

**New York Forward School Reopening Plan
Uncommon Schools Rochester
TRUE NORTH ROCHESTER PREPARATORY
CHARTER SCHOOL – WEST CAMPUS
July 31, 2020**

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1. Executive Summary

True North Rochester Preparatory Charter School – West Campus (Rochester Prep-West), in partnership with Uncommon Schools, Inc., manages two public charter schools in Rochester, serving more than 800 K-8 students and their families to prepare students to get to and through college.

Rochester Prep-West's first priority is ensuring the health, safety, and well-being of all students and staff and have designed the following reopening plan with this guiding principal at the forefront. The core premises that guide in person instruction remain in place during remote instruction and we will seek to maintain the same level of quality of learning offered to students during this challenging time. We will ensure equity for all students and that all students have what they need to learn successfully and have designed a system that we hope will work for all families, students and staff members. We will ensure that students will continue to have access to programming that develops student Talent and Voice, including specials, wellness, and community building activities, to ensure we are meeting the needs of the whole-child. Our Organizational Priorities are as follows:

- 1. Ensure safety of staff & students:** We will provide students, families and staff with the information and resources they need to stay safe during this crisis
- 2. Provide quality instruction and core services:** We will deliver the high-quality education our students deserve, while supporting students, families, and staff
- 3. Plan and prepare for the future:** We will continue critical organizational functions, mitigate risks, and plan for medium and long-term operation

2. Reopening Operations

CAPACITY & SOCIAL DISTANCING

Pursuant to New York State Department of Health (NYSDOH) guidelines to maintain 6 feet of social distancing whenever possible, school capacity will be reduced to accommodate the appropriate number of students and staff that can safely occupy classrooms, offices, and other shared spaces that will be reallocated for instruction while maintaining 6 feet of space in between all individuals. Schools will generally operate at 50% or less capacity.

All school activities will be conducted with at least 6 feet of distance between individuals, with limited exceptions. Limited exceptions/situations are defined as moments where it is impossible for a person to complete a function with 6 feet of distance. For example, addressing student personal hygiene, student restraint to prevent harm to self or others, or providing specific Special Education/IEP services. Activities at 6 or fewer feet must be done using appropriate PPE, including masks (depending on age and activity). Clear and prominent social distancing signage (floor stickers, signs, etc.) will be displayed in classrooms, offices, and shared spaces. In addition, schools will make every effort to reduce density of students/staff through a combination of recommended practices, including alternating days that students attend school in-person, limiting or reducing number of individuals transitioning between classes or to restrooms at the same time, and staggering use of shared spaces such as hallways, elevators, and entrances/exits for students/staff

PPE AND FACE COVERINGS

All adults and students will be required to wear facemasks when in and around school buildings, with limited exceptions. All students and staff will be provided with reusable face masks at the start of the school year. However, students and staff will be able to wear any face mask that they would like, as long as they are school appropriate. If a student or staff member arrives at school without a face mask, schools will have disposable masks available.

Limited exceptions to face coverings are defined as moments where it is impossible for a person to complete a function with a mask on; for example, eating meals, or if a student is being assessed for injury. Clear and prominent signage reminding students and staff to wear masks will be displayed throughout the school. In limited situations where face coverings are not possible, all students and staff must maintain 6 feet of social distancing.

In addition, at the discretion of individual schools, adults may temporarily remove face masks if they are alone in a room, and students and staff may utilize face-shields as an added layer of protection during high-risk activities. High-risk activities are defined as those that have an increased likelihood of transmission of COVID-19. For example, a nurse assessing a symptomatic student, one-on-one support of a high-need student, or management of a student displaying severe physical behavior.

Schools will work to accommodate individuals who are unable to medically tolerate a face covering, or cannot accommodate social distancing, and will also rely on other risk mitigation measures put in place in an effort to protect the student and those around them - these include batching students and ensuring frequent handwashing.

OPERATIONAL ACTIVITY

Facilities Expectations and Guidelines

In order for school buildings to safely reopen, the building will be prepared according to health and safety guidelines. At minimum, the following expectations will be met to before the reopening of any Rochester Prep-West building:

1. Clear and prominent signage reminding students, staff and visitors to wear masks
2. Clear and prominent social distancing guidance (floor stickers, signs, floor tape, etc.)
3. Clear and prominent hygiene signage (hand wash signs, hygiene station)
4. Clear and prominent signage for all closed-off, restricted, or unused spaces
5. Hand sanitizer and hygiene stations are available for all students and staff in all classrooms, entrances, and common spaces
6. Unused furniture due to reduced capacity is stored and not left in occupied classrooms or offices

More specifically, in order to prepare all spaces to accommodate a lower capacity of individuals and to maintain social distancing, schools will take the following action steps:

Space	Category	Actions
Classrooms (including SPED)	Signage	<ul style="list-style-type: none"> ● Place numbered dots on floor to indicate where to stand and line up ● Place footprints to indicate spacing for all in-classroom transitions ● Put down tape lines to indicate correct desk placement ● Hang maximum occupancy sign ● (Optional) Hang poster indicating required layout for each classroom
	Layout	<ul style="list-style-type: none"> ● Reconfigure the layout of each classroom to meet required 6 feet between student desks
	Furniture	<ul style="list-style-type: none"> ● Confirm all teachers have a personal storage unit (e.g. cabinet or desk) to store belongings ● Remove any extraneous furniture to maximize the number of desks 6 feet apart. ● Set-up one (1) sanitation station per classroom
Student Bathrooms	Signage	<ul style="list-style-type: none"> ● Hang maximum occupancy sign ● Hang “Please Wash Hands” and “Count to 20” signs adjacent to sinks ● Place footprints to reinforce social distancing inside and immediately outside bathroom ● Hanging “Keep 6’ apart for social distancing” sign

	Layout	<ul style="list-style-type: none"> ● Close every other stall/urinal to reduce capacity, if not single use and hang signage to indicate closure ● Close off sinks so that, at minimum, sinks are 3 ft' apart or install partitions between sinks ● Set-up one (1) sanitation station outside each bathroom
Staff Bathrooms	Signage	<ul style="list-style-type: none"> ● Hang maximum occupancy sign, if not single stall ● Hang "Please Wash Hands" sign ● Hang "Count to 20" sign ● Hang "Closed" signs on closed bathroom stalls ● Hang "Keep 6' apart for social distancing" sign ● Place footprints or tape lines to reinforce social distancing
	Layout	<ul style="list-style-type: none"> ● Close every other stall or urinal to reduce capacity. Hang signage to indicate closure ● Close off sinks so that, at minimum, sinks are 3 feet apart or install partitions between sinks ● Set-up one (1) sanitation station outside each bathroom ● Remove extra supplies that may increase risk of virus spread
Hallways & Stairwells	Signage	<ul style="list-style-type: none"> ● Place "arrows" to indicate the direction of all hallway and "one way" signs when needed ● Place footprints 6 feet apart to indicate line positioning for transitions ● Hang "Masks required at all times" signs in hallways ● Set-up one (1) sanitation station in each hallway
Elevator	Signage	<ul style="list-style-type: none"> ● Hang maximum occupancy sign outside elevator at each floor ● Hang maximum occupancy sign inside elevator
Dean's Office	Signage	<ul style="list-style-type: none"> ● Hang maximum occupancy sign
	Layout	<ul style="list-style-type: none"> ● Reconfigure the layout so all desks and study carols are 6 feet apart
	Furniture	<ul style="list-style-type: none"> ● Remove and store all extra desks, chairs and study carols ● Set-up one (1) sanitation station in the Dean's Office ● Procure and install physical barriers in spaces if maintaining distance may be difficult, but only as absolutely necessary
Arrival Entrance	Signage	<ul style="list-style-type: none"> ● Hang "Staff and Students Only Beyond this Point" sign ● Hang "Sanitation Station" sign ● Hang "Masks Must be Used While In Line and Inside" sign ● Place footprints to indicate line positioning for students ● K-4 Only: Hang "Scholar Hand Off Station" sign

	Sanitation Stations	<ul style="list-style-type: none"> Set-up two (2) sanitation stations, at minimum, near school entrance and 6 feet apart
	Other	<ul style="list-style-type: none"> Storage for additional PPE for students who arrive without required PPE
Building Exterior	Signage	<ul style="list-style-type: none"> Hang “Bus Stop Here” sign, if applicable Hang “Do Not Enter if You Have a Cough or Fever” sign Hang “Do Not Enter Without a Face Mask” sign Hang “One Way Stairs” or “One Person at a Time [on Stairs],” in the event of an exterior staircase Place footprints to indicate line position, if additional entrance used for tardy arrival
SLT/ILT/ SW Offices	Signage	<ul style="list-style-type: none"> Hang maximum occupancy sign
	Layout	<ul style="list-style-type: none"> Reconfigure the layout so all guest seating is 6 feet from desk and/or all desks are 6 feet apart - if desks cannot be 6 feet apart office capacity must be reduced Reconfigure any additional adult and student seating to maintain required 6 feet of social distance at all times
	Furniture	<ul style="list-style-type: none"> Remove and store all extra desks and chairs Procure and install physical barriers in spaces if maintaining distance may be difficult, but only as absolutely necessary
PPE Storage	Signage	<ul style="list-style-type: none"> Post signage to indicate access: “Access Restricted to only designated staff who handle PPE. For assistance, please contact _____” Label all drawers and storage units clearly to minimize touching multiple surfaces
	Layout	<ul style="list-style-type: none"> Establish secure storage with restricted access to store regionally procured PPE supplies and equipment Establish inventory process in accordance with regional guidelines for reimbursement
All Closed or Unused Spaces	Signage	<ul style="list-style-type: none"> Hang “Closed” sign at all entrances to unused space, where possible lock doors

Special Education Student Spaces

If classroom space is available, pull-out special education classes will happen in spaces separate from general education classes while still abiding by all social distancing guidelines. If classroom space is unavailable, these pull-out classes will happen within the general education classroom with the special education teacher pushing into the class. The largest available classrooms will be prioritized for

cohorts consisting of students with IEPs. These cohorts may require push-ins from Special Education teachers as well as paraprofessionals in some circumstances.

Shared Spaces

Rochester Prep-West will plan to utilize shared spaces such as cafeterias, libraries, playgrounds, and gymnasiums as temporary instructional spaces. These spaces will be utilized pursuant to all social distancing and PPE policies, and in a manner which will minimize the mixing of cohorts, squads, and other sub-sections of students and staff. Rochester Prep-West will also follow any additional guidance put forth by the Monroe County Department of Health as well as other local, state and federal guidance.

Cohorts

In order to minimize the risk of infection and transmission, students will be grouped in segments, also called cohorts, of 10-15 students. All attempts will be made to keep those students in classrooms together during the course of any in-person instruction and to avoid intermingling across cohorts both within classrooms and within shared spaces.

In a scenario in which schools are operating at less than 50% capacity, it is possible that two or more siblings will be scheduled to attend school in-person on different days.¹ Should a family request to change the cohort of one or more students, the recommended procedure is to accommodate the family whenever possible while maintaining the school's ability to maintain student and staff health and safety guidelines.

Field Trip Policies School Year 2020-2021

All field trips at Rochester Prep-West are on pause through December 2020. At that time, the policy will be revisited.

Group Activity Policies School Year 2020-2021

The maximum number of attendees in any room will be determined by the size of the room/space and must allow for seating/desks/standing room to be at least 6 feet apart and clearly designated/marked. The maximum number of attendees in any room cannot exceed 50 people if there are students and cannot exceed 100 people if there are only adults. There should be clearly designated room capacity maximums for each room in a school/office, ideally posted outside the entryway to the room. Hallways, bathrooms, and other common spaces regularly used to congregate should have capacity restrictions clearly posted. It is preferable to opt for an outdoor space for larger group gatherings whenever possible.

Visitor Policies

In order to reduce the spread of COVID-19 and protect our school community and families, Rochester Prep-West will restrict access to its school facilities to visitors, including family members of students. This policy applies to all parents, guardians, siblings, and anyone authorized as an emergency contact for a student inside of our school facilities once we return to school or work in any in-person capacity. The school will do the following to partner successfully with families while these restrictions are in place:

- Return phone calls and emails within 24 hours
- Provide flexibility for phone and videoconference meetings to accommodate family schedules
- Communicate about student progress through all of the typical mechanisms (progress reports and report cards, etc.)

¹ Siblings are defined as children living in the same household or sharing the same primary caretaker.

- Update drop-off and pick-up procedures to accommodate for social distancing requirements, including procedures for midday pick-ups due to illness, doctor's appointments or suspensions
- Update the family visitor policy in the family handbook and the corresponding operational procedures

There are limited exceptions to the policy above. In the very rare circumstance that a child experiences a medical or behavioral crisis or emergency that requires immediate intervention from a parent or guardian, the school will contact that parent or guardian who will then be permitted to enter the school wearing a mask only after passing a health screening and will be brought to a private space in the building with their child until the situation is deemed safe.

External Visitors

Rochester Prep-West will restrict access to its school facilities to all external visitors.

Onsite Vendors

Onsite vendors are contracted individuals or groups that provide direct service to students, staff or school facilities. Rochester Prep-West relies on the services of these vendors daily, but to ensure the health and safety of the school community, school access for onsite vendors will be limited, when possible. Exceptions include those providing direct services to students, and infrastructure and facility maintenance vendors. After working with school staff to determine a clear schedule, such vendors will complete all necessary health screenings required for admittance to school buildings as well as abide by all social distancing policies in place at the school, including wearing a mask, maintaining physical distance, and employing thorough hygiene practices.

RESTART OPERATIONS

In respect to Rochester Prep-West's facilities, restart operations will be pursuant to local and state department of health guidelines.

HYGIENE, CLEANING & DISINFECTION

Hygiene, Cleaning & Disinfection Requirements

- All students will be required to sanitize/wash hands at least 4 times a day
- Younger students will be supervised in their health and hygiene practices
- Schools will implement modifications for high-risk practices and spaces within school buildings (these include but are not limited to water fountain usage, bathroom usage, snack time, elevator, chanting, singing, physical activity)
- Clear and prominent hygiene signage (hand wash signs, hygiene station, etc.) is required
- Hand sanitizer and hygiene stations will be made available for all students and staff in all classrooms and common spaces
- Schools will limit the sharing of resources for staff and students, whenever possible, or provide sanitization supplies and instructions when equipment is shared
- School buildings will be cleaned in accordance with Building Cleaning Checklist (See Appendix A)

Additional Recommendations for Schools

- Resource sharing of frequently used items, such as phones, copy machines, desks, offices, desktop computers, books, art/enrichment supplies, headphones, coffee machines, water coolers, water fountains, communal snack bins, or other work tools and equipment will be limited.
- Items that should not be shared by students and staff include: pencils, pens, markers, highlighters, erasers, rulers, protractor, notebooks, folders, binders, etc.
- Items that will need to be shared and sanitized between uses include: math manipulatives, calculators, PE equipment, etc.
- Additional resources can be purchased that promote personal hygiene that include, but are not limited to: tissues, no touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels will be supplied.

EXTRACURRICULARS**K-12 Athletics Guidelines****Facilities & Cleaning**

- If working out in a space that does not allow for 6 feet between players, the number of individuals must be decreased until proper social distancing can occur.
- Hard surfaces and all athletic equipment will be sanitized before and after use and before an individual or groups of individuals enter a facility.
- All participants will follow all health and hygiene guidelines set forth for activities inside school buildings such as frequent hand washing or the use of hand sanitizer when hand washing isn't available.
- Locker rooms may not be used for any purpose other than restroom use. Restroom capacity is limited to 1 person at a time.

Screenings

- Health screenings will be mandatory for all individuals present (including parents and spectators) before entering any facilities in use and will be conducted by a designated individual.
- Any person with positive symptoms reported will not be allowed to take part in athletic activities and will be required to provide medical clearance or abstain from participation in athletic activities for 14 days.
- Vulnerable individuals (as defined by the CDC) shall not oversee or participate in any workouts unless cleared by a physician prior to participating.
- Cloth face coverings are required to enter any facility in use:
 - Workouts/Practices: Masks may be removed while a player has entered his/her designated workout area and is engaged in activity.
 - Competitions: Players may remove masks while competing but must wear masks during any other time. Other than players, all individuals must wear a face mask.

Athletic Equipment

- Workouts/Practices: There will be no shared athletic equipment between students or coaches.
- Competitions/Scrimmages: The only allowable shared equipment will be that required to compete (ie, a basketball, volleyball)

Spacing & Occupancy

- Workouts/Practices: Unless permitted through federal or state associations, there will be no physical contact between any individuals.

- Competitions/Events: Social distancing must be maintained on sidelines, benches, bleachers, etc. Schools will provide visual guides for students and coaches.
- Competitions/Events: Schools will prioritize admittance of essential individuals including athletes, coaches, officials, event staff, medical staff, security, and media. Non-essential individuals such as spectators and vendors will be allowed to attend in accordance with state/local restrictions and school policy.

K-12 Non-Athletic Guidelines

To the extent possible, based on student interest and staff capacity, Rochester Prep-West will offer non-athletic extracurricular activities remotely to students, even if students are in-person for instruction.

BEFORE AND AFTER CARE

Before Care Guidelines

Prior to school closures due to COVID-19, school doors opened 30 to 45 minutes before the start of the school day. At that time, students entered a common space. However, upon reopening school facilities in-person in any capacity, students will now transition directly into classrooms for breakfast pursuant to all PPE, social distancing and food service guidelines.

After Care Guidelines

Rochester Prep-West has historically partnered with community organizations to host after care programming within school buildings. In the case that community organizations retain access to school buildings, or run after care programming offsite, Rochester Prep-West will work with these providers to ensure they maintain student cohorts as much as possible, ensure that groups are appropriately sized so as to maintain social distancing, and support their efforts to comply with all health and safety protocols.

VULNERABLE POPULATIONS

For any students who may have increased risks associated with COVID-19, schools will create individualized plans to support them. Individualized plans will consider, but not be limited to, the following support strategies:

- Additional preventative measures:
 - Preferential seating in the classroom (close to door/window, nearest to air vent for circulation, etc.)
 - Supplemental sanitizing of desk and chair
 - Extra opportunities to wash/sanitize hands
 - Communication with families to ensure they understand health, safety, and hygiene guidelines and that they are encouraging their child to comply
- Additional symptom monitoring:
 - Temperature monitoring throughout day (past arrival)
 - Daily check-ins with Nurse for observation
- Alternate arrival/dismissal location(s)/time(s) to avoid crowds
- Reduced time in the building by offering full remote instruction

In addition, for policies regarding staff who are experiencing certain personal circumstances that may support a need for an accommodation, including working from home, while the COVID-19 pandemic remains in effect, please see Appendix B: Staff Temporary Accommodation Policy and Process.

Full Remote Instruction Policy

During COVID-19, students at any Rochester Prep-West school may elect for a full remote instruction option when it is deemed medically necessary by a physician or when a family selects that option of learning for their child. For families who opt for a full remote option and want to return to in-person or hybrid instruction, requests to return will be accommodated once scheduling and space needs can be addressed.

TRANSPORTATION

Rochester Prep-West will work with the Rochester City School District (RCSD) and other districts of student residence to coordinate bussing for school year 2020-21. As with previous school years, transportation will be provided to all eligible students. If bussing is limited, Rochester Prep-West will encourage and work with families to find alternative methods to bring their children to school such as using their own vehicles, carpools, private van services, or public transportation. If bussing and/or transportation remains a barrier to a student getting to school, that student will have the opportunity to opt into full remote learning. In addition, Rochester Prep-West will work with the RCSD and other districts of student residence to ensure that school bus companies and personnel follow all appropriate guidelines for cleanliness and disinfection.

FOOD SERVICES

For policies and procedures related to onsite food services for students, please refer to Appendix C: Guidelines: Food Service Systems.

For students who engage in remote learning, either partially or fully, daily meals will be provided. Students will either pick up meals from a designated food hub near their homes or will pick it up directly at their school. Rochester Prep-West will make every effort to minimize the frequency with which students need to pick up food. For example, in a hybrid learning model food may be sent home with students on the days that they are in-person.

MENTAL HEALTH, BEHAVIORAL, AND EMOTIONAL SUPPORT SERVICES & PROGRAMS

In its continued and expanding effort to support students in need of additional mental health, behavioral and emotional support, Rochester Prep-West will have the following three centralized priorities for school year 2020-21.

1. **Centralized Sharing of Wellness Resources** - Schools will include a “Wellness Corner” in weekly communications to families and staff that has both student and teacher-facing wellness resources and activities. These resources will be organized by an assigned “Wellness Lesson” of the month. Wellness Corner will also be added to a “Virtual Calming Room Website” which will be found on all Rochester Prep-West’s websites.
2. **Streamlined Systems for Wellness Service Referral/Documentation** - A “Student Wellness Referral and Tracker” tool will be utilized to identify any and all supports that students may need. This will allow teachers and staff to submit a referral directly to social workers and/or counselors who can determine the appropriate next steps.
3. **Explicit Wellness Instruction** - Teachers will be provided with lesson plans specific to their gradespan that align with the monthly Wellness Lesson and will teach those lessons monthly - either remotely or in-person. These lessons will be incorporated into the curriculum exploring intellectual, physical, emotional, social, and spiritual wellness. The objective is to provide

students with safe spaces to explore their emotions during these challenging times and take care of their whole selves

In addition, before the start of the 2020-21 school year Rochester Prep-West Social Worker Supervisors will be conducting two days of virtual professional development for all school-based social workers and counselors on the following topics:

- Trauma - Fostering Resilient Learners & Trauma Sensitive Classrooms
- Social Emotional Learning (SEL)
- Wellness
- Grief, Loss, and Anxiety

COMMUNICATION

Family & Student Communication Plans

Rochester Prep-West will continue to communicate with families every 1-2 weeks leading up to the start of school year 2020-21. These communications will provide updates on planning thus far as well as opportunities for families to update their contact information, indicate their comfort in returning to school, and indicate if they would like to choose remote instruction for their child. [A dedicated resource page](#) has also been created on Rochester Prep-West's website that will be updated in real-time as more information becomes available. As the school year begins, schools will also communicate directly with families via email, text and robocall to provide real-time information about school reopening, any changes to the instructional program, and any other urgent information.

Staff Communication Plans

Leading up to the start of school year 2020-21 Rochester Prep-West will send weekly emails to school leaders and regular emails to all staff containing updates about school reopening. In addition, detailed information will be shared during remote professional development sessions for teachers and staff in August. School-based staff will also continually receive updates from their school leaders. Lastly, Rochester Prep-West has created an internal info hub online for staff that contains relevant policies and guidelines and will continue to add to the existing HR library.

3. Monitoring

HEALTH SCREENINGS

Schools will have a clear and comprehensive symptoms-monitoring plan implemented daily at arrival that includes touchless temperature checks for all staff and students before entering the building. Any student with a fever of 100.4 or higher will not enter the building.

HEALTH TESTING PROTOCOLS & RESPONSIBILITIES

Rochester Prep-West will utilize resources and referrals for diagnostic testing provided by the NYSDOH and will provide students, staff, and families with these resources whenever necessary and at the consultation of the Monroe County Department of Health (MCDOH). Rochester Prep-West will also work in partnership with MCDOH nurses assigned to schools to recommend if staff and students should get COVID-19 tests. COVID-19 testing is available across Rochester and unless determined otherwise by MCDOH, students and staff will continue to use their own doctors or clinics/hospitals of their choice. No COVID-19 diagnostic testing for COVID-19 will be done on site at schools.

EARLY WARNING SIGNS

Rochester Prep-West will assign a staff member to monitor positive COVID-19 cases within schools and within communities across the state and will also be advised by NYSDOH and local guidelines. More specifically, Rochester Prep-West will reclose schools pursuant to NYSDOH guidelines and thresholds (a region-wide infection rate above 5%) while reserving the right to set a stricter threshold in the future should it reach a level that has potential for community spread.

4. Containment

SCHOOL HEALTH OFFICES

	Requirements	Additional Considerations
Satellite Nursing Room / Isolation Room	<ul style="list-style-type: none"> • Dedicated space for students with COVID-19 symptoms • No students with non-COVID-19 symptoms will enter this room • Room must be supervised by an adult when there are students inside 	<ul style="list-style-type: none"> • Ideal room specifications: Minimum 6' x 6', private, with a door • Chair(s)/medical cot(s) for students as needed. No extra furniture or items • There may be more than one student in this room at a time • Students will continue to follow social distancing policies when in this room
Nurse's Office	<ul style="list-style-type: none"> • Separate space to care for and treat students with injuries or non-COVID-19 related illnesses (significant cuts and scrapes, vomiting, etc.) • Schools prepare Main Office to triage minor, non-COVID-19 medical issues 	<ul style="list-style-type: none"> • Additional supplies will be kept in Main Office and classrooms, e.g. disposable gloves, hand sanitizer, sanitizing wipes, and Lysol spray • Schools may send home a daily/weekly auto dialer reminding families to do health checks of their children
PPE for Nurse	RCSD will provide all necessary PPE and equipment for the nurse and office.	

ISOLATION, COLLECTION, AND INFECTED OR EXPOSED INDIVIDUALS

Any student or staff member who is experiencing fever and cough, with or without shortness of breath, should not report to school. The student's physician will be contacted for a medical diagnosis. As such, students who arrive at school with symptoms (according to CDC guidelines and MCDOH guidelines) will be sent home immediately upon arrival. Students who develop any of the above symptoms during the school day will be sent to a safe designated room to the extent possible until a parent/guardian picks them up, and any necessary measures have been taken to prevent spread of the infection.

In all cases where the student is suspected to have COVID-19, every effort will be made to contact the parent/guardian and/or family physician immediately. Parents/guardians will be requested to pick up their student within two hours or as soon as possible. Students will not be sent home alone if a parent/guardian is unable to pick up their student or provide such transportation. Upon pickup, families will be asked to sign a copy of the send home and clearance to return letter acknowledging that their student must be symptom free in order to return to school.

In extreme emergencies, the school nurse or leader may decide to call 911, contacting parents/guardians in advance if at all possible.

According to the CDC, people with the following symptoms may have COVID-19 and require immediate, emergency medical care:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

The school leader (or designated staff member) will individually inform teachers from whose classrooms a student has been separated. The school nurse or leader will follow the steps outlined in the escalation process for communicating news of student exposure. Student rights and confidentiality will be protected in accordance with law.

Students and Staff Who Develop Symptoms Outside of School

If a student or staff member develops any COVID-19 related symptoms, with or without a positive COVID-19 test result, a student may return to school under the following conditions, following CDC guidelines:

- 3 days since resolution of fever without the use of fever-reducing medications AND
- Symptoms improved AND
- 10 days since symptoms first appeared.

Depending on the student’s healthcare provider’s advice and availability of testing, the student might get tested to see if they still have COVID-19 after a positive COVID-19 test result. If they will be tested, they can return to school when they have no fever without the use of fever-reducing medications, their symptoms have improved, and they receive two negative test results in a row, at least 24 hours apart.

Students and Staff Who Tests Positive for COVID-19 with No Symptoms

After testing positive for COVID-19 with no symptoms, a student or staff member may return to school under the following conditions, following CDC guidelines:

- 10 days have passed since positive test, if no symptoms develop.

Students and Staff Who Have Been in Contact with Someone with COVID-19

Additionally, any student who has been in contact with someone with COVID-19 must stay home for 14 days after exposure based on MCDOH and CDC guidance. If in those 14 days the student develops symptoms or tests positive for COVID-19 with no symptoms, they must follow the guidance above.

In any of the above scenarios, students and families must inform the main office of the school.

HYGIENE, CLEANING & DISINFECTION

In order to minimize the spread of infection and contain any possible cases of COVID-19 in the school community, Rochester Prep-West will follow previously mentioned hygiene guidelines as well as any further guidance provided by NYSDOH and other local and state authorities. For details pertaining to cleaning and disinfection please refer to the “Building Cleaning Checklist.” (Appendix 1A). In addition, Rochester Prep-West created the following hygiene, cleaning and disinfecting checklist to be utilized after a child is sent home:

- Perform hand hygiene, remove and replace all PPE - take off gloves inside out, throw gloves away, replace mask, remove and replace gown (if applicable), remove and clean goggles/face shield (if applicable)
- File signed student send home letter in student health file
- Sanitize any surfaces the sick student touched, and all surfaces within 6 feet

CONTACT TRACING

In the case of an individual testing positive for COVID-19, Rochester Prep-West will notify local and state departments of health immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors. Rochester Prep-West will also support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal and state law. Rochester Prep-West will cooperate with local and state department of health contact tracing, isolation, and quarantine efforts.

COMMUNICATION

Rochester Prep-West will share the policies regarding send home and return to school upon return to any in-person learning (including any hybrid models). In the interim, FAQs will be posted on Rochester Prep-West's family website to provide preliminary guidance.

Rochester Prep-West also will share these policies with school-based staff prior to their first in-person workday through a health and safety video, and then in relevant health & safety professional development sessions. In the interim, FAQs will be posted on Rochester Prep-West internal staff resource page to provide preliminary guidance.

5. Closure

CLOSURE TRIGGERS & OPERATIONAL ACTIVITY

Rochester Prep-West will act in accordance with any Department of Health determination that an outbreak has occurred at a specific building that mandates its closure or that of any cohort of students or specific section of that building. In addition, Rochester Prep-West will monitor the following factors and work closely with health officials and in accordance with NYSDOH and other local guidelines to determine what would warrant reducing in-person education or closing schools, and for what length of time they should remain closed.

- Accumulated Absences - For example, 10% of a class or grade is absent due to symptoms associated with COVID-19 or because they came in contact with a possible or confirmed case
- Confirmed Positive Cases - For example, 1+ case in a school with limited quarantining
- External Decisions - For example, community spread is not significant enough for a local school district to close, but is spiking rapidly within a neighborhood in which an Uncommon school is located

Closure will also be pursuant to NYSDOH guidelines for infection thresholds (region-wide infection rate above 5%). However, Rochester Prep-West will also reserve the right to set a stricter threshold in the future should it reach a level that has potential for community spread.

COMMUNICATION

If there is a confirmed positive case of COVID-19 in a school community, Rochester Prep-West will utilize notification templates supplied by MCDOH to communicate with students, families, and staff that may have been in close contact with the infected individual. In communicating with relevant stakeholders, Rochester Prep-West will remain in compliance with all local and state laws that mandate confidentiality and protect patients' rights to privacy.

Appendix A

BUILDING CLEANING CHECKLIST

Please Note

- All cleaning guidance in this document is based on and may be superseded by updated guidelines from CDC, MCDOH or state mandates in a region.
- Sanitization is defined as the act of freeing a space or surface from germs by cleaning or sterilizing.
- For additional information please review [CDC Cleaning and Sanitizing Guidelines](#)

CLEANING NON-NEGOTIABLES

- ✓ All buildings must be sanitized before allowing any occupants to return
- ✓ All buildings must be sanitized each between student/staff shifts (ie. at night if there is only one shift of students)
- ✓ All buildings must implement a day-time sanitizing schedule for high-risk areas (doorknobs, bathrooms, water fountains, phones, etc.)
- ✓ All buildings must implement day-time classroom sanitizing protocols

IN-SESSION CLEANING CHECKLISTS

Cleaning that takes place daily and ongoing while students are in buildings

HIGH-TOUCH SPACES: Doorknobs, Water Fountains, Elevator Buttons, Hand Railings, Kitchen Surfaces, etc.		
Task/Scope	Supplies needed	
Standard Cleaning Expectations	✓ PPE - Rubber Gloves, Masks, & Safety Glasses.	✓ EPA Approved Disinfectant (ex. DIC – 1 Spray Disinfect)
1. Wipe clean surfaces with duster and clean rag	✓ Microfiber Cloth / Sponges	✓ EPA Approved Glass Cleaner (ex. DIN13 Glass Cleaner)
COVID-19 Specific Expectations		
2. Sanitize surfaces with EPA Approved disinfectant and EPA Approved Glass Cleaner	✓ Spray Bottle	✓ Paper Towels
	✓ Dusters	
	✓ Clean rags or paper towel	
<p>Rationale: According to CDC guidance, sanitization using EPA-approved disinfectants against COVID-19 can help reduce the risk. Frequent sanitization of surfaces and objects touched by multiple people is important.</p>		
CLASSROOM & OFFICE SPACES: All Classrooms, Main Office, Teacher Work Rooms, Conference Rooms, etc.		
Task/Scope	Supplies needed	
Standard Cleaning Expectations	✓ PPE - Rubber Gloves, Masks, & Safety Glasses.	✓ EPA Approved Floor Cleaner (ex. DIN20 pH Neutral Floor Cleaner)
1. Empty and remove trash in waste receptacles	✓ 18" or 24" Dust Mop	✓ EPA Approved Disinfectant (ex. DIC – 1 Spray Disinfect)
2. Damp wipe waste receptacles inside and out to remove soil	✓ Mop / Bucket and wringer	✓ EPA Approved Glass Cleaner (ex. DIN13 Glass Cleaner)
3. Replace plastic trash liners	✓ Broom & Dustpan	✓ Toilet Paper
4. Clean glass in doors and partitions and on the inside of windows to remove smudges	✓ Microfiber Cloth / Sponges	✓ Paper Towels
5. Sweep and dust mop floors	✓ Spray Bottle	✓ Liquid Hand Soap
6. Wet Mop smooth floors	✓ Dusters	✓ DIN1 All Purpose Cleaner
7. (if applicable) Clean bathrooms (See specifications for bathroom cleaning and sanitizing)	✓ Clean rags or paper towel	
COVID-19 Specific Expectations		
8. Wipe and sanitize students and teachers' desks, tables, and chairs	✓ Garbage Liners	
9. Wipe down and sanitize classroom doors completely. (frame jams, top, sides, glass inside and out, hinges, knobs)		
10. Clean and sanitize trash cans		

<p>11. Clean and sanitize counter tops</p>	
<p>12. Clean and disinfect soap and paper towel dispensers / refill</p>	
<p>Rationale: Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-approved disinfectants against COVID-19 are an important part of reducing the risk of exposure to COVID-19.</p>	
<p>RESTROOMS: Staff and Student</p>	
Task / Scope	Supplies Needed
<p>Standard Cleaning Expectations</p>	
<p>1. Test all dispensers to ensure all are in working order (paper towel, soap, etc.) (Report any damaged)</p>	<p>✓ PPE - Rubber Gloves, Masks, & Safety Glasses. ✓ EPA Approved Disinfectant (ex. <i>DIC - 1 Spray Disinfect</i>)</p>
<p>2. Empty and remove trash in waste receptacles</p>	<p>✓ Toilet Brush and EPA Approved Toilet Bowl Cleaner (ex. <i>IN8 Clinging bowl cleaner</i>) ✓ Dusters</p>
<p>3. Damp wipe waste receptacles inside and out to remove soil</p>	<p>✓ Mop / Bucket and wringer ✓ EPA Approved Glass Cleaner (ex. <i>DIN13 Glass Cleaner</i>)</p>
<p>4. Clean mirrors; chrome and glass</p>	<p>✓ Clean rags or paper towel ✓ EPA Approved Stainless Steel Cleaner (ex. <i>DIC11 Stainless Steel Cleaner</i>)</p>
<p>5. Dust / sweep floor</p>	<p>✓ Microfiber Cloth / Sponges ✓ Toilet Paper</p>
<p>6. Wash doors completely; (frame jams, top, sides, glass inside and out, hinges, knobs)</p>	<p>✓ Spray Bottle ✓ Paper Towels</p>
<p>7. Clean glass interior doors, etc.</p>	<p>✓ EPA Approved Floor Cleaner (ex. <i>DIN20 pH Neutral Floor Cleaner</i>) ✓ Liquid Hand Soap</p>
<p>8. Spot clean walls</p>	<p>✓ Garbage Liners</p>
<p>9. Sweep and mop all hard floor surfaces</p>	
<p>COVID-19 Specific Expectations</p>	
<p>10. Clean and sanitize toilets & urinals; valves</p>	
<p>11. Clean and sanitize sanitary dispensers / Refill with Brown Sanitary Bags</p>	
<p>12. Clean and sanitize counter tops sink / faucet</p>	
<p>13. Clean and sanitize soap, paper towel and toilet paper dispensers</p>	

14. Clean and sanitize trash cans	
15. Clean and sanitize partition doors	
16. (if applicable) Clean and sanitize rubber mats	
<p>Rationale: Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-approved disinfectants against COVID-19 are an important part of reducing the risk of exposure to COVID-19.</p>	
<p>COMMON SPACES: <i>Hallways, Gym, Commons, Elevators, etc.</i></p>	
Task / Scope	Supplies Needed
<p>Standard Cleaning Expectations</p>	
1. Empty and remove trash in waste receptacles	<ul style="list-style-type: none"> ✓ PPE - Rubber Gloves, Masks, & Safety Glasses.
2. Move trash to collection point and dispose of in proper disposal container or dumpster.	<ul style="list-style-type: none"> ✓ Broom & Dustpan
3. Damp wipe waste receptacles inside and out to remove soil.	<ul style="list-style-type: none"> ✓ Mop / Bucket and wringer
4. Clean glass in doors and partitions and on the inside of windows to remove smudges	<ul style="list-style-type: none"> ✓ Clean rags or paper towel
5. Dust mop smooth floors with a treated dust mop.	<ul style="list-style-type: none"> ✓ Microfiber Cloth / Sponges
6. Wet mop floors	<ul style="list-style-type: none"> ✓ Spray Bottle
7. Thoroughly vacuum and spot clean all stains on all carpeted areas	<ul style="list-style-type: none"> ✓ EPA Approved Floor Cleaner (ex. <i>DIN20 pH Neutral Floor Cleaner</i>)
8. Dust and clean all windows and ledges by stairwells	<ul style="list-style-type: none"> ✓ EPA Approved Disinfectant (ex. <i>DIC - 1 Spray Disinfect</i>)
9. Sweep and mop all hard floor surfaces	<ul style="list-style-type: none"> ✓ Dusters
10. Wipe down & Clean with Stainless steel all Elevators	<ul style="list-style-type: none"> ✓ EPA Approved Glass Cleaner (ex. <i>DIN13 Glass Cleaner</i>)
<p>COVID-19 Specific Expectations</p>	
11. Wipe and sanitize all tables, chairs, flat surfaces	<ul style="list-style-type: none"> ✓ EPA Approved Stainless Steel Cleaner (ex. <i>DIC11 Stainless Steel Cleaner</i>)
12. Clean and sanitize trash cans	<ul style="list-style-type: none"> ✓ Paper Towels ✓ Garbage Liners ✓ Electrostatic Gun

13. Wipe and sanitize all doors/entrances	
<p>Rationale: Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-approved disinfectants against COVID-19 are an important part of reducing the risk of exposure to COVID-19.</p>	

BETWEEN STUDENT & STAFF SHIFTS CLEANING CHECKLISTS

Cleaning that takes place daily while students/staff are not in the building (after students/staff leave and before they return)

CLASSROOM & OFFICES: <i>All Classrooms, Main Office, Teacher Work Rooms, Conference Rooms, etc.</i>	
Task/Scope	Additional Supplies needed
Standard Cleaning Expectations	Vacuum Cleaner Electrostatic Gun
1. Perform all standard contract negotiated cleaning	
COVID-19 Specific Expectations	
2. Spray disinfectant DIC – 1 with the electrostatic sprayer	
3. Vacuum rugs daily (if not already in regular contract)	
<p>Rationale: Electrostatic disinfection reduces the time it takes to cover and sanitize all surfaces and hard-to-reach places by 50% compared to conventional methods; improves infection control and the spread of viruses such as influenza, MRSA, HIV and many others; applies chemicals in a more efficient, controlled manner, eliminating the dangers of overuse Source: Commercial Cleaning Corps</p>	
RESTROOMS: <i>Staff and Student</i>	
Task / Scope	Additional Supplies Needed
Standard Cleaning Expectations	Electrostatic Gun
1. Perform all standard contract negotiated cleaning	
COVID-19 Specific Expectations	
2. Spray disinfectant DIC – 1 with the electrostatic sprayer	
<p>Rationale: Electrostatic disinfection reduces the time it takes to cover and sanitize all surfaces and hard-to-reach places by 50% compared to conventional methods; improves infection control and the spread of viruses such as influenza, MRSA, HIV and many others; applies chemicals in a more efficient, controlled manner, eliminating the dangers of overuse Source: Commercial Cleaning Corps</p>	
COMMON SPACES: <i>Hallways, Gym, Commons, etc.</i>	
Task / Scope	Additional Supplies Needed
Standard Cleaning Expectations	

1. Perform all standard contract negotiated cleaning	
COVID-19 Specific Expectations	
2. Spray disinfectant DIC – 1 with the electrostatic sprayer	Electrostatic Gun
<p>Rationale: Electrostatic disinfection reduces the time it takes to cover and sanitize all surfaces and hard-to-reach places by 50% compared to conventional methods; improves infection control and the spread of viruses such as influenza, MRSA, HIV and many others; applies chemicals in a more efficient, controlled manner, eliminating the dangers of overuse</p> <p>Source: Commercial Cleaning Corps</p>	

Appendix B

STAFF TEMPORARY ACCOMMODATION POLICY AND PROCESS

Policy Statement

The purpose of this policy is to define the *temporary* procedures to be followed by all employees who are experiencing certain personal circumstances that may support a need for an accommodation, including the working from home, while the COVID-19 pandemic remains in effect. Underlying this policy is our firm desire and need to have staff in our schools in order to educate our scholars who are eager to resume in-person instruction, as well as our commitment to the safety and needs of our staff, scholars and communities.

Any accommodation under this policy is temporary. Please note that this policy is applicable to all Home Office, regional and school staff, and goes into effect once the region in which an employee works has returned to in-person work for the affected employee.

Any accommodation created under this policy will exist for an “interim period” defined as one month (with the possibility of extension) following re-opening of such facilities. It is important to note however that an accommodation may be appropriate for some employees and jobs but not for others.

The purpose of this policy is to set forth the eligibility, terms, and process around seeking an alternative working arrangement.

Definitions

For purposes of this policy:

- **telecommuting* speaks to working from home intermittently with formal and consistent set schedule. For example, under a telecommuting arrangement, an employee may work from home 2 out of 5 days per week. Either an employee or a supervisor can suggest teleworking as a possible work arrangement.
- **remote work* occurs where staff work from home 5 days a week or where staff relocate to a location other than NY, MA and/or NJ and work from such location exclusively.
- “*teleworking*” will be used to refer to both a *telecommuting* and *remote work* arrangements.
- “*accommodation*” will be used to refer to *any* modification or adjustment to the way a job is performed which could include working from home, adjustments to schedule such as coming in late, or otherwise.*

Interaction with COVID Leave Policy

While eligible HO and school employees are entitled to the benefits of paid leave for qualifying reasons due to various COVID-related circumstances per [Uncommon’s COVID Leave Policy](#), if an employee is able to work from home or requires another type of accommodation, and does not require a leave of absence, Uncommon has created this Temporary Accommodation Policy and Process to potentially enable employees who are able to effectively perform their job duties remotely or in alternative ways to do so under certain circumstances while earning full pay, versus taking a leave of absence, potentially at either reduced pay or on an unpaid basis.

Reasons for Temporary Work from Home Requests

Uncommon will consider requests for accommodation when an employee has been impacted by the COVID-19 pandemic in one of the following ways:

1. **The employee is subject to self-quarantine or is a person who is at a high level of risk from COVID-19.** Requests under this section will be considered as an accommodation under the Americans with Disabilities Act (ADA). The CDC considers individuals in the following categories as being high risk:
 - a. Older adults – age 65 and over
 - b. Those with chronic medical conditions such as heart disease, diabetes, lung disease
 - c. Those with a compromised immune system due to an immunosuppressive condition or who are undergoing immunotherapy treatment

2. **All other situations will be considered as exceptions and will be evaluated on a case-by-case basis.** They will require approval by HR after reviewing the **eligibility** section below. Note that except where required by law, a generalized fear of commuting to or working within a school or other Uncommon facility will *not* provide a basis for granting a telework or other arrangement. Examples of exceptions include childcare challenges, living with individuals who are high risk, and other situations that do not fall under section 1 above.

Important Note: At present, and in the hopes of returning to school in-person and therefore the need to have teachers in our schools, requests for accommodation will be prioritized for staff members falling under #1 above (those with underlying medical conditions). **Accordingly, all other eligible requests will likely be placed on hold for the time being, and ineligible requests will be denied.** As we understand more fully what our building capacity and student enrollment will be, and we are provided additional guidance and data from our states, we will know if we can grant additional requests.

Eligibility

Before entering into any alternative arrangement agreement, the manager will evaluate in conversation with the employee the suitability of such an arrangement, reviewing the following criteria:

- **Employee suitability.** The employee and manager will assess the needs and work habits of the employee. For example, staff new to Uncommon may need more frequent in-person training, feedback and support making remote work not feasible. Additionally, objective data such MYR, annual and 2x2 and 360 reviews should demonstrate that the employee can:
 - Prioritize work to meet deadlines;
 - Accomplish job duties with minimal supervision;
 - Communicate responsively with clients, stakeholders, and team members; and/or
 - Manage time effectively.
- **Job responsibilities.** The employee and manager will discuss the employee’s specific job responsibilities and determine if the job duties can be effectively performed remotely. For example, where teams need to work onsite with specific technology and materials, telework work may not be feasible.
- **Equipment needs, workspace design considerations and scheduling issues.** The employee and manager will review the physical workspace needs of the employee’s job and the appropriate location for the telework. For example, the employee must have regular access to high-speed internet. Teleworkers also must be available on zoom and any other on-line systems that their teams rely upon.
- **External factors necessitating telework arrangements.** The employee and manager will discuss other factors that may make remote/telecommuting currently desirable, such as

Uncommon's physical work space constraints and limitations, COVID travel restrictions, and other issues.

- **Tax and other legal implications.** The employee must review the Home Office or School tax policy and email HR support to discuss any tax implications, and/or any other restrictions relating to working out of a home-based office.

Accommodation Denials

In the case that an accommodation request is denied, the employee may alternatively request a COVID leave (EPSL/EFMLA) *if eligible* pursuant to [Uncommon's COVID Leave Policy](#) and accompanying [FAQ](#).

In the case that an accommodation request is denied and an employee is *not* otherwise eligible for a leave of absence, an employee may alternatively request to utilize paid time off (PTO) according to the normal process. If an employee does not have any PTO available or the PTO request is denied, an employee will be expected to attend work and perform their regular job expectations.

Interim Policy Duration**

This Interim Policy shall be in effect as of August 24, 2020. Each accommodation will have a *one month duration*. At the end of the one month period, Uncommon will evaluate whether facts and circumstances justify the extension of this Interim Policy for a specified additional period of time.

Discretion to Terminate or Modify Any Accommodation Arrangement

Notwithstanding anything to the contrary set forth herein, Uncommon reserves the right in its sole discretion, and for any reason or no reason, to terminate, shorten, modify or suspend any alternative work arrangement that has been previously approved. Nothing contained in this policy shall alter Uncommon's at will relationship with any employee, nor suggest that any employee is guaranteed an alternative work arrangement for any period of time,

Ongoing Assessment

Throughout the alternative work arrangement, the manager and employee will assess the arrangement including the employee's performance and the overall effectiveness of the accommodation for the employee and manager. This will include regular interaction by phone, video conference and e-mail between the employee and manager and weekly check-ins to discuss work progress and to address any challenges.

Process to Request to Work from Home

1. Employee submits request form [here](#)
2. HR determines eligibility and suitability for accommodation.
3. Where accommodation is to telework, HR will create telework agreement [here](#) and/or document the specific accommodation.
4. If accommodations later become possible outside of situations caused by the employee's underlying medical condition, such requests will require approval by HR with input from the DOO/A/COO (schools) and Manager/Team Lead (HO).
5. HR Support approves or denies request and sends documentation to the employee and DOO ccing the A/COO

Mandatory Expectations and Best Practices

Where a telework request is granted, the following basic principles, best practices and expectations support successful telework and provide guidance for employees to sustain effective telework as necessary.

Employee Duties and Expectations

- Working remotely means working a regular workday, including being available during regularly scheduled work hours to meet by phone or videoconference. Managers and employees should have a clear understanding of work schedules, duties and deliverables for remote work.
- While working remotely, all employees must continue to abide by the School's information security policies including, but not limited to, the E-Communication with Students and Families Policy, the Online Posting Policy, the Computer, Email, and Internet Usage Policy, Student Use of Social Media Policy, and the Personal Liability Policy.

Equipment and Environment

- On a case-by-case basis, Uncommon will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting/remote arrangement. HR and IT departments will serve as resources in this matter.
- Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Uncommon accepts no responsibility for damage or repairs to employee-owned equipment. Uncommon reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter/remote employee must sign an inventory of all property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all Uncommon property will be returned to Uncommon, unless other arrangements have been made.
- The employee will establish an environment within his or her home that is conducive for the employee's efficient and productive work. Factors to consider include adequate light, minimal noise, comfortable seating conditions and appropriate safeguarding of confidential information. Uncommon will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.
- Most Uncommon systems are web-based and can be accessed from any device with the Internet using your School ID and password. For technical assistance, employees may contact mindSHIFT Technologies Customer Care Center at support@mindshift.com or (888) 444-4581.
- In the event of equipment failure or service interruption, the employee must notify their manager immediately to discuss alternate assignments or other options.
- Telecommuting and/or remote work is not designed to be a replacement for appropriate child care. The focus of the arrangement must remain on job performance and meeting business

demands. Prospective telecommuters/remote workers are encouraged to discuss their expectations of working from home with family members and roommates, if applicable, prior to entering a trial period.

Security

- Consistent with the organization's expectations of information security for employees working at the office, employees working from home will be expected to ensure the protection of proprietary and confidential information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, no sharing of computers or devices (e.g., with other household members) on which Uncommon data or information is stored, and any other measures appropriate for the job and the environment.
- Student and School documents and data are sensitive in nature and must be kept secure. Staff are expected to ensure the protection of proprietary and confidential information accessible from their home office. Staff are also responsible for protecting Uncommon-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. Employees are responsible for ensuring that all documents and data remain confidential, and access is protected. Employees may not share School ID and password(s) with anyone, including family members.

Safety

- Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. While working from home, injuries sustained by the employee in their home office and in conjunction with his or her regular work duties are normally covered by Uncommon's workers' compensation policy. Employees working from home are responsible for notifying HR and their manager of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home
- While working from home, staff should maintain a safe, secure, and ergonomic work environment. Staff must also report any work-related injuries to their supervisor and HR at the earliest reasonable opportunity. Staff are liable for any injuries sustained by visitors to his or her home worksite.

The status of remote working will be re-evaluated and communicated as school locations advance to various phases of re-opening.

Taxes

In light of the interim nature of this policy and the fluidity of current working conditions, Uncommon will not be implementing any changes to state or local income tax withholding at this time. Uncommon will continue to apply the [Uncommon Schools Home Office Tax Policy or the Uncommon Schools State Tax Policy](#), based on its prior understanding of where staff work the majority of the time. Employees are reminded of their responsibility to file and pay state and local taxes, which could be impacted by a Telecommuting or Remote Work arrangement, and are encouraged to discuss any arrangement with a tax professional.

If staff wish to make specific changes to their state or local tax withholding, they must reach out to hrsupport@uncommonschoools.org.

Pre-Existing Telecommuting and/or Remote Work Arrangements

If an employee was Telecommuting or performing Remote Work before the impact of COVID-19, that working arrangement will not be deviated from, and this Interim policy does not apply to that prior arrangement. The purpose of this policy is to set forth the eligibility requirements, terms, and process around seeking an alternative working arrangement involving Telecommuting or Remote Work as a result of the impact of COVID-19.

In the case that those pre-existing alternative arrangements have not been documented with an accompanying agreement, those staff should complete the requests to do so now.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, last minute child care needs or travel to schools. These arrangements are approved by the employee's supervisor on an as-needed basis only, with no expectation of an ongoing telecommuting arrangement.

With HR's approval, other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

Questions about the Policy

If staff have any questions about this policy, they should discuss them with their managers and/or reach out HR Support.

*Nothing in this policy changes the policies contained in the Employee Handbook, including Uncommon's commitment to and compliance with the Americans with Disabilities Act.

Appendix C

GUIDELINES: FOOD SERVICE SYSTEMS

Health & Safety Guidance	Food Service Non-Negotiables
No more than 50 students are in single space at a given time	<ul style="list-style-type: none"> ✓ Meal service should take place in groups of no more than 50 students.
Social distancing	<ul style="list-style-type: none"> ✓ Service systems must prioritize “batching” and limit cross-cohort interaction ✓ Students must be seated at least 3 feet apart while wearing a mask
Food safety	<ul style="list-style-type: none"> ✓ Schools should work with the Food Service Vendor to provide unitized meals (all food items packaged together), to the extent possible ✓ If campuses are distributing hot meals, safety regulations must be followed to ensure that meals and milk do not fall below health and safety guidelines (See below). ✓ Establish a clean, sanitized surface/table that is designated for meal service where meals can be placed. ✓ Staff members handling food should: <ul style="list-style-type: none"> ○ Wash hands, following that handwashing protocol by the CDC, prior to contact with any food or materials ○ Wear gloves ✓ Any food item or utensil that is touched by a student during meal must be thrown away
Hygiene & Transmission Control	<ul style="list-style-type: none"> ✓ Students must: <ul style="list-style-type: none"> ○ Wash hands / sanitize before and after meals ○ Wear face mask at all times, except when eating ○ Refrain from sharing food or utensils ✓ Students who are eating and not wearing a mask must be at least 6 feet apart from other unmasked students ✓ Students should not be seated facing each other ✓ All eating surfaces must be sanitized before and after meals ✓ Limit the amount of staff members delivering and touching food <ul style="list-style-type: none"> ○ For K-4, teachers may open packaging for students but only while wearing gloves. ✓ Food should be handed out to students by staff members only. To minimize the risk of spread, students should not touch any packaged meals being distributed.

	<p>✓ Water fountains should be used with refillable water bottles only; no student should be drinking directly from the water fountain</p>
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Guidelines for System Design

Using these non-negotiables, the following system guidance is divided into the following sections:

- A. Serving Location
- B. Meal Service Procedures to ensure food safety
- C. Point of Service/Meal Tracking
- D. Student seating
- E. Water Fountain usage
- F. Recess

A: Service Location

In order to adhere to social distancing, batching, and crowd capacity restrictions, schools have two options for food service.

Option	Considerations
Meals served in classrooms	Recommended option
<p>Meals served in common spaces (i.e. cafeterias), only if all of the following criteria are met:</p> <ul style="list-style-type: none"> ✓ No more than 50 students are present at a single time ✓ Students are seated by cohort ✓ Students are seated at least 6 ft apart (since they will be eating without masks on) ✓ Service lines maintain social distance and are separate by cohort ✓ There is at least a 10 minute buffer in between lunch periods to ensure that all surfaces are fully cleaned and sanitized before and after each cohort ✓ Transitions to / from the common spaces adhere to transition guidelines (and prevent more than 50 students being in any hallway or space at the same time) 	Not recommended due to complexity and time requirements for reduced capacity lunch periods

B: Service Procedures for Food Safety

	Before	During	After
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Food Handling	Staff members wash hands prior to start of service	Per pre-COVID guidance, staff members must wear food service gloves at all times while handling food. Any food item that is touched by students during meals should be thrown away	Staff members wash hands after service has completed
Cleaning Procedures	Food service surfaces are cleaned and disinfected		Food service surfaces are cleaned and disinfected Trash is removed promptly while maintaining a social distance (likely will require additional garbage cans / milk collection buckets)
Health & Hygiene	All student eating surfaces are sanitized Students wash or sanitize hands	Limit the amount of staff members delivering and/or touching food	All student eating surfaces are sanitized Students wash or sanitize hands

C: Point of Service Procedures

At the point of service, schools must observe social distance and adhere to crowd size limitations. Additionally, it is critical that schools still track meals at POS to ensure reimbursements and overall compliance. Schools should implement tracking systems that avoid the need for student contact with keypads, etc., and during tracking, staff should manage all aspects to ensure contact between students is avoided.

	Before	During	After
Line Set Up	Food is delivered to service location	If meals are eaten in classrooms: <ul style="list-style-type: none"> ● Option 1: Meals are delivered to classrooms and teachers distribute meals to students ● Option 2: Tables are set up in one way hallways, cohorts are sent to pick up meals and return to classrooms (maintaining social distance between cohorts to limit contact) ● Option 3: While upholding all transition and student movement non-negotiables, campuses may also consider utilizing cafeteria solely for food 	All food surplus is collected and disposed of or stored appropriately.

		<p>distribution. Cohorts transition one at a time to the cafeteria to pick up meals and return to classrooms.</p> <p>If meals are eaten in common space:</p> <ul style="list-style-type: none"> ● Option 1: Students transition, one cohort at a time, from their tables to the food service area while maintaining social distance of at least 3 feet ● Option 2: Meals are delivered to lunch tables and teachers distribute meals to students at their table 	
Meal tracking	<p>Operations Team creates and distributes tracking materials (e.g., daily/weekly tracking sheets or online tracking options)</p>	<p>Teachers/ staff do not contact student desks or food during POS to track meals.</p> <p>Option 1: Teachers track reimbursements after all food has been handed to students using paper trackers or electronic systems (e.g., barcode scanners)</p> <p>Option 2: Teacher is stationed at the end of the meal service table to track student meals using electronic systems</p>	<p>Operations Teams enter meal reimbursements into a tracking program.</p>

D: Seating During Meals

Student Seating in classrooms

- Students remain seated at their desks while they eat their lunch
- Students should be seated 6 ft apart (since masks will not be worn during eating)
- For Bathroom use, see bathroom system guidance

Student Seating in common spaces

- Students should be seated by cohorts
- Students should be seated 6 ft apart (since masks will not be worn during eating)
- Students should not be seated directly facing each other (consider staggered seating or seating at only one side of the table)

E: Water Fountain Usage

The following guidelines should guide water fountains used during mealtimes and throughout the day (e.g, during Fitness class).

- ✓ In order to prevent transmission, students should not drink directly from water fountains
- ✓ Students should only use water fountains to refill clear plastic water bottles that they bring from home
- ✓ If possible, schools should install touchless water bottle filling attachments.
- ✓ Students should bring a reusable, clear water bottle to school with a label marking their name
 - If budget allows, schools can provide a water bottle to families at the start of the year
- ✓ If a student forgets their reusable water bottle, schools may choose to provide small disposable water bottles (if budget allows)

F: Recess

Lunch Recess systems should adhere to crowd size limitations (i.e. no more than 50 students in a space) and enable social distance. Shared equipment should not be used, consistent with transmission control guidelines. The following options should be considered.

Outdoor Recess

- Students remain in cohorts
- Stagger schedule and location to ensure small group size and maintain cohorting/batching model

Indoor Recess

- Students remain in cohorts in classrooms
- Students play socially-distant games or structured activities, or can play computer games