rachel Allison, school principal, will act as School Liaison, with support from Tyrone Elliott, Director, and Danielle Douglas, the school nurse.
- We communicate news of every positive case in our community with all staff, families and students while maintaining the confidentiality of the affected person.
- All communications for staff are done through email and, if possible, in-person meetings. If staff can't meet in-person we will continue to meet regularly through Google Meets.
- We communicate with families through email, texting, mail, social media and phone in English and Spanish when possible.
- Communication with students is made in-person in school and through Google Classroom messages, emails, social media and texts.
- In addition to communicating through email, text, social media and mail, prior to our fall opening we held community meetings through Google Meets to communicate information about the start of school and be available to answer questions and listen to concerns. Such meetings are being offered periodically throughout the year any time there is a significant policy change and upon reentry if we close temporarily during the year.
- We keep families updated about school events through email and texts once a week; additional emails, texts, handouts, social media posts and mailings will be sent any time critical information regarding policies, protocols, or health data changes. All emails are also available on our website.
- Families receive texts, emails, messages on Google Classrooms and social media, and letters home through students about changed policies, the need to cancel classes, or other changes or restrictions.
- Plans are made easily accessible on our website, communicated through email, text, and social media and sent home with students and through mail.
- The school nurse, administration and secretaries all have access to a Health Documentation spreadsheet where we communicate news of students who we have learned are sick, whether or not they need to quarantine or test, and what the family's and staff's next steps should be (e.g. grant the student access to remote learning, offer virtual tutoring, etc.)

## Operation Plan

### Facilities

- Floor markings have been placed in the halls and cafeteria to ensure appropriate traffic patterns and social distancing while in those spaces.
- An isolation room has been identified for those experiencing symptoms.
- The isolation room has an air purifier.
- Stop the Spread, mask wearing and hand washing signs have been placed in

- classrooms, hallways, bathrooms and offices at levels accessible to all.
- Hand sanitizer dispensers are in every bathroom and office, throughout hallways, and in classrooms.
  - Bathrooms and high-touch areas are cleaned multiple times a day; a log is kept of all bathroom cleaning times.
  - Training of staff, including lunch staff, paraprofessionals, substitutes, and office staff, on health and safety protocols will be held on Google Meets prior to the opening of school.
  - Orientation days at the beginning of the school year will include the training of students in health and safety protocols.
  - Reviews of health and safety protocols will be held for families through email and Google Meets and materials will be sent to all families.
  - All such trainings were repeated throughout the first months of school as needed and included information on:
    - Mask wearing
    - Cleaning protocols
    - Hygiene practices

### **Daily Operations**

- Stable cohorts, not based on any demographic or disability, have been created and maintained throughout the day.
- With family input, same-grade siblings have been moved to the same cohort.
- All class cohorts are dismissed from class and school one at a time and foot-traffic patterns are in place to reduce the risk of transmission in hallways.
- Students wipe their desks clean using an EPA approved cleaner upon entering and leaving every class. This ensures that desks are clean and also gives students a sense of control and responsibility over their surroundings.
- In order to allow for non-academic social time and learning, multiple after school clubs and sports are offered. When necessary, clubs are held in rooms and spaces (e.g. the cafeteria and gym) that allow for greater social distancing. Some clubs alternate days to allow for smaller groupings. All clubs follow social distancing protocols including mask-wearing.
- The school is prepared to adjust plans based on health indicators and guidance from health officials.
- Any decisions made about quarantines, school cancellations or closures will be made with the guidance of the school nurse and local health officials.
- The school works with the state and federal agencies to secure the necessary funding for operating safely and with academic rigor.

### **Child Nutrition**

- All students are offered free breakfast and lunch. Breakfast is served in classrooms. Spaces are designated in the cafeteria during lunch for each cohorted group. All meals comply with the U.S. Department of Agriculture's

regulations and policies for school meals.

- All meals served are counted and claimed according to National School Lunch and Breakfast program guidelines.

### **Transportation**

- All eligible students are offered transportation to and from school following the guidelines set forth by the host district.
- All students and staff are required to wear masks while riding the bus.
- The school will supply the bus drivers with masks so that not having a mask is not a barrier to attending school.

### **Health Practices and Protocols**

- Students are educated on health expectations in a variety of ways: through emails and mailings home; through signs throughout the building; through direct instruction by teachers, administrators and the school nurse; and through frequent reminders throughout the day and year.
- Staff, students and families receive instruction and reminders about important health protocols including but not limited to:
  - Proper mask wearing
  - Frequent hand washing and use of sanitizer
  - Cough and sneeze etiquette
  - Enhanced cleaning and disinfection of surfaces
- Adequate supplies of health, cleaning and disinfecting products, including extra masks, spray bottles, hand sanitizer, and paper towels are in every classroom and office space.
- Immunizations and health assessments are required; the school works with families to ensure that they are completed in a timely fashion rather than exclude students who were unable to attain immunizations or health assessments because of appointment cancellations due to COVID-19.
- All unvaccinated staff are tested weekly, either in school through our partnership with Prognosis Diagnostics or at another site or using a home kit administered by our school nurse.
- All unvaccinated students are offered free testing at school weekly; all tests are conducted by Progressive Diagnostics.

### **Reporting Illnesses and Addressing Vulnerable Populations**

- We communicate news of every positive case in our community with all staff, families and students while maintaining the confidentiality of the affected person.
- Every communication of a positive case also includes information on how to get tested and vaccinated.
- Known cases of COVID-19 are reported to the local health department by the

school nurse.

- Families and staff are reminded of the symptoms consistent with COVID-19 and asked to perform self-assessments prior to leaving for school. Anyone with COVID-related symptoms is required to stay home and to report such symptoms to the school. Such reports are documented in a Health Form spreadsheet shared between the school nurse and administration to ensure quick, effective communication and response.
- We continuously remind the school community to stay home if they are sick and to inform the school if they have symptoms of, have been exposed to, or have tested positive for COVID-19.
- Decisions about when to allow a staff member or student to return to school will follow CDC criteria for those who have had COVID-19 and those who have been in contact with someone who has.
- In order to best track data and support contact tracing, the administrative team and nurse will continue to use a Health Form that documents all information regarding COVID-19 Positive, COVID-19 Exposed, and COVID-19 Symptoms.
- The administrative team meets with the school nurse once a week to discuss all health related issues and next steps.

### **Social Distancing**

- Cohorting of classes, staggering of class and school dismissals, reminders, floor markings, traffic pattern communications, removal of extraneous classroom furniture, and desk placement will be used to maintain maximum social distancing possible between individuals to reduce transmission. In our full in-person plan we work to maintain a distance of at least three feet whenever possible.
- Adjustments to social distancing practices will be made as necessary based on guidance from the CDC and DPH.

### **Use of Face Coverings, Masks, and Face Shields**

- All students and staff are required to wear face coverings while in school and on the bus. Exceptions will be made for:
  - Anyone who has trouble breathing, or anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
  - Anyone who has a medical reason making it unsafe to wear a face covering.
- Masks are provided to any staff member or student who does not have one.
- Plexiglass shields will protect school secretaries at their desks
- In recognition of the difficulty of wearing masks for hours at a time, the school has a plan for giving students “mask breaks”.

## **Health Monitoring Plan**

## Planning and Distribution of Information

- Protocols for the monitoring of symptoms of staff and students will include: allowing all students who ask to see the nurse, sending all students who exhibit any symptoms of COVID-19 to the nurse, isolating students who exhibit symptoms in a room and calling for a ride home immediately, supporting the families of students with symptoms in getting tested and reporting results, monitoring the attendance of staff and students through phone calls and texts to determine if the absence is related to COVID-19, communication with the local health department about possible cases, documenting all health concerns on an internal Health Form spreadsheet, and communicating information about any positive cases among staff and students in a way that complies with relevant privacy and health laws.

## Containment Plan

- Should a staff member or student show signs or symptoms of COVID-19, there is a known exposure, or there is a member of the school community with a confirmed COVID-19 diagnosis we will:
  - immediately notify the local health department and be ready to comply with requests for information to assist with contact tracing.
  - Communicate with our response team of administrators and nurse in order to appropriately inform the school community of any decisions relating to possible exposure or closure.
- An isolation room has been identified and will contain an air purifier. A second room is available should it be needed.
  - Any student with symptoms will be evaluated by the nurse and a decision made in partnership with administration as to whether or not the child should be put in isolation and sent home. Symptoms that will determine this include but may not be limited to: a fever of 100 or higher; difficulty breathing; persistent cough.
  - Should a student show symptoms, they are isolated immediately and their family is called to pick up the child.
  - We created a list of next steps, including how and where to get tested, which is sent with every communication of a positive case in order to give guidance to families of students exhibiting symptoms.
  - The school nurse follows up with the family of such students through phone calls and emails until it is deemed appropriate for the child to return to school.
- CDC cleaning/disinfecting procedures are followed when a case of COVID-19 is confirmed in the school.
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

## Cancellation of Classes, Remote Learning, and Reopening Plan

- The school leadership team and nurse work with the local health department and the CSDE to determine if it is necessary to cancel classes.
- All students have been given a chromebook to bring between school and home and students are trained from the first day of school to become proficient and comfortable with the use of email, Google Classroom and Google Meets so that any transition to online learning is immediate and smooth.
- We have EPA approved wipes available for staff and students to wipe down materials brought into the building such as chromebooks.
- A full Distance Learning plan has been created in the event that in-person classes must be cancelled.
- Staff training includes discussion of individual roles and responsibilities in the event of a shutdown. Such roles include:
  - Teachers: Instruct, provide feedback and document progress of all students through Google Classroom and Meets. This includes maintaining information through Powerschool to document student progress or lack thereof.
  - Paraprofessionals: Support struggling students through frequent Google Classroom messages and scheduled Google Meets.
  - Administration: Monitor all student progress, using such tools as Go Guardian, and communicate needs and concerns to families via phone, emails, texts and letters. Monitor online instruction. Make any necessary support and training available to staff and students.
  - Support Staff (social workers, school counselor): Continue counseling and services through Google Meets as much as possible. Reach out to families with concerns and support (e.g. food, technology, materials). Confer with and advise teachers, paraprofessionals and administration about student social/emotional support.
    - When appropriate, teachers will invite support staff to “visit” their Google Meets classes to check in with students and offer activities to support mental health and anxiety reduction.
  - Maintenance: Continue to work in the building following all health and safety guidelines, cleaning and disinfecting to prepare for return to the building.
  - Secretaries: Remain in building following all health and safety guidelines as a point of contact for families. They will be available to dispense materials families may need to access learning (e.g. chromebooks, hotspot devices, graph paper, pens, pencils, etc.). If necessary, such materials can also be delivered to homes.
  - Meetings: In order to continue to best support students, communicate about their needs, update staff, check on staff well-being, and collaborate on instruction, data, and planning, whether using our in-person, hybrid, or full Distance plan, we will follow this meeting schedule:
    - Middle School: All certified teaching staff will meet once a week.

- High School: All teachers and support staff will meet once a week in grade level meetings.
- Committee Work: Committees such as that for Climate and Culture and Attendance will continue to meet bi-weekly.
- Administration: Administrators will continue to meet daily.
- Whole School: Will meet bi-weekly.
- Professional Development: Online trainings will be offered for staff to complete independently. We will also continue our bi-weekly schedule of whole-school professional development including, but not limited to, workshops on the use of technology to support learning, differentiation, accommodation and modification of both in-person and online instruction, and issues surrounding attendance, climate and culture.
- Any contemplation of or actual school closing will be communicated to and discussed with staff via email and, when appropriate, Google Meets.

### **Future Planning for Remote Blended Learning**

- All students attend school in-person this year, with the exception of those who have been told to stay home by our nurse due to Covid-related reasons.

## **Academics**

### **Special Education**

- All plans include students eligible for Special Education and 504 accommodations.
- Though programming decisions will not be made based on a student's disability, all protocols for educating students eligible for Special Education and 504 accommodations will take into consideration each student's developmental level and skills.
- Individual student progress toward IEP goals will be discussed at monthly meetings between the regular classroom and special education teachers.
- Mask and face-covering protocols will be tailored to student's health and service needs.

### **English Learners**

- All plans include Multilingual Learners and will continue our sheltered language instruction program.
- All English Learners have access to the general education curriculum.
- All Spanish speaking families are assigned a Spanish speaking staff member to communicate all important information by phone and email and through Google Meets when necessary.
- English Learners who are also identified as eligible for Special Education continue to receive all services.

## Family and Student Engagement

### Family Support and Communication

- The school continues to comply with all federal and family engagement requirements including School Governance Councils and Title I requirements.
- Communications will continue to be sent to all families through email, text, social media and mail, letting them know about where they can sign up for vaccination, health and safety protocols, any need for school cancellation, and reminders and guidance about in-person instruction. Such communication will continue throughout the year.
- We email all families and students when we learn of a positive case among staff or students.
- Periodic Google Meets are available in order to update families and allow them to ask questions in real time. School social workers attend these meetings in order to be available to address social/emotional needs.
- Spanish speaking families receive important communication from Spanish speaking staff by phone.
- All important health, school closure and instruction information is posted on our website.
- We regularly survey students and families about their needs, concerns, and suggestions.
- We invite students and families to participate on such committees as Culture and Climate and the Governing Council; meetings are offered in-person and online and, occasionally, in the evenings for convenience.

### Social Emotional Learning (SEL) and Mental Health

- The first several days of school consisted of orientations reviewing basic school protocols and expectations and giving students time to reacclimate to in-person school and get to know and connect with their peers and school staff.
- We begin each day with a modified Circle of Power and Respect which allows students time to share information and play a game before beginning the day. We give students opportunities to practice mindfulness and mindful meditation, both in-person and online if they are quarantining.
- Information on how to relieve stress and anxiety is shared with families.
- Social Workers meet with individual students and small groups (following social distancing guidelines) both in-person and online.
- Our Social Emotional Learning Coordinator meets regularly with classes to teach emotional regulation strategies.
- Teachers invite school social workers to visit their classes in-person and online if necessary, to check-in and share tools and strategies for social/emotional growth.
- The School Counselor works with students and families, both in person and online.

- We work with community partners such as Child Guidance and Full Circle Youth Empowerment to offer wrap-around services to students and their families.
- Staff share any concerns about student physical and emotional health with the school social workers and administration.
- We offer multiple non-academic opportunities for students to engage with staff and peers. Such opportunities include; after school activities, Google Meets lunch times; movie nights; game time through such sites as Houseparty, etc.
- Staff are reminded often about available supports such our Employee Assistance Plan.

### **After School Programming**

- After school programming continues.

### **Career and Technical Education**

- Not applicable

### **Staffing and Personnel**

#### **Certification and Personnel Planning**

- All legal and regulatory requirements related to personnel, including EEOC guidance related to ADA and the COVID-19 pandemic, are followed.
- Our full staff roster is engaged; our full-time substitute teachers work daily to support staff and students.
- All participated in individual, year-end meetings with administration in order to gather information from all community members on actionable ideas to support a successful and smooth reopening.
- TEAM mentoring and work on beginning teacher induction requirements continue.

#### **Professional Development**

- We will hold bi-weekly whole-staff professional development to ensure and support the rigorous instruction of students.
- Training was held before school began and will continue throughout the year. Such training includes:
  - Changes in standard Public Health Protocols
  - Hygiene Practices
  - PPE
  - Reporting Illnesses
  - Supporting Social and Emotional Well-Being
  - Instruction
  - Behavior management

- Professional development on important topics such as instructional strategies, use of technology to support learning, behavior management, and social/emotional well-being continues.