



# Brilla Schools Reopening Plan

2021-2022



**BRILLA**  
Public Charter Schools

### R-01 Executive Summary

Brilla Public Charter Schools seek to educate children holistically -- in mind, body, and spirit. Since our buildings closed in mid-March 2020, we have continued to live up to our mission by delivering rigorous, remote academics, robust character formation, financial support to our families, and emotional support to our students, families and staff in an intentionally joyful way. We reached virtually all of our 921 students and maintained daily attendance rates (based on completion of assigned work) of over 90% this past spring. In order to support the social, emotional and physical needs of our students and their families, we raised and spent over \$300,000 to feed and house some 150 of our most vulnerable families. We also invested some \$125,000 to distribute Chromebooks and secure Internet connectivity so that each and everyone of our students would have access to the tools they needed to continue learning this past spring.

As it relates to reopening in the fall, our holistic mission has informed our planning. Our top priority is to bring our students and staff back to school since there simply is no substitute for in-person care and attention. But we recognize that we need to do so in a safe way which meets or exceeds state and local guidelines. We have consulted families, staff, community partners, and health experts in designing this reopening plan. Our board reviewed key summary elements of the plan at our July 21, 2020 board meeting and voted on these full plans at our August 18th, 2020 board meeting. The key elements of this plan have remained in place for the 2021-2022 school year.

The following norms have guided our thinking:

1. **Urgency-** We need to quickly diagnose and intervene with best practices, decisions, and plans to ensure healing and growth is responsive and timely
2. **Flexibility-** Structures and systems will need to bend and adapt to ongoing needs and guidance; we will face the challenges with grace and an adaptive mindset
3. **Safety-** Emotional and physical well-being are essential to strong reopening; a focus on health both mental and physical provides comfort and safety for all stakeholders
4. **Prioritization-** Not everything can or should be done "first;" tough decisions are made with an objective view of reality and need
5. **Support-** Individuals require flexible and individual support to operate fully and with quality; supporting diverse needs ensures no one falls through the cracks

When we do open for in-person instruction in August 2021, we will offer a fully in-person school program for all students.

We plan to implement extensive safety measures including, but not limited to, requiring face masks/shields, regular hand washing, and daily health screenings. To ensure social distancing, we will allow fewer people (both students and adults) into our buildings based on capacity guidelines published by the DOH and CDC.

Vigilance and flexibility will continue to inform how we operate during this rapidly-evolving COVID situation which has placed such a heavy burden on all of us. We will continue to endeavor to act in a prudent, not fearful way to



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best serve both our families and our staff knowing that what we do is so important for the wellbeing and future of our community and our country.

Respectfully,

Luanne D. Zurlo  
Executive Director  
Brilla Schools Network  
*An Initiative of Seton Education Partners*

**R-02a Reopening Operations**

**Capacity**

- Brilla will serve just under sixteen hundred students across five school buildings in two Bronx community school districts this upcoming school year. In carefully planning for the safe reopening the following considerations have been made as it relates to the physical space of it's buildings. Optimal usage of space and creative staggering of students and staff to meet Department of Health safety guidelines. Such considerations include but are not limited to maintaining appropriate social distancing, mandating the usage of personal protective equipment, local medical capacity and referencing safe transportation plans from state officials.
- Brilla will rely on NYCDOE Pupil Transportation to ensure that school bus companies and personnel follow all appropriate guidelines for safety. Those families relying on NYC public transportation will be provided with full information and guidance for using public buses, subways, and taxis according to NYCDOH rules.

**Social Distancing**



- **Social Distancing:** As per the Center of Disease Control and Prevention (CDC) social distancing is referred to as the physical separation of six feet from individuals not living in the same household for both indoor and outdoor spaces. Brilla will maintain and develop appropriate social distancing protocols and procedures at all times throughout the scheduled in person school day.

That includes but not limited to;

- Usage of CDC approved physical barriers when functionally needed
- Building plan layout with routed paths for space usage
- Classroom assignment and timed schedule for each stakeholder group
- Permanent space assignment for each individual
- Amendments to existing school procedures to incorporate appropriate social distancing measures and precautions at all times
- Repurposing existing spaces to accommodate needs
- Social distancing will be adhered to in hallways, for travel into schools, and within classroom spaces.
- Students with special health care needs or disabilities whose learning (e.g., direct instruction) or other needs (e.g., assisting with toileting or

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	<p>ambulation) may require closer proximity and/or direct contact will be screened daily by a Brilla employee. This screening will rely, in part, on the employees' experience and knowledge of the student and their unique/personal affect. If for any reason our employee raises a concern, the nurse will be notified and an advanced screening will occur.</p> <ul style="list-style-type: none"> <li>○ To ensure social distancing is followed in school spaces, signs and floor markings will be installed to illustrate social/physical distancing.</li> </ul>
<p><b>PPE and Face Coverings</b></p>	<ul style="list-style-type: none"> <li>● Personal Protective Equipment (PPE) and <u>Face coverings</u> are an essential part of Brilla's reopening plan. Ensuring the safety of each stakeholder is of the utmost importance, face coverings will be required prior to entry of any Brilla school.             <ul style="list-style-type: none"> <li>○ As per the DOH face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment will be available as needed.</li> <li>○ Any individual unable to tolerate a face covering due to a medical concern will be required to provide documentation from their doctor. In such cases schools will make socially distant accommodations in accordance with CDC and DOH guidelines.</li> <li>○ All students and staff will be required to have an acceptable face covering before entering school grounds, facilities or any school administered space. Building entrance will be denied to any individual without appropriate PPE. This is a face covering disposable or cloth, covering both nose and mouth. Face coverings will be provided by school personnel at entry point and throughout the day if needed.</li> <li>○ For anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance, face coverings and masks will not be required, per CDC guidance.</li> </ul> </li> </ul> <div data-bbox="488 1293 1487 1808" data-label="Image"> <p>The infographic is divided into two rows: 'DO' and 'DON'T'.  <b>DO:</b>      1. Wear a mask when running essential errands. (Illustration: person with shopping cart)      2. Take mask off by the ear elastic. (Illustration: person removing mask)      3. Wash your mask as soon as possible. (Illustration: person washing mask)      4. Wash your hands for 20 seconds after removing your mask &amp; on a regular basis AND practice social distancing when outside of your home. (Illustration: hands being washed, a 20s timer, and two people 6 feet apart).  <b>DON'T:</b>      1. Touch your mask while you are wearing it. (Illustration: person touching mask)      2. Take your mask off by grabbing the center near your mouth and nose. (Illustration: person removing mask incorrectly)      3. Share your mask with others in your household without washing it first. (Illustration: family with one person wearing mask)      4. Play with your mask. (Illustration: person playing with mask)</p> </div>
<p><b>Operational Activity</b></p>	<ul style="list-style-type: none"> <li>● The day to day operations of each Brilla school will be altered to appropriately accommodate the needs of each building. In order to be in compliance with all</li> </ul>



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- state and local guidance, school wide procedures will be updated.
- Arrival will consist of a multi-door, staggered time entry and will include a temperature check prior to building entry. The procedure will be clearly communicated to families and signs will be posted to help traffic flow. Staff will be available to support families that arrive after the drop off window.
  - Any student arriving late will enter through the main entrance, receive a temperature check that will be documented and escorted either to the main office or classroom depending on need.
  - Any student picked up before the pick up window will need to notify the main office and ensure that it falls fifteen minutes before the dismissal time.
  - Dismissal will consist of a multi-door staggered dismissal in which students are escorted to the door.
  - Any student picked up late will be escorted to the main entrance door upon parent arrival.
  - During classroom transitions and throughout the day students and staff will be expected to remain socially distant from each other.
  - Visitors will not be allowed into the building without a scheduled appointment. These appointments will be used for emergency visits only. The goal is to minimize the number of people entering the building on a daily basis.
  - Safety drills will be conducted as per state guidance. Following the General Response Protocol (GRP) instructions with added social distancing restrictions.
  - Brilla staff will minimize the need to have multiple students sharing high touch materials. Staff will plan in advance to determine if additional materials or supplies are necessary to support instruction. Materials include, but are not limited to books, computers, calculators, writing utensils, computer keyboards/headphones, and art supplies.
  - Brilla employees will clean, disinfect, or sanitize materials at the end of each school day, consistent with CDC guidelines and procedures outlined further in this reopening plan.

### Restart Operations

- In planning for the restart of operations of each Brilla school the following factors were considered as the need of each building is widely different.
  - Individualized plan per site based on pre-existing building condition and capacity need.
  - Increased building ventilation in areas or spaces without windows or existing airflow.
  - Update bathroom fixtures to touch free functionality to promote less hand contact.
  - Plan for rigorous cleaning, disinfecting and sanitizing routines in accordance with DOH guidance



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	<ul style="list-style-type: none"><li>○ Equip each school with the necessary materials and resources needed to safely return for school reopening</li><li>○ Modification of schedules and daily routines to promote and maintain appropriate social distancing requirements</li></ul>
<b>Hygiene, Cleaning &amp; Disinfection</b>	<ul style="list-style-type: none"><li>● All Brilla Schools will adhere to regulations when conducting daily routine cleaning procedures and protocols. Promotion of all hygiene, cleaning and disinfection guidance set forth by DOH and CDC including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas;<ul style="list-style-type: none"><li>○ Schools will be equipped with all essential supplies needed to protect students and staff from COVID-19; including hand sanitizer, soap, disinfectants, thermometers and additional PPE.</li><li>○ Additional access and built in scheduled times for students and staff to wash hands and use hand sanitizer during the day.</li><li>○ Added routine cleaning of common spaces and frequently touched surface areas throughout the day; classrooms, bathrooms, building entrance and exit, stairwells, door knobs and shared equipment if needed.</li><li>○ Each classroom will be provided a cleaning supply station that includes; disinfecting wipes, hand sanitizer, extra PPE and tissue.</li><li>○ Deep and thorough nightly cleaning of each school building will be conducted with the adoption of electrostatic sprayers.</li><li>○ Cleaning records will be kept and reviewed to track daily and nightly check out per room and space.</li><li>○ Each building will post DOH approved signs regarding public health protections against COVID-19 to instruct staff and students in correct hand and respiratory hygiene. All signage will uphold NYC health's four core actions for prevention. Posted throughout the building in common areas, hallways, classrooms, offices and bathrooms.</li><li>○ Improving and adding HVAC systems were needed to ensure proper ventilation at all times.</li><li>○ Brilla will rely on NYCDOE Pupil Transportation to ensure that school bus companies and personnel follow all appropriate guidelines for cleanliness and disinfection. Any school buses contracted directly by charter schools will meet the same guidelines as provided by NYCDOH.</li></ul></li></ul>
<b>Extracurriculars</b>	<ul style="list-style-type: none"><li>● Extracurricular activities will mainly occur out of school hours in our optional afterschool programs. These activities will be in the lower risk and moderate risk sports and recreation tiers named below as per the DOH guidance. The following increased safety measures will be taken. Program will follow the same guidelines for exposure prevention - masks, social distancing, limited cohorts of students - as followed during the school day to the extent possible as recommended by the NYCDOH.<ul style="list-style-type: none"><li>○ <b>Lower risk sports</b> and recreation activities are characterized by:</li></ul></li></ul>



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	<ul style="list-style-type: none"><li>■ Greatest ability to maintain physical distance and/or be performed individually;</li><li>■ Greatest ability to (1) avoid touching of shared equipment, (2) clean and disinfect any equipment between uses by different individuals, or (3) not use shared equipment at all; and distance and/or limit exposure to shared equipment prior to such equipment being cleaned and disinfected.</li><li>○ <b>Moderate risk</b> sports and recreation activities are characterized by:<ul style="list-style-type: none"><li>■ Limited ability to maintain physical distance and/or be done individually;</li><li>■ Limited ability to: (1) avoid touching of shared equipment, (2) clean and disinfect equipment between uses by different individuals, or (3) not use shared equipment at all; and distance and/or limit exposure to shared equipment prior to such equipment being cleaned and disinfected.</li></ul></li></ul>
<b>Before and After Care</b>	<ul style="list-style-type: none"><li>● Brilla Schools does not offer a before care program. The two after school options are optional and traditionally serve forty percent of enrollment per building.<ul style="list-style-type: none"><li>○ Each program is physically located in an existing Brilla site. They will follow appropriate social distancing measures and provide PPE as needed.</li><li>○ Building maintenance and cleaning routines will continue from the school day into the afternoon.</li><li>○ Student grouping will be considered and cohorts from during the day will be maintained as much as possible in after school programming.</li><li>○ Will follow the same guidelines for exposure prevention - masks, social distancing, limited cohorts of students - as followed during the school day to the extent possible as recommended by the NYCDOH.</li></ul></li></ul>
<b>Vulnerable Populations</b>	<ul style="list-style-type: none"><li>● All members of the Brilla community are an essential part of the reopening plan. Returning to in person instruction will certainly take a village. The safety and well-being of all stakeholders is the most important part of planning for school return, special accommodations and considerations will be taken for stakeholders who are categorized as part of the vulnerable population, such as individuals who are at a greater risk if in contact with COVID-19. Students will have the option for 100% remote instruction. A process is in place for staff requisitions of work accommodations based on role and core work responsibility. Any stakeholder physically in person will need to request accommodations with documentation from their doctor for each school to appropriately plan for their individual needs.</li><li>● <b>Staff:</b><ul style="list-style-type: none"><li>○ Brilla Public Charter Schools is committed to doing all within its ability to deliver on its mission while protecting the health and well-being of its entire community. In light of the COVID-19 pandemic, we understand that certain staff members may request accommodations based on</li></ul></li></ul>



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personal pre-existing medical conditions or medical conditions of others in their household. A reasonable accommodation is a change made to the work schedule, job duties and/or work environment of an employee to accommodate their specific needs and allow them to perform the essential functions of their job.

- **Students:**

- Our priority is to maximize in-person instruction time. For this reason, we are prioritizing in-person instruction and will only shift to remote instruction when quarantine rules require it.

### Transportation

- Brilla provides bussing to mandated students only, as the wide majority of students are local commuters. We will rely on NYCDOE Pupil Transportation to ensure that school bus companies and personnel follow all appropriate guidelines for safety as recommended by the NYCDOH. Mandated students are those in temporary housing or mandated on their Individualized Education Program (IEP). Students will be socially distant while transported to and from the bus. During dismissal, Brilla will provide physical guides, such as signs and tape on the sidewalk, to ensure that students and school staff remain at least 6 feet apart while waiting for transportation.

### Food Services

- Brilla will rely on NYCDOE SchoolFood to ensure that service personnel follow all appropriate guidelines for safety as recommended by the NYCDOH. Brilla will train school staff as needed to reinforce the protocols adopted by food



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	<p>service and custodial personnel to ensure healthy, safe meals and the least disruption to the instructional day.</p> <ul style="list-style-type: none"><li>○ School meals are a vital part of the services we provide students. Brilla's food vendor is School Foods, the same as the Department of Education; a similar procedure will be implemented at every Brilla site.<ul style="list-style-type: none"><li>■ Grab-and-go meals will be available for breakfast and lunch each day, though students will also be permitted to bring their own lunch if preferred. Doing so will allow for more flexibility for physical distancing during lunch time, a time when many students usually gather in one location.</li><li>■ Lunch will be in classrooms to minimize interaction between groups of students.</li><li>■ Grab-and-go meals will be delivered to students</li></ul></li></ul>
<p><b>Mental Health, Behavioral, and Emotional Support Services &amp; Programs</b></p>	<ul style="list-style-type: none"><li>● Character Initiatives: Our instructional minutes used for Social Emotional Learning (SEL) will be increased at re-entry and scaffolded down to our typical number of minutes over the course of 8-16 weeks. Our SEL efforts and offerings will be guided by the 4 <u>CASEL SEL Critical Practices for Re-opening</u> and will utilize our in-house curriculum and best practices as well as Promoting Alternative Thinking Strategies, Human Dignity Curriculum, and Thriving Communities curricula.</li><li>● Our interactions with and support of all students will be guided by the tenets of Love &amp; Logic. These will also be informed by and involve Restorative Practices.</li></ul>
<p><b>Communication</b></p>	<p>Brilla leverages a variety of modalities to communicate with students and families, including social media posts, ClassTag virtual communities, OneCall phone call blasts, postal service mail, and individual phone calls. All communication is provided in both English and Spanish. Staff communication relies primarily on email and phone calls.</p> <ul style="list-style-type: none"><li>● Following a OneCall family survey to solicit family preferences for reopening models, our reopening plan options were summarized in a letter to families, blasted out via all electronic platforms. Staff then completed individual phone calls to ALL Brilla families to provide further details, answer questions about our reopening plans, and seek an initial commitment to the family's preferred option. Families will receive a mailer confirming their selection after the initial commitment deadline of August 7th, and a follow-up phone call from their child's classroom teacher. An optional Family Town Hall to review our reopening plans and take questions will be hosted on August 10th. Staff will lead a comprehensive mandatory training on our reopening plans for families during our Back to School Night events in mid-August, supplemented by an</li></ul>



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informational pamphlet. This event will be recorded and shared for families to review. Families will be made aware that they have the option to transition from the blended option to the fully remote option at any time; they may switch from the fully remote option to the blended option at specified times, established in accordance with our official in-person reopening date.

- Following the start of the school year, staff will engage in ongoing individual communications with families via ClassTag or phone calls to monitor progress and provide support. Families will receive school-wide updates and reminders about our procedures via all of the above named communication platforms.
- During the first weeks of in-person learning, students will receive direct instruction about our school procedures, with a specific focus on safety.
- Staff was informed of our reopening plans via email, with many receiving individual phone calls from administrators to discuss specific details based on role and need for accommodations as indicated on a staff survey. All staff were invited to attend an optional Town Hall on July 30th focusing on reopening plans. During four weeks of staff onboarding, staff will receive extensive training on our adapted school program and new safety protocols. Staff will be provided with updates and reminders on a daily basis as needed, via email communication and virtual staff meetings.
- All stakeholders will be required to sign a Community Commitment to assert their intent to comply with all safety guidelines as issued by the DOH and Brilla, both on campus and at home.
- DOH-aligned signage will be posted throughout all school buildings in accordance with safety procedures related to hygiene, PPE, and social distancing
- Visitors will be permitted entry on a very limited basis; all visitors will be briefed on our safety guidelines prior to entry, and required to adhere to guidelines for the duration of their visit.
- All family communications will be posted to the Brilla Schools website.



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### R-02b Monitoring

#### Screening

- Brilla Schools will implement mandatory health screenings prior to building entry daily. These daily screenings will help limit the number of symptomatic individuals present for in person instruction.
  - Such screenings will include a temperature check of all students, faculty, staff, vendors and visitors to identify any individuals that may have or may have been exposed to the COVID-19 virus.
  - Temperature checks will happen daily prior to building entry. If an individual presents a temperature of greater than 100.4°F building entry will be denied or sent directly to a dedicated area prior to being picked up or otherwise sent home. Parent/guardian is expected to remain with the student until confirmed appropriate temperature reading.
  - Staff, vendors and visitors will be expected to complete a health screening questionnaire prior to building entry daily. It will be in electronic form and completion collection will be monitored.
  - Periodically a health screening questionnaire will be sent to students; younger students may require a parent or legal guardian to answer.
  - All building entry will be strictly limited to individuals conducting scheduled business in the school building; Any visitor requesting building entry will need to be by appointment only and approved by school administration prior to entry.

#### Daily student screenings

Immunization guidance from the Department of Health and Mental Hygiene which highlights the important requirements of staying up to date with immunizations.

- Parents and guardians should immediately notify the school Operations staff and their health care provider if they or their child display any of the symptoms below, become sick with COVID-19, test positive for COVID-19, or have been exposed to someone with COVID-19. Students who feel sick, have recently traveled to or from a CDC hotspot, or who have been exposed to a positive COVID-19 case, should stay at home and contact their health care provider and building administrator.
- Parents and guardians are strongly encouraged to screen their child on a daily basis for the following COVID-19 symptoms;
  - Fever above 100.0 or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell



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	<ul style="list-style-type: none"><li>■ Sore throat</li><li>■ Congestion or runny nose</li><li>■ Nausea or vomiting</li><li>■ Diarrhea</li></ul> <p>Daily staff screenings</p> <ul style="list-style-type: none"><li>○ Employees should immediately notify the building administrator or school nurse if they are experiencing any of the symptoms listed below, become sick with COVID-19, test positive for COVID-19, or have been exposed to someone with COVID-19.</li><li>○ Employees who feel sick, have recently traveled to or from a CDC hotspot, or who have been exposed to a positive COVID case, should stay at home and contact their health care provider and building administrator.</li><li>○ All Brilla Staff are expected to self screen daily for the following COVID-19 symptoms:<ul style="list-style-type: none"><li>■ Fever above 100 or chills</li><li>■ Cough</li><li>■ Shortness of breath or difficulty breathing</li><li>■ Fatigue</li><li>■ Muscle or body aches</li><li>■ Headache</li><li>■ New loss of taste or smell</li><li>■ Sore throat</li><li>■ Congestion or runny nose</li><li>■ Nausea or vomiting</li><li>■ Diarrhea</li></ul></li></ul>
<b>Health Testing Protocols</b>	<ul style="list-style-type: none"><li>● Brilla will consult with their assigned NYCDOH nurse to determine which staff and students presenting symptoms should be referred for COVID-19 tests. COVID-19 testing is available across New York City and unless determined otherwise by NYCDOH, students and staff will continue to use their own doctors or clinics/hospitals of their choice.</li></ul> <p><b>Prevention</b></p> <ul style="list-style-type: none"><li>● The CDC outlines the <u>ways in which COVID-19 is spread</u>; mainly through person-to-person contact.<ul style="list-style-type: none"><li>○ Brilla staff will be trained on the signs and symptoms of COVID-19 listed <u>here</u></li><li>○ Individuals who are in close contact with one another for an extended period of time (15 minutes or longer, within about 6 feet).</li><li>○ Through respiratory droplets produced when an infected person coughs, sneezes or talks.</li><li>○ Droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.</li><li>○ Individuals without symptoms may be able to spread COVID-19.</li></ul></li></ul>



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- Keeping distance from others is especially important for people who are at higher risk of getting very sick.
- Most importantly all stakeholders who are sick or not feeling well, are advised to stay home
- All Brilla Schools will be trained and reinforce the following practices to help reduce the spread of infection

### Building Disinfecting

- Brilla will ensure surfaces that are frequently touched will be cleaned and disinfected routinely and frequently throughout the day. This will include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, toys and equipment or any items/surfaces expressly identified as in need of cleaning. All cleaning products are approved for use in schools.

### Hand Washing

- Students and staff will be expected to wash hands often with soap and water for at least 20 seconds especially after being in a shared place, after blowing your nose, coughing, or sneezing.
- If soap and water are not available, hand sanitizer that contains at least 60% alcohol will be provided. When using hand sanitizer, be sure to cover all surfaces of your hands (front and back) and rub them together until they feel dry.
- Avoid touching your eyes, nose, mouth and face with unwashed hands.
- Wash/sanitize your hands upon arrival to school, when leaving/transitioning from a classroom for any reason, and when prompted to do so by an adult.
- Classroom cohorts, where applicable, will be assigned specific washing stations, and/or hand sanitizer dispensers.

### Coughing and Sneezing

- Mouth and nose covered with a tissue when coughing or sneezing or using the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

### Materials

- Staff will minimize the need to have multiple students sharing high touch materials. Staff will plan in advance to determine if additional materials or supplies are necessary to support instruction. Materials include, but are not limited to books, computers, calculators, writing utensils, computer keyboards/headphones, and art supplies.
  - Staff will clean, disinfect, or sanitize materials at the end of each school day, consistent with CDC guidelines and procedures outlined



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	further in this reopening
<b>Health Testing Responsibility and Early Warning Signs</b>	<ul style="list-style-type: none"><li>● Any member of the Brilla community who suspects or shows symptoms of COVID-19 are urged to get tested for COVID-19 prior to returning to the school building. It is the goal of Brilla Schools to provide a safe and secure environment for our students, staff, and visitors. In the event a staff or student are exhibiting symptoms of COVID 19, please implement the following:  Symptomatic Individuals:<ul style="list-style-type: none"><li>● Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:<ul style="list-style-type: none"><li>○ Cough</li><li>○ Shortness of breath or difficulty breathing</li><li>○ Fever</li><li>○ Chills</li><li>○ Muscle pain</li><li>○ Sore throat</li><li>○ New loss of taste or smell</li></ul></li><li>● Symptomatic before reporting to work or school the following procedures will be in place for all staff or students exhibiting <u>symptoms of COVID 19</u>:<ul style="list-style-type: none"><li>○ Staff and students are encouraged to stay home if they are sick or not feeling well.</li><li>○ Staff and students with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory, should adhere to quarantine guidance before returning in-person to the school. <u>here</u></li><li>○ Consult the CDC self checker <u>here</u>.</li><li>○ Any staff or students that have been exposed to a known case of COVID 19 should consult with their healthcare provider and practice self quarantining guidance as recommended by the <u>CDC</u>.</li><li>○ Any person with a temperature over 100.0 degrees should stay home and consult with their health care provider.<ul style="list-style-type: none"><li>■ Staff or students should be fever free for a period of 24 hours before returning to work or school</li><li>■ Staff or students looking for a testing site should visit this <u>Testing site page</u> for the nearest location.</li></ul></li></ul></li><li>● If staff or students become symptomatic at school they should immediately report their symptoms to the school nurse and building administrator then do the following:<ul style="list-style-type: none"><li>○ After reporting the concern to nurse and building administrator;</li></ul></li></ul></li></ul>



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- Maintain social distancing at all times and wear your PPE;
- Secure your personal effects and report to designated isolation area;
- Upon arrival at the designated isolation area, staff or student will be further screened by nurse or other healthcare provider (a secondary area will be identified for cases of overflow);
- Pending outcome of screening, staff or student will be released to their parent, guardian or responsible adult;
  - Release to parent/guardian will be facilitated by nurse, health aide or designee. PPE (mask and gloves) will be required.
  - Parent/guardian will arrive at designated location and call or text health or main office
  - Student will be escorted to main entrance
  - Staff will return to building, discard gloves, wash hands per CDC guidelines, and resume operations
  - The location will be appropriately cleaned utilizing CDC guidelines
  - Maintain a log of student and staff names that may have been exposed by date and location.
  
- Staff or students exhibiting symptoms may be required to complete additional assessment by a healthcare provider and are encouraged to share the results with their employer or appropriate school personnel.
- Upon verification of positive COVID-19 status, Principal, Operations leader, Chief of Schools and Chief Operating Officer will be notified and appropriate measures regarding collaboration with contact tracing professionals will commence.
- The appropriate cleaning and disinfecting measures will be taken in accordance with the CDC [School Considerations](#) .
- If students and staff need access to large-scale testing, Brilla will follow directions from NYCDOH regarding where testing should happen and communication to the school community.
- Brilla will follow all metrics as set by NYCDOH if cases in NYC are increasing beyond an appropriate level and modify in-person instruction as necessary.

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R-02c Containment	
<b>School Health Offices</b>	<ul style="list-style-type: none"> <li>● Every Brilla building will have a Department of Health trained nurse onsite during hours of operation. A designated office space is set for each nurse to conduct daily visits of ill students or staff. Their list of responsibilities are guided by the DOE and DOH regulations listed <a href="#">here</a>. In the event of a symptomatic staff member or student the School Nurse is the only trained professional able to conduct a thorough screening beyond the temperature check.</li> <li>● DOH will provide all the PPE and supplies necessary for outfitting the school health office, including but not limited to eye protection, gloves, gown, and masks.</li> </ul>
<b>Isolation</b>	<ul style="list-style-type: none"> <li>● A designated isolation room will be assigned in every Brilla building separate from the Health office. This space will accommodate individuals who exhibit systems consistent with COVID-19 and waiting to be picked up. Students will remain supervised in the isolation room at all times. Appropriate PPE will be provided for school health office staff caring for the symptomatic individual. The process listed above for on site symptomatic individuals will be followed.               <ul style="list-style-type: none"> <li>○ Upon arrival to the designated isolation area, staff or student will be further screened by the school nurse and a secondary area will be identified for cases of overflow.</li> </ul> </li> </ul>
<b>Collection</b>	<ul style="list-style-type: none"> <li>● Release to parent or guardian from the isolation room will be facilitated by nurse or school staff designee. PPE (mask and gloves) will be required at all times. Parent or guardian will arrive to the designated location and call or text the main office prior to entering the building. Student will be escorted to the main entrance for contact free dismissal. Staff will return to the building, discard gloves, wash hands per CDC guidelines, and resume school operations. A log of student and staff names that may have been exposed by date and location will be kept.</li> </ul>
<b>Infected Individuals</b>	<ul style="list-style-type: none"> <li>● Students and staff who test positive for COVID-19 are expected to notify school personnel immediately; who will take further action in notifying potentially exposed individuals and conduct extensive cleaning and disinfecting of the school building. All notification will be done confidentially in accordance with all federal regulation.               <ul style="list-style-type: none"> <li>○ Any staff or student who tests positive for COVID-19 are to follow <a href="#">CDC guidance</a> and remain isolated as per <a href="#">CDC guidance</a></li> <li>○ Prior to returning to in person learning individuals must provide at a minimum, documentation of evaluation by a healthcare provider; healthcare provider note clearing a person to return to school, negative COVID-19 testing, and symptom resolution, or if COVID -19 positive, release from isolation as required by DOH and NYSED Guidance</li> </ul> </li> </ul>



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	<ul style="list-style-type: none"><li>○ Students or staff that test positive for COVID-19 will be required to stay out of school for 10 days or until symptoms end per the guidance of the NYCDOH.</li></ul>
<b>Exposed Individuals</b>	<ul style="list-style-type: none"><li>● All exposed individuals are encouraged to notify school personnel immediately to help avoid further spread of COVID-19; We will identify the ways exposed individuals are expected to take action in the event they are exposed directly to someone who tests positive for COVID-19.</li><li>● Students or staff that have been exposed to COVID-19 will be required to stay out of school for 14 days. Brilla will consult with NYCDOH or NYC Trace to determine who is an "exposed" individual and must stay out of school.</li><li>● As per CDC guidance the following quarantine requirements are to be followed if exposed to COVID-19. Anyone who has been in close contact with someone who has had COVID-19. All individuals who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.<ul style="list-style-type: none"><li>○ What counts as close contact?<ul style="list-style-type: none"><li>■ You were within 6 feet of someone who has COVID-19 for at least 15 minutes</li><li>■ You provided care at home to someone who is sick with COVID-19</li><li>■ You had direct physical contact with the person (touched, hugged, or kissed them)</li><li>■ You shared eating or drinking utensils</li><li>■ They sneezed, coughed, or somehow got respiratory droplets on you</li></ul></li></ul></li><li>● Exposed Individuals are to stay home and monitor their health<ul style="list-style-type: none"><li>○ Stay home for 14 days after your last contact with a person who has COVID-19</li><li>○ Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19</li><li>○ If possible, stay away others, especially people who are at higher risk for getting very sick from COVID-19</li></ul></li></ul>
<b>Hygiene, Cleaning, and Disinfection</b>	<ul style="list-style-type: none"><li>● Brilla schools will follow all guidelines set forth by the DOH and CDC for hygiene, cleaning, and disinfection and promotion of all buildings. The Isolation room and all potentially exposed areas will be strategically cleaned and appropriate notification will be given to occupants of such areas.</li></ul> <p>Additional preventative Measures as per the CDC-</p> <ul style="list-style-type: none"><li>● <a href="#">Washing hands</a> often with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.</li><li>● Covering coughs and sneezes with a tissue or inside of elbow, throwing the tissue away, and then washing hands.</li></ul>



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	<ul style="list-style-type: none"><li>● Avoiding touching one’s eyes, nose, mouth, and cloth face covering.</li><li>● Maintaining <a href="#">distance</a> of at least 6 feet from other adults, and from students when feasible.</li><li>● Wearing a cloth face covering especially when other <a href="#">social distancing</a> measures are difficult to maintain.</li><li>● Cleaning and disinfecting <a href="#">frequently touched surfaces</a>, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.</li><li>● Staying home when sick, or after being in <a href="#">close contact</a> with a person with COVID-19.</li><li>● Limiting use of shared objects (e.g., gym or physical education equipment, art supplies, games) when possible, and cleaning and disinfecting these objects frequently.</li></ul>
<b>Contact Tracking</b>	<ul style="list-style-type: none"><li>● For the purposes of contact tracing, a log of all persons who enter the isolation room will be maintained. Individuals supervising the room will be equipped with proper PPE. Brilla will work with local health departments in supporting all contact tracing efforts.<ul style="list-style-type: none"><li>○ Will work with the NYCDOH to determine what conditions (i.e. number of positive COVID-19 cases in the building) would trigger a pod, section, or full school closure and the amount of time of the closure.</li><li>○ using the protocols, training, and tools provided through the New York State Contact <a href="#">Tracing Program</a>.</li><li>○ Keeping stakeholders informed with accurate <a href="#">signage</a>, <a href="#">contact tracing tool</a>, <a href="#">What to expect</a>.</li></ul></li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>● Brilla will share all protocols and safety measures taken with all stakeholders. Including but not limited to parents or legal guardians, staff, students and the local community as needed. Keeping all parties informed is the best way to be proactive in stopping the spread of COVID-19.</li></ul>



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### R-02d Closure

#### Closure Triggers, operations activity and communication

- Closure Triggers may include but not limited to;
  - Following the [Public Health Guidance for Community-Related Exposure](#) guidance.
  - Reducing in-person education in a particular class, grade or floor of the school building if
    - a reported positive case is confirmed in a staff or student who has had close contact (closer than six feet) for 15 minutes or more, will result in the entire grade transitioning to virtual learning for a 14 day period; in which the following rotation of students will be able to return for in-person instruction on their scheduled week.
    - multiple reported cases are confirmed in a scheduled week from at least two different grades will result in transition to virtual learning for a 14 day period for the entire building scheduled for that week
    - an excessive number of symptomatic individuals are sent home or absent from a particular class or floor of a building will result in class or grade transition to virtual learning for a 14 day period
  - School Closure of the entire school building if
    - a confirmed positive case in staff or student in more than one floor of the school building over both week rotation schedules
    - Statewide mandate from government officials if state infection rate is higher than deemed safe
- In the event any of the triggers listed above result in a school closure or reduced in-person learning the following systems and procedures will be put in place
  - Consultation with state and local officials to conduct an orderly and in compliant school closure
  - All stakeholders will be prepared to transition in and out of in-person and virtual instruction at all times as the hybrid model requires students to work virtually every other week for the majority of students. All Kindergarten and SPED students who choose the in person option and are in person 100% of the time will also be given devices in the event of a school closure or if they choose to transition out of the in-person learning option.
  - School based facilities teams will follow the [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#) prior to building re-entry
  - Clear communication about school closure and next steps will be given to parent/ guardian and staff personnel
    - Internally
      - Exposed student or staff are expected to provide documentation from a health care provider clearing them to return to in-person work or instruction
      - All potentially exposed students and staff will be informed in writing and given instructions for transition

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	<p>to virtual learning</p> <ul style="list-style-type: none"> <li>● Communication will go out to parent or guardian of potentially exposed students</li> <li>○ Students will be phased back into their in person schedule rotation after their cohort or grade quarantine days are complete</li> </ul>
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### Pre-Opening, School Calendars & Scheduling

R-03a Pre-Opening	
<p><b>Constituents Engaged in Establishing Reopening Plan</b></p>	<ul style="list-style-type: none"> <li>● As Brilla transitioned to fully remote learning for the last three months of the 2019-2020 school year, Brilla leadership engaged a set of six task forces that included school-staff, network staff, and family representatives to provide feedback about their current experiences and counsel/considerations for reopening in the fall. Task Forces generated ideas and solutions for stakeholder physical and emotional safety, building community and culture, formal and informal assessments, synchronous versus asynchronous learning activities, and communication methods. Task Forces were comprised of stakeholders across domains of the school program: teachers, student services personnel, fine and applied arts teachers, administrators, operations staff, and network leadership.</li> <li>● Families provided ongoing feedback about remote learning through weekly check-in calls with staff; this feedback was considered in reopening plans</li> <li>● A staff survey was distributed to collect information about staff needs for accommodations during reopening, in order to inform programmatic design based on expected staff capacity</li> <li>● A family survey was distributed to collect information about family preferences for reopening, such as the preference for remote learning vs. in-person learning, and preferences for in-person learning rotating on a daily basis or weekly basis</li> <li>● Brilla network leadership collaborated with leaders from other charter networks to share best practices, plan details, and relevant data in regard to reopening, as well as attending various information sessions and consulting resources provided by SUNY, DOH, CDC, NYC Charter Center, and other centralized bodies</li> </ul>
<p><b>Fire, Safety, and Other Drills</b></p>	<ul style="list-style-type: none"> <li>● All safety and fire drills will be conducted as per the General Response protocol with added social distancing measures and safety precautions. Staff and students will be required to wear appropriate PPE when drills are conducted and more time will be provided to conduct drills in a safe way. All school wide procedures will be modified to allow for social distancing throughout each building while in person school is in session.</li> </ul>



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### Technology Needs

- In order to access the remote elements of Brilla’s learning plan, all Brilla students are provided with a computer to use at home. Computer distribution and pick-up is facilitated by campus operations teams prior to the start of the school year, with access confirmed and logged via a centralized system.
- Families requiring a hot spot to ensure internet connectivity are provided one.
- Families who have not previously experienced remote learning with Brilla will receive individual phone calls during the first week of remote learning to ensure smooth entry and access to platforms. A number of “how to” guides have been created as a resource to families and are posted to the Brilla website.
- Classroom teachers monitor student completion and access to remote learning platforms on a daily basis, for all students.
- Families are provided with explicit guidance for how to address tech troubles, with the option to consult our resource guides, call their classroom teacher, or call a designated tech support phone number for guaranteed access to a staff member who can provide support during business hours.



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