

SAFETY MEETING FOR BROOKLYN ARBOR FAMILIES

**October 20, 2021
5:00pm**



Agenda:

- I. School Safety Plan
- II. Safety Committee
- III. Building Response Team/General Response Protocol
- IV. Emergency Drills
- V. Covid 19 Policies and Protocol
 - Visitor Policy
 - Arrival Procedures
 - Hand Hygiene
 - Face Masks
 - Isolation Room
 - Random Student Testing
 - PPE
- VI. Discipline Code
- VII. Cyber Bullying
- VIII. Safety Reminders
- IX. Questions & Answers

School Safety Plan

At the beginning of each school year, all schools develop a School Safety Plan. The plan outlines the procedures that the school uses every day and in cases of emergency to provide a safe and secure environment in which effective teaching and learning take place. Each plan is approved by the Office of Safety and Youth Development and NYPD. In order to ensure safety for all students and staff, the specific emergency response plans and procedures of the School Safety Plan **must remain confidential**.

The School Safety Plan addresses the following major areas:

- **School/Program/Academy Information:** This section lists the staff members, hours of operation, chain of command, class schedules, dismissal schedules and extra-curricular activities.
- **Medical Emergency Response Information:** This section outlines procedures for the dissemination of health information of individual students, implementing health recommendations, and for maintaining and accessing health supplies and trained medical personnel. It also outlines the use and storage of Automatic External Defibrillators (AED).
- **School Safety Personnel Procedures and Assignments:** This section includes visitor control procedures and protocols for responding to specific emergency conditions



Lois Herrera, Chief Executive Officer
Office of Safety and Youth Development



Brian Conroy, Commanding Officer
School Safety Division
New York City Police Department

P.S. 19 - BROOKLYN Safety Plan

Academic Year: 2015-2016

Certified by NYPD

Print Date: November 18, 2015 1:54 PM

Precinct: 090 PCT PBEN

Address Information

Street Address: 325 SOUTH 3 STREET

City/State/Zip: BROOKLYN, NY 11211

Primary Contact Information	Work	Fax
Borough Safety Director: Jeffrey Horne		
BRT Leader: CRISTINA ALBARRAN (Assistant Principal)	718-963-0393	718-963-2083
Custodian: Joe Meehan (Head Custodian)	718-909-4259	718-963-2083
School Safety Agent Level III: Ramon Cabrera		

Building Council		
School 146414	Person Name Eve D'Agry	Primary Contact Information Main Phone: 718-963-0393 Fax Number: 718-963-2083

1

This plan contains confidential information and should not be posted online, reproduced, or distributed, except in cases of emergency.
Print Date: Nov 18, 2015 1:54:30 PM

Safety Committee Monthly Meetings

Chancellor's Regulation A-414 requires that the following individuals are required to serve on a school's Safety Committee: The principal, the UFT Chapter leader, the PT/PTA president (or designee), the school's Level III School Safety Agent (or designee), the custodial engineer, the dietician (or designee), the NYPD commanding officer (or designee) of the local precinct.

The Safety Committee meets once a month. Our 2021-22 Safety Meetings are held the first Wednesday of each month.

PA Co-President, Emily Yemini, sits on the Safety Committee Team.

School Safety Agents

Brooklyn Arbor has two School Safety Agents, SSA Farina and SSA Bravo.

School Safety Agent responsibilities include:

- Respond to immediate security situations
- Help school personnel maintain discipline and follow visitor control procedures
- Patrol areas within and immediately surrounding the school building.
- Prevent intruders from entering the school building
- Report serious incidents to the school administration and School Safety Division

Building Response Team

Building Response Team – Responding to COVID-19 Related Incidents Planning Document

Student or staff exhibits COVID-19 symptoms while in school building during the school day

- Notify School Nurse (where available) and School Principal.
- Principal will activate BRT which includes School Nurse (where available).

Special Needs Coordinator and Incident Assessor respond to location of potential case

- BRT member to escort student to the isolation room where nurse will conduct a health assessment.
- If there is no nurse on site, student will wait in the Isolation Room while parent is contacted.
- If determined by the nurse that student has COVID-19 like symptoms, BRT leader to notify other BRT members.
- Student remains supervised in Isolation Room until picked up.

Emergency Officer and Recorder Activated

- Emergency Officer will:
 - Ensure parent has been contacted
 - Await arrival of parent/guardian at main lobby where student will be brought to the parent/guardian.
- Along with School Safety, check credentials of parent/guardian and upon confirmation, release student to parent/guardian.
- Recorder will ensure that all pertinent information is documented and make necessary notifications, ensuring that case is reported to EIC and is recorded in OORS in a timely fashion.

Escalation Protocol when a potential or confirmed positive case occurs

Principal or BRT Leader as principal designee to contact BCO Health Liaison who will escalate to Senior Advisor to Office of School Health.

Principal to notify superintendent and OSYD (Borough Safety Director).

School to contact Emergency Information Center (EIC) to report positive case.

Principal to distribute appropriate notification to school community.

Arbor's BRT Members:

BRT Leader: Cristina Albarran

Emergency Officer: Sara Yerry

Incident Assessor: Maria Molina

Special Needs Coordinator: Tania Pena

Rodriguez

Assembly Point Coordinator: Maria Lopez

Recorder: Elizabeth Ortega

Building Response Team Kit:

USE THE POINT TOOL ON THE TOP TOOL HOOK TO VIEW INSIDE DETAILS

NYC Department of Education
Building Response Team Kit
enlarged to show detail



8" wide imprint in Black on front pocket of bag

Contents:

- Duffel Bag (1)
- Flashlights (5)
- Batteries (8)
- Megaphone (1)
- Reflective Safety Vests (10)
- Caution Tape (1)
- First Aid Kit (1)
- Clipboard (1)
- Pens (1 box)
- Whistle (2)
- Aluminum Blankets (2)
- Blue Cone Face Mask (1 box)
- Latex Powder Free Gloves (1 box)
- Purell Sanitizing Wipes (1 box)
- Flash-drive (1)
- Check list of contents

General Response Protocol

The General Response Protocol (GRP) has been designed to provide the direction that schools will take when an emergency incident occurs.

At its core is the use of *common language* to identify the initial measures all school communities will take *until first responders arrive*.

In every incident, school administrators will need to assess the unique circumstances that will affect how the GRP is implemented.



The General Response Protocol uses the public address system to make these announcements for everyone to hear (each is repeated 2 times).



Shelter- In! “Attention, this is a Shelter- In. Secure the exit doors.” (Shelter-in is used when the threat is *outside* of the building).



Evacuate! The fire alarm will signal an evacuation. When the PA system is used, directions will be specific. (There are many reasons why an evacuation may occur. It is critical to listen to all announcements).



Lockdown! “Attention, we are in soft/ hard lockdown. Take proper action.” (Lockdown is used when the threat is *inside* of the building).

Lock & Hold

**New this year!*

Initiated to manage an incident or building condition which does not place the school community in danger, or when directed by First Responders.

Staff students and visitors must remain in place when the Hold announce is made. Individuals will conduct business as usual until the “All Clear” is announced.

Emergency Drills



Schools are required to conduct four lockdown drills per year in addition to eight evacuation drills (12 in total).

In an actual emergency situation, it is understood that physical distancing may not be possible.

All students must participate in drills.

Evacuation drills must be conducted as follows:

- Students should exit the building and proceed to their staging area. Staff not assigned to students at a time of drill should monitor staging areas.
- Students should be instructed to maintain a distance of three feet to comply with physical distancing guidelines and to wear a face covering. This includes re-entering the building after any evacuation drill or emergency.

Emergency Drills (Continued)

Lockdown Drills must be conducted as follows:

- The announcement will say, “Attention, we are now in a soft lockdown drill.”
- As per COVID guidance, students will be instructed to remain in their seats and silent instead of moving to the safe corner.
- All instruction and movement within the classroom must cease until the lockdown drill is lifted.
- All visual panels of classrooms and offices must be covered.
- In larger spaces such as the gymnasium, cafeteria, auditorium or library, students will be required to remain seated and silent until the drill has ended.

*In an actual soft or hard lockdown emergency, the priority is the immediate safety of all students and staff and complying with physical distancing guidelines may not be possible nor should it be a priority. In an actual soft or hard lockdown, students and staff must move to the safe corner and remain there until it is safe to move.



Responding to “Code Blue”



- There are two defibrillators in our building (1st and 4th flr).
- The DOE conducts 2-3 unannounced drills each year. All certified responders must participate in the drill. We receive a grade after each drill. We have always received an “Excellent” (18-21 pts) grade.
- We currently have 9 staff members AED/CPR certified.

Door Alarms



Alarms have been installed on all exit doors. The alarms are activated on a daily basis. All staff members have been trained to respond if an alarm goes off.

Bus Drills



3 Bus Drills must be completed each school year.

The first drill must be completed within the first seven days of school.

Maria Molina and Maria Lopez facilitate these drills.

COVID-19
Specific Guidelines
and Protocols

Core Actions

As per the DOE and DOH, Brooklyn Arbor will follow and comply to the following Core Actions for Prevention of COVID-19:



Maintaining a physical distance of three feet whenever possible



Wearing face coverings



Providing increased opportunities for handwashing or access to hand sanitizer



Staying home when sick



Increased ventilation

Staff Vaccinations

As of Friday, October 1st all DOE staff were required to submit proof of vaccination (at least one dose).

Physical Distancing

All students and staff must practice social distancing when on school property.

Floor markings are used to help students line up and move through the hallways three feet apart.

To ensure distancing, only one student is permitted in the restroom at a time. When the restroom is occupied, students will wait on a floor marking in the hallway.



Movement Protocol



Movement throughout the building will be reduced to every extent possible. Students will remain with their cohort throughout the entire school day. If and when student groups need to travel (i.e going to PE), students will maintain physical distance.

The only reasons for leaving the classroom are:

1. Restroom (Grades 1-5 only)
2. Nurse Visit
3. Going to a Special
4. Going to Lunch/Recess
5. Dismissal
6. Getting Picked Up Early

All staircases are marked “up” or “down”. All students and staff are required to adhere to these guidelines at all times.

The width of our hallways measure 7 feet. Therefore, students can travel in both directions.



Face Coverings

All staff and students must wear a face covering that covers both the nostrils and mouth. The following face coverings are not permitted on DOE property:

- Bandanas and neck gaiters
- Face coverings with an exhalation valve or vent
- Face coverings that cover or hide an individual's face, such as ski masks

Masks can be removed during meals, PK naptime, or while drinking water.



Visitor Policy

Brooklyn Arbor will make every effort to address all visitor and parent concerns by phone, email and/or virtual meetings to limit the number of visitors entering the building. Only essential visitors (contractors, delivery services, etc.) or parents needing to pick up their child if ill or has an appointment to meet with a teacher, will be permitted in the school building.

All visitors (age 12 and older) must:

- Complete a daily health screening.
- Show proof of at least one dose of the COVID-19 vaccination.
- Wear a face mask throughout their duration in the building.

Daily Arrival

Upon arrival, all students line up in a single file outside of the school building, standing three apart.

Every morning assigned staff check completed daily health screening.

Health Screenings can be completed online or a printed copy can be brought in.



The image shows a mobile application interface for health screening. At the top, it features the NYC Department of Education logo and the text "Health Screening". Below this is a "Select Language" dropdown menu. The main heading reads "Health Screening DOE buildings". A paragraph of text explains that all DOE employees, visitors, and families must complete a health screening before entering DOE facilities, and that results reset at midnight. At the bottom, there are two buttons: a yellow "Sign In" button for "DOE Employees" and a white button with a blue border for "Guest Screening" under the "Visitors/Families" section.

Hand Hygiene

- One of the first procedures taught is proper handwashing. This has been modeled and practiced with students regularly.
- Sanitizing stations are placed around the building.
- Students are directed to clean/sanitize their hands in the classroom before and after lunch, and periodically throughout the day.



School Breakfast and Lunch

Students eating breakfast and/or lunch must follow these routines:

1. Wash/Clean hands with classroom hand sanitizer.
2. Take off mask by the earloops and leave mask hanging from the lanyard.
3. Eat their meal.
4. Put mask back on by the earloops.
5. Throw all garbage into the garbage can.
6. Clean hands with classroom hand sanitizer.
7. Use a wipe to clean their desk and throw out the wipe.

Students and staff not eating keep their masks on. The student(s) eating should not participate in any activity that involves responding/talking.

Students have assigned seats in the cafeteria in the event close contacts need to be identified.

Water

- Please send your child to school with a reusable bottle filled with water.
- Water bottles must be kept on or near the student's desk
- Should anyone need a reusable water bottle, the PA can provide these to families at no cost. Please let your child's teacher know if you need one.



Personal Protective Equipment (PPE)

- Face coverings
 - Masks (child and adult sizes)
 - N95 masks for nurses
 - KN95s for Building Response Team (BRT) members and custodial staff; D75 pedagogical and related service staff, and other paraprofessionals/staff serving students with toileting needs;
 - Face shields, pedagogical and custodial staff; students who need to be in less than 3 feet distance from clinicians/providers during assessments/related services
- Reusable and disposable gloves
- Disposable medical gowns
- Hand sanitizer
 - Individual hand sanitizer bottles
 - Hand sanitizer stands and wall mounts (points of entry, outside restrooms, and other central locations)

Sanitizing Supplies

- Bleach
- Hand soap
- Paper towels;
- Disinfectant wipes or disinfectant sprays will be provided for every classroom
- Two (2) air purifiers per classroom; two larger units for cafeteria, auditorium and gymnasium
- Electrostatic sprayer and disinfectant for custodial staff use

Nursing Supplies

- Thermometers (hand-held and single-use):
 - Oral thermometers (issued to students to take home as per the health screening protocols); and
 - Non-contact hand-held thermometers for pedagogical staff

Cleaning Protocol

Daily cleaning regardless of a confirmed case of COVID-19.

Custodial Staff will:

- Disinfect all high risk and touch surfaces (ie. desks, handrails, faucets, door handles, light switches) using Electrostatic backpack sprayers and using applicable disinfectants on every surface in every utilized room throughout the entire building continuously throughout the day.
- Ensure all restrooms are monitored, cleaned and well stocked with handwashing soap and paper products as needed.
- Ensure the building is properly ventilated.
- Provide disinfecting supplies, including hand sanitizer (60% alcohol or more).

Ventilation

A UFT representative, Arbor Custodial staff, the DOE Division of School Facilities, and SCA contracted company of engineers conducted several walkthroughs of the building and checked all windows and air conditioning units.

To increase ventilation with outdoor air as much as possible, all windows must remain open at least three inches at all times. Air conditioners can be used to further help circulate the air by using the fan mode. Teachers keep classroom doors open.



Indoor Learning Spaces

Students are seated 3 feet apart when in the classroom.

All students have a bin to store their individual belongings.

To limit movement and to keep physical distance at all times, we have multiple tissue boxes, hand sanitizer pumps, sharpeners, etc. available to students around the classroom.

Outdoor Spaces

At Brooklyn Arbor we have always had a firm belief in outdoor learning. This year we will continue to maximize the use of our outdoor classroom for our youngest learners in PreK.

Outdoor spaces are used for:

1. Arrival
2. Dismissal
3. Many of our PE classes
4. Recess
5. Snack in grades K-1 is held outdoors
6. Additional play periods or classroom activities

As the weather gets colder, please make sure that students cover up skin, wear warm clothing, and use several layers to stay warm.

Students and staff will remain masked and maintain social distancing requirements at all times when outdoors.



Random Covid Testing

Weekly random COVID testing will continue for students (Grades 1-12) in all NYC public schools. The test includes a shallow swab of both inner nostrils and will only take a few minutes.

10%, of students who have consent for testing, are randomly selected. In our school, that is approximately 48 students.

Parents are strongly encouraged to complete a “Consent to Testing” Form either using the paper version or the electronic version found on your NYC Schools Account.

<https://www.schools.nyc.gov/school-year-20-21/return-to-school-2020/health-and-safety/covid-19-testing/faqs-for-testing>

Student Showing Symptoms

Any student showing signs of COVID-19 can only return to school when all the following conditions are met:

If the student received a positive COVID-19 test:

- Isolated for 10 days

AND

- The individual has been fever free for 24 hours without the use of medication and overall symptoms are improving.

If the student received a negative COVID-19 test since the onset of symptoms

- The individual has been fever free for 24 hours without the use of medication and overall symptoms are improving.

If the student never got a COVID-19 test:

- At least 10 days have passed since symptoms started

AND

- The individual has been fever free for 24 hours without the use of medication and overall symptoms are improving.

Notice of Close Contact

If DOHMH or NYC Test & Trace Corps determine the individual is considered a close contact of a positive case, you will receive a letter with the following:

Your child has had close contact with an individual in our school community who has tested positive for COVID-19. According to health guidelines, your child must stay home for 10 days following the date of possible exposure and should not return to school until (date specified), unless they are fully vaccinated. Students and staff who are not fully vaccinated and are considered close contacts may test out of quarantine to return to their classrooms after the seventh day; see below for more details. Fully vaccinated people are those who have received both shots of a two-shot regimen or one shot of a single shot regimen and the last shot was at least 14 days ago. If you are experiencing any symptoms, you must quarantine even if you are vaccinated.

We know that this may be stressful, and we are here to support and guide you. You may be contacted by the NYC Test + Trace Corps (T2) with information and updates. Additionally, below you will find guidance that reflects the expertise of the NYC Department of Health & Mental Hygiene (DOHMH), the New York City Department of Education (DOE), and T2.

Here is what to do now:

Keep your child at home

- *For 10 days (date will be specified) your child can leave home only to visit a medical provider, to get a COVID-19 test, or in the event of an emergency unless they are fully vaccinated. It is important that your child stay home, even if they do not feel sick, to prevent the spread of COVID-19.*
- *Students and staff not fully vaccinated and are considered close contacts may test out of quarantine to return to their classrooms after the seventh day. In order to do so, individuals should take a COVID-19 test on or after their fifth day of quarantine to re-enter class after the seventh day if they receive a negative test result. All must submit proof of a negative test through the DOE's COVID-19 Vaccination Portal.*



Not a Close Contact but a Positive Case In Your Child's Class

As of October 19, when there is a confirmed positive case in a school, the Situation Room will provide a letter to all families in the impacted class.

Note that for students in grades K-12, if all students have been fully masked in the classroom, then only students who have been within three (3) feet of the positive case are close contacts and need to quarantine. These details will be reviewed by Test + Trace (T2) during the close contact investigation with the school.



Notice of a Positive Case in the School

Subject: Confirmed Case of COVID-19

Dear [SCHOOL] Community:

The NYC Department of Health and Mental Hygiene (DOHMH) and the NYC Test + Trace Corps (T2) have determined that a member of our school community has tested positive for COVID-19 and may have exposed others while at school. Below you will find guidance on next steps that will help keep you, your child, and our school community healthy and safe. The information below reflects the expertise of DOHMH, T2, and the New York City Department of Education (DOE).

What Happens Now?

- Students and staff who are considered close contacts of the individual who tested positive have been notified of the need to quarantine for 10 days from their last contact with the person who tested positive. These students and staff will transition to fully remote teaching and learning for this period.*
- T2 and DOHMH will complete their investigation to identify and notify any other close contacts in the building, who will also need to quarantine for 10 days.*
- Any staff or students who are fully vaccinated OR were recently (within the past three months) diagnosed with COVID-19 and finished isolation in the past 90 days will NOT need to quarantine as long as they have no COVID-19 symptoms. People who are fully vaccinated have received both shots of a two shot regimen or one shot of a single shot regimen and 14 days or more have elapsed since their last shot.*
- Unvaccinated students and staff who are considered close contacts may test out of quarantine in order to return to their classrooms on the eighth day of quarantine. In order to do so, students should take a COVID-19 test on their fifth day of quarantine in order to re-enter class on the eighth day. Students must submit proof of a negative test through the DOE's COVID-19 Vaccination Portal.*
- Anyone with a positive COVID-19 test will not return to the school until they are no longer infectious.*
- All areas visited by the person with COVID-19 will be deep cleaned, disinfected, and reopened.*
- If your child is feeling sick, keep them at home.*

Threshold for School Closing

As of October 19, families with NYCSA accounts will receive their school's Daily Rollup when there is an active Situation Room intervention.

Schools will be closed only when it is determined by the Department of Health and Mental Hygiene (DOHMH) that there is a widespread transmission in the school. With health and safety measures in place, we expect that school closures will be limited.

Emergency Contact & Student Blue Cards

All Emergency Contact Cards (formerly known as Blue Cards) must be completed via your Operoo account.

Please also update your Emergency Contact information on your NYC Schools Account. <https://www.schoolsaccount.nyc/>

For any questions related to your Operoo or NYC Schools Account, please contact Maria Molina parents@brooklynarbor.org



Social-Emotional Supports

At Brooklyn Arbor, we will continue to follow the Responsive Classroom approach. Students start the day with a morning meeting and end the day with a closing circle. The first few weeks of the school year will be dedicated to building community, mental health check ins, and setting clear expectations.

Social Stories for PK-2 and 3-5 have been created and shared with all students learning in-person before the first day of school. As new students cycle into in-person instruction throughout the year, this will be shared as an introduction.

Classroom teachers and paras will continue to provide students with movement breaks and energizers, while following the health and safety guidelines.

SEL Screeners are being used by all teachers to identify areas in which students may need additional support.

We have a full time Health & Wellness Teachers, Beth Reed. She teaches units on bullying, cyber safety, empathy, managing feelings, diversity and more!

Our Guidance Counselor, Ms. Amparo, can support individual students as well as deliver whole class lessons.



Medication at School

- All students with a diagnosis such as asthma, allergies or diabetes should submit a Medication Administration Form to their school.
- Submitting a Medication Administration Form enables the school nurse to treat your child in the case of a medical emergency.
- Even if your child can take his/her own medicine, it is important for the school clinical team to be aware of the student's medical needs in case of an emergency.
- Medication Administration Forms are accepted on a rolling basis. You must submit a new Medication Administration Form each school year.

<https://www.schools.nyc.gov/school-life/health-and-wellness/health-services>



Discipline Code



Citywide Behavioral Expectations to Support Student Learning Grades K–5

including the K–12 Student Bill of Rights and Responsibilities
and the Discipline Code

Effective September 2019

The Discipline Code applies to all students—and includes both supports and interventions, as well as disciplinary responses. The full Discipline Code is available in all NYCDOE-supported languages at <https://www.schools.nyc.gov/DCode> and can be provided in paper copy, upon request.

The Discipline Code outlines how school staff will address behavioral issues with a focus on restorative approaches. For more information about behavioral expectations during blended and remote learning, please visit

<https://www.schools.nyc.gov/school-year-20-21/return-to-school-2020/behavioral-expectations-and-guidance>.

Bullying and Cyber Bullying

Chancellor's Regulation (CR) A-832 prohibits any student from creating a hostile environment for any other student by engaging in conduct or verbal or written acts (which includes cyber-bullying) that could potentially hinder that student's educational process, mental, emotional, or physical well-being, or otherwise cause any type of harm.

Schools are required to report any suspected incidents of cyber-bullying via the Online Occurrence Reporting System located on the OSYD Portal within 24 hours of their being notified of the alleged incident. Schools are also directed to investigate these incidents and to follow-up on them in a timely fashion as outlined in CR A-83

Important Safety Reminders

- ✓ Activate your Operoo account!
- ✓ Create/Update your NYC Schools Account.
- ✓ Check our website www.BrooklynArbor.org for important calendar dates and past Community Letters.
- ✓ Check your child's temperature daily.
- ✓ Complete the health screening daily.
- ✓ Keep your child home if they are sick! Please notify your child's teacher via email or Google voice message.
- ✓ Have conversations with your child about wearing masks, hand hygiene and social distancing.

Questions



Please feel free to unmute yourself
if you have a question or
ask using the chat.

