NY FORWARD SAFETY PLAN

Brooklyn LAB Charter School’s Safety Plan, in accordance with NY Department of Health and NY Department of Education guidelines, outlining how it will prevent the spread of COVID-19
To our school community:

The preparation described in these slides was developed to provide a framework, grounded in recommendations from relevant governing bodies, for a safe return to and operation of LAB during the COVID-19 pandemic. We are committed to keeping our students, teachers, staff, and their families safe.

This preparation reflects practical recommendations, based on guidelines from the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO), can be tailored to address various scenarios that our city and country may face as our students return to school. To navigate this, we have tapped into internal and external support to develop an approach that lays out new protocols for the health and well-being of our community. We have taken additional precautions for students with disabilities, underlying health conditions, asthma or respiratory illness, and special education requirements.

We strive to re-open our school facilities and provide homebound instruction options so that everyone feels comfortable. It is a multifaceted challenge, but we hope that creating and sharing this resource provides transparency into our process and fosters the dialogue necessary to have a safe and healthy school environment.
NY State Guidance
The State of NY provides resources for schools guidance on how to safely reopen their facilities, and provides the guidelines for schools to submit plans to the New York State Department of Health (DOH) and the New York State Education Department (NYSED) to reopen and operate during the COVID-19 public health emergency. [NY Toolkit]

Center for Disease Control (CDC)
CDC offers considerations for ways in which schools can help protect students, teachers, administrators, and staff and slow the spread of COVID-19. [CDC Toolkit]

World Health Organization (WHO)
WHO’s primary role is to direct international health within the United Nations’ system and to lead partners in global health responses. [WHO Toolkit]

LAB has designed its response in accordance with guidelines from the relevant expert agencies charged with safeguarding public health.
NY DOH’s template for safety has three components that constitute a response framework to prevent the spread of COVID-19 within facilities:

**PEOPLE**
- LAB’s reopening strategy encourages social distancing
- Solutions to ensure spaces that do not naturally allow for social distancing e.g. stairwells and bathrooms are adapted accordingly

**PLACES**
- Procure and distribute PPE to individuals entering LAB
- Ensure LAB’s facilities are appropriately sanitized and LAB’s community receives adequate venues to sanitize their hands
- LAB communicates its processes and protocols to the appropriate stakeholders

**PROCESS**
- LAB implements health screening assessments before entry into its facilities are granted
- LAB has a response strategy in the event there is a presumptive COVID-19 case
People: Designing a safe, healthy socially-distanced LAB

<table>
<thead>
<tr>
<th>Our Steps</th>
<th>LAB Innovation</th>
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<tbody>
<tr>
<td>● <strong>Outfitting our School:</strong> The bathrooms and stairwell are two areas that do not naturally allow for 6 ft. of social distance. The bathroom sinks and urinals are 3 ft. apart. In response, LAB has procured and will install dividers between the sinks and the urinals. For the stairwells, LAB will put signage that manages the direction of traffic and that encourages appropriate social distancing.</td>
<td>When students arrive, they will enter through the “Front Porch”, a social distancing line and shelter.</td>
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<td>● <strong>Increased Signage:</strong> Throughout the building, LAB has posted signage encouraging social distancing and healthy hygiene practices.</td>
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<td>● <strong>Sanitation Access:</strong> LAB has added at least one sanitization station per classroom and several stations throughout the corridors.</td>
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<td>● <strong>Decreased Visitation:</strong> Normal visitation will not be allowed in the facilities. LAB will limit the number of visitors to the school unless they are necessary.</td>
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<td>● <strong>Required Face Coverings:</strong> Upon entering, visitors are required to wear a face-covering at all times.</td>
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<td>● <strong>Enhanced Front Door Policies:</strong> To ensure physical social distancing between students, LAB has outlined arrival and departure protocols for individuals entering the building. In our Solutions Guide, this protocol is referred to as the “Front Porch”.</td>
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<td>● <strong>Adjusting School Schedule:</strong> To decrease the number of students in the building at one time, students will attend classes on a two-track session, A/B schedule. All students will be organized into cohorts, and will remain in these cohorts throughout the day.</td>
<td>In alignment with NYSED regulations, LAB has assessed each classroom’s capacity and invested in dividers to enforce social distance.</td>
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<td>● <strong>Social Distanced Classrooms:</strong> All LAB seating(desks) are spaced 6 ft apart, will have personal dividers, and will face the same direction. Students will be asked to remain in their seats throughout the duration of the instructional time to decrease potential exposure. Meals will be consumed in students’ respective classrooms.</td>
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**Places: Ensuring LAB’s facilities foster healthy learning spaces**

### Our Steps

- **Accessible PPE Supplies:** All LAB students and faculty will receive 3 fabric face masks at the beginning of the school year. LAB will always have at least a 30-day supply of PPE materials and will manage the distribution of PPE to each campus and classroom. LAB will offer students and staff in the event that they do not have their cloth mask per NYSE Executive Order 202.16, which will be distributed at the "Front Porch" by security.

- **Elite Cleaning:** LAB will have a Sanitization and Disinfection Lead that will coordinate and manage LAB’s in house janitorial services as well as contracted janitorial staff. The Lead will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility, classroom, or area. LAB will hire an on-site response team to provide daily cleaning and sanitizing services that align with CDC, EPA and DOH mandates for safe operations. There will be 3 types of cleaning: preventative (prior to school opening), daily (disinfecting throughout the day), and restorative (in the event of confirmed COVID-19 cases).

- **Proper PPE Disposal:** PPE used to prevent the spread of COVID-19 may be discarded in the general trash, assuming that the waste would not otherwise be classified as a medical waste under Part 138, Medical Waste Regulatory Act, of the Public Health Code, 1978 PA 368.

- **Regular Disinfection:** Next to the hand sanitizing stations in each classroom and along the corridors, there will be disinfectant wipes that students can grab when cleaning their desks or their utensils. Every classroom will have supplies such as disinfectant, soap, hand sanitizer, face masks and shields, and gloves to clean common objects and ensure safety between students.

- **Socializing Policies:** At LAB, we recognize that the success of these new policies and procedures rely on their ability to be socialized and internalized by our students and staff. The new policies and procedures will be provided in the language(s) spoken by our students and their families, and will be accessible to those with visual and/or hearing impairments.

### LAB Innovation

- **LAB has held townhall sessions for students and parents to communicate our strategy and receive feedback.**

- **LAB has consulted design firms and architects to restructure our facilities to align to our “New Normal” and ensure the safety of our community.**
**Process:** Protecting our schools through effective processes

### Our Steps

- **Pre-Arrival Checks:** Families and staff are highly encouraged to conduct a temperature and symptom check as well as complete a pre-arrival survey before coming to school.
- **Facilitating Access:** LAB will take the necessary steps to ensure that any process has multiple avenues of completion and is not used as a basis to exclude students from the school. Families will be provided with the internet to enable the completion of these processes.
- **Effective Health Screening:** Upon arrival, all individuals will receive a temperature and symptoms check. In line with the NY State Education Department Reopening Guidelines, if an individual's temperature is at or above 100 degrees Fahrenheit, students should remain at home. The Student and Staff Access and Control Lead, the COO, and other Front Porch staff will manage the social distancing logistics for arrival and departure, screening, and testings (as mandated) for students, staff, visitors, and vendors.
- **Getting to classes, quicker:** The screening arrival process (also known as Front Porch) will be implemented by 6 staff members at the main campus and 4 staff members at the other 2 locations. During that process, staff will check entering individuals for appropriate PPE, their temperature, and any COVID-19 symptoms.
- **Effective Contact Tracing:** Under the guidance of the NY State Contact Tracing, LAB will ensure that all individuals that came in contact with symptomatic individual(s) or have been in their immediate vicinity (shared classroom office, common spaces), are informed and provided with the appropriate information to get tested. Medical professionals will direct and advise the quarantine decisions of families.
- **Prioritizing Confidentiality and Discretion:** Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine whether students are to be excluded from school based on contact without guidance and direction from the local department of health.

### LAB Innovation

- LAB has developed and formed a COVID-response team to quickly respond to presumptive cases.
- In alignment with Department of Health guidance, LAB will respond to presumptive cases and help contain the spread through contact tracing.
LAB has developed the structures to respond quickly and effectively

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<th>LEARNING</th>
<th>DATA</th>
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<tr>
<td></td>
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<td>LAB’s COO</td>
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<tr>
<td></td>
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<td>NURSE</td>
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<tr>
<td>NURSE</td>
<td>Lead Isolation Process + Manages Protocols Around Suspected or Confirmed Cases</td>
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<tr>
<td>STAFF COMM. LEAD</td>
<td>Communicates LAB’s response + Conducts Contact Tracing</td>
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<tr>
<td>STAFF COMM. LEAD</td>
<td>Manages Pandemic Relation Comm. + Ensures Receipt of Comm.</td>
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<td>FACILITY COMM. LEAD</td>
<td>Procurement Management + Distribution of PPE Material</td>
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<tr>
<td>ISOLATION COORDINATOR</td>
<td>Lead Isolation Process + Manages Protocols Around Suspected or Confirmed Cases</td>
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<tr>
<td>VIRUS PREV. AND PROTOCOL LEAD</td>
<td>Manages Isolation Room + Filing Necessary Paperwork + Contacts Families</td>
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<td>SANITIZATION AND DISINFECTION LEAD</td>
<td>Maintains Isolation Protocol + Leads Contact Tracing</td>
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<tr>
<td>SANITIZATION AND DISINFECTION LEAD</td>
<td>Coordinates Janitorial Services + Records Cleaning + Trains Janitorial Staff</td>
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- Safely Isolate Individual
- Report
- Contact Families
- Disinfect
- Contact Trace
- Communicate to our Community
LAB has created these resources to keep you informed on our response.

**Back to School Initiative Restoration Solutions Guide**

This guide is LAB’s policy for navigating the “new normal”, and lays out our new protocols for the health and well-being of our community. It provides specific guidance on how to isolate and handle a suspected COVID-19 cases.

**Back to School Facilities Tool Kit**

LAB’s Tool Kit contains modifications to our school facilities that support our commitment to meeting the needs of all learners. The tool kit covers operational adjustments that the LAB team is developing and focuses on general education, students with special needs, and small classes.

**Continuity of Learning Plan**

LAB’s Continuity Plan ensures our scholars have continued and consistent access to educational opportunities through home instruction and remote learning. This contains our new learning strategy.

**Brooklyn Laboratory Charter 2020-2021 Continuity of Learning Plan**

In line with NYSED Reopening Plan Guidance, for schools to have “clear opportunities for equity, continuity of learning regardless of the instructional model used, providing standards-based instruction, making parents and stakeholders engaged, and clearly communicating information about instructional models,” the Brooklyn Laboratory Charter School has developed and continues to refine a plan for ensuring our scholars have continued and consistent access to home instruction and remote learning. LAB’s charter opening model is designed to provide scholars with a quality of instruction and remote learning experiences and teacher supports that closely replicate the learning experiences during the 2020-2021 school year focuses on the instructional model that is appropriate for scholar preparation, mental health, and social comfort.