



Big Apple Academy

A NATIONAL BLUE RIBBON SCHOOL OF EXCELLENCE

Learning Today, Leading Tomorrow



2937 86th Street, Brooklyn, NY 11223 • Tel: (718) 333-0300 • Fax: (718) 333-1311

SAFETY PROTOCOL FOR STUDENTS, PARENTS, AND STAFF OF BIG APPLE ACADEMY

Big Apple Academy's safety protocol to open its doors once again during the COVID-19 public health emergency was developed based upon the latest CDC guidance for COVID-19 prevention in schools and the current mandates by the New York City Department of Health and Mental Hygiene. This safety protocol is **SUBJECT TO CHANGE, depending upon additional mandates in response to the dynamic nature of the pandemic.** Strictly following the safety protocol is essential. All parents, students, and members of the Big Apple Academy staff are required to adhere to the following procedures:

ARRIVAL

2937 86 STREET SCHOOL BUILDING

Students using the Bus Transportation services must enter the school premises through the side yard, using ENTRANCE B. Upon entry into the building, all students will be given hand sanitizer to disinfect their hands, after which students will be taken directly to the classrooms.

Students who **do not use** the Bus Transportation services must enter the building through the main doors. Students will be given hand sanitizer to disinfect their hands. Students will also undergo a non-invasive temperature check via the TELA VISOR installed in the lobby of each building and will then proceed directly to their classrooms.

UPON ENTRY INTO THE SCHOOL BUILDING, ALL STUDENTS AND STAFF ARE RECOMMENDED (as per CDC) TO WEAR MASKS AND OBSERVE SOCIAL DISTANCING.

503 LAKE STREET SCHOOL BUILDING

Students using the Bus Transportation services must enter the school premises through the side yard, using ENTRANCE A. Upon entry into the building, all students will be given hand sanitizer to disinfect their hands, after which students will be taken directly to the classrooms.

Students who do not use the Bus Transportation services must enter the building through the main doors. Students will be given hand sanitizer to disinfect their hands. Students will also undergo a non-invasive temperature check via the TELA VISOR installed in the lobby of each building and will then proceed directly to their classrooms.

UPON ENTRY INTO THE SCHOOL BUILDING, ALL STUDENTS AND STAFF ARE RECOMMENDED (as per CDC) TO WEAR MASKS AND OBSERVE SOCIAL DISTANCING.

PARENTS ARE STRICTLY PROHIBITED FROM ENTERING THE SCHOOL BUILDING.



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INSTRUCTIONAL TIME

During lessons, all students are expected to sit behind their own desk cubicles. While sitting at the desk, students do not need to wear masks and/or face shields.

When students and staff must travel along school corridors or other common spaces, MASKS ARE **RECOMMENDED** (as per CDC) but not required.

ALL STAFF IS RECOMMENDED (as per CDC) **TO WEAR MASKS AND/OR FACE SHIELDS.**

LUNCHROOM

All students will enter the cafeteria via ENTRANCE B and leave via ENTRANCE A.

All lunch tables are equipped with SAFETY BARRIERS. However, to ensure proper social distancing, the number of students present in the cafeteria at one time has been decreased.

Upon entry and exit, all students will be given hand sanitizers. All students are recommended (as per CDC) to wear masks until the food is served.

To minimize student movement through the school, each classroom will be provided with bottled water and disposable cups on a daily basis.

STUDENTS ARE PROHIBITED FROM:

1. Entering other classrooms
2. Sharing pencils, books, all school-related materials with other students. THE NO SHARE POLICY will be in full effect
3. Sharing masks, hand sanitizers with other students
4. Leaving their classrooms unless necessary (except breaks)

All of the abovementioned rules will be strictly enforced by the classroom teachers and by the COVID RESPONSE TEAM

ALL STUDENTS ARE EXPECTED TO FULLY ABIDE BY THE RULES GIVEN BY THE TEACHING STAFF AND BY THE COVID RESPONSE TEAM.



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The School Principal reserves the right to DISMISS students who disregard the SAFETY PROTOCOL. These students will be removed from in-person instruction and will be transferred to the ONLINE (LIVE STREAMING) EDUCATION.

COVID RESPONSE TEAM

During lessons, while students are in their classrooms, the COVID Response Team will do the following:

1. Utilize sprays and wipes of disinfectant, sanitize all staircase railings.
2. Use spray disinfectant to sanitizer student lockers.
3. Use sprays to disinfect school corridors, stairways, and other common areas.
4. Continuously check for the presence of sanitizing liquid in the Sanitizer Stations that have been installed along school corridors.

WHILE PERFORMING ALL OF THE ABOVE MENTIONED, THE COVID RESPONSE TEAM MUST WEAR SAFETY GLOVES

PARENTS OR CAREGIVERS

1. Entry into the school building is **PROHIBITED**.
2. If you need to pick up your child earlier than the Dismissal Time, you are required to call the school office at least 30 minutes prior to pick up time.

When you arrive at the school building, please notify the security guards and wait for your child outside. A member of staff will collect your child and escort him/her to you. This process can be lengthened depending on what the class is doing; therefore, please plan your time accordingly.

While located near the school premises and when speaking to any member of the school staff, it is RECOMMENDED (as per CDC) TO WEAR A MASK.

3. **PARENTS ARE STRICTLY PROHIBITED FROM ENTERING AND PARKING ALONG LAKE STREET.**

The School Principal, at his own discretion, reserves the right to dismiss a student from in-person instruction to the ONLINE (LIVE STREAM EDUCATION) if parents disregard the SAFETY PROTOCOL OF THE BIG APPLE ACADEMY.



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DISMISSAL TIME

1. All students using the Bus Transportation services are required to wear masks **BEFORE BOARDING THE BUS**. All bus pickups will occur via the main entrance to the school building.

Parents picking up their children are **RECOMMENDED** (as per CDC) to wear masks and **MUST** enter via the **SCHOOL SIDE YARD**. When you arrive at the school building, please notify the security guards and wait for your child outside. A member of staff will collect your child and escort him/her to you. This process can be lengthened depending on what the class is doing; therefore, please plan your time accordingly.

2. **PARENTS ARE STRICTLY PROHIBITED FROM STANDING NEAR SCHOOL ENTRANCES DURING BUS DROP OFF PERIODS.**
3. **WHILE WAITING IN THE SCHOOL SIDE YARD, PLEASE OBSERVE SOCIAL DISTANCING AND REFRAIN FROM SMOKING.**

TRANSPORTATION

The Big Apple Academy will provide students with bus services. In doing so, the following protocol and procedures will be observed to ensure the safety and health of our students and staff.

- a. All students **USING THE BUS SERVICES ARE REQUIRED TO WEAR MASKS** on the school bus and will maintain appropriate social distancing.
- b. Bus drivers, monitors, and attendants who must maintain direct physical contact with a child are required to wear masks.
- c. School buses will be disinfected twice a day before student pick up and after drop-off periods.
- d. Busy contact areas will be disinfected after each pickup and drop off.
- e. School bus drivers, monitors, and attendants will not carry personal bottles of hand sanitizer with them on school buses.
- f. Air conditioning systems and air circulation systems on the school buses will always be operational.
- g. Bus attendants will scan students' temperatures using a non-contact thermometer before students will be allowed on the bus. They will also spray the students' clothing with a DOH approved non-combustible spray. Attendants will be trained to look for other symptoms of illness as well.
- h. Students with elevated temperatures will be prohibited from boarding the bus. These students' names will also be reported to the school's main office to prevent entrance into the school building if the parents of these children choose to find alternate transportation to school.



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IN CASE A CHILD GETS SICK DURING THE DAY

We have developed the following protocol for students and staff who develop **ANY COVID OR FLU- LIKE** symptoms in school.

1. To minimize transmission to others, we will isolate the student who develops ANY symptoms from other students and staff. This student will be given a mask to wear if he/she does not have one.
2. A classroom teacher will immediately notify the parents of this student. **The parents must make all efforts to pick up the child as soon as possible.**
3. This child will be able to receive academic instruction through the Live Streaming Program during his/her absence in the school according to the new LSP policy.
4. **Parents MUST notify the school office of the child's diagnosis within 12-24 hours.**
5. This child will be able to return to school in case of COVID-19 in **14 days** with a doctor's note or if it is not related to the COVID-19, at any time with a doctor's note as well.
6. Students and staff in close contact with infected persons will self-quarantine for 14 days.
7. **In the event when the number of positive cases exceeds 3 per class, the school principal will reserve the right to close the class from in-person instruction and transition all students in that class to Live Stream Learning for the period of 14 days**

COVID-19 TESTING

The Big Apple Academy will continue conducting **weekly** testing of all unvaccinated staff, faculty members, and students. Parents who do not wish their child to be tested in school, **MUST** provide proof of testing on a weekly basis.

COVID- 19 VACCINATIONS

At this time, the school does not require staff, faculty members or students to be vaccinated.

ADDITIONAL INFORMATION CAN BE FOUND AT <https://bigappleacademy.com/faq/>