



2020-2021 Reopening Plan

HEALTH AND SAFETY

School buildings must be safe places in order for students to learn effectively. Having healthy students and staff is not only critical to the education children receive, but also to the teachers and staff who deliver that high-quality education. A healthy and safe return to school will include Vertus aligning its protocols with guidance from the state, federal, and local levels. Based on survey feedback from families, staff and students the following outlines the plan that best fit the needs of our students.

Employee Safety: To ensure employee safety and to comply with State requirements, Vertus High School will do the following:

- Ensure social distancing of six feet between all employees at all times, unless a specific task requires a shorter distance.
 - Any time personnel are less than six feet apart from one another, personnel must wear acceptable face coverings that cover both the mouth and nose.
- Provide face coverings for employees, as needed.
- Sinks are available in the staff bathrooms and employees will be encouraged to wash hands regularly with soap and water for at least 20 seconds.
- Proper hand washing technique signage will be placed in all staff bathrooms.
- Provide hand sanitizer stations in main points of entry throughout the building including but not limited to the main entrance, double doors, cafeteria entrances, lab entrances, and bathrooms.
- Accommodations will be made to ensure staff comfort upon returning to in-person instruction including but not limited to additional PPE for individuals with underlying health issues, and modifications to schedule and room or lab assignments.
- Encourage employees to stay home when sick. Sick employees will not be allowed to stay at work.
- Ensure any other required personal protective equipment (PPE) is available, including clear masks for staff teaching deaf or hard of hearing students.
- Require staff to wear masks whenever they are moving throughout the building.
- Temperature checks will occur prior to being allowed entrance into the building proper.

Student Safety: To ensure student safety and comply with State requirements, Vertus High School will do the following:

- Ensure social distancing of six feet between all students at all times, unless a specific task requires a shorter distance.
 - Any time students are less than six feet apart from one another, students must wear acceptable face coverings that cover both the mouth and nose.
- Provide face coverings for students, as needed.
- Sinks are available in the student bathrooms and students will be encouraged to wash hands regularly with soap and water for at least 20 seconds.

- Proper hand washing signage will be placed in student bathrooms.
- Provide hand sanitizer stations in main points of entry throughout the building including but not limited to the main entrance, double doors, cafeteria entrances, lab entrances, and bathrooms.
- Encourage families to keep sick students at home. Sick students will not be allowed to stay at school.
- Require students to wear masks whenever they move throughout the building.
- Temperature checks will occur prior to being allowed entrance into the building proper.

Public Safety: To ensure staff, student and visitor safety and comply with State requirements, Vertus High School will do the following:

- Limit public visitors' and contractor's entrance into the building to essential visits only.
- Ensure social distancing of six feet between visitors/contractors and staff and students as all times, unless a specific task requires a shorter distance.
 - Any time visitors/contractors are less than six feet from students and/or staff, personnel must wear acceptable face coverings that cover both nose and mouth.
- Provide face coverings for necessary visitors and contractors, as needed.
- Sinks are available in the staff and students' bathrooms and essential visitors will be encouraged to wash hands regularly with soap and water for at least 20 seconds.
- Provide hand sanitizer stations in main points of entry throughout the building including but not limited to the main entrance, double doors, cafeteria entrances, lab entrances, and bathrooms.
- Sick visitors or contractors will not be allowed to enter Vertus High School.
- Require visitors to wear masks whenever they move throughout the building.
- No mask/ No entry signs will be posted on the main entrance door and signs requesting the use of hand sanitizer upon entry will be posted in the lobby.
- Temperature checks will occur prior to being allowed entrance into the building proper.

Physical Distancing Requirements:

- Six feet distance between personnel will be maintained, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than six feet apart from one another, personnel must wear acceptable face coverings.
- Some common situations that may not allow for six feet of distance between individuals:
 - Custodial and Maintenance Work
 - Food Preparation and Distribution
 - Individual academic support
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity. Examples include elevators, copy rooms, storage spaces, and vehicles.
- Limit office-based work to a maximum of 50% of a building's occupancy. This will require staff to work on an alternate schedule or continue to work from home.
- Office workstations will be arranged so that employees are at least six feet apart. This may be accomplished by leaving workstations empty or installing physical barriers. Physical barriers can include: strip curtains, cubicle walls, polycarbonate or another impermeable divider. A six foot distance marker may be placed around workstations.
- Shared workstations will be discouraged and should only be used when no other option exists. If a shared workstation is used, it must be cleaned and disinfected before and after by the user

- Post social distancing markers using tape or signs that denote six feet of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations, reception areas).
- Physical distancing markers will be placed on the floor to encourage distancing in areas such as the main entrance, secondary entrance, and cafeteria. One-way markers will be used where appropriate such as the main entrance stairs.
- Limit in-person gatherings as much as possible and use telephone or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
- Classrooms will be arranged to maximize spacing between student stations and between teacher and students. Masks will be worn by staff and students when social distancing is not possible, when staff is delivering instruction, and when moving throughout the building.
- Learning Labs will be arranged to allow for social distancing between students and serve as home base for one team per day.

MONITORING POLICIES AND PROCEDURES:

Employees:

- All employees will have their temperature taken prior to entering into the main school proper past the double doors.
- All employees will complete a daily questionnaire using school provided software to receive clearance to enter the building.
 - Questionnaire will ask about: • COVID-19 symptoms in past 14 days • Cough • Shortness of breath or difficulty breathing • Fever • Chills • Muscle pain • Sore throat • New loss of taste or smell • Positive COVID-19 test in past 14 days, and/or • Close contact with confirmed or suspected COVID-19 case in past 14 days. *This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.*
 - Assessment responses will be reviewed every day by staffs' immediate supervisor and such review must be documented. If the answer to any of these are YES, the employee will not be allowed to enter and should be directed to contact their healthcare professional. *(see protocol for failing screening below)*
- All employees will wear an acceptable face covering that cover both nose and mouth anytime that they cannot maintain six feet of social distancing with peers and/ or students and always while walking throughout the building.

Students:

- All students will have their temperature taken prior to entering into the main school proper past the double doors.
- All students will periodically complete a health questionnaire to check for exposure to COVID and/or if they are experiencing symptoms of COVID.
- All students will wear an acceptable face covering that cover both nose and mouth anytime they cannot maintain six feet of social distancing with peers and/or staff and always while walking throughout the building and when transitioning in the hallways.

Visitors/Contractors:

- All visitors/contractors will have their temperature taken prior to entering into the main school proper past the double doors.
- All visitors/contractors will complete a questionnaire before being cleared to enter the building.
 - Questionnaire will ask about: • COVID-19 symptoms in past 14 days • Cough • Shortness of breath or difficulty breathing • Fever • Chills • Muscle pain • Sore throat • New loss of taste or smell • Positive COVID-19 test in past 14 days, and/or • Close contact with confirmed or suspected COVID-19 case in past 14 days. *This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.*
 - Assessment responses will be reviewed by the COO or School leader and such review must be documented. If the answer to any of these are YES, the visitor/contractor will not be allowed to enter and should be directed to contact their healthcare professional.
- All visitors/contractors will wear an acceptable face covering that cover both nose and mouth anytime that they cannot maintain six feet of social distancing with staff and/ or students and always while walking throughout the building.

Employee Fails Questionnaire Screening, has a temperature of 100 or more, or becomes sick at work:

- Employee is sent home immediately and given direction to contact their health care provider.
 - Employee can return to the building only after they have received clearance from their health care provider.
- If an employee exhibits signs of COVID-19, has been exposed to COVID-19, or has travelled to a state on the travel advisory list, that employee will be required to quarantine for fourteen days and/or be referred to get tested and cannot return to the building unless cleared by their healthcare provider and/or once test negative for COVID-19.
 - Employee will be provided with a list of available testing sites.
- Employees should continue to fulfill their job responsibilities remotely unless too ill at which point they should contact their direct supervisor.

Employee tests positive for COVID-19:

- Report positive test results to Monroe County Health Department and NYSED.
- Employee will be required to complete isolation, be completely recovered, and will not transmit COVID-19 when returning to the building.
- Discharge from isolation and return to the building will be conducted in coordination with the Monroe County Health Department.
- School staff will collaborate with Monroe County Health Department to aid in the contact tracing process.
- Employees should continue to fulfill their job responsibilities remotely unless too ill at which point they should contact their direct supervisor.

Student with temperature of 100 or more or becomes sick at school:

- Student is isolated from other students and staff while visually supervised by assigned staff member who remains physically distanced until parent or guardian can come pick them up and is given direction to contact their health care provider.
 - Student can return to in-person instruction only after they have received clearance from their health care provider.
- If a student exhibits signs of COVID-19, has been exposed to COVID-19, or has travelled to a state on the travel advisory list that employee may be required to quarantine or be referred to get tested and cannot return to in person instruction unless cleared by their healthcare provider and/or once test negative for COVID-19.
 - Families will be provided with a list of available testing sites

Student tests positive for COVID-19:

- Report positive test results to Monroe County Health Department, and NYSED.
- Student will be required to complete isolation, be completely recovered, and will not transmit COVID-19 when returning to in person instruction.
- Discharge from isolation and return to in person instruction will be conducted in coordination with the Monroe County Health Department.
- School staff will collaborate with Monroe County Health Department to aid in the contact tracing process.

Tracking Case Numbers:

- Qualtrics software, which will generate the daily staff questionnaire and clearance, provides historical dashboard that will allow the School Leader to see trends in increase of possible cases. These metrics will fuel school level decisions.

- Tracking of regional data will be the responsibility of the school COO, who will keep the School Leader informed of any upward trends that may result in school level decisions and changes to process or protocol.

Training:

Employees: Provide staff training to promote healthy hygiene practices and recognition of signs of COVID-19. Training will include, but is not limited to:

- Proper handwashing techniques.
- Use of hand sanitizer.
- Respiratory etiquette, including covering coughs and sneezes.
- Proper use of cloth face coverings.
- Recognizing the signs and symptoms of someone with COVID-19.
- Encouraging staff to stay home when sick.

Students: Provide student training to promote healthy hygiene practices. Training will include, but is not limited to:

- Proper handwashing techniques.
- Use of hand sanitizer.
- Respiratory etiquette, including covering coughs and sneezes.
- Proper use of cloth face coverings.
- Encouraging students to stay home when sick.

OPERATIONS: CLEANING AND DISINFECTING

Signage: Post signs on how to stop the spread of COVID-19, proper respiratory etiquette, how to properly wash hands, and how to properly wear a face covering.

- Operations staff will develop and produce required signage.
- Facilities staff will hang signage throughout the building.
- Physical distancing markers will be placed on the floor to encourage distancing in areas such as the main entrance, secondary entrance, and cafeteria. One way markers will be used where appropriate such as the main entrance stairs.

Daily Cleaning:

- Occupied areas of all buildings will be cleaned and disinfected every evening and periodically throughout the day as needed.
- High-touch areas will be cleaned and disinfected more frequently. Additional cleaning will take place as necessary.
- A log will be signed daily by the facilities manager and custodial staff.
- A log will be kept of all cleaning done as the result of a positive case of COVID-19.
- Employees will be instructed to clean shared frequently used high-touch items before and after each use. A cleaner and disinfectant will be available. When a cleaner or disinfectant is not appropriate, a hand-sanitizing station and/or gloves will be provided.
- Disinfectants provided will be on the EPA List N: Disinfectants for Use Against SARS-CoV-2.

Continuous Log: To ensure employee safety and to comply with requirements, Vertus High School will do the following:

- The COO will be in charge of maintaining the Continuous Log & Screening Assessment for visitors and staff to the building. They will ensure each visitor has a face covering and passes temperature screening.
- If the building is closed, limited staff will have access to the building. Staff will be tracked by key card access. A report can be generated as needed to identify building occupants. If there are any visitors to the building, they will be tracked by an identified site representative.

Student Restrooms:

- Restrooms will not be occupied by more than three students at any time.
- Six feet of space must be maintained unless in a stall.
- Signs will be posted to wash hands before and after using the restroom. (Restroom Handwashing)
- Paper towels will be provided in restrooms.
- Open top trash containers will be provided whenever feasible.
- Deans or other assigned staff will monitor restroom use.

Drinking Fountains:

- Drinking fountains will not be in use. Each student will be provided with a water bottle and water filling stations will be placed in the cafeteria. Sharing of personal water bottles is prohibited.

Disinfection of a Contaminated Area: In the case of an employee testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting the building or facility if someone is sick: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- Close off areas used by the person who is sick.
- The building does not necessarily need to close operations, if affected areas can be closed. PAGE 19
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Disinfectants used must be listed on EPA List N: Disinfectants for Use Against SARS-CoV-2.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, and shared electronic equipment like tablets, touch screens, keyboards, and copiers.
- Vacuum the space, if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night for common spaces, or during the day for private rooms.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If it is more than seven days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection.

Food Services: Food services are provided by the Rochester City School District. The tentative plan is below but may change based on their determinations.

Rochester City School District COVID-19 Reopening Plan Food Service – Production, Delivery and Logistics

| | FLOW of PRODUCTION | |
|--------------------------------|---------------------------|--|
| Building type | Meal | Procedure |
| HIGH SCHOOL Distribution sites | Breakfast | Breakfast components will be ordered via US Foods. Bagged breakfast will be produced and distributed on site. |
| HIGH SCHOOL Distribution sites | Lunch | Frozen re-heat able lunch items packed at Central Kitchen and distributed to all RCSD distribution sites. On days when cold lunches are on the menu, these meals will be packed at the distribution sites. |
| Hours of Operations | | The hours of operations at the distribution sites will be from 9 am to 1 pm Monday through Friday. |

LIST OF HIGH SCHOOL DISTRIBUTION SITES:

(1) East HS, (2) Douglas Campus, (3) Franklin HS, (4) Monroe HS, (5) Marshall Campus, (6) SOTA,
(7) All City HS on Austin St., (8) Wilson Commencement, (9) Charlotte HS

- In order to accommodate proper distancing, we will have two breakfast services; one starting by 8:20 and one by 8:45 am (adjust times if necessary) and four lunch periods each day Monday through Thursday.
- Students will be required to wear proper face coverings while in line and while moving throughout the cafeteria; they may remove their masks when seated and eating.
- Sharing of food is prohibited.
- Distancing markers will be placed on the floor in the cafeteria to ensure physical distancing is maintained while students are waiting to be served.
- Cafeteria tables will be spaced to allow for proper distancing, and disinfected between each meal service. The cafeteria will be closed and entirely disinfected after the last lunch service.
- Students who are engaged in remote learning will be directed to the nine food distribution sites provided by RCSD.
- Students will follow hand hygiene protocol prior to and after eating meals.

Transportation:

- **General Education students living in the Rochester City School District (RCSD):**
 - Transportation will be provided by Regional Transit Service (RTS) as contracted by RCSD.
 - Buses will have a maximum occupancy based on current guidelines; once a bus is full RTS will not allow any additional students to board and will send a second bus to collect remaining students.
 - Students will be required to follow all the guidelines and safety precautions related to public transportation as dictated by RTS, including wearing proper face coverings while riding the bus.
- **General and Special Education students living outside the Rochester City School District:**
 - Transportation will be provided by the student's home district, with accommodations for Special Education students as required by their Individual Education Plan (IEP).
 - Buses will have a maximum occupancy based on current guidelines; once a bus is full additional students will not be allowed to board and a second bus will be sent to collect remaining students.
 - Students will be required to follow all the guidelines and safety precautions related to public transportation as dictated by their home district, including wearing proper face coverings while riding the bus.
- **Special Education students living in the Rochester City School District:**
 - Transportation will be provided by RCSD as contracted with Monroe Transportation, First Student, or Ontario Bus as required by the students IEP.
 - Buses will have a maximum occupancy based on current guidelines; once a bus is full additional students will not be allowed to board and a second bus will be sent to collect remaining students.
 - Students will be required to follow all the guidelines and safety precautions related to public transportation, including wearing proper face coverings while riding the bus.

EDUCATIONAL PROGRAM

Our focus for the 2020-2021 school year will be to address any learning loss as a result of COVID-19, while accelerating new learning. With our on-line platform, Edgenuity, our students were able to continue their core courses and their teacher led classes without pause. Even with this continuity, we acknowledge that many of our students engage more actively and have improved comprehension with the aid of teacher support.

Our students' social-emotional health and well-being are just as important as their academic progress. We believe that the strong relationships we develop with our students and families help us to meet the needs of every student. While we still maintain these relationships remotely, we believe strongly that in-person contact and instruction are vital to helping our students achieve character and academic growth.

As such, we are considering a hybrid model that allows for continued remote instruction while still having small groups of students in the building on designated days in a safe way.

Building Capacity: Due to the size of our building compared to the number of students enrolled, we determined that the safest way to allow for in-person instruction is via a hybrid model.

Hybrid model: Remote instruction and social emotional support three days a week offset with in-person instruction and social-emotional support two days a week.

- Mondays and Tuesdays: First and Fourth year students will be present in the school building.
- Wednesdays and Thursdays: Second and Third year students will be present in the building.
- Fridays: All students are remote while the building is deep cleaned for the next week.

Technology and Connectivity: In order to ensure equity for all, students will:

- Be provided with a Chromebook or laptop to bring home as needed.
- Be provided with Kajeets (wireless hotspots) which will allow access to the internet and Edgenuity, our online learning platform, as needed.

Teams: Students at Vertus are assigned to a small learning team of between 15-24 students, led by a Preceptor. Our use of teams will minimize contacts points and support contact tracing within each school. To limit contact with other students:

- Each team will have their own learning lab as a home base for their assigned two days of in-person instruction.
 - Learning labs are significantly larger than a classroom and will allow for social distancing even when the whole team is present.
 - There are seven lab spaces to accommodate the seven teams assigned for M/T, and then for the seven teams assigned for W/Th.
 - Labs will be thoroughly disinfected before being used by another team.
- Students will be pulled out for teacher-led instruction only with other students from their team

Classrooms & Teacher-Led Classes: Subject area teachers have an assigned classroom that they will maintain daily.

- Classrooms can hold 6-8 students while maintaining social distancing guidelines. Masks will be worn at all time.
- Teacher led instruction will be taught by team.
 - If a group is larger than eight students, masks must be work throughout the entirety of the class.
- Teachers will pull students out of their lab at a designated time, escort them to the classroom, and return them to their lab after class, to limit traffic in the hallways, and allow for socially distanced transitions.
- Teachers will disinfect all desk surfaces before another class comes into the classroom.

Academic Intervention: Small group or individual interventions will take place in person and remotely for students who:

- Score below 214 on the NWEA Reading and 223 on NWEA Math.
- Did not complete teacher-led courses on Edgenuity from the 2019-2020 school year.
- Struggle to make projected progress on-line based on data analysis.
- Small group, in-person interventions will take place only with students from the same team.

Remote Instruction: Students will continue to learn remotely three days a week. As was the case this past spring:

- Students' core courses will be on their Edgenuity dashboard.
- Students' teacher-led classes will be on their Edgenuity dashboard.
- Support materials for teacher-led classes are available on Edgenuity.
- Teachers will provide additional support, instructions, and supplemental video's via Edgenuity email
- Students should complete 45 minutes per class, per each day they are remote.
- Teacher office hour times will be based on availability.

Vulnerable populations: Students that are at increased risk for severe COVID-19 illness will be able to continue to receive their education through our remote learning program five days a week.

Classes with Shared Equipment:

- **Physical Education:** PE will be held in person, with an online offering to ensure credit completion.
 - The gym allows for a maximum of 24 students at the stated guideline for social distancing.
 - The PE curriculum has been modified to create new non-aerobic units.
 - The following are **PE participation and disinfection guidelines:**
 - Hand Washing: Students will wash or sanitize hands before and after each class
 - Hand Sanitizer Dispensers will be installed:
 - Outside the main gym entrance doors
 - Inside the gym by the west gym doors
 - Outside each locker room
 - Students may wash their hands in the locker room

- An additional paper towel dispenser will be installed in each locker room
 - Locker Room
 - Will rotate the use of the locker rooms for each class
 - Locker rooms will be sanitized by Operations after each class
 - “Lost and Found” clothing bin
 - Will be removed
 - Items left in the locker room and/or gym will be disposed or cleaned daily
 - Equipment
 - PE staff will rotate equipment for each class when applicable
 - Used equipment will be sanitized by the PE department at the end of the day
 - PE staff will sanitize equipment after each class when they are unable to rotate equipment due to insufficient quantities
 - Gymnasium
 - Cleaning crew will sanitize the gym floor, padded walls, and bleachers at the end of each school day
 - Masks
 - Students and PE staff will wear a mask at all times
 -
- **Art:** Art will be offered in person, with an online offering to ensure credit completion.
 - Art classes will be a maximum of eight to ten students while wearing masks.
 - Each student will have their own art supply kit to avoid sharing of supplies.
- **Science Labs:** Science labs have been incorporated into the corresponding Edgenuity course. If state mandated labs are required they will be held in-person and scheduled accordingly so that equipment does not have to be shared and students can maintain social distance.

Student Supplies & Uniforms: Vertus provides all students with school supplies as needed, including but not limited to binders, pens, pencils, and pencil pouches. We also have a uniform lending closet to ensure that all students are in proper uniform daily.

- Students will receive their own supplies and keep them on an assigned shelf in their learning lab.
- Sharing of supplies is not allowed.
- Borrowed uniform items will be returned at the end of each day and washed each day prior to being lent out again.

Social Emotional Supports: Social emotional support is inherently built into our educational program. The team format supports building strong relationships where students feel safe and are comfortable enough to express their concerns in a positive way. Specifically we use the following protocols, procedures and programs to provide social emotional support to our students:

- **Seminar:** Seminar is dedicated to character education as a team. The lessons in our character curriculum focus on our seven character strengths and weave in coping strategies to help deal with whatever may be happening. This time is also used to address current events that may be impacting students, i.e. COVID-19, the racial unrest in the nation and in our own city to name a few. Seminar can and will occur both in-person and remotely as needed.
- **Circles:** Each team uses a circle protocol to allow for expression of emotions and feelings related to whichever topic a Preceptor or student may choose. We use circles at various times to address issues, concerns, reset expectations or to work through disagreements. Circle protocol can and will be used in-person and remotely as needed.
- **TIG:** Trauma, Illness and Grief Training. Ten of our staff will attend TIG training throughout the fall and spring and will serve as a valuable resource and we help our young men work through difficult times. It also gives us access to other counselors if a crisis arises.
- **Partnership with Hope Incorporated Organization (HPIO) :** This will be a collaboration with HPIO staff who will come to school and work with our students on the following topics using evidenced based curriculum that meet the National Department of Health Standards
 - Love Notes is on the HHS Office of Adolescent Health's (OAH) list of Evidence-Based Teen Pregnancy Prevention Programs reduced dating violence, and increased healthy relationships amongst young adults.
 - Relationship Smarts PLUS is designed to help teens (14-18) learn how to make wise choices about relationships, dating, partners, sex, and more uses popular media and lively activities to engage both males and females in learning.
 - Mind Matters - People experiencing trauma and toxic stress often have difficulty regulating their emotional responses when facing challenges in school, life, relationships and family settings. This curriculum is based on innovative methods based on current research and neuroscience.
- **School Counselors:** Our school counseling staff will work with students in the building and remotely as needed. They will continue to facilitate collaboration with community mental health organizations and other resources when needed. They will also provide academic counseling for all students.
- **Staff Check In's-** Preceptors are our main contact with families. In our traditional model, they are check in with their families weekly. During remote learning they are responsible for physical contact via phone, in-person or virtually should occur every other day, at minimum.

Safety Drills: Safety drills will take place in accordance with state requirements. Masks are required while participating in all safety drills to prevent against infection in the case that students will not be able to maintain social distancing requirements.

Athletics and Extra-curricular Activities

- **Athletics:** The start of athletics has been postponed until Sept. 21 by the New York State Public High School Athletic Association
- **Extra-curricular Activities:** The formation of clubs will be postponed until later in the fall when we can review the impact that re-opening school has on our community.

Students with Disabilities and ELL's: We are currently assessing space and staffing to determine if students with disabilities and ELL students could report to school for more than two days. Until that determination is made:

- Students with disabilities will receive their services in-person and remotely as required by their IEP or 504 plan.
- ELL students will enroll in ENL class both on Edgenuity and in-person based on their NYSESLAT score.
- Services provided by outside providers will be considered essential and all staff must adhere to the Visitor/Contractor guidelines as outlined earlier in this document.

COMMUNICATION

Communication with families and students is essential for maintaining a consistent structure for academic and social emotional support. Based on the family and student survey results the following modes of communication will ensure the timely sharing of information, and providing student support.

- **Preceptor Communication:** Preceptors have developed strong relationship with their teams and their families. They are one of the most reliable and consistent forms of communication.
- **Robocalls:** This system proved useful in the spring and we will continue to utilize it.
- **Edgenuity parent portal:** We had some success with the creation of family accounts for Edgenuity in the spring. We will continue to promote and encourage families to sign up. It is a real time way for families to check their students' academic progress.
- **Text messaging:** This medium is effective for sharing reminders and short messages to spark initial contact with a family.
- **Mailings:** This is the most effective large-scale method for disseminating large amounts of information.
- **Social Media & Website:** We share information on our official, public, Facebook page, our website, and our private #VertusDifference Facebook group and have received a lot of positive feedback.
- **Training Sessions:** Norm setting for our new normal in-person settings, including Mask-wearing 101, COVID-19 101 (common language around hand washing, social distancing, what is COVID, how to help stop the spread)
- **Virtual New Family Night:** We will be holding a virtual New Family Night to help acclimate our new families to the Vertus Way and how school will work this fall. This will include introductions and information share by many of the key people and departments at Vertus.
- **Zoom Meetings:** Teacher office hours, virtual seminars, meetings and conferences can all be held via Zoom as needed.

SCHOOL CLOSURE

A move to fully remote learning will take place based on decisions made at the state or regional level, and dependent on the trends of increased COVID-19 cases. Communication of this to the families and the public will follow the above mentioned.

Employees

- School leadership team will determine roles and responsibilities for their direct reports that can be completed remotely and those that may need to be completed in the physical school building.
- Expectations for continued remote instructional and social emotional support may change to meet the needs of our students in a fully remote environment.

Students

- Students will continue their instruction remotely based on the above remote instruction guidelines.
- Staff will ensure that all students have the appropriate technology for what may be a long-term remote instruction period.