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Executive Education Director

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## COVID-19 Reopening Plan

### Charles R Drew ELC COVID-19 Reopening Safety Plan

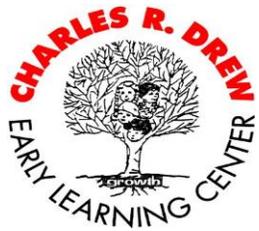
In response to the COVID-19 pandemic and in accordance with all safety standards put forth by New York State and the federal government, including but not limited to, the safety standards issued by:

- the Centers for Disease Control and Prevention (CDC)
- the Environmental Protection Agency (EPA)
- US DOL's Occupational Safety and Health Administration (OSHA)
- NYS Department of Health
- NYC Health Department, and
- NYS Education Department

**Rationale for New Safety Plan:** The first goal of Charles R Drew is to keep all children, parents, families, teachers and visitors safe and healthy. Given the nature of COVID-19 Charles R Drew has implemented safety measures above the regular safety plan to decrease the likelihood of the spread of infection and to protect all who come into its centers with a high level of protection.

#### COMMUNICATION

- All staff will be trained extensively on the policies and procedures outlined in the health and safety plan with an emphasis on new COVID-19 procedures. Specifically, staff will be trained on the following: physical distancing policies, personal protective equipment (i.e. face masks/ coverings, gloves, PPE, etc.), hygiene, cleaning and disinfection procedures, health screening procedures and how to support parents and children in the adherence of policies.
- Staff will also be trained on how to teach children about health and hygiene procedures, as well as supporting parents in adhering to the regulations. Health and safety procedures



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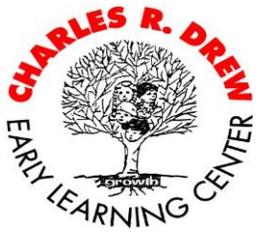
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will be reviewed periodically (with a minimum of 4 times throughout the year) during professional development.

- The director will communicate to all parents and families through a video conference workshop outlining each policy outlined. This will be offered at different times of the day and offered in English, Creole and Spanish.
- A written version of the health and safety plan will be posted in each classroom and at the front desk of each building.
- The written version as well as the PowerPoint will be posted on the REMIND app.
- Both staff and parents will be required to sign the health and safety policies attesting to their understanding and adherence to them. All staff will be asked to attest to understanding the policies as well as being able to convey them to parents and visitors.
- The directors and family workers at each site will communicate verbally, in writing and posted online to parents all the symptoms of COVID-19 that require action and/or temporary removal from the program.
- Posters and signage will be placed outside and throughout the build to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- As part of the first unit of study, children will be explicitly taught about the new safety protocols, including temperature, how to use the hand sanitizing station, hand-washing techniques, respiratory hygiene, and social distancing. (These elements will be periodically reviewed throughout each week.)
- The complete safety, including this response to COVID-19, will be placed in every room and hallway, as well as a copy kept at the front desk.
- Upon entering the building, the front desk staff will advise visitors of the mandatory policies as well as provide each with a mask. Visitors will be asked to read the poster at the door prior to entering the building.
- Any adult entering the building will be asked to adhere to the face covering and social distancing protocols.



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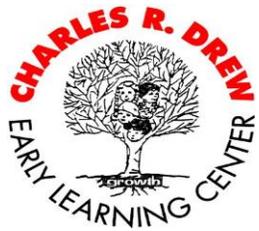
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- Directors and family workers at each site will be the designated representative for the school, responsible for responding to COVID-19 concerns and employee and parent questions. Each representatives' contact information will be posted on the cover of the health and safety plan, to ensure that all staff and parents know who the representative is and can contact them directly.
- The center will utilize its current Call-Them-All system, as well as the REMIND app and traditional methods such phone calls and emails to communicate any changes to parents on a wide scale as needed, (such as COVID-19 exposures or closures without disclosing the identified person).
- Parents will also have access to meet with the director(s) as needed and can call or email the center's general mailbox which will be checked daily.

### **COORDINATION, IMPLEMENTATION & ENFORCEMENT OF HEALTH AND SAFETY PLAN**

- While Charles R Drew does not employ a full-time nurse, a nurse consultant works with the program to review medical files and immunizations, helps parents in need of referrals and provides guidance to meet health and safety guidelines.
- The executive director and site directors are the designated COVID-19 safety coordinator and ensures that all staff, parents and visitors are advised of and provided resources to the health and safety protocols outlines in the scope of services and safety plan, as well as the COVID-19 plan. They will also be responsible for keeping a list of resources, including testing sites.
- The executive director and site directors will coordinate the ordering, distribution, the training of proper use and enforcement of PPE, sanitizers, and disinfectants/cleaners.



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## COVID-19 Reopening Plan

### SCREENINGS, HEALTH CHECKS AND SUSPECTED COVID-19 CASES

#### *Employees*

- Prior to returning to work, each employee will be required to have a current physical examination on file, in addition to any mandatory screenings, such as mandated reported.
- Staff will be given the criteria that instructs them to stay home if they have tested positive for COVID-19, display any COVID-19 symptoms, or have been in close contact with a confirmed or suspected case of COVID-19. These employees will require a negative COVID-19 to return.
- Each employee will be required to complete a mandatory daily health screening assessment to include a questionnaire and temperature check.
  - The questionnaire will include items regarding COVID-19 symptoms in past 14 days, positive COVID-19 test in past 14 days, and/or close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses will be reviewed daily upon arrival to work and documented.
  - Any questionnaire that indicates the possibility of COVID-19 or exposure will require the employee to get a negative COVID-19 test to return.
  - If an employee has a temperature of 100 or greater, he or she will need a negative COVID-19 test to return to work.
- Any staff member exhibiting signs of COVID-19 while already at school will be asked to leave the workplace immediately. That staff member will not be able to return to work until he/she produces a negative COVID-19 test.
- If any member of a staff's household is being quarantined as a result of a positive COVID-19 test, displaying COVID-19 symptoms or has been in close contact with someone who has tested positive for COVID-19, the staff member must quarantine and may not return to work until after quarantine is complete and is required to produce a negative COVID-19 prior to returning.



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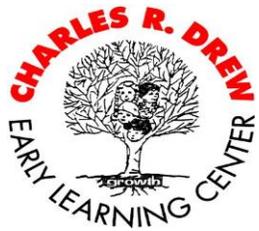
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## COVID-19 Reopening Plan

### *Children*

- Prior to returning to school, each child will be required to have a current physical examination on file, with the minimum immunization requirements.
- Parents will participate in a training that instructs them to stay home if the child or a member of the household has tested positive for COVID-19, display any COVID-19 symptoms, or have been in close contact with a confirmed or suspected case of COVID-19.
- Parents will be trained and encouraged to conduct the health screening at home prior to coming to school.
- Each child and parent will be required to complete a mandatory daily health screening assessment to include a questionnaire. The questionnaire will include items regarding COVID-19 symptoms in past 14 days, positive COVID-19 test in past 14 days, and/or close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses will be reviewed daily upon arrival to school and documented.
  - Any questionnaire that indicates the possibility of COVID-19 or exposure will require the parent/child to submit a negative COVID-19 test to return.
  - Children and escorts will be required to have their temperature checked upon arrival. Any child or escort with a temperature of 100 or greater will not be allowed in the building. The child and/or escort will be prohibited from entering the building and will require a negative COVID-19 test to return.
- Any child exhibiting signs of COVID-19 while already at school will be placed in an isolation location with a staff member and required to be picked up immediately. The child will not be able to return to school and will be required to produce a negative COVID-19 test to return.
- If any member of a child's household is being quarantined as a result of a positive COVID-19 test, displaying COVID-19 symptoms or has been in close contact with someone who has tested positive for COVID-19, the child must quarantine and may not return or attend the child care until after quarantine is complete and is required to produce a negative COVID-19 prior to returning.



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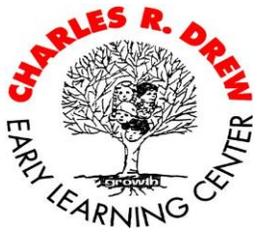
### *Designated Screeners*

- Designated screeners will be the executive director, site directors and family workers.
  - Screeners will be trained in CDC, DOH, and OSHA protocols and wear appropriate PPE, including at a minimum, a face covering.
  - Screeners will be trained in all health and safety protocols and how conduct contactless screenings.
  - Screeners will be trained on the reporting of suspected cases, including the notification of employees/parents/ escorts that are cannot report to work or school.
  - Screeners will be trained in the documentation and maintenance of a continuous log of every person, including employees, parents/guardians, children, and any essential visitors who may have close or proximate contact with other individuals in the building.
- Questionnaires will we filed and kept on site, in a secure location.

### **COVID-19 SYMPTOMS**

While we understand the COVID-19 symptoms are similar to other illness such as the common cold, stomach virus, allergies, etc. out of caution, any child, his/her escort or staff member displaying the identified symptoms will be prohibited from entry to school or work and will require a negative COVID-19 test. As of the reopening of the school year 2020-2021 these symptoms include but are not limited to:

- Fever (100.3 or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chest pain
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat



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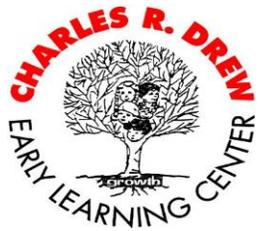
- Congestion or runny nose
- Nausea
- Diarrhea
- Vomiting

### MANAGEMENT OF SICK PERSONS

- Any child exhibiting symptoms of COVID-19 while already at school will be placed in one of the two designated isolation locations with a staff member and required to be picked up immediately. The child will not be able to return to school and will be required to produce a negative COVID-19 test to return.
- If an escort displays one of these symptoms, the child will not be able to engage in the in-person program, without a negative COVID-19 test.
- If a teacher displays one of these symptoms, he/ she will be required to leave the site immediately and cannot return until he/she has a negative COVID-19 test.
- When an adult or child is suspected of possibly having COVID-19, the director(s) will ensure that any area utilized by that person is closed off and immediately disinfected. That room will be ventilated by outdoor air and open doors to increase air circulation. The space will be closed until the following day.
- If a child or adult receives a negative COVID-19 test result, they can return to school after they have not had fever for 24 hours without the use of fever-reducing medications.

### CONFIRMED POSITIVE COVID-19 CASES

- If a child or adult tests positive for COVID-19 through a has been confirmed by a diagnostic test all close contacts of the person must quarantine and cannot attend school for 14 days after their last contact with the person while they were infectious. At a minimum, close contact includes all children and the teacher in the same classroom.
- The NYC Health Department will be notified at 866-692-3641 and will assist in tracking additional close contacts and determine if any additional steps are necessary.
- NYC DOE's Division of Early Childhood Education will also be notified.



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- The director(s) will notify all parents and all staff of any confirmed positive COVID-19 case in the building, without disclosing the identity of the confirmed case through a written memo, Call-them-All, REMIND App.
- Families of the children in the classroom or close contacts of the confirmed case will be contacted individually via phone calls and advised of the quarantine period and any additional steps outlined by the NYC Health Department.
- If there are two classrooms within one building with confirmed positive COVID-19 cases, the school will transition to remote learning for 14 days. Again, the NYC Health Department will issue guidance for any further steps.

### PHYSICAL DISTANCING

- All employees will be trained regarding health and safety protocols. One such protocol is the physical distancing of 6 feet or more between employees and children, parents, and visitors. In addition, employees will also be trained in the required use of Personal Protection Equipment (PPE) at all times, especially when the 6-foot requirement cannot be met.
- To ensure that employees, parents, and visitors maintain a distance of at least six feet from one another 6-foot markers will be placed throughout the building. All employees, parents and visitors will be provided and required to wear face masks/covering at all times.
- There are few situations that will not allow for the 6-foot distance between individuals. Some include activities such as arrival and dismissal, the care of a student (diapering/injured child). In any circumstance, employees will be required to wear face masks, goggles/face shield and gloves, regardless of distance. Frequent hand washing and changing of PPE will be required after such situations.
- The number of parents or visitors will be limited in amount and marked off by 6-foot markers. Parents and visitors entering the building will be given a mask and have limited access to building and be limited in their time in the building.



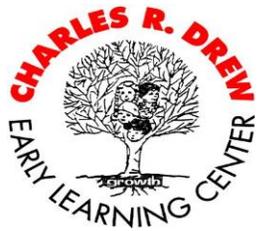
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- Arrival and departures of staff as well as children would be staggered to decrease crowding. Arrival and dismissal will follow the social distancing of six feet between parents/guardians and employees.
  - Staff will receive children from parents/ authorized escorts at the beginning of the day by the front door. Staff will also bring children to parents/ authorized escorts at the end of the day to decrease, so that parents/visitors will not need to enter classrooms.
- The center will have one entrance path and one exit path indicated with arrows to ensure the flow of traffic is only one way, reducing bi-directional traffic.
- To decrease the number of people in the building, capacity will be kept at 50% or less or to meet the maximum safety guidelines based on square footage. No more than 12 children will be in a classroom setting at any given time, with the exception of emergencies (i.e. closed room for containment).
- Large group classroom gatherings (story time or circle time) will be marked by 6 ft markers with individual spots and when appropriate and possible, broken into smaller groups at different times.
- Non-essential visitors will be prohibited from entering the building. Deliveries will be made in a designated section through the back gate to decrease the number of persons coming into the building.
- Cohorts/ classroom groups will remain stable daily and throughout the day, having the same staff and children in the same space, to decrease in number of different people in a group, with the exception of emergencies, such as the supervision of children.
- To prevent congregation in stairways, the flow of traffic will be one way, with the exception of an emergency, such as a fire drill or evacuation.
- Children will be at least 6 feet apart during mealtimes, served individually.
- Children will be placed 6 feet apart during rest time, with a head-to-toe arrangement.
- Common gathering places for staff (staff lounge) will have a limited capacity with 6-foot markers, with seating facing in all directions. Other spaces (outdoors, offices) will be



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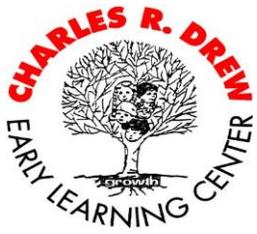
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utilized to decrease crowding. The use of small spaces will be limited to one user. Shared spaces will be cleaned and disinfected between users.

- Large group meetings such as staff meetings, parent meetings etc. will be accessed via telecommunication and videoconferencing.
- Shift changes will be staggered but with stable personnel to ensure the cohort experiences the most minimal change. Similarly, lunch breaks will be staggered for minimal congregation in common places.
- Whenever and wherever possible, outdoor ventilation will be accessed.

### PERSONAL PROTECTIVE EQUIPMENT

- All employees, parents and visitors will be required to wear face coverings at all times.
- All employees, parents and visitors will be provided face masks upon entry to the building.
- While children will be encouraged to wear masks, it will not be mandatory.
  - Children who wear masks will be encouraged to keep them on but will be allowed to remove them for mask breaks throughout the day.
- Staff will be provided with 2 face masks at the beginning of each day and can request additional face masks as needed.
- Employees will be required to change their face masks at the start of their shift, and more frequently to include but not limited to after a mask is soiled, close contact with a child or adult, a break, after a meal, etc.
- Sharing of masks will be explicitly prohibited.
- Optional protective equipment will also be available, to include but not limited to goggles, face shields, and aprons.
- Employees will be provided and required to wear gloves. A box of gloves will be available in each classroom.
- Teachers are required to wear gloves whenever engaged in direct physical contact with children to include but not limited to the following tasks: personal care needs, diapering



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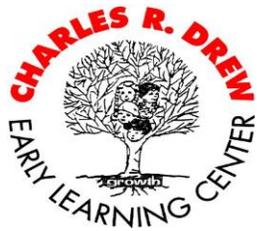
of children, helping a child with hygiene (wiping nose or face), caring for an injured child with or without the involvement of bodily fluids, cleaning or disinfecting of surfaces.

- Gloves will be changed any time the above-mentioned tasks are conducted, when there is direct physical contact with a student, parent, visitor or staff member or when they engage in any task which compromises the cleanliness of or contaminates the gloves.
- Employees will be trained on how to put on, take off, clean/ disinfect and discard personal protective equipment (PPE).
- Staff will be provided and required to wear a disposable apron to be discarded daily or more frequently as needed. Staff will be encouraged to wear over-large button-down, long sleeves shirt or smock. Staff and children will be required to have an additional change of clothing on site. If clothing becomes soiled or contaminated with bodily fluid, they must be placed in a plastic bag and sent home to be laundered. Staff will be required to put long hair up, off the collar.

## HEALTHY HYGIENE PRACTICES, CLEANING AND DISINFECTING

### *Hand Hygiene*

- Charles R Drew centers will follow the guidance from the CDC and DOH as it relates to all hygiene, cleaning, and disinfection requirements.
- All staff, visitors and students must perform hand hygiene immediately upon entering the building. There is a minimum of one non-touch, automatic hand sanitizing station at each entrance, with a safe alcohol-based sanitizer containing 60% or more alcohol.
- In addition to the hand sanitizing stations, hand sanitizer is available throughout the buildings, especially in common areas, such as hallways, timeclocks, offices, desks, etc.
- Alcohol hand wipes are also available throughout the buildings.
- Signage for appropriate hand hygiene will be posted throughout the buildings, particularly near hand sanitizing stations indicating that visibly soiled hands should be



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washed with soap and water as hand sanitizer is not effective on visibly soiled hands.

### *Hand-Washing*

- Upon entry into a classroom, teachers and children will again engage in hand hygiene using soap and water.
- All staff and all students are required to practice proper hand-washing techniques throughout the school day, to include but not limited to the following activities:
  - Upon arrival
  - Between each activity
  - Before and after mealtimes
  - Physical contact with a child (toileting, assisting a child in self-care routines)
  - After contact of any bodily fluid
  - After using the restroom
  - Returning from break
  - Upon dismissal
  - Anytime hands are soiled
- Handwashing will be integrated into the curriculum and teachers will model the proper technique to students.

### *Cleaning and Disinfection of Facilities*

- In addition to the regular cleaning and maintenance of its building, Charles R Drew will add additional measures to rigorously clean and disinfect its classrooms and workspaces.
- The center will have a deep cleaning bi-monthly and more frequently if needed (such as in the case of a suspected or confirmed COVID-19 case).
- In addition to the cleaning and disinfection at the end of each day, cleaning and disinfection will take place throughout the day (with a minimum of twice per day) to include but not limited to high-risk areas and highly-touched surfaces such as:
  - the lobby/ reception area



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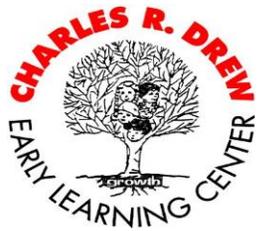
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- the hallways/ stairways
- high-traffic areas (offices/ restrooms/ shared spaces)
- doorknobs, light switches, countertops, computers, copy machines, telephones, timeclocks, classroom tables, handrails, playground equipment, etc.
- All staff, to include janitorial staff, will be trained in the appropriate use of products identified by the Environmental Protection Agency (EPA) as effective against COVID-19.
- All classrooms, offices and workspaces will be provided with appropriate cleaning and disinfection supplies.
- The director(s) will be responsible for the ordering and safe use and storage of cleaning and disinfectant products. All products will meet EPA disinfection criteria.
- Any products in classrooms and workspaces will be securely stored and locked away from children.
- All locations will have cleaning logs that document date, time, and scope of cleaning. These logs will be frequently reviewed by the director(s).

### *Disinfecting Shared Classroom and Therapy Materials*

- All soft surfaced items such as stuffed animals/toys, dramatic play areas, etc. will be removed and stored for use, at a later time.
- All rugs, carpets, drapes, cloth furniture, etc. will be removed from the classrooms and stored for use at a later time.
  - Students will be given individual mats which will be disinfected daily or more frequently if needed.
- Children will be prohibited from bringing toys/ items from home.
- Teachers will implement measures to limit the sharing of classroom materials.
- Each student will have his/her own labeled bag(s) of everyday use items such as crayons, pencils, scissors, etc. Teachers will wipe down these items after each use.
- Classrooms items such as manipulatives or puzzles will be used by one child at a time.



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- After use, teachers will remove that items until it can be disinfected before use by another child.
- The therapy rooms will be disinfected in between use of each student; materials will also be disinfected before use by another student.

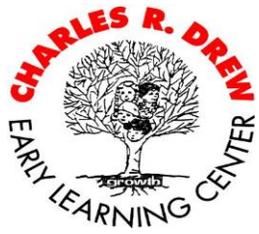
### INSTRUCTIONAL MODELS

#### *(FULL-DAY, 5-DAY IN-PERSON OR FULL-DAY, 5-DAY REMOTE)*

To adhere to the physical distancing guidelines, Charles R Drew will offer two instructional models, in-person and remote learning. Parents have completed surveys to indicate the need and preference for in-person or remote learning. From these results, Charles R Drew will offer seats based on need for care, special education services and when the request for in-person learning is made and the availability at that time.

#### *In-Person Instruction*

- The in-person instructional model will be provided 5 full-days, Monday-Friday. The schedule will be as follows:
  - ACS childcare students can attend from 8:00-5:00
  - SED/ 4410 students from 9:00-3:00
  - Direct UPK students from 8:30-2:50
- In-person instruction will continue to follow a typical day, with the health and safety guidelines mentioned above.
- Should a child or staff member in a classroom test positive for COVID-19, that class will suspend in-person learning and switch to remote learning for a minimum of 14-days.
  - All in-person learners will be provided with a remote learning bookbag of instructional materials.



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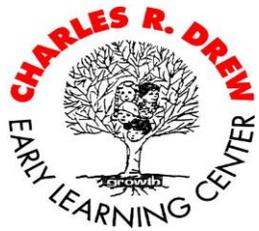
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- The remote learning model will be 5 full days, Monday-Friday of synchronous and asynchronous instruction.
- All remote learners will receive a bag of instructional materials that correspond to common items and manipulatives found in the classroom. The supply book bag will be replenished monthly or as needed.
- Synchronous instruction will take place between 9:00-1:30, with twenty-minute periods with 10-minute break in between each period to consist of circletime, literacy, math, science, social studies, gross motor, fine motor, a wellness/ social-emotional activity and closing/story time. These lessons will be aligned with the in-class unit of study and learning objectives.
  - Physical education activities are crucial students' health and wellbeing. The gross motor period will serve as physical education and be conducted outdoors when possible. Parents will be encouraged to participate outdoors with their children.
- Schedules and lesson plans and activities will be communicated with parents, in their preferred language and mode of communication.
- A lunch break will be provided from 12:00-12:30.
  - Parents will be referred to Department of Education food distribution centers.
- The teachers/ family worker will report student attendance and engagement. Students absent from remote learning will be contacted directly.
  - SED students who are absent from remote learning instruction, activities and related services will be reported to the CPSE.
- Asynchronous learning may be assigned videos and activities each day for math, literacy, science social studies and art.
- Both the synchronous and asynchronous activities will correspond to the remote learning supplies distributed each monthly.
- SED students will also have, as part of their day, scheduled related services through Zoom.



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## COVID-19 Reopening Plan

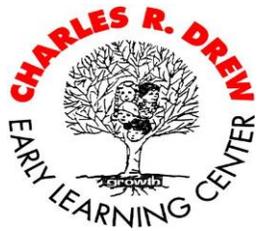
- The progress of remote learners will be monitored, documented and communicated to parents, with the same calendar dates of in-person learners. Parent-teacher conferences will be held virtually.
  - Teachers and related service providers will continue track individual IEP goals, assess students, write quarterly reports and annual reports. Reports, IEPs, rationales, evaluations will be sent to the CPSE, adhering to the same schedule as in-person learners.

### *Communication and Collaboration with Parents*

- All classrooms will have a weekly parent Zoom meeting to ensure continued partnership with parents. The Zoom meeting will be an opportunity for parents to discuss their concerns, gain better understanding of the unit of study and skills, and share suggestions with the classroom teachers and other parents.
- In addition to the weekly meeting, classroom teachers will contact SED students individually to ensure understanding and address IEP goals. Related services will also contact these parents individually on weekly basis.
- Teachers will strive to have direct individual contact with parents twice weekly.
  - Parent contacts will be documented.

### *Technology*

- All technology required for remote instruction for teachers will be provided on site. The director(s) are responsible for ensuring its accessibility and connectivity.
- Teachers have participated in remote-learning instruction training and will continue to participate throughout the year to enhance their skills sets.
- Families have been surveyed to assess who requires technology (devices, connection, etc.)
- Family workers have been and will continue to assist families in meeting their technological needs, through the Department of Education.



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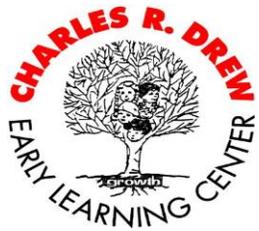
## COVID-19 Reopening Plan

### *Nutrition*

- Upon intake or an updated medical, any food allergies are updated for the entire staff.
  - Each classroom has its own allergy list; however, each list is part of the overall allergy chart with child and picture.
  - The chart is not in plain view but is kept in a cabinet.
  - Each cook is required to review the list before the preparation of meals and provide an adequate substitute, labeled with the child's first name and initial of the last name.
  - Each teacher/ staff member is required to review the allergy list prior to each meal to ensure the appropriate substitute is made available.
- Children will be required to perform hand washing prior to every meal.
- Children wearing masks will be required to remove them for meals.
- Children will be seated 6 feet apart during mealtimes. Teachers will not eat their meals with children.
- During this period of COVID-19, family style meals will be prohibited. Rather children will receive individual meals in the classroom. (Teachers will be required to wear single-use gloves).
- The use of disposable plates, bowls, cups, utensils, etc. will be encouraged.
- Parents will be provided information regarding the DOE's Grab & Go Meals. Information regarding food distribution sites will also be posted and sent via the REMIND app.

### *Transportation*

- Charles R Drew does not provide transportation to and from school.
- Students receiving special education services may qualify for transportation by the NYC DOE, if mandated by the CPSE on the IEP.



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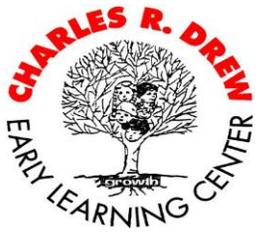
## COVID-19 Reopening Plan

- The special education director will coordinate such services with the NYC's bus company vendor. Charles R Drew will ask that the bus company follow the guidance recommending a health check prior to accepting children on the bus.
- Face coverings on the bus will be determined by parents and the bus company.
- Charles R Drew teachers will be assigned to escort children off and onto the school bus, in compliance with social distancing requirements.
- Handwashing will be required of all students, escorts and teachers, upon entering and exiting the building, prior to and after getting off the bus.

### **SOCIAL-EMOTIONAL WELL-BEING**

Charles R Drew recognizes the importance of wellness, particularly at this time when so much has changed for our children and families. We are now, more than ever, committed to fostering opportunities that offer holistic wellness to our staff, students and families.

- Charles R Drew will continue to foster a community that emphasizes the importance of connectedness and supportive relationships.
- We will continue embed social-emotional learning opportunities to all stakeholders.
- In classroom, in-person or remote, we will continue to utilize our Emotionally Responsive Practice, to include the use of Positive Behavioral Interventions and Support (PBIS), Trauma Smart strategies and Touchpoints.
  - Staff will participate in refresher trainings to support their implementation of such practices.
- The school psychologist will provide mandated services, to in-person and remote learners, as well as support classrooms in the implementation of lessons around well-being.
  - A virtual wellness lesson/activity will also be conducted daily.
- A parent support group will be scheduled twice monthly to support all families during this time.



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## COVID-19 Reopening Plan

- Family workers/ teachers will reach out to individual families to assess what, if any, additional recourses they require. As needed, parents will be provided with referrals to other agencies.
- Charles R Drew will continue to provide professional development that focuses on the well-being of children as well as the staff's own well-being.

### PARENT ENGAGEMENT

- All parents, in-person or remote, will be contacted individually by phone, prior to the start of the school year to complete the survey regarding need for childcare and preference of instructional model.
  - Included in that survey is an opportunity for parents to share their concerns and suggestions about the school year. The board, executive director and leadership team will use the findings to develop a plan.
- Parents will participate in several meetings about the reopening plan via Zoom.
- All parents will also be required to participate in the parent trainings regarding the health and safety protocols.
- All families will receive Charles R Drew's Parent Handbook and participate in the parent orientation virtually.
- Parents will be encouraged to express their questions, concerns and suggestions through various modes: surveys, email, parent meeting and direct contacts with directors/ staff.
- Charles R Drew is committed to partnering with families and will proceed with the following parent engagement activities virtually:
  - Parent Advisory Committee (PAC)
  - Bi-monthly parent support group led by an LMSW
  - Monthly parent workshops and/or family fun nights

### FISCAL RESPONSIBILITIES

The Board of Queens County Educators of Tomorrow dba, along with the executive director, will continue to meet its budgetary and fiscal requirements.