



**Hellenic Classical Charter Schools (HCCS)**  
**Park Slope (PS), est. 2005 Staten Island (SI), est. 2018**  
**Health and Safety Guide for the New School Year**  
**School Year 2022-2023**

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## Message From Our Team

Dear HCCS Families,

We are looking forward to beginning our new school year with you, with in-person learning, five days a week, for all our children starting on September 8, 2022. If you are new to our school, we would like to welcome you to the best school in the world! As always, we promise to ensure academic success of our students and give them a loving and caring environment. Our entire team has been planning all summer for our new year! We have many exciting things happening at HCCS that we can't wait to share with you during all our upcoming family meetings.

As always, the safety of the students and staff is our first and foremost priority. With the continued guidance and support of our legal team, the Centers for Disease Control and Prevention (CDC), New York State Education Department, New York State Department of Health, and your feedback, HCCS is looking forward to a safe and healthy school year.

The CDC recommends that vaccination is the leading public health prevention strategy to end the COVID-19 pandemic. The CDC suggests a layered prevention strategy to protect our students, teachers and staff. In some instances, the guidance varies based on the vaccine status of individuals.

We hope this **Health and Safety Guide for the New School Year School Year 2022-2023** will provide answers to many of your questions. In summary, our HCCS multi-faceted prevention strategies include:

- Recommending staff and age eligible students get vaccinated;
- Staying home when sick and getting tested
- Requiring face masks for students and staff in pre-K over age 2 and for others in certain circumstances<sup>1</sup>.
- Encouraging physical distancing of at least 3 feet apart. When distancing is not possible, students will be in cohorts;
- Using ventilation and Merv-13 filters. Both schools are air conditioned;
- Encouraging good handwashing;
- Contact tracing in combination with isolation and quarantine requirements, in accordance with applicable law;
- Performing routine cleaning and disinfection;
- Conducting daily temperature checks;
- Providing personal protective equipment (PPE);
- Staggering arrival and dismissal times to ensure social distancing;
- Posting safety signage throughout our schools; and
- Weather permitting students will continue to have daily outdoor play

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<sup>1</sup> *People otherwise required to wear a face mask do not need to wear masks when eating, drinking, singing, or playing a wind instrument; when masks are removed for these purposes, individuals will be spaced six feet apart. Students will receive mask breaks.*

<sup>2</sup> *Remote learning will occur when there is a need to quarantine due to COVID-19 or during snow days.*



HCCS will also be prepared to pivot to remote learning<sup>2</sup>, as necessary, as we monitor the health guidance during this pandemic. Therefore, our children will be continue to use a one-on-one computer device this year and we will be using Google Classroom as our platform for times we may need to go remote. Students will be assigned to a Google Classroom by September 9th and devices will begin being distributed the week of September 12th.

We promise we will continue to be your anchor and respond to any challenges that may arise.

We have such gratitude to all our families, staff and community for their continued support. We look forward to seeing you on September 8th. #HCCSSTRONG!

Warm Regards,

Christina Tettonis, Joy Petrakos, Natasha Caban, Cathy Kakleas



### **HCCS Vision**

The Hellenic Classical Charter School provides our diverse student body with a rigorous education in a dynamic environment. Using a standards-based curriculum, enriched with the Greek and Latin languages, and the classics woven throughout, our students engage in dialogue using the Socratic method to become critical thinkers. Our students become college and career ready and well-prepared to succeed and contribute to the global community as responsible citizens.

Our aim is to prepare our students to be independent learners and leaders in grades Pre-K to 8. Our goal is to provide a rigorous education to all learners using all learning platforms. Our classroom environment will continue to promote student independence and encourage critical thinking.

Our students will be able to smoothly transition from in person to remote learning when necessary. Students will continue to have access to their Google Classrooms which will bridge the connection between in-person and remote learning.

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<sup>2</sup> Remote learning will occur when there is a need to quarantine due to COVID-19 or during snow days.



## **Social Emotional Learning & Support**

With the expertise and guidance of our guidance counselors, we will provide group and/or individual counseling. In addition, we will continue our weekly Competent Kids Caring Classrooms lessons for grades K-4 and Scholar Centric for grades 6-8.

## **School Program and Design**

In person learning five days a week for all students.

- Our students will have in-person instruction 5 days per week.
- HCCS will continue to use Google Classroom as its learning platform for when remote-instruction is required due to quarantine or snow days.
- Homework will be posted on Google Classroom daily or as assigned.
- Each teacher will provide details on their classroom routines during orientations.
- Our teachers are available throughout the school year for any questions.
- HCCS will continue to monitor progress and provide feedback using existing systems and tools in place.
- HCCS will continue to distribute progress reports and report cards.
- HCCS will continue to monitor and enforce student attendance and participation.

## **Health and Safety Best Practices**

At HCCS, our most important concern is to ensure the health and safety of everyone in our schools, children, staff and our families. As we plan for our new school year we will continue to receive guidance by our legal team, the Centers for Disease Control and Prevention and the New York State Department of Health. Our goal is to keep our HCCS community safe.

Parents/guardians of HCCS students (and students themselves) should monitor the students' health every morning prior to coming to school and students should stay home if they are experiencing any COVID-19 symptoms.

- HCCS will keep student and staff medical information confidential in accordance with applicable law and/or guidance.
- All students and staff will have their temperature checked using non-contact thermal camera upon entry into the building. Any student or staff member with a temperature above 100 degrees Fahrenheit will be restricted from accessing classrooms and sent home.
- HCCS-SI: Pre-K students and students who are walking in after the designated arrival times will enter through the parking lot entrance and will have their temperature scanned by a non-contact handheld thermometer to the forehead. The staff conducting the temperature scan with the non-contact handheld thermometer will be provided with personal protective equipment.
- Each school will have a health exclusion room for students who cannot be picked up immediately. Multiple students may be in the same health exclusion room so long as they can be separated by at least 6 feet.



- Students and staff who test positive for COVID-19 will be asked to stay home for a period of at least 5 days and must meet other requirements before returning to school, regardless of vaccination status.
- If a student or staff member tests positive for COVID-19, HCCS staff will implement a communication protocol that will:
  - Communicate cases to the New York City Department of Health and ensure that they can take appropriate contact tracing measures.
  - Inform relevant stakeholders, while taking measures to protect the privacy of students and staff members.
- If a student tests positive for COVID-19, HCCS will inform any students identified as having been in close contact with the infected student so they may take appropriate measures.
- If a staff member tests positive for COVID-19, HCCS will inform any students or staff that had close contact with the staff member so they may take appropriate measures.
- If another person in the same residence of a student or staff member is diagnosed with COVID-19, that student or staff member should follow masking and testing guidance, as appropriate, and monitor symptoms for 10 days. This directive is based on the current CDC guidelines.
- If someone is contacted via contact tracing and told that they have been in contact with someone who has tested positive, and are told to quarantine, they should do so.
- The New York City Health Department recommends that individuals who are exposed to a person with COVID-19 be tested on day 5 after exposure, and that if any individual develops symptoms or tests positive for COVID-19, they isolate at least 5 days from when symptoms appear (or 5 days from positive test, if no symptoms exist). Certain other criteria must be met before returning to school.
- Vaccination is the best way to prevent COVID-19. Vaccination is available for all individuals ages 6 months and older. Everyone 5 years of age and older is eligible for the COVID-19 vaccination booster.
- Our testing policy is outlined in our Health & Safety Plan.

## **Classroom Dynamics**

We will minimize risk of exposure by minimizing an overlap between classes to the best of our ability. Groups of students will stay together with the same teachers throughout and across school days. This will minimize spread and facilitate contact tracing if necessary.

- While in the classroom, students will be encouraged to practice safe physical space with one another.
- Students will transition for lunch, gym, recess and necessary mandated services (Special Education Required Services).
- Where required, due to teacher departmentalization/content specialization, teachers will transition between classrooms.
- Large group in-person celebrations, gatherings, performances and assemblies will be suspended when the COVID-19 community level is high.
- Field trips are currently being planned. This may change depending on decisions made by the Office of Pupil Transportation (OPT).
- After-school programs will resume in accordance with health & safety guidelines.



- Meetings with our families will be conducted via phone, video conference or in person.

### **Physical/Social Distancing**

Staff and students are encouraged to maintain physical distancing protocols to the best of their ability.

- Each classroom will maintain a desk configuration that enhances safe physical space.
- Handshakes and any other routines that call for physical contact are not recommended.

### **Use of Face Coverings**

According to the CDC, “COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.” As of June 13, 2022, HCCS Pre-K through Grade 8 faculty and students are no longer required to wear masks at all times indoors in school buildings, pursuant to the New York State Department of Health’s guidance. Use of face coverings are permitted by any students, teachers, and staff who choose to continue wearing them. HCCS will enforce mask-wearing when it is required. HCCS will not tolerate harassment or bullying of students or staff based on whether they are or are not wearing a mask.

- As needed, HCCS will distribute a reusable mask to each staff member and student.
- Use of face coverings, including KN95 masks, are permitted throughout the building for individuals who feel more comfortable wearing them.
- Extra disposable face coverings will be kept on site for staff and students, as needed.
- Gloves will be available for staff to wear when needed.

Students and staff will be required to wear face coverings in certain circumstances as required in this policy. Masks must be worn if a teacher, student, or staff member returns to school during days 6 to 10 of their isolation period. Masks are encouraged if a teacher, student, or staff member is moderately-to-severely immunocompromised or has been exposed in any setting in the previous 10 days.

Students should be frequently reminded not to touch their face covering when they are used and to wash hands frequently.

HCCS will work with students and faculty that may have special needs or medical reasons for needing accommodations. HCCS will work with the faculty, students’ parents/guardians and healthcare provider(s) to make an informed decision on how to best meet the individual’s needs at school while protecting their health and safety and the health and safety of the other students and staff.



## **Facilities & Advanced Cleaning Protocols**

We will make sure that we have adequate amounts of Personal Protective Equipment (PPE) supplies and are prepared to frequently clean throughout our buildings.

Both Hellenic Classical Charter Schools will be regularly and thoroughly cleaned with solvents that eliminate 99% of bacteria and are lethal to COVID-19, with an emphasis on high risk areas used by many individuals and for frequently touched surfaces, including desks, doorknobs, and cafeteria tables, as well as all heavy transit areas and high-touch surfaces.

Schools will be stocked with needed supplies for good hygiene, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, face coverings (as feasible) and no-touch/open-faced trash cans.

Both Hellenic Classical Charter Schools will adhere to hygiene, cleaning, and disinfection requirements by maintaining logs that include the date, time, and scope of cleaning and disinfection. As well as, identify cleaning and disinfection frequency for each facility type (bathroom, cafeteria, lobby, etc.) and assign responsibility:

- All hallways, lobbies and common areas will have an available hand sanitizer dispenser.
- All classrooms will have multiple hand sanitizers available for student and staff usage.
- Within classrooms, surfaces will be wiped down frequently.
- Signage will be posted to ensure facilities offer frequent reminders of needed protocols, including reminders for students and staff to wear face coverings as required by this policy and keep the required distance.
- Train all students, faculty and staff on proper hand and respiratory hygiene procedures.
- Pre-K-8 students will not be permitted to use water fountains for drinking. Instead, we will allow students to bring their own water bottles and have access to the water fountains to refill them.

## **Protocols & Procedures**

In order to support staff and students in adhering to the above expectations:

- Upon entry, staff and students will receive a temperature check via installed thermal camera or will be scanned by a non-contact handheld thermometer to the forehead if entering the building through an entrance other than the front entrance.
- Arrival procedures will encourage physical distancing.
- Student bathroom procedures will be monitored to ensure limited numbers of students to maintain physical distancing and hand washing.
- Breakfast will be eaten in the cafeteria.
- Lunch will be eaten in the cafeteria. Students will be encouraged to be at least three feet apart while eating.
- Dismissal procedures will be staggered as normal.
- AIS supports, guidance, and related services will require adjustments to space in which services are offered and how they are provided.



- In-class procedures will minimize students touching the same items.
- Extra protocols will be implemented when the COVID-19 Community Level is High. For example, in such scenarios, there will be no in-person, grade-level or school-wide community meetings where the social distancing requirements cannot be met.
- Students and staff will engage in frequent hand-washing and sanitizing. These designated times will be identified within the daily schedule.
- Students required to wear a mask are allowed to remove their face coverings during meals so long as they maintain 6 feet distancing.
- Students will receive explicit instruction by their teacher during the first two weeks about maintaining their health and proper hygiene and following those first two weeks, students will receive regular reminders weekly.
- Staff and students will no longer be required to submit a daily wellness form or check-in.

### Daily Operations

See details and plans below for: School Start & End Times, School Calendar, Student Attendance, Meal Service, Transportation and Safety Drills

School Start/End Times:

Our approach with school start and end times works to accomplish the following goals:

- Ensure that arrival and dismissal times allow us to have a safe beginning and end to our school day.
- Families will be expected to be on time for arrival drop off and dismissal pick-up accordingly.
- HCCS aims to support its students by starting the day with a smooth transition and promoting positive HCCS energy!

### HCCS-Staten Island

Pre-K Hours: Start Time: 8:20 AM End Time: 2:50 PM (Arrival may start at 8:00 AM)

Kindergarten – 4th Grade Hours: Start Time: 8:00 AM End Time: 3:30 PM -3:45 PM

- Pre-K students and their siblings will enter through the parking lot entrance on Richmond Avenue, drop off the students at school entrance C and exit through Victory Blvd. Same protocol for dismissal.
- Grades K, 1, 2, 3 & 4 will **stop and drop off students** on Richmond Avenue using school entrance (ENTRANCE A or ENTRANCE B). Entrance A is the main entrance of the school building on Richmond Avenue and Entrance B is the side entrance on Richmond Avenue which also leads directly into the gym.
- Parents should not leave their vehicles when dropping off their children. Students will be escorted into the building by security and staff.
- Temperature checks will be taken at the main entrance.

Arrival:

- Pre-Kindergarten 8:00AM - 8:20AM
- Kindergarten and siblings 7:30AM - 7:40AM





- 1st Grade and siblings 7:40 AM - 7:50 AM
- 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Grades 7:50 AM - 8:00 AM

Dismissal:

- Pre-Kindergarten 2:50 PM
- Kindergarten- 3:30 PM
- 1st Grade - 3:35 PM
- 2nd Grade - 3:40 PM
- 3<sup>rd</sup> & 4<sup>th</sup> Grade - 3:45 PM



**HCCS-Park Slope**

Pre-K Hours: Start Time: 8:20 AM End Time: 2:50 PM

Kindergarten - 8<sup>th</sup> Grade Hours: Start Time: 8:00 AM End Time: 3:30 PM- 3:45 PM

Arrival:

- Pre-Kindergarten 8:15 AM - 8:20 AM
- Kindergarten, 1<sup>st</sup> & 2<sup>nd</sup> grade and siblings - 7:40 AM
- 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> grade and siblings- 7:45 AM
- 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grades - 7:50 AM

Dismissal:

Through front lobby on 5<sup>th</sup> Avenue:

- Pre-K - 2:50 PM
- Kindergarten- 3:30 PM

Dismissal through Parking Lot exit on 5<sup>th</sup> Avenue:

- 1st Grade - 3:30 PM
- 2nd Grade - 3:35 PM
- 3rd Grade - 3:40 PM
- 4th Grade- 3:40 PM

Dismissal through Parking Lot Blue door exit, down the ramp out to 19<sup>th</sup> Street:

- 5th Grade - 3:35 PM
- 6th Grade - 3:40 PM
- 7th Grade- 3:45 PM
- 8th Grade - 3:45 PM



**Hellenic Classical Charter Schools (HCCS)**  
**Park Slope (PS), est. 2005 / Staten Island (SI), est. 2018**

**School Calendar 2022-2023**

| <b>2022</b>                               |   |
|---|---|
| Monday, September 5                       | School closed, Labor Day  |
| Tuesday, September 6                      | PS - New student orientation & 6 <sup>th</sup> Grade Orientation, school supply drop off<br>SI – 3 <sup>rd</sup> & 4 <sup>th</sup> Grade school supply drop off & classroom preview             |
| Wednesday, September 7                    | <b>PS</b> - K-111 & K112 Orientation 9:00am<br><b>PS</b> - Pre-Kindergarten Orientation 12:00pm<br><br><b>SI</b> - K-11, K-12 & K-13 Orientation 9:00am<br><b>SI</b> – Pre-K Orientation 1:30pm |
| Thursday, September 8                     | <b>PS &amp; SI First Full Day of School – all students</b><br>Pre-Kindergarten Dismissal 10:30am<br>Kindergarten Dismissal 11:30am  |
| Friday, September 9                       | <b>PS &amp; SI Second Full Day of School – all students</b><br>Pre-Kindergarten Dismissal 10:30am<br>Kindergarten Dismissal 11:30am   |
| Monday, September 12                      | Full day of school all students   |
| Monday & Tuesday, September 26 & 27       | School closed, Rosh Hashanah  |
| Friday, October 5                         | School closed, Yom Kippur   |
| Monday, October 10                        | School closed, Columbus Day/Italian Heritage Day/Indigenous Peoples' Day  |
| Tuesday, November 8                       | Half-day instruction for students/Professional Development for staff  |
| Thursday, November 10                     | Half-day instruction for students, Parent Teacher Conferences   |
| Friday, November 11                       | School closed, Veterans Day   |
| Wednesday, November 23                    | Half-day instruction for students   |
| Thursday & Friday, November 24 & 25       | School closed, Thanksgiving   |
| Friday, December 23                       | Half-day instruction for students   |
| Monday, December 26 – Monday, January 2   | School closed, Winter Recess  |
| <b>2023</b>                               |   |
| Tuesday, January 3                        | Students return to school   |
| Monday, January 16                        | School closed, Rev. Dr. M. Luther King, Jr. Day   |
| Monday, February 20 - Friday, February 24 | School closed, Midwinter Recess   |
| Thursday, March 9                         | Half-day instruction for students, Parent Teacher Conferences   |
| Thursday & Friday, April 6 & 7            | School closed, First day & second Passover & Good Friday  |
| Monday, April 10 - Friday, April 14       | School closed, Spring Recess  |
| Friday, April 21                          | School closed, Eid al-Fitr  |
| Monday, May 29                            | School closed, Memorial Day   |
| Thursday, June 8                          | Half-day instruction for students   |
| Monday, June 19                           | School closed, Juneteenth   |
| Tuesday, June 27                          | Last day of school for all students – half day  |



## **Student Attendance**

Attendance will be taken daily and attendance data will be recorded daily. We will continue to follow the HCCS Attendance Policy. **95% attendance is one of the requirements for promotion to the next grade.**

Parents are expected to submit a note explaining each absence. Notes from a doctor or a healthcare professional should be provided in case of extended or frequent absence due to illness. If a child is absent from school for reasons other than illness, documentation of the reason for the absence (for example, a court order) should be presented to the school.

Parents/Guardians must call HCCS at 718.499.0957 (press 1 for Park Slope or press 2 for Staten Island) or email our main offices at [officeps@hccs-nys.org](mailto:officeps@hccs-nys.org) (for Park Slope) or [officesi@hccs-nys.org](mailto:officesi@hccs-nys.org) (for Staten Island) when their child(ren) is absent.

When leaving a message please include your child's name, class and date of absence. Parents should also expect a phone call from our main office.

Students arriving after 8:05 AM are considered late for school. Bus delays are always taken into consideration.

Children that have 100% attendance receive special recognition in June and classes that have 100% attendance receive daily recognition.

Parents/Guardians should not plan vacations when school is in session. Parents/Guardians should not pick up their child(ren) early unless it is a medical necessity. Children will miss valuable instruction time.

## **Breakfast & Lunch**

Breakfast is available starting at 7:45 AM for both schools. Lunch periods are as follows:

### HCCS- Staten Island

- 10:35 AM – Kindergarten
- 11:00 AM – Pre-Kindergarten
- 11:25 AM – 1<sup>st</sup> Grade & 2<sup>nd</sup> Grades
- 12:15 PM – 3<sup>rd</sup> & 4<sup>th</sup> Grades

### HCCS-Park Slope

- 10:35 AM – Kindergarten & 1st Grade
- 11:00 AM – Pre-Kindergarten
- 11:25 AM – 2nd, 3rd & 4th Grades
- 12:15 PM – 5th & 6th Grades
- 1:05 PM - 7th & 8th Grades



## **Transportation**

HCCS provides yellow bus service to students in Grades K-6. Our students' eligibility for yellow bus service, and whether they receive full or half fare MetroCard depends on the distance they live from their school location. Any students taking the yellow bus service will be required to follow the same health and safety protocols that apply in school and to maintain physical distancing guidelines while on the bus as per the Office of Pupil Transportation (OPT) guidelines. OPT contracts with bus vendors. Therefore, yellow school bus transportation may be fluid at times. Detailed information is to be provided as we receive it. Students in grades K - 8 will be assigned Metro Cards per OPT eligibility.

## **Safety Drills**

Fire and lockdown drills will continue to be scheduled for this school year.

## **Support & Communication**

HCCS has strong family and community partnerships. We pride ourselves in providing daily communication to our families, keeping them involved and considering their valuable feedback when making school decisions. No matter what challenges that may arise, the HCCS spirit will stay #HCCSSTRONG and will continue to persevere.

We aim to continue to:

- Support students and families emotionally and academically
- Provide technology and resources to help students with their work
- Build confidence and independence
- We will continue to conduct family workshops and training from HCCS to equip families with the knowledge and skills to help our students academically at home.

School in-person gatherings, celebrations, performances and meetings will be held in person. In the event of a high impact of COVID-19 cases in our community, we may be limited for in person events and will continue to celebrate our children and conduct our meetings virtually. Details will follow should that be the case.

## **Health Monitoring & Screening**

We will engage in regular health monitoring and screening of students and staff to ensure that individuals who might be infected are appropriately quarantining and isolating to keep our students and staff safe. Parents/guardians of HCCS students (and students themselves) should monitor the students' health every morning prior to coming to school and students should stay home if they are experiencing any COVID-19 symptoms.

- HCCS will keep student and staff medical information confidential, in accordance with applicable law and/or guidance.
- All students and staff will have their temperature checked using non-contact thermal camera upon entry into the building. Any student or staff member with a temperature above 100 degrees Fahrenheit will be restricted from accessing classrooms and sent home.



- Each school will have a health exclusion room for students who cannot be picked up immediately. Multiple students will only be in the same health exclusion room if they can be separated by at least 6 feet.
- Students and staff who test positive for COVID-19 will be asked to stay home for a period of at least 5 days. Certain other requirements must be met before returning to school.
- Students and staff who have been exposed to COVID-19 should wear a mask for 10 days following the last date of exposure, and should test on day 5 after exposure. If HCCS becomes aware the individual is not following testing recommendations, they may have to be excluded.
- If a student or staff member tests positive for COVID-19, HCCS staff will implement a communication protocol that will:
  - Inform relevant stakeholders, while taking measures to protect the privacy of students and staff members.
  - If a student tests positive for COVID-19, HCCS will notify any student identified as having been exposed to the infected individual so they may follow masking and testing procedures, as appropriate.
  - If a staff member tests positive for COVID-19, HCCS will notify any students that had been exposed to the staff member so they may follow masking and testing procedures, as appropriate.
- If another person in the same residence of a student or staff member is diagnosed with COVID-19, the student or staff member should wear a mask for 10 days following the last date of exposure, and test on day 5 after exposure. If HCCS becomes aware the individual is not following testing recommendations, they may have to be excluded.
- If someone is contacted via contact tracing and told that they have been in contact with someone who has tested positive, and are told to quarantine, they should do so.

### **COVID-19 Testing Policy**

- When CDC metrics show the geographic area surrounding HCCS to have a high COVID-19 transmission rate, HCCS will make COVID-19 testing available at least once a week to all unvaccinated students, with parental or guardian consent, who wish to be tested.
- HCCS will make diagnostic COVID-19 testing available to any students or staff, regardless of vaccination status, if such student or staff has COVID-like symptoms or is asymptomatic but has been exposed to someone with COVID-19.

### **COVID-19 Test to Return after School Break**

All students and staff, regardless of vaccination status, may be required to submit a negative COVID-19 test result upon their return to school after an extended break. This requirement will be communicated to the student body and faculty as appropriate.

### **COVID-19 Exposure and Return to School**

- If a student/staff member is experiencing COVID-19-Like Symptoms, they must communicate with HCCS, stay home, and should contact their healthcare provider for testing and care, regardless of vaccination status.
  - Symptoms could include:



- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
  - New loss of taste or smell
  - Cough
  - Difficulty breathing
  - Shortness of breath
  - Headache
  - Chills
  - Sore throat
  - Congestion or runny nose
  - Muscle or body aches
  - Nausea or vomiting
  - Diarrhea
- Testing Positive for COVID-19
    - Any student/staff member who tests positive for COVID-19, lives with someone who tests positive for COVID-19, and/or has been exposed to someone with COVID-19 is required to immediately follow these steps:
      - Communicate with HCCS;
      - Isolate or quarantine themselves per the policies below.
      - Follow the advice of their healthcare provider.
  - Return to School
    - If student/staff member has COVID-like symptoms, student/staff member must self-isolate until the below criteria have been met:
      - A minimum of 5 calendar days have passed from the onset of symptoms (counting the day of symptom onset as Day 0, and the first full day after the day symptoms started as Day 1); AND
      - The student or staff member has been fever-free for at least the 24 hours prior without the use of fever-reducing drugs; AND
      - Overall illness has improved (there is no need to delay a return to school if the only remaining symptoms are loss of taste or smell); AND
      - Continue wearing a mask through day 10.
    - If student/staff member tests positive for COVID-19, student/staff member must self-isolate until the below criteria have been met:
      - A minimum of 5 calendar days have passed from the onset of symptoms or date of test specimen collection (counting the day of symptom onset or the date of testing as Day 0, and the first full day after the day symptoms started or testing as Day 1); AND
      - The student or staff member has been fever-free for at least the 24 hours prior without the use of fever-reducing drugs; AND



- Overall illness has improved; AND
- Continue wearing a mask through day 10.
- If student/staff member resides with any household member who has also tested positive for COVID-19, student/staff member must appropriately wear a well-fitting face mask around others for 10 days after the last date of exposure, and test on day 5 after exposure. If HCCS becomes aware the individual is not following testing recommendations, they may have to be excluded.

### **COVID-19 Symptoms and Testing Negative for COVID-19**

- Return to School
- If a student/staff member has COVID-19 symptoms and tests negative for COVID-19, the student/staff member must self-isolate until the below criteria has been met:
  - A minimum of 5 days have passed from the onset of symptoms; AND Either:
    - The student/staff member obtains a health care provider's note indicating that their illness is not COVID-19 related or that they are fully recovered and able to return to the school; OR
    - A minimum of 5 calendar days have passed from the onset of symptoms (counting the day of symptom onset as Day 0, and the first full day after the day symptoms started as Day 1); AND
      - The student or staff member has been fever-free for at least the 24 hours prior without the use of fever-reducing drugs; AND
      - Overall illness has improved (there is no need to delay a return to school if the only remaining symptoms are loss of taste or smell); AND
      - Continue wearing a mask through day 10.

### **Exposure to COVID-19 Positive Individual**

When Community Levels of COVID-19 are High, the school may implement additional policies, including additional requirements related to Close Contact Exposures, as determined by the school in conference with local health departments. Any such policies will weigh the risks of exposure with the benefits of preserving access to in-person learning. In such situations, a Close Contact will be defined as follows

- Being within six feet of an infected person for a cumulative total of at least 15 minutes over a 24-hour period, starting from two days before illness onset (or, for asymptomatic patients, two days prior to positive specimen collection) until the time the patient is isolated.



- For students only, if the infected person is another student, the close contact definition excludes students who were between 3 to 6 feet of an infected student if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time.

#### Return to School

- Student/staff member who was exposed to a COVID-19 positive individual does not need to quarantine unless they present possible symptoms of infection. However, they must appropriately wear a well-fitting mask for 10 days following the last date of exposure and should be tested on day 5 after exposure. If HCCS becomes aware the individual is not following testing recommendations, they may have to be excluded.
- If the COVID-19 positive individual resides in the same household as the student/staff member, the student/staff member must appropriately wear a well-fitting face mask around others for 10 days after the last date of exposure, and test on day 5 after exposure. If HCCS becomes aware the individual is not following testing recommendations, they may have to be excluded.
  - If student/staff member experiences COVID-19 symptoms and/or tests positive for COVID-19, student/staff member will follow one of the above two protocols.

#### **Application of Exposure and Self-Isolation Rules:**

##### Staff member tests positive for COVID-19

- Who needs to self-isolate:
  - Staff member who tested positive for COVID-19;
  - Any vaccinated HCCS students/staff members who have been exposed to the COVID-19 positive staff member and are experiencing symptoms of COVID-19.
- Who needs to mask for 10 days, and test on day 5 after exposure:
  - Anyone exposed to the COVID-19 positive staff member.

##### Student tests positive for COVID-19

- Who needs to self-isolate:
  - Student who tests positive for COVID-19, regardless of vaccination status;
  - Any HCCS student/staff members who have been exposed to the COVID-19 positive student and are presenting possible symptoms of infection.
- Who needs to mask for 10 days, and test on day 5 after exposure:
  - Anyone exposed to the COVID-19 positive student.

##### Student/staff member has symptoms of COVID-19 but receives negative COVID-19 test result

- Who needs to self-isolate:
  - The student/staff member who has symptoms of COVID-19;





Student/staff member was exposed to a COVID-19 positive individual

- o Who needs to self-isolate:
  - Exclusion from school is not required unless the individual is presenting possible symptoms of infection. Instead, the individual must appropriately wear a well-fitting face mask around others for 10 days after the last date of exposure, and test on day 5 after exposure. If HCCS becomes aware the individual is not following testing recommendations, they may have to be excluded.

### **COVID-19 Outbreak Response Policy**

Hellenic Classical Charter Schools will follow the procedures outlined below when handling COVID-19 outbreaks in the HCCS school buildings:

- In the event of a COVID-19 Outbreak in an HCCS school building, we will implement additional prevention strategies that may include:
  - o Requirement to wear masks or respirators throughout the school day;
  - o Improving ventilation (e.g., moving activities outdoors, opening windows and doors, using air filters);
  - o Screening testing;
  - o Case investigation and contact tracing; and/or
  - o Suspending high-risk activities and/or large events.

### **COVID-19 Staff Vaccine and Testing Policy**

#### **I. Purpose**

To support Hellenic Classical Charter Schools (HCCS) employees in maintaining a safe work environment amid the ongoing COVID-19 pandemic, consistent with HCCS' emphasis on employee wellness and our shared interest in public health.

#### **II. Scope**

The policy applies to all regular employees of HCCS.

#### **III. Background**

The Centers for Disease Control and Prevention (CDC) advises that COVID-19 can cause serious, life-threatening complications, and there is no way to know how COVID-19 will affect an individual. Further, an individual who gets infected with COVID-19 could spread the virus to students, friends, family, co-workers and others around them.

#### **IV. Policy**

**Vaccination Recommendation:** HCCS recommends that all faculty and staff within the scope of this policy be fully vaccinated against COVID-19 by September 13, 2021. Fully vaccinated means that an



individual has received all recommended doses of a COVID-19 vaccine that has received Emergency Use Authorization or full approval from the U.S. Food and Drug Administration (FDA) and that it has been at least two weeks since the final recommended dose.

**Costs:** The COVID-19 vaccine will be available at no cost to all HCCS employees.

**Vaccination Leave:** All employees are eligible for up to four hours of paid time off to enable them to obtain up to two doses of vaccine for COVID-19. This time may not be used for any purpose other than in connection with obtaining the COVID-19 vaccine, and will not be paid out upon termination of employment.

#### **COVID-19 Infection Control Procedures:**

- o **Keeping Safety Policies in Place For All Personnel:** COVID-19 remains an active pandemic, and HCCS' COVID-19 Infection Control Procedures, as described in the HCCS Health & Safety Guide remain in effect. All personnel, regardless of their vaccination status, will be required to follow these procedures whenever they are in the workplace or conducting HCCS business at any third party location, until advised otherwise in writing by HCCS. This includes: wearing appropriate personal protective equipment; strictly adhering to respiratory and hand hygiene and symptom screening practices; observing social distancing, occupancy, activity and quarantine restrictions and complying with all other COVID-19 precautions as instructed by HCCS.

- o An individual who does not comply with HCCS' COVID-19 Infection Control Procedures, regardless of vaccination status, will be subject to disciplinary action, up to and including termination of employment.

#### **Proof of Vaccination:**

- o Personnel who are vaccinated against COVID-19 should provide proof of vaccination to [vaccinationproof@hccs-nys.org](mailto:vaccinationproof@hccs-nys.org). Proof of vaccination may include a physician's note, a pharmacy receipt, or a copy of a vaccination consent form showing that the individual has received all required doses of the vaccine. Personnel must provide only a record of their COVID-19 vaccination to HCCS and not a record of other vaccinations or medical history. For example, personnel must not provide HCCS with a form containing their full vaccination history with regard to illnesses other than COVID-19.

#### **Vaccination Records:**

- o The HCCS Operations Department will maintain a record of COVID-19 vaccination for the purpose of monitoring compliance with this policy, HCCS' overall COVID-19 safety programs, and any applicable laws and regulations governing vaccination programs. HCCS will store the vaccination records separately from the general personnel file and protect the records from unauthorized disclosure.

- o HCCS will store any vaccination information that it receives separately from the general personnel file and will limit access to that information on a need-to-know basis.



- o HCCS may use and disclose the vaccination record for its legitimate business purposes including, but not limited to: protecting the health and safety of students, those in the workplace, and business partners; managing employee leave, benefits, and accommodations; ensuring compliance with HCCS policies; managing litigation; complying with contractual obligations; and meeting legal and regulatory requirements, or as otherwise permitted in accordance with applicable law.

## Faculty Quarantine Policy

- If an Employee is Experiencing COVID-19-Like Symptoms
- If a staff member is experiencing COVID-19-like symptoms, as defined by the CDC, that staff member must not report to work or be around any Hellenic Classical Charter School staff members or students. The staff member should follow the normal call-in procedures and request a Sick Day.
- Staff members should immediately contact their healthcare provider and arrange for COVID-19 testing.
  - Symptoms could include:
    - Feeling feverish or a measured temperature greater than or equal to 100.0 degree Fahrenheit
    - Loss of taste or smell
    - Cough
    - Difficulty breathing
    - Shortness of breath
    - Headache
    - Chills
    - Sore throat
    - Shaking or exaggerated shivering
    - Significant muscle pain or ache
    - Diarrhea
  - Individuals or a designated family member should communicate with their principal and follow the advice of their healthcare provider. The staff member may work remotely during this time, if able.
- Testing Positive for COVID-19
- Any staff member who tests positive for COVID-19, lives with someone who tests positive for COVID-19, and/or has been exposed to someone with COVID-19 is required to immediately follow these steps:
  - Communicate with their principal about their situation
  - Follow the exposure and self-isolation policies below
  - Individuals or a designated family member should communicate with their principal and follow the advice of their healthcare provider. As with all health information, this information is treated as confidential. The staff member may work remotely during this time, if able.
- When a Staff Member May Return to Work
- Return to work policy after COVID-19 symptoms or positive test
- Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to work until cleared by the COO and the principal and any of the below conditions have been met:
  - In the case of an individual who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met:
    - If the individual was symptomatic, a minimum of 5 calendar days have passed from the onset of symptoms, AND the individual has been fever-free for at least the past 24 hours without the use of fever-reducing medications, AND other symptoms are improving (loss of taste and smell need not delay the end of isolation).



- If the individual was asymptomatic, a minimum of 5 calendar days have passed since the positive test.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step set of criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to work before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) meet the return-to-work criteria for COVID-positive individuals.
- Return to Work Policy After Direct Exposure to a Person with COVID-19
- Individuals who have had direct exposure to someone with COVID-19 must appropriately wear a well-fitting face mask around others for 10 days after the last date of exposure, and test on day 5 after exposure. If HCCS becomes aware the individual is not following testing recommendations, they may have to be excluded.

### **Return to Work after Isolation for Teachers and Staff**

- When returning to work after isolation, the individual must:
  - consistently and correctly wears well-fitting, non-woven face mask through day 10;

### **General Questions**

Q. How will students be monitored at lunch – physical distancing, cleanliness, etc.?

A. *Our students will eat in the cafeteria. The cafeteria will be cleaned, disinfected, and sanitized throughout the day. The school will use additional spaces outside of the cafeteria for mealtime seating to help facilitate distancing.*

Q. Will student/faculty temperatures be taken upon entering?

A. *Yes, via our thermal camera.*

Q. Will temperatures be taken throughout the day?

A. *Only if the student or a staff member shows symptoms of COVID-19.*

Q. Will there be a healthcare professional on school grounds daily?

A. *Yes, Our Department of Health Nurse will be on site every day.*

Q. Will there be daily cleaning?

A. *Yes. We have also contracted with an outside company for sanitizing & disinfecting after hours.*

Q. How will you sanitize? And how often?

A. *We will clean and sanitize throughout the day.*

Q. Will there be MERV air purifiers in each class?

A. *Yes.*

Q. Will AC be added to classrooms?

A. *Yes, both schools are now air conditioned.*

Q. Will there be an option for remote learning?

A. *No. HCCS will not offer remote learning.*

Q. If my child is required to self-isolate will remote learning be provided?



A. *Yes.*

Q. During a snow day, will remote learning be provided?

A. *Yes, by the classroom teacher.*