



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

**Health and Safety Guide School Year 2021-2022**

Message from the Superintendent & Our Team.....pg.2

HCCS Vision  
Social Emotional Learning & Support  
School Program & Design.....pg.4

Health & Safety Best Practices.....pg. 5

Classroom Dynamics  
Physical/Social Distancing.....pg.6

Use of Face Coverings  
Facilities & Advanced Cleaning Protocols.....pg. 7

Protocols & Procedures.....pg.8

Daily Operations.....pg.9

HCCS School Calendar (2021-22).....pg. 11

Student Attendance.....pg. 12

Breakfast & Lunch,  
Transportation, Safety Drills  
Support & Communication.....pg. 13

Health Monitoring & Screening.....pg. 14

COVID-19 Testing Policy (10 NYCRR 2.62) .....pg. 15

COVID-19 Exposure & Return to School .....pg. 15

COVID-19 School Closure Policy..... pg.18

COVID-19 Staff Vaccine & Testing Policy..... pg. 19

General Questions.....pg.22

## 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 10th! 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 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 2021-2022** 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;
- Requiring unvaccinated staff to be tested weekly in accordance with applicable law;
- Staying home when sick and getting tested
- Requiring everyone to wear a face mask or covering regardless of vaccination status<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;
- Ensuring daily health check screening forms;
- 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 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.*

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 provided 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 13th.

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

A few special reminders for September 9th:

- Pre-K and Kindergarten in-person orientations (only one adult per child please and face masks are required).
- 6th Grade virtual orientation
- Grades 1-8 “Meet Your Teacher” virtual events will be scheduled by your teacher

A few other special dates:

- Students will be assigned to Google Classroom starting September 9th
- Student one on one computer devices will begin to be distributed starting on Sept. 13<sup>th</sup>
- Family Curriculum Night Park Slope: September 21st and 23rd
- Family Curriculum Night Staten Island: September 23rd
- PTA meeting: September 22, 2021

Please stay well. We have such gratitude to all our families, staff and community for staying #HCCSSTRONG! We look forward to seeing you on September 10th.

Warm Regards,  
Christina Tettonis, Joy Petrakos, Natasha Caban, Cathy Kakleas

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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.

## **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.

## **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. Hybrid learning will not be offered.
- 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 in-person learning we will be following the guidelines from the Centers for Disease Control and Prevention and New York State Department of Health. Our goal is to keep our HCCS community safe.

We will engage in regular monitoring and health screening of students and staff to ensure that individuals who might be infected are appropriately quarantining and isolating to keep the cohorts of students and staff safe in accordance with applicable law and/or guidance.

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 10 days and must meet other requirements, including a negative nucleic acid amplification test (NAAT) 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 direct the student's specific cohort of students to not attend school in-person for at least 10 days, and to contact a healthcare provider.
- If a staff member tests positive for COVID-19, HCCS will direct any students or staff that had close contact with the staff member to not attend school in-person for at least 10 days, and to contact a healthcare provider.
- If another person in the same residence of a student or staff member is diagnosed with COVID-19, that student or staff member should not attend school in-person for at least 10 days and monitor symptoms for 14 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 quarantine for 10 days after contact with a person with COVID-19, and isolate at least 10 days from when symptoms appear (or 10 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 recommended for all individuals ages 12 and older. Everyone 12 years of age and older is eligible for the COVID-19 vaccination.
- Effective September 2, 2021 - COVID-19 Testing Requirement: CDC recommends that all schools implement COVID-19 testing. Our policy is outlined in our Health & Safety Plan. Additional information is forthcoming.

### **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.

- Students will stay in the same classroom as much as possible, for a majority of the day.
- Students will transition for necessary mandated services (Special Education Required Services).
- Where required, due to teacher departmentalization/content specialization, teachers will transition between classrooms to a limited set of cohorts.
- Large group in-person celebrations, gatherings, performances and assemblies will be suspended for now pending further guidance.
- Field trips to be determined.
- After-school programs (YMCA & NYE) will resume in accordance with health & safety guidelines
- In general, Hellenic Classical Charter Schools will limit access to all visitors.
- Meetings with our families will be conducted via phone and video conference.

### **Physical/Social Distancing**

Even with established groups/cohorts, staff and students must maintain physical distancing protocols.

- All staff and students must adhere to CDC physical distancing guidelines
- Each classroom will maintain a desk configuration that enhances physical distancing.
- Handshakes and any other routines that call for physical contact are prohibited.

## **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.” All HCCS faculty and students are required to wear masks at all times indoors in school buildings, regardless of vaccination status except during specified times (i.e., while eating and drinking).

- As needed, HCCS will distribute a reusable mask to each staff member and student.
- Extra disposable face coverings will be kept on site for staff and students, as needed.
- Staff and students will wear face coverings at all times when entering and traveling through the building or outside their classroom.
- Gloves will be available for staff to wear when needed.

Students will be required to wear face coverings when entering and traveling through the building or outside their classroom (traveling to the bathroom, washing hands, filling up water bottles, etc.) In addition, students will also be required to wear face coverings when physical distancing is difficult (transitions, dismissal, fire drills, etc.) Students will have face covering “breaks” as needed while maintaining physical distancing guidelines. These requirements are subject to change depending on the recommendations of the CDC and the DOH.

Students should be frequently reminded not to touch their face covering 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 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.
- Staff access to, and use of, shared spaces will be limited (exception – Main Office will have maximum capacities depending on space).

## **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 be modified to ensure physical distancing.
- Upon entering the building, students will be directed to sanitize or wash their hands.
- Student bathroom procedures will be monitored to ensure limited numbers of students to maintain physical distancing and hand washing.
- Breakfast will be a “Grab and Go” and will be eaten in the classroom.
- Lunch will be eaten in the cafeteria. Students will be six feet apart while eating. We will use additional spaces outside of the cafeteria for mealtime seating to help facilitate distancing.
- Dismissal procedures will be modified to ensure physical distancing.
- 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.
- 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 will have face covering “breaks” as needed while maintaining 6 feet physical distancing guidelines. Students are allowed to remove their face coverings during meals, instruction and for short breaks, 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 will have 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 maintain physical distancing.
- Staggered schedules will prevent classes from overlapping.
- Families will be able to plan 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 - 3rd 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 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 all entrances.
- Arrival and dismissal times are subject to change.

Arrival:

- Pre-Kindergarten 8:00AM - 8:20AM
- Kindergarten and siblings 7:30AM - 7:40AM
- 1st Grade and siblings 7:40 AM - 7:50 AM
- 2nd & 3rd 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
- 3rd Grade - 3:45 PM

## **HCCS-Park Slope**

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

Kindergarten - 8th 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, 1st & 2nd grade and siblings - 7:40 AM
- 3rd, 4th & 5th grade and siblings- 7:45 AM
- 6th, 7th & 8th Grades - 7:50 AM

### Dismissal:

Through front lobby on 5th Avenue:

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

Dismissal through Parking Lot exit on 5th 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 19th 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 2021-2022**

<b>2021</b>									
Monday, September 6	School closed, Labor Day								
Tuesday & Wednesday, September 7 & 8	School closed, Rosh Hashanah								
Thursday, September 9	<table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">K-111 Orientation</td> <td style="padding: 2px; text-align: right;">9:00 am</td> </tr> <tr> <td style="padding: 2px;">K-112 Orientation</td> <td style="padding: 2px; text-align: right;">10:30 am</td> </tr> <tr> <td style="padding: 2px;">Pre-Kindergarten Orientation</td> <td style="padding: 2px; text-align: right;">12:00 pm</td> </tr> <tr> <td style="padding: 2px;">6<sup>th</sup> Grade Orientation</td> <td style="padding: 2px; text-align: right;">2:00 pm</td> </tr> </table>	K-111 Orientation	9:00 am	K-112 Orientation	10:30 am	Pre-Kindergarten Orientation	12:00 pm	6 <sup>th</sup> Grade Orientation	2:00 pm
K-111 Orientation	9:00 am								
K-112 Orientation	10:30 am								
Pre-Kindergarten Orientation	12:00 pm								
6 <sup>th</sup> Grade Orientation	2:00 pm								
Friday, September 10	<b>First Full Day of School – all students</b> <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">Pre-Kindergarten Dismissal</td> <td style="padding: 2px; text-align: right;">10:30 am</td> </tr> <tr> <td style="padding: 2px;">Kindergarten Dismissal</td> <td style="padding: 2px; text-align: right;">11:30 am</td> </tr> </table>	Pre-Kindergarten Dismissal	10:30 am	Kindergarten Dismissal	11:30 am				
Pre-Kindergarten Dismissal	10:30 am								
Kindergarten Dismissal	11:30 am								
Monday, September 13	<table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">Pre-Kindergarten Dismissal</td> <td style="padding: 2px; text-align: right;">11:30 am</td> </tr> <tr> <td style="padding: 2px;">Kindergarten Dismissal</td> <td style="padding: 2px; text-align: right;">12:00 pm</td> </tr> </table>	Pre-Kindergarten Dismissal	11:30 am	Kindergarten Dismissal	12:00 pm				
Pre-Kindergarten Dismissal	11:30 am								
Kindergarten Dismissal	12:00 pm								
Thursday, September 16	School closed, Yom Kippur								
Monday, October 11	School closed, Columbus Day/Italian Heritage Day/Indigenous Peoples' Day								
Tuesday, November 2	Half-day instruction for students/Professional Development for staff								
Wednesday, November 10	Half-day instruction for students, Parent Teacher Conferences								
Thursday, November 11	School closed, Veterans Day								
Wednesday, November 24	Half-day instruction for students								
Thursday & Friday, November 25 & 26	School closed, Thanksgiving								
Thursday, December 23	Half-day instruction for students								
Friday, December 24 – Sunday, January 2	School closed, Winter Recess								
<b>2022</b>									

Monday, January 3	Students return to school
Monday, January 17	School closed, Rev. Dr. M. Luther King, Jr. Day
Tuesday, February 1	School closed, Lunar New Year
Monday, February 21 - Friday, February 25	School closed, Midwinter Recess
Thursday, March 10	Half-day instruction for students, Parent Teacher Conferences
Friday, April 15 - Friday, April 22	School closed, Spring Recess
Monday, May 2	School closed, Eid al-Fitr
Monday, May 30	School closed, Memorial Day
Thursday, June 9	Half-day instruction for students
Monday, June 20	School closed, Juneteenth
Monday, 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. Children child 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 & 1st grade
- 11:00 AM – Pre-Kindergarten
- 11:25 AM – 1st, 2nd & 3rd grade

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 wear face coverings and 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 remains fluid. More detailed information is to be provided as we receive it. Students in grades K - 8 will be assigned MetroCards 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 also conduct family workshops and training from HCCS this year to equip families with the knowledge and skills to help our students academically at home.

Although our school in-person gatherings, celebrations, performances and meetings will be limited for in person events due to the pandemic, we will continue to celebrate our children and conduct our meetings virtually. Details will be forthcoming in our Family & Student Handbook.

### **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 10 days. Additionally, if the student or staff member lives with any household members who have also tested positive, the student or staff member will be required to have a negative test result, among other requirements, before being permitted to return to the HCCS school building.
- 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 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 direct the student's specific cohort of students to not attend school in-person for 10 days from the last date of contact with the COVID-19 positive student.
  - If a staff member tests positive for COVID-19, HCCS will direct any students that had close contact with the staff member to not attend school in-person for 10 days from the last date of contact with the COVID-19 positive staff member.
- If another person in the same residence of a student or staff member is diagnosed with COVID-19, that student or staff member should not attend school in-person until 10 days (and

monitor for symptoms for 14 days) after the household member has been considered fully recovered from COVID-19 and has been able to discontinue isolation. This directive is based on the current New York and 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.

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

- All teachers and staff who have not provided documentation to prove they have been fully vaccinated against COVID-19 must undergo weekly COVID-19 testing.
- When CDC metrics show the geographic area surrounding HCCS to have a moderate, substantial, or 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.
- All return-to-school COVID-19 tests must be nucleic acid amplification tests (NAAT), such as polymerase chain reaction (PCR) tests. Under certain specific scenarios, antigen tests may be permitted, in compliance with the requirements of 10 NYCRR 2.62.
- All tests must be FDA or DOH-authorized, and must be performed by a New York State approved laboratory, in compliance with the requirements of 10 NYCRR 2.62.

### **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:
      - 10 days of isolation from the onset of symptoms or date of test specimen collection; AND no fever for the 24 hours prior without use of fever-reducing drugs; AND overall illness has improved; AND student/staff member provides note from a health care provider indicating that their nucleic acid amplification test (NAAT) was negative OR a copy of the negative NAAT test; OR Student/staff member provides note from a health care provider indicating their illness is not COVID-19 related
    - If student/staff member tests positive for COVID-19, student/staff member must self-isolate until the below criteria have been met:
      - 10 days of isolation from the onset of symptoms or date of test specimen collection; AND
      - No fever for the 24 hours prior without use of fever-reducing drugs; AND
      - Overall illness has improved; AND
      - Student/staff member provides note from a health care provider indicating that their NAAT test was negative OR a copy of the negative NAAT test.
    - If student/staff member resides with any household member who has also tested positive for COVID-19, student/staff member must quarantine and must obtain negative test result prior to being able to return to in-person work or attendance at the HCCS school building.

### **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:
    - 10 days of isolation from the onset of symptoms; AND Either:
      - Student/staff member tests negative for COVID-19 again; OR
      - 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.
  - If student/staff member resides with any household member who has also tested positive for COVID-19, student/staff member must obtain another negative test result prior to being able to return to in-person work at the HCCS school building.

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

Close contact: Being within six feet of an infected person for a cumulative total of at least 10 minutes over a 48-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.

- Return to School
  - Student/staff member who had close contact exposure with a COVID-19 positive individual must self-quarantine for:
    - 10 days from the last date of contact with the COVID-19 positive individual.
- If the COVID-19 positive individual resides in the same household as the student/staff member, the student/staff member must self-quarantine for the duration of the COVID-19 positive household member's illness PLUS 10 days from the date on which the COVID-19 positive household member is able to discontinue their self-isolation.
  - For example:
    - Bob is a staff member.
    - Bob's spouse, Carol, tested positive for COVID-19 on January 1st.
    - Bob and Carol reside in the same household and are not able to isolate separately.
    - Bob must self-quarantine until Carol is able to discontinue her self-isolation.
    - Carol was able to discontinue her self-isolation on January 12th.
    - Bob must continue to self-quarantine for another 10 days, until January 22nd.
  - If student/staff member experiences COVID-19 symptoms and/or tests positive for COVID-19, staff member will follow one of the above two protocols.

## **Close Contact Quarantine Due to COVID-19 Positive Student/Staff Member**

- Staff member tests positive for COVID-19
  - Who needs to quarantine:
    - Staff member who tested positive for COVID-19; and
    - Any HCCS students/staff members who may have been in close contact with COVID-19 positive staff member;
      - § Including any students who were taught by the COVID-19 positive staff member (if staff member is a HCCS teacher).
- Student tests positive for COVID-19
  - Who needs to quarantine:
    - Student who tests positive for COVID-19;
    - Any HCCS student/staff members who may have been in close contact with COVID-19 positive student.
      - § Including the COVID-19 positive student's siblings.
      - § Including all HCCS teachers who taught the COVID-19 positive student's cohort.
      - § Including all students in the COVID-19 positive student's cohort.
      - § Including all siblings of the students in the COVID-19 positive student's cohort.

- Student/staff member has symptoms of COVID-19 but receives negative COVID-19 test result
  - o Who needs to quarantine:
    - o The student/staff member who has symptoms of COVID-19; and
    - o Any sibling(s) of the student who has symptoms of COVID-19.
- Student/staff member was in close contact with a COVID-19 positive individual
  - o Who needs to quarantine:
    - o The student/staff member; and
    - Any sibling(s) of the student who has had close contact with a COVID-19 positive individual.

### **COVID-19 School Closure Policy**

Hellenic Classical Charter Schools will follow the closure requirements outlined below when handling COVID-19 cases in the HCCS school buildings:

**- In the event of 1 to 3 confirmed COVID-19 cases, whether related or unrelated, in a HCCS school building within the same 14-day period:**

- o For each case, HCCS will conduct contact tracing to determine whether any HCCS student, staff or faculty may have been in close contact with the COVID-19 positive individual in the 48 hours prior to such individual testing positive or first exhibiting COVID-19 symptoms.
- o HCCS will instruct any individuals who may have had close contact with the COVID-19 positive individual including siblings to remain away from the school building and self-quarantine for 10 days from the last date of exposure.
- o In the event that the COVID-19 positive case is a HCCS student, HCCS will instruct all students in the COVID-19 positive student's cohort, and any HCCS faculty/staff teaching such cohort, to remain away from the school building and transition to remote learning for 10 days from the last date of exposure. In the event that the COVID-19 positive case is a HCCS faculty/staff member, HCCS will instruct all students that were taught by the COVID-19 positive faculty/staff member to remain away from the school building and transition to remote learning for 10 days from the last date of exposure. Any siblings of students who have been instructed to remain away from the school building will also be instructed to remain away from the school building and transition to remote learning for the same 10 day time period.
- o At any time, in HCCS's sole discretion, based on HCCS's contact tracing and the extent of potential close contact exposure in the HCCS community associated with any COVID-19 case, HCCS may elect to close the HCCS school building for in-person learning for a period of 10 school days. During any such school closure, HCCS students assigned to that school building will be required to participate in remote learning.

**- In the event of 4 confirmed and unrelated COVID-19 cases in a HCCS school building within the same 14-day period:**

- o HCCS will close the HCCS school building for in-person learning for a period of 10 school days. During any such school closure, HCCS students assigned to that school building will be required to participate in remote learning.

## **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:**

- **Weekly COVID-19 Testing If No Proof of Vaccination:** Any employee who does not submit proof of vaccination shall be required to be tested for COVID-19 on a weekly basis by taking the nose swab rapid test for COVID-19. The employee shall submit his or her test result to covidtesting@hccs-nys.org each week and shall not report to work unless he or she has timely submitted such test result. Any employee who receives a positive test result shall not report for work and shall follow the HCCS **policy outlining procedure for positive test result.**
  - 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;
  - Quarantine themselves per the policies below.
  - Follow the advice of their healthcare provider.
- Return to School
  - Student/staff member must self-isolate until the below criteria has been met:
    - 10 days of isolation from the onset of symptoms or date of test specimen collection; AND/OR
    - 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.
  - If student/staff member resides with any household member who has also tested positive for COVID-19, staff member must obtain negative test result prior to being able to return to in-person work at the HCCS school building.
- HCCS shall pay all fees for such testing which are not reimbursed by insurance. Each non-exempt employee who is being tested as provided herein shall be provided **a half day** to be so tested. The obligation to be tested on a weekly basis as provided herein shall apply as well to any employee who has been vaccinated but who has not yet achieved full immunity from such vaccination. For purposes of this section, “full immunity” shall be deemed to have been received on and after the expiration of two weeks (fourteen calendar days) from the date the employee received the final dose of the vaccine in accordance with the protocol for the particular vaccine received by the employee.
  - **Weekly COVID-19 Testing:** Any employee who does not submit proof of vaccination will be required to be tested for COVID-19 on a weekly basis by taking the nose swab rapid test for COVID-19. The employee shall submit his or her test result to covidtesting@hccs-nys.org each week and shall not report to work unless he or she has timely submitted such negative test result. Any employee who receives a positive test result shall not report for work and shall follow the HCCS policy outlining positive test result. Each non-exempt employee who is being tested as provided herein will be provided a half day for testing each week. This obligation to be tested on a weekly basis will also apply to any vaccinated employee for whom less than fourteen days has passed since receiving the final dose of vaccine. This testing will be provided through the New York City Department of Education. Additional details will be provided in several follow-up communications.
  - **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 Reopening Plan 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 face coverings and other 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. 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, or living in the same household as someone experiencing COVID-19-like symptoms, 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
  - Quarantine themselves per the 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:
      - at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
      - the individual has improvement in symptoms (e.g., cough, shortness of breath); and
      - at least 14 days have passed since symptoms first appeared.
    - 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) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location.
  - 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 stay home for 14 days after exposure and get tested. After 14 days, if no symptoms occur and tests come back negative, individuals can safely return to work sites. Employees must submit a confirmed negative test to the COO or the principal.

## General Questions

Q. How will students be monitored at lunch – physical distancing, face coverings, cleanliness, etc.?  
 A. *Our students will eat in the cafeteria. Students will sit at a minimum of 6 feet apart to maintain physical distancing and will remove their face coverings to eat. 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. If a class has to quarantine, who will provide the virtual instruction?

A. *The classroom teacher will provide virtual instruction.*

Q. Will AC be added to classrooms?

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

Q. Will students wear masks outside during recess?

A. *Masks may be removed while outside. Social distancing will still be required. (Optional)*

Q. Will there be an option for remote learning?

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

Q. If my child is required to quarantine will remote learning be provided?

A. *Yes.*

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

A. *Yes, by the classroom teacher.*