HUDSONWAY IMMERSION SCHOOL
ROADMAP TO REOPENING

Version July 30, 2020
Part I: Guiding Principles

As we deal with the changing landscape of the COVID-19 pandemic, it is important that our community prepare as well as possible for all scenarios as we move towards the reopening of school in the fall. HudsonWay Immersion School plans to reopen with face-to-face classroom instruction, five days a week, at the beginning of the year with a hybrid option. We do this because we believe being together is in the best interest of our students. They need personal interaction with peers and educators, and they need the hands-on learning experiences that have distinguished HWIS. At the same time, we recognize that the school must chart a new course for reopening that puts the health and safety of students, faculty and staff a priority while protecting the wellbeing of our broader HWIS community.

This Roadmap to Reopening creates a framework for positive learning experiences for the 2020-21 school year that builds upon the resilience, adaptability, and creativity of our students, faculty and staff. As we chart this course, we will do our best to provide a safe, fulfilling and engaging education while navigating an ever-changing landscape.

In developing our plan, the school seeks to:

- Take an adaptive/flexible approach to maintaining student health and wellness
- Remain committed to our school philosophy and program
- Minimize disruption to teaching and learning
- Encourage in-person learning whenever it is safe to do so
- Encourage an open dialogue with frequent, honest communication while respecting privacy
- Follow the guidelines and directives of the Centers for Disease Control and Prevention (CDC), and local Department of Public Health to reduce risk of virus transmission
- Encourage shared responsibility for the safety of the collective community

We all know and understand that the situation is still very fluid and requires us to continually monitor guidelines and modify plans as needed. This means HWIS must be prepared to toggle between different learning models designed to fit a variety of circumstances. More details on these learning models are discussed below.

We are committed to providing the full breadth of the HWIS program. This includes our afterschool programs, Before/Aftercare programs, and specials. We will evaluate these events on an ongoing basis and while their formats may change, the experience and the opportunity to learn will remain intact.

Expectations and Responsibilities within the HWIS Community

As a community, our success at maintaining a safe virus-free environment hinges on the actions of all parents, students, faculty and staff. We are asking parents to sign a Return to School Policy Agreement which clarifies expectations of communication and responsibility. Simply put, this means all employees must stay home if sick and parents must keep children...
home if they are sick or exhibiting COVID symptoms, including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

Note: IF STUDENTS ARE BROUGHT INTO THE SCHOOL WITH THESE SYMPTOMS, THEY WILL BE SENT TO THE ISOLATION ROOM TO BE SENT BACK HOME. IF THE SYMPTOMS OCCUR DURING THE SCHOOL DAY, NOT ONLY WILL THE CHILD IN QUESTION BE ISOLATED AND SENT HOME BUT EVERYONE IN THE CLASS MAY/WILL BE SUBJECT TO QUARANTINE.

We are still learning about how the virus spreads and the severity of illness it causes. For now, everyone MUST take responsibility to practice good hygiene and prevent illness. This includes:

1. Washing hands frequently
2. Wearing a protective mask
3. Using hand sanitizer
4. Frequently cleaning and disinfecting surfaces and objects
5. Maintaining social distancing and limiting exposure time when in enclosed areas

Our goal is to provide a healthy school experience that can be run safely in the midst of the COVID-19 pandemic. It will take a combined effort from the school, administrators, teachers, parents, extended family members, and students to ensure the health and safety of everyone is protected.
Part II: Academic Program

HWIS has only a few short months of experience with online learning. We have taken what we have learned from the final months of the 2019-20 school year, along with best practices and models from other independent and international schools, to create three learning models for the 2020-21 school year. The goal is to operate with On-site Learning provided it is safe to do so while also providing an option of a hybrid model (virtual learning). In the event of heightened health risks, HWIS has developed plans to move to a Remote Learning Model. Here is the rationale for each approach:

On-Site Learning Model
This resembles a traditional HWIS experience with students attending school on-site five days a week. Students interact with grade level peers and teachers and follow a typical daily schedule. Rather than congregate in the gym for meals, lunch will be delivered to classrooms or outdoor areas. Throughout the day, students will be educated and monitored to ensure compliance with social distancing, mask wearing, and hygienic guidelines. In summary, in this model the overall risk of exposure to the virus that causes COVID is considered low enough that the campus can operate with modifications that include reduced density in classrooms and in other areas.

Hybrid Learning Model
This model combines face-to-face learning with coordinated online experiences for students who would use classroom web cameras and other remote technology to remotely access and attend classes from home. Circumstances in which students would use this model would include: at parents’ discretion (decided by trimester), individual students under quarantine due to potential COVID exposure or illness; students self-isolating after travel to an area with ongoing virus transmission and students with pre-existing medical conditions or heightened safety concerns, such as those living with people at higher risk for severe illness. This model could also be used by a cohort group that may be unable to attend classes due to illness or exposure. The Hybrid Learning Model provides another tool for supporting students and families while protecting the greater community from illness that could force a broader school closure. Students learning in this mode could return to on-site learning, at the parents’ discretion at the end of each trimester.

Remote Learning Model
This is the same model our community experienced in the final months of the 2019-20 school year. The school is closed for on-site instruction until such time as it is safe to resume face-to-face instruction. The school remains open through online classes and other remote learning experiences. Students attend school virtually through live or recorded classes, activities, and projects. This option is one that would only be used as a last resort, likely following stay-at-home directives from state or local authorities. In the past six months, we have spent significant time and resources to ensure we can deliver a great remote learning experience. We will continue to train students on how to use remote learning tools to ensure they are able to navigate them independently. Regardless of our learning model, instruction and assessment will continue without interruption. We are committed to providing students with high-quality content, instruction, and assessment appropriate to the model employed.
Moving to Remote
Although our objective is to be on campus together, we will toggle onto remote learning when we are unable to provide a learning environment on campus which is safe for our students. Possible reasons to move to remote learning:
- Confirmed positive case or cases of COVID-19 within the community
- Significant percentage of teachers absent
- Significant percentage of students absent
- Stay at Home orders issued by the government

<table>
<thead>
<tr>
<th>How do the options compare?</th>
<th>On-site Instruction</th>
<th>Remote or Hybrid Learning when not on-site</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Schedule</strong></td>
<td>All grade levels, 5 days a week. Student will follow the class daily schedule.</td>
<td>All grade levels, 5 days a week. A schedule will be established at a later date for students with synchronous learning according to the on-site class schedule. All teacher led instruction will be recorded and uploaded to Google Classroom.</td>
</tr>
<tr>
<td><strong>Courses</strong></td>
<td>All courses will be available</td>
<td>All subjects with the exception of PE will be available (P.E. will include pre-recorded lessons. Classes are livestreamed.</td>
</tr>
<tr>
<td><strong>Food Services</strong></td>
<td>Normal food services will be provided in the classroom/outdoor with modifications for social distancing</td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>Health Protocols</strong></td>
<td>All staff and students K-7 must wear face coverings. Preschool students must wear face shields. School will provide face shields to be worn at school for all preschool students. Social distancing will be maintained whenever possible. Families are responsible for providing face masks for their child(ren).</td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>HWIS After School Programs</strong></td>
<td>Available virtually</td>
<td>Available virtually</td>
</tr>
<tr>
<td><strong>Social Emotional Support</strong></td>
<td>Will occur at school</td>
<td>Will occur through teacher 1:1 online meetings</td>
</tr>
<tr>
<td>Grade Level</td>
<td>Parents must</td>
<td>Parents should consider</td>
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</tbody>
</table>
| PreK – Grade 2 | ▪ Parent must provide internet and computer access or request access from the school.  
▪ Parent must sit with students for most synchronous and asynchronous learning.  
▪ Parent must be available for a teacher conference weekly. | ▪ Attention span of younger students  
▪ This option may provide less social emotional learning and informal play.  
▪ Specials classes are limited.  
▪ One on One reading instruction may be less optimal in this setting |
| 3 - 5 | ▪ Parent must provide internet and computer access or request access from the school.  
▪ Parent must check with students daily on their progress and monitor asynchronous learning.  
▪ Parent must be available for a teacher conference as needed. | ▪ Attention span of younger students  
▪ This option may provide less social emotional learning and informal play.  
▪ Specials classes are limited. |
| 6 - 8 | ▪ Parent must provide internet and computer access or request access from the school.  
▪ Parents must check with students daily on their progress and monitor asynchronous learning  
▪ Parent must be available for a teacher conference as needed. | ▪ This option may provide less social emotional learning and informal play.  
▪ Specials classes are limited. |

**Academic Schedules**

We are creating new academic schedule based on enrollment and classroom space. Scheduling is a complex puzzle in any given school year, and it is especially complicated when we now factor in social distancing and reduced density of classrooms. As such, detailed schedules will not be available until closer to the start of school. However, we expect the school day to be moderately shortened (no more than 1 hour) to allow for cleaning and preparation for the next school day.
**Before Care and After Care**

Before and After Care has traditionally been provided for students at HWIS. This option is needed and appreciated by many working families. In reopening for the 2020-21 school year, HWIS is committed to continuing to provide Before and After Care, but with modifications due to COVID-19. Specifically, we will require parents to sign up for Before and After Care in advance so we can anticipate the number of participants and better manage child care to ensure children stay in their stable cohort groups. More information on Before and After Care sign-ups will be available closer to the start of school.
Part III: Health and Safety

In reopening school, we are taking steps to prevent potential transmission of COVID-19. We now know the virus spreads mainly from person-to-person, and the CDC recommends that the best way to prevent infection is to avoid exposure and stop transmission through everyday practices, such as maintaining social distancing, wearing protective masks, washing hands and routinely cleaning and disinfecting surfaces. The school will place signage throughout the school for reference.

In planning for reopening, we started by asking: What would an average school day look like in our “new normal”? How would it be different for a Kindergartner compared to a seventh grader? We walked through both campuses, taking measurements to determine the placement of safely distanced desks. We mapped out how students would arrive in the morning and get to class. We evaluated how and where students would eat lunch, and how co-curricular classes might need to change. With a goal of maintaining a healthy school environment with in-person classes, we identified the following approaches:

- Reduced Density and Physical Distancing
- Frequent Cleaning, Sanitizing and Disinfecting
- Enhanced Health Screening, Face Masks, Preventative Hygiene, and ongoing Health Education
- Travel and Arrival Requirements for All Students
- Student Precautions
- Communication and Coordination
- Campus Access for Parents & Visitors

Reduced Density & Physical Distancing
Infectious disease experts have promoted “social distancing” as a key strategy in preventing the spread of COVID-19. According to the CDC, “limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease.” Social distancing, also called “physical distancing,” simply means keeping space between yourself and other people outside of your home. At HWIS, we want students to maintain social connections, but we also recognize the importance of physical distancing to prevent transmission.

Students will remain in the stable cohort groups for most of the day. While other specialty teachers (Music & Art) will come to each cohort’s primary location to teach their lessons. P.E. will be outdoors as much as possible or the gym during inclement weather. English teachers will come to each cohort’s homeroom when possible, when not possible due to two language cohorts, a larger room which allows for social distancing will be utilized.

Students will be provided their own classroom supplies (pencils cases, pencils, scissors, etc.)

Every classroom will be designed to maximize space and distance between each student. Classroom furniture will be rearranged to provide additional space and distancing between each student. Administrators will preview and approve classroom designs prior to the start of school, and throughout the school year as adjustments are required.
The school will maximize the ventilation when possible without compromising the integrity of the HVAC system. Allow for air circulation through opening doors, windows, and placing air circulators/purifiers in areas as needed.

**Frequent Cleaning, Sanitizing and Disinfecting**
Classrooms and frequently touched surfaces will be frequently cleaned and disinfected by the teachers and custodial staff. Students will be educated and encouraged, as age appropriate, to participate in frequent cleaning of their own personal space, including desks, eating areas, and sports equipment.

Bathrooms will be cleaned and disinfected multiple times throughout the day by custodial staff. Teachers will have bottles of hand sanitizer available for students everyday as they enter class. They will also frequently wipe down high-touch surfaces, classroom surfaces, toys, and equipment.

**Enhanced Health Screening, Face Masks, and Preventative Hygiene**
Temperature and COVID-symptom assessments will be taken daily upon arrival to school at designated entrances and again during the day. If a student has a temperature greater than 100.0 F(without fever reducing medications), and/or COVID symptoms (cough, shortness of breath, fever, chills, muscle pain, sore throat, loss of taste or smell, congestion or runny nose, nausea or vomiting, diarrhea), or has recently had close contact with a person with COVID-19, the student will be sent home immediately and not permitted to attend school until cleared by a medical professional.

Protective face coverings must be worn by all staff, teachers, and students (KG and older) while indoors in school buildings and classrooms in addition to physical distancing. Students are expected to know how to properly use and remove a face mask. Students must arrive to school with two masks. If the students are using fabric masks, the mask must be cleaned regularly. Preschool students will wear face shields during school day which will be provided by the school and left at school (masks optional). During lunch hours KG and older students will remove their masks and use a face shield provided by the school and left at school. Weather permitting, outdoor picnics and classes will be encouraged.

Daily health questionnaire must be submitted prior to entering the school grounds. Students must wash hands frequently throughout the day for at least 20 seconds, in addition to washing hands before and after eating, as well as before sharing materials. Hand soap and paper towels will be provided at every sink. Hand sanitizer will be in each classroom. Students are expected to cover their mouth and nose with a tissue when coughing or sneezing, or cough or sneeze into their elbow. Students are expected to avoid touching their eyes, nose or mouth.

Shoe sanitizing floor mats will be placed in major entrances to minimize the spread of germs in the school building.

**Hand sanitizing:** If handwashing is not feasible, hand sanitizer with at least 60 percent ethanol or at least 70 percent isopropanol content will be used. Hand sanitizer will be placed at key locations (e.g., building entrances, gym, classrooms).
It is advised that students take daily showers and change their clothes/uniforms each day prior to coming to school.

**Travel and Arrival Requirements for All Students**
As we prepare to reopen, HWIS is asking families to minimize travel, especially from areas with widespread virus transmission. Because travel increases your chances of getting infected and spreading COVID-19, staying home before the start of school is the best way to protect yourself and others from getting sick. As such, we ask that all students traveling self-isolate for two weeks prior to arriving at school.

During daily commute to school, please consider options that allow you to keep 6 feet distance from others where possible and if using public transportation, be sure to comply with safety measures as prescribed.

Curbside drop-off and pick-up will be implemented during the 2020 – 2021 school year, as parents and visitors will have limited access to the school building.

The school will implement a staggered morning drop-off and pick-up which will be communicated at a later time.

**Student Precautions**
During weekends and holidays, student families should consider the health of the HWIS community by limiting participation in potentially risky activities where COVID-19 precautions are minimal or impossible. If students or families do find themselves in a situation where exposure may have been likely, they should notify the Head of School who, in consultation with medical consultants and public health professionals, will determine whether a student should return to the campus for in-person classes.

**Flu Shots and Vaccines**
All students attending on-site classes during the 2020-2021 school year are expected to receive a flu shot. All students must receive all vaccinations required under state law.

**Frequent Communication and Coordination**
We will communicate frequently with families as plans evolve. We ask families to let us know what is working, and what needs improvement, as we navigate reopening school amid the current health crisis. We also ask parents to support our health protocols by monitoring their child’s temperature and overall health before going to school each morning. No child or staff member should attend school if they have symptoms of illness or have a temperature.

**Campus Access for Parents & Visitors**
The School will be restricted to only students, faculty and staff members. Parents will be asked to drop off and pick up their students at designed drop-off areas. Respectfully, we ask that parents stay in their cars or outside and wear protective face coverings during drop off and pick up. We know this represents a dramatic change from the open nature and welcome culture of our school. But our ability to provide in-person classes depends on maintaining a safe environment with limited access.
To reduce potential exposure of our students and staff members, visitors will not be allowed during school hours. If a visitor needs to come to campus, the visitor must call in advance and have a temperature screening before entering the school. If the visitor has a temperature greater than 100.0°F and/or COVID-19 symptoms, the visitor will not be permitted on campus.

**COVID-19 Symptoms**
Staff and students exhibiting COVID-19 symptoms will be excluded from in-person schooling and will join the hybrid learning environment.

Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher will be sent home immediately until testing and/or medical evaluation has been conducted. Students identified with symptoms will wait in a designated isolation room until picked up. Once contacted, please arrange immediate pick-up of your child within 2 hours.

**Daily Health Questionnaire for Students and Staff**
These questions must be answered by or for each student and staff member daily before being admitted to the school. A person who answers “Yes” to any one of these questions will not be allowed to enter the school.

<table>
<thead>
<tr>
<th>1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?</th>
<th>Yes - <strong>STAY HOME</strong> and seek medical care.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Do you live in the same household with, or you had a close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus or traveled to one of the “hot-spot” areas or overseas? Close contact is less than 6 feet for 15 minutes or more.</td>
<td>Yes - <strong>STAY HOME</strong> and seek medical care and testing.</td>
</tr>
<tr>
<td>3. Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?</td>
<td>Yes - <strong>STAY HOME</strong> and seek medical care and testing</td>
</tr>
<tr>
<td>• Fever (100.0)</td>
<td>• Muscle/body aches</td>
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<tr>
<td>• Cough</td>
<td>• Loss of taste or smell</td>
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<tr>
<td>• Shortness of breath/trouble breathing</td>
<td>• Headache</td>
</tr>
<tr>
<td>• Chills</td>
<td>• Confusion</td>
</tr>
<tr>
<td>• Night sweats</td>
<td>• Vomiting</td>
</tr>
<tr>
<td>• Sore throat</td>
<td>• Diarrhea</td>
</tr>
<tr>
<td>• Headache</td>
<td>• Runny nose</td>
</tr>
<tr>
<td>• Confusion</td>
<td>• Fatigue</td>
</tr>
<tr>
<td>• Vomiting</td>
<td>• Diarrhea</td>
</tr>
<tr>
<td>• Runny nose</td>
<td>• Fatigue</td>
</tr>
</tbody>
</table>

4. Is the student taking fever reducing medication?  
   Yes - **STAY HOME** until fever free without medication for at least 24 hours.

The single most important thing to do if any of the following symptoms are present is to **STAY HOME**. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home.
Parents are encouraged to take the temperature daily of their child(ren) BEFORE bringing them to school. Also, if a parent has a child at home with the virus or symptoms of the virus, it is recommended that they purchase a pulse oximeter ($25 on Amazon). Serious cases of the virus may not be identified purely by its symptoms which may be mild. The oximeter is another diagnostic tool that can be used to identify more serious cases that could require hospitalization.

**Scenario Protocol for Individual Student:**

<table>
<thead>
<tr>
<th>Individuals who have symptoms of COVID-19 AND</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Have tested positive should stay home and away from others until:</td>
</tr>
<tr>
<td>• At least 10 days have passed since their symptoms first appeared AND</td>
</tr>
<tr>
<td>• They have had no fever for at least 24 hours (1 full day without the use of medicine that reduces fever) AND</td>
</tr>
<tr>
<td>• Other symptoms have improved (for example symptoms of cough or shortness of breath have improved) AND</td>
</tr>
<tr>
<td>• A written statement from a physician indicating that the student is able to return to school safely.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Individuals who have symptoms of COVID-19 and have not been tested should stay home and away from others until:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A medical note by a physician is given to the school providing an alternative explanation for the symptoms and reason for not ordering COVID-19 testing.</td>
</tr>
<tr>
<td>• The symptomatic person tests negative for the virus or</td>
</tr>
<tr>
<td>• 10 days have passed since first symptoms and no fever for 24 hours (without the use of fever reducing medicine, and symptom improvement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Individuals who have NO symptoms and have tested positive should stay home and away from others until:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 10 days have passed from the collection date of their positive COVID-19 diagnostic test AND they have not developed symptoms</td>
</tr>
<tr>
<td>• A written statement from a physician indicating that the student is able to return to school safely.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Individuals who have symptoms and have tested negative should stay home and away from others until:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 24 hours after their fever has ended without the use of fever reducing medications and other symptoms improve</td>
</tr>
</tbody>
</table>
Scenario Protocol for Close and Secondary contacts

A close contact is defined as someone who is within 6 feet for at least 15 minutes with someone who tests positive or has symptoms consistent with COVID-19.

A secondary contact is defined as someone who has been in contact with a close contact of someone who tests positive for COVID-19 (such as a friend of a friend, or classmate of a sibling of someone who tested positive).

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student who is a close contact of a household member who has returned from overseas travel or a restricted state (see list at <a href="https://coronavirus.health.ny.gov/covid-19-travel-advisory">https://coronavirus.health.ny.gov/covid-19-travel-advisory</a>) and is self-isolated and has no symptoms or positive test</td>
<td><strong>Student can attend if he/she has no symptoms</strong></td>
</tr>
<tr>
<td>Student is a close contact of someone who tested positive or has symptoms of COVID</td>
<td><strong>Self-quarantine and monitor for symptoms for 14 days from the last date of exposure with the person, even if the contact tested negative (because the incubation period of the virus resulting in a positive test result may take up to 14 days)</strong></td>
</tr>
<tr>
<td>Student is a secondary contact of the student who tested positive or has symptoms of COVID</td>
<td><strong>Student can attend if he/she has no symptoms AND</strong>&lt;br&gt;<strong>The close contact has no symptoms</strong></td>
</tr>
</tbody>
</table>

Testing Requirements: Testing for asymptomatic students is recommended but not required. Staff and students must get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household member or non-household close contacts tested positive for COVID-19. Additional testing requirements will depend on further guidance from the proper authorities.

Negative test results:
- Documentation of negative test results must be provided to school administration.
- In lieu of a negative test result, symptomatic students and staff will be allowed to return to work/school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Persons who have not received a test proving or disproving the presence of COVID-19 may return if the following three conditions have been met:
  - They have not had a fever for at least 24 hours (one full day of no fever without the use of fever reducing medicines);
  - Other symptoms have improved;
  - At least 10 calendar days have passed since symptoms first appeared
Positive COVID-19 Case Confirmation

- **Communication:** Upon notification of a positive result, a parent or employee will notify the school immediately (within 1 hour). The school will alert the Department of Health and anyone who has come into direct contact with the positive individual. An individual tested positive for COVID-19 should follow the recommendations of their healthcare provider for isolation protocol.

- **Contact tracing:** HWIS will collaborate with the Department of Health to conduct contact tracing. Upon notification of a positive case on campus, the administration will track movement of the person who tested positive and secure affected areas. Impacted individuals will be notified. Anyone who is identified as a close contact or at risk for exposure to COVID-19 based on the public health consultation will be required to quarantine for 14 days from their last day of exposure. Depending on the specific circumstances, this may involve quarantine of only specific individuals (e.g. those sitting next to the person with COVID-19 in a classroom), but could include whole classes (depending on degree or likelihood of close contact, classroom size, age of students, etc.); this will be assessed on a case-by-case basis by the school and public health authorities.

School Campus Closure

- HWIS may need to temporarily dismiss students and staff for at least 2 and possibly as many as 5 days, if a child or staff member attended school before being confirmed as having COVID-19.
  - This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the facility, perform contact tracing and cleaning and disinfecting the facility.
  - The school will follow CDC guidance on how to disinfect the building or facility if someone is sick.
    - If a sick child has been isolated in our isolation room, we will clean and disinfect surfaces in the isolation room or area after the sick child has gone home.
    - If COVID-19 is confirmed or suspected in a child or staff member:
      - We will close off areas used by the person who is sick.
      - Open outside doors and windows to increase air circulation in the areas.
      - Wait as long as possible, up to 24 hours before we clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
      - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas with an EPA-registered product for use against SARS-CoV-2.

The school will work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
Screen for COVID-19

- **NO FLAGS**
  - Proceed to school

- **EXPOSURE, NO SYMPTOMS**
  - Cannot go to school
    - Home for 14 days since exposure

- **DIAGNOSIS, NO SYMPTOMS**
  - Cannot go to school
    - Home for 10 days since first positive COVID-19 test

- **AT LEAST 1 SYMPTOM**
  - Cannot go to school
    - If confirmed positive COVID-19 OR person has not been tested: 10 days since first symptoms, no fever for 24 hours (without the use of fever reducing medicine), AND symptom improvement, including coughing and shortness of breath
    - If negative COVID-19 test: No fever for 24 hours (without the use of fever reducing medicine), AND they have felt well for 24 hours
    - If confirmed diagnosis other than COVID-19 (e.g., stomach virus, ear infection): Follow normal school policies to return to school

* Exposure refers to being within 6 feet of someone diagnosed with COVID-19 for 15 minutes or more.
HudsonWay Immersion School
Return to School Policy Agreement

As you know, COVID-19 has been declared a worldwide pandemic by the World Health Organization. While COVID-19 is highly contagious, HWIS is taking precautions and implementing safety measures to prevent the spread. All members of the HWIS community have a shared responsibility to support and comply with policies and protocols to protect the health and safety of our community.

Both this policy and the “Roadmap to Reopening” may be revised or updated form time to time as necessary or appropriate and in consideration of the guidance and recommendations of the CDC, Department of Education, and Department of Health (NY), and Department of Children and Families (NJ). Parents and students when age appropriate are expected to read, understand and adhere to this Policy and the safety protocols. Parents are expected to ensure their children understand what is expected of them. Failure to comply with this Policy or the safety protocols may result in a student being sent home, disciplinary consequences and or the removal of a student and his/her family at the discretion of the Head of School. Parents who have questions about this Policy should contact the Head of School.

1. We agree to reinforce healthy habits outside of school such as safe social distancing, frequent handwashing and use of masks when in the proximity of groups of people outside of the immediate family.
2. Prior to arriving on campus daily we agree to submit information through an app used by the school.
3. We understand and acknowledge that the school has implemented a safety and health guidelines that requires all students participating in-person schooling observe certain practices and precautions designed to mitigate the risk of spreading COVID-19. We acknowledge and agree that the student will abide by the such guidelines.
4. We agree to be complete and truthful in our communications with the school regarding symptoms of COVID-19 of our children or others in the household, travel plans and any other information deemed relevant by the school to assess risk during the pandemic. If we test our children or others in the household, we agree to inform the school of the results within 1 hour if positive and 12 hours if negative after receiving the result.
5. We agree to respect the privacy of students and families by not communicating anyone’s personally identifiable health related information.
6. We agree that the school has the authority to make the final decision as to whether a child can attend school on-site. If a child shows COVID-19 symptoms during the school day, we agree that we will make every effort to pick up the child within 2 hours of being contacted.
7. We acknowledge the continued presence of the COVID-19 pandemic (the “Pandemic”) and assume all risk associated with the Pandemic, including, without
limitation, the possible dissemination of the Pandemic from other attendees of the Program. The undersigned hereby releases Bilingual Buds LLC (NJ program) or Bilingual Buds NYC (NY program) d/b/a Hudsonway Immersion School, and their respective officers, directors, members, shareholders, employees and agents from and against any and all claims, liabilities, actions and damages that the undersigned and/or the child of the undersigned enrolled at the Program, and/or any of the undersigned’s other family members may sustain as a result of the undersigned child’s attendance at the program.

Electronic "Signature" Agreement & Security. Please sign the Return to School Policy Agreement in School Admin by entering your full name in the boxes provided. Your typed name and date will together serve as your signature for this Electronic Authorization and Release from Liability. The electronic signature below and related fields are treated by HudsonWay Immersion School like a physical handwritten signature on a paper form as if actually signed by you in writing. Further, you agree that no certification authority or other third party verification is necessary to validate your electronic signature, and that the lack of such certification or third party verification will not in any way affect the enforceability of your signature or any resulting contract between you and the School.
Committee Members

HudsonWay Immersion School would like to recognize all the stakeholders who shared their valuable time in development of this document. We also thank all those who served as an Advisory Group to review and provide thoughts and feedback.

School Committee:
- Maggie Carrano
- Irene Gallardo-Nicolosi
- Sue Ha
- Lucy Hao
- Sharon Huang
- Bill Hicks
- Nichole Lachhana
- Nicole Liu
- Sherry Ma
- Susan Reeves
- Patti Summers
- Jim Todd
- Jack Winters
- Tracie Xiong

Parent Committee:
- Leah Bromley
- James Collins
- Shih Hua
- Andrea Lawson
- Stephen Lawson
- Carlissa Li
- Lina Mattle
- Miranda Perkins

Resources

- American Academy of Pediatrics Recommendations
- Harvard School of Public Health Recommendations
- CDC Recommendations for Schools
- CDC Guidance, COVID-19 K-12 Schools and Child Care Programs
- New Jersey Department of Education Reopening Guidance
- New York State of Education Reopening Guidance