



## ISB Summer Safety Plan

**Section 1:** Cohort System and Social Distancing

**Section 2:** Arrival and Dismissal

**Section 3:** Visitors and Gatherings

**Section 4:** Common Areas, Lunch and Snack

**Section 5:** Extended Day and Field Trips

**Section 6:** Health, Hygiene and Safety

**Section 7:** Cleaning and Sanitization

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## INTRODUCTION

ISB has been open for in-person classes since September 2020 using safety measures including masks, social distancing, daily health screenings and a cohort system. We are confident that these same protocols will allow us to operate a safe and fun summer program. As the summer approaches, we will continue to update this safety plan to reflect the current situation and to take into account the latest information from the CDC and local authorities.

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## SECTION 1: COHORT SYSTEM AND SOCIAL DISTANCING

### Cohort System

We are creating a cohort system for participants and staff in order to ensure that the least possible number of individuals are in contact with each other on a daily basis. At ISB Summer, each cohort consists of a single classroom group and their counselors. Groups will be limited to no more than 12 children in order to allow for the 6-ft social distancing requirement. During the program, participants and staff will spend time only with others in their cohort.

### Social Distancing

Social distancing will limit the spread of Covid-19. ISB Summer will adhere to the following strategies to maintain social distancing as much as possible:

- Counselors will structure activities that allow for distance between participants as much as possible
- There will be signage throughout the building indicating spacing for social distancing at times when participants and staff are passing through the hallway, waiting for restrooms, etc.

- Families will be asked to maintain 6ft of distance during arrival and dismissal
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## **SECTION 2: ARRIVAL AND DISMISSAL**

### **Daily Screening Process for Families and Staff**

Every morning, all families will be required to complete a health screening questionnaire via a web-based app which includes a temperature check for their children. All staff members will also be required to fill out this questionnaire before entering the building each morning. Participants and staff will not be able to enter the building unless this has been completed.

During arrival, ISB Summer staff will check that this health screening questionnaire has been completed for everyone who enters the building. If a participant has not completed the daily screening upon arrival, the Program Nurse or Program Director will help to facilitate this health screening for the participant outside of the building.

### **Building and Program Hours**

ISB Summer: 9:00am-3:00pm

The building will be open every day from 8:00am-4:00pm. The building will close promptly at 4:00pm every day for enhanced cleaning and sanitization.

### **Staggered Arrival and Dismissal**

To reduce the number of people in the building together, and to reduce contacts where we can, families will not be allowed inside the building and are to remain outside during arrival and dismissal. Program staff will provide assistance to participants and families at the entrance outside. More information about arrival and dismissal time frames will be sent as summer approaches.

ISB Summer will use the entrance at 477 Court Street which enters directly into the building, nearest to Nelson Street. Participants will enter through this door and proceed directly to classrooms during their arrival time frame. At dismissal, participants will form a physically distanced line in the first floor hallway. Children will be released by their counselors to their parents or caregivers at the building entrance.

### **No Early Drop-Off**

There will be no Early Drop-Off this summer. Participants should go directly to their classrooms during their designated arrival time frame. Counselors will be in the classroom to welcome children during their arrival time frame.

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## **SECTION 3: VISITORS AND GATHERINGS**

### **Visitors**

No visitors or parents will be allowed in the building unless for an emergency or preapproved by a Program Director for a specific purpose that requires an in-person presence. Parents who need to pick up a child from ISB Summer other than at dismissal must ring the bell and wait outside for their student to be brought to them.

All vendors or maintenance workers will be screened and temperature taken at reception. All visitors must wear masks at all times and every effort will be made to have these services done after program hours.

### **Gatherings**

ISB Summer will not include all-group gatherings this year. Program staff will find alternate ways to mark the end of sessions with special activities that adhere to our Covid-19 protocols.

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## **SECTION 4: COMMON AREAS, LUNCH AND SNACK**

### **Common Areas Closed**

The Library, Staff Lounge, Cafeteria and other common areas will be closed for community use. Staff will be encouraged to eat in their classrooms or in the front courtyard. The yard will be used for small group recess and outdoor activities weather permitting.

### **Lunch and Snack**

Participants are responsible for bringing their own lunches to the program each day. There will be no shared classroom snack; families will be responsible for providing their child with a daily snack. Counselors will disinfect tables before and after lunch and snack in the classroom.

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## **SECTION 5: EXTENDED DAY AND FIELD TRIPS**

### **Extended Day Program**

ISB Summer's Extended Day program brings together participants across language tracks and groups, who would otherwise have spent their day in smaller cohorts. Because this would present the risk of cross-contamination between pods, there will be no Extended Day program this summer.

### **Field Trips**

ISB Summer will not include field trips this year. Groups may still visit local playgrounds or go on neighborhood walks if current safety protocols allow.

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## **SECTION 6: HEALTH, HYGIENE, AND SAFETY**

### **Face Coverings and PPE**

Masks or face coverings will be required for all staff members, counselors-in-training, and interns. Participants will wear masks in the hallway, going to and from bathrooms, and when entering and leaving the building. In the classroom and during recess, children will generally wear masks with time for mask breaks built into the schedule. Staff and families are encouraged to bring in their own face coverings, but there will be a supply of single-use masks at ISB for those who need them. All students and staff will receive training on the proper wearing and taking off of face masks.

Gloves will be provided for participants and staff to wear when necessary, i.e. when staff are assisting children with their lunches. Facilities and Nursing staff will wear full PPE when performing deep cleaning or managing students in isolation. Counselors will be provided with covering for their clothes for use when working closely with participants. Should it be necessary, they will change the covering and place the dirty covering in a plastic bag to be laundered.

### **Hand Hygiene**

ISB Summer will promote proper handwashing and hand hygiene. All participants and staff will be trained on proper handwashing and there will be several hand washing times built into the program schedule. There will be hand sanitizer available in each classroom and in hallways. Children will use hand sanitizer or wash hands upon arrival, before eating snacks and lunch, before and after using the bathroom and other times during the day. There will be signage around the building promoting hand and respiratory hygiene.

### **Covid-19 Testing Prior to the Summer Program**

All participants will be required to present a negative Covid-19 test taken within 72 hours of the start of their first program session. This requirement may be changed depending on the availability of testing and the length of results as the summer approaches. ISB Summer staff will be required to provide a negative test result prior to the program and will be tested regularly throughout the summer.

### **Health Office Procedure**

The Health Office will be separated into 3 distinct areas:

- Triage
- Procedures and Assessments
- Isolation

Staff will call the Health Office before sending participants to confirm the nurse is present and to determine if going to the Health Office is necessary. Participants will be escorted by an

adult to the Health Office. Any participant with a fever or other concerning symptoms will wait in an isolation room until a parent or guardian can pick them up.

Scheduled medications and procedures will be done outside of the Health Office if appropriate. I.e. a participant needs to take their inhaler before recess so the nurse meets the child in the hallway outside of their classroom. All classrooms will have a supply of bandages to deal with small cuts and abrasions in the classroom.

## SECTION 7: CLEANING AND SANITIZATION

ISB Summer will follow all CDC/NYSDOH guidelines on proper cleaning and sanitization of the School premises.

- All water fountains will be used only as water bottle refill stations. Participants and staff are highly encouraged to bring in and use their own water bottle.
- Classroom rugs will be replaced with small mats that are able to be wiped down daily. Excess classroom furniture will be temporarily removed.
- There will be no shared supplies. Each student will have their own supply box provided by the program. Sharing of manipulatives and toys will be very limited with disinfection occurring between each use.
- Each cohort will have their own set of recess toys that will be used for their group only.

Below is the schedule that facilities staff will follow each day. All facilities team members who perform cleaning and sanitizing must wear appropriate PPE as set forth in CDC guidelines. In addition, the building will be cleaned and sanitized each evening by the school's outside vendor cleaning company, following CDC guidelines. This will include cleaning and disinfecting all spaces, tabletops, bathrooms and high touch areas. Each week, the building will undergo a deep cleaning and sanitization.

	<b>Wipe down door handles in stairwells, handrails in stairwells</b>	<b>Bathrooms cleaned and sanitized</b>	<b>Trash removal</b>	<b>Spray door handles, light switches, printer area</b>
<b>477 Court St Building: First Floor</b>	In between arrival times, 10AM, 12PM, 2PM	9:30AM, 11:30AM, 1:30PM, 2:30PM	After lunch period	10AM, 12PM, 2PM
<b>North Building: First Floor</b>	8:30AM, 10:30AM, 12:30PM	9:30AM, 11:30AM, 1:30PM	After lunch period	10AM, 12PM, 2PM

	2:30PM	2:30PM		
<b>Courtyard Door and Entrances</b>	9AM, 11AM, 1PM, 3PM	N/A	N/A	

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