



Charter School for Applied Technologies

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Hybrid Guidelines – CSAT Elementary School

The information below outlines protocols set forth by The Charter School for Applied Technologies to ensure safety and responsibility on behalf of the school and families as we navigate through unprecedented times. CSAT is committed to ensuring the safety of students, families and staff in all ways permissible. All protocols set forth below will be used to guide and support the smoothest transition possible as we begin a hybrid model.

Arrival to School by Parent/Guardian:

- School drop off time begins at 7:50am. **There will be no early arrival.** All doors will remain locked and no adult supervision will be available prior to 7:50am. The main parking lot in front of the school building will not be accessible to parents during morning arrival.
- All families will be expected to use the new parking lot on the corner of Vulcan Street and Seabrook Street as the main lot for dropping off students in the morning. Staff will be present to take temperatures, open doors and allow for a quick pull through. See map in Appendix A. CSAT has staffed a crossing guard who will be present to ensure that students are safely escorted across the street. Please review with your child that they must wait for the crossing guard's directives to cross the street.
- If you plan to walk your child across the street and to the door of the school building, make sure you are parked in a parking spot at the Vulcan & Seabrook lot and walk them to door #2 (back cafeteria door). Please abide by all social distancing markers and entrance protocols.
- All students, whether being dropped off across the street or entering the cafeteria doors will have their temperatures taken prior to going to the classroom/entering the building.
- All students must be properly wearing a CSAT approved mask (see dress code/student handbook) on upon entering the school building.

Arrival to School by Bus:

- Students will arrive to school and remain on the school bus until directed to unload by a CSAT staff member. The school will stagger unloading busses, and students will be dismissed one bus at a time. Unloading of busses will begin at 7:50am.



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- All students must be properly wearing a CSAT approved mask while on the bus and when they exit the bus.
- Students will be directed to maintain a safe social distance as they enter the school building and will have their temperatures checked upon entry to the school/building.
- All students will report directly to their classroom.

Breakfast:

- Breakfast will be available to all students and readily accessible as they enter the classroom each morning.
- Students will eat breakfast, if desired, in their classroom at the time discretion of the teacher.

Late Arrivals to School:

- Students are considered tardy after 8:15am.
- Students who are late to school must be walked to the main office by a parent/guardian. Everyone will be required to complete a COVID questionnaire and have their temperatures taken upon entry to the school building.
- Social distancing will be adhered to, and therefore, if there are several tardy students you may be required to wait outside until it is safe to enter the building.

Mask Wearing Protocols:

- In accordance with the CDC guidelines as well as CSAT Elementary School policies, masks are mandatory and must be worn throughout the day. All students and staff are required to properly wear masks that fit securely over the mouth and nose and loop behind the ears. Please see the student handbook for images of acceptable and non-acceptable face coverings. Students will be given “mask breaks” throughout the school day. Teachers will allow the last 3-5 minutes of each teaching period for mask break opportunities. During mask breaks, students will be required to be sitting and working silently and independently.

Social Distancing:

- When possible, students will be expected to maintain 6 feet in all directions between all persons within the building. This means that students should respect



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personal space and boundaries with one another. They should also avoid all physical contact with others throughout the school day.

Bathroom Use/ Handwashing:

- When using the restroom, it is expected that students are washing their hands with soap and water for 20 seconds in accordance with the CDC guidelines. Additionally, there will be hand sanitizer stations around the building including in each classroom to allow for students to sanitize when necessary.
- Handwashing will be incorporated into the school day. However, if handwashing is not permissible, hand sanitizer will be available. Permission forms must be on file for use of hand sanitizer.
- Each classroom will schedule two whole-class bathroom breaks into each day.
- Protocols will also be established should a student have an emergency and need to use the restroom outside of the classroom break time.
- CSAT will clearly label and obstruct the use of specific bathroom fixtures to ensure appropriate social distancing is being practiced.

Lunch in the Cafeteria:

- Students will transition to the cafeteria for lunch. Students will be required to wear their mask during this transition. Once in the cafeteria, seated at their spot, students will be able to remove their mask. Students will be required to put their mask back on when they are finished eating.
- Each child will have an assigned seat in the cafeteria at their individual table.
- Students will not be able to move around or get up from their seats. Monitors will be there to assist and support students to meet their needs.
- All cafeteria monitors will be trained in safety measures and COVID precautions necessary to ensure CDC alignment and compliance.
- Food service personnel will deliver meals to students at their seat.



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When to Keep My Child Home and Sick Student Protocol:

- All families will be required to complete the COVID questionnaire prior to sending their child to school each day. If, at any time, a response indicates a positive acknowledgement to the question(s), you must keep your child home.
- Please review the Nurse's protocols for helping to determine when and if a child should stay home from school. See Appendix B.
- If you receive a call to have your child picked up from the Nurse's office, please follow the protocol below:
 - Once you arrive at CSAT, pull up to the front doors (door #1) and call the main office at (716) 876-7505, ext. 0. We will work on getting your child ready and a staff member will walk your child out to your car.
 - Please have valid NYS identification available to verify identity.
 - You will be required to sign your child out prior to leaving the school property (this will be brought to your car).
- Please review the COVID-19 symptoms and verify that your child does not have a temperature of 100.4 or higher each day you send them to school. The survey questionnaire is an expectation that will be monitored and strictly enforced.
- CSAT's current attendance policy will be individually addresses when a concern arises. We will make all efforts to work with you in the event we see excessive absences, and as a result, academic concerns.

Early Dismissal of Students:

- All early dismissals **MUST** be communicated with the main office no later than 1:00pm on the day of the change. If this does not happen, all efforts will be made to accommodate families but please note that your request may not always be granted.
- Upon arrival to CSAT, families will call the main office from their car. We will begin the process of calling to the classroom for your child to be dismissed. This may take a few minutes so please give yourself enough time to "wait" for your child as they are not always coming directly from their classroom. Students will report to the main office and the parent/guardian will come into the building five minutes after their call to sign the child out.



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Dismissal at the End of the Day:

- Dismissal for pick-ups will begin at 3:10pm and be designed as follows:
 - K-1 students and siblings at 3:10pm
 - 2nd & 4th Grade: 3:20pm
 - 3rd and 5th Grade: 3:30pm
- Families will use door #2 for picking up their child(ren).
- Proper NYS identification will be required for picking up your child.
- Families WILL NOT be permitted to enter the cafeteria and go to their child's table.
- CSAT personnel will check your identification and will then bring your child(ren) to you.
- Please be patient and maintain social distancing guidelines as the lines will be long and you will be waiting outside until it is safe to enter the building.
- Students riding the school bus will be released from their classroom, with supervision, once their bus arrives.

Visitation Guidelines:

- Visitation of outside guests/parents/guardians will be limited to emergencies only. An "emergency" visit from outside individuals will be deemed necessary on behalf of Administration and/or a Nurse calling a family member into the school building.
- All parent/family/teacher meetings will be held virtually and/or via phone conference.
- Visitors for student celebrations will not be permitted at this time.
- If a student chooses to send in a treat to share with the class, it must be store bought. No homemade treats will be permitted. If families are dropping off treats, temperatures will be taken and COVID questionnaires will be completed (even if just entering the vestibule of the school area/building).
- **No parents/guardians will be allowed to walk their child to the classroom.** If a child is having a difficult time separating from their parent/guardian, the school will give the parent/guardian a few moments to talk to the child and try to assist with getting them to walk with a staff member. If the



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child continues to struggle, they may not be permitted to stay at school for the day. Families and staff will work out a plan to make all efforts to have the child attend their normally scheduled day.

Social Distancing:

- The school has signage throughout the building that reminds students and staff of the importance of maintaining safe social distance and controlling the spread of germs. The school has strategically placed reminders in the hallways to ensure safety measures and practices are visible for all.
- Social distancing markers have been placed on the floors in common areas, outside bathrooms, building entrances, and other designated areas where kids may congregate to ensure that they maintain social distance while waiting.

Classroom:

- Each classroom in the hybrid model will have approximately 11 students. To ensure safety and social distancing these students have been divided into cohorts. Cohort A will attend school Monday and Tuesday. Cohort B will attend school on Thursday and Friday.
- Student desks will be placed, at 6 feet apart and students will be required to wear masks throughout the school day.
- When hybrid students are not in school, they will be given remote learning assignments to complete in an asynchronous model.
- Although hand washing is the best method of cleaning hands, there are times that hand sanitizer will be needed to ensure we continue with safety measures directed by the Center for Disease Control (CDC). The most effective hand sanitizer is alcohol based. Parents must sign a consent giving CSAT permission to allow their child to use hand sanitizer throughout the day when hand washing is not permissible. Please look for the form to sign (Appendix C). Each child attending the hybrid model must have a signed hand sanitizer permission form on file.
- Students will be required to have a plastic, spill proof water bottle with them at school. PLEASE LABEL THE WATER BOTTLE WITH CHILD'S FIRST AND LAST NAME. CSAT has purchased and installed water bottle filling stations that students will be allowed to use throughout the day. Using this system will alleviate kids needing to leave the classroom regularly to "get a drink of water".



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- At all possible times, students will be escorted through the hallways. To minimize exposure, we are asking that students remain in the classroom unless they are in transition with their class.
- Student supplies will be individualized, and there will be no sharing of supplies. Please take note of the student supply lists sent home and accommodate the need based on the program in which you have chosen for your child to attend (hybrid or remote).

Fire Drills:

- Fire drills will be conducted as required by NYS with adherence to New York State Covid-19 guidelines with the understanding that during emergency drills proper social distancing may not be possible.
- Students will wear proper facial coverings during all drills and teachers will have extra face masks in the event a student does not have a face mask while a drill is being conducted.
- During hybrid learning, drills may occur twice per week in order to facilitate practice for both cohorts of students.

Lockdown Drills:

- Lockdown drills will be conducted in a manner to minimize student contact, while maintaining safe distance and wearing masks.
- Teachers will instruct students about lockdown procedures and provide an overview of how to shelter and/or hide in the classroom in designated areas, while maintaining proper social distancing and wearing masks.
- Lockdown drills will be conducted on a pre-determined basis, ensuring both cohorts receive practice/training.

School -Wide Safety Measures:

- CSAT continues to place safety and health at the forefront of moving into the hybrid model. We have brought teams of professionals together to make sure we



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are committing to the best practices moving forward. Please see below for a few of the measures we have taken:

- All high touch-point areas are cleaned several times throughout the day. We have maintenance staff dedicated with ensuring these areas are disinfected regularly (railings, door handles, bathrooms, elevator buttons, chairs and desks, etc.)
- Each night, the building is disinfected by a dedicated night-time cleaning crew. All classrooms are disinfected and cleaned thoroughly, in addition to the foyers, hallways, tables, etc.
- CSAT has replaced and installed high quality filters in the ventilation systems to provide the maximum filtration possible. These filters are checked and maintained regularly.
- Faucets in the student bathrooms have been changed to reflect 20 seconds of continuous water flow to align with the proper amount of time needed to wash their hands.
- Staff has been provided additional cleaning supplies to clean, as needed, throughout the day within their rooms.
- Students will be provided multiple opportunities to wash their hands and use hand sanitizer (if permitted).
- Any person who enters the building (even the front doors and into the vestibule) will be required to have a temperature taken and complete a COVID questionnaire.