



*The Long Island School for the Gifted  
Celebrating 40 Years!*



**REOPENING PLAN FOR 2020-2021**

Submitted by:

COVID-19 Safety Coordinator/Administrator: Patricia Geyer, Head of School, on behalf of the Administration and Staff at the Long Island School for the Gifted. 7-30-20

***Mission Statement:***

*To provide an appropriate education for gifted children in pre-kindergarten through ninth grade, in a nurturing environment where they will be both intellectually challenged and comfortable socially, thereby providing these children with the opportunity to grow and develop to their potential.*



***Core Values***

***P.R.I.D.E.***

***Positivity\*Respect\*Inclusion\*Dedication\*Empathy***

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## INTRODUCTION

Founded in 1980 by Carol Yilmaz, LISG has flourished as the only full academic, accelerated program of its kind for gifted children for the past 40 years. LISG is a private, co-educational day school for gifted students from Pre-K (age 4) through grade nine.

The Long Island School for the Gifted services Students from over 50 school districts, which encompass Suffolk, Nassau and Queens Counties. As such, LISG has a diverse student body representing numerous cultural, religious and economic backgrounds. Acceptance and tolerance of one another create a cohesive and welcoming environment.

This Reopening Plan was prepared by Dr. Patricia Geyer, Head of School, along with input, conversations and meetings with the Board of Trustees, faculty and staff, and parents.

The Long Island School for the Gifted stands united to bring our family back together safely. Guidance has come from the Occupational Safety and Health Administration (OSHA), Disease Control and Prevention (CDC), the Governor, the State Department of Health, and NYSAIS in creating protocols that allow us to reopen. This document gives details on how we can start with the safety of our children as our top priority.

We will all follow the basic safety protocols such as wearing masks, washing hands frequently, and good personal hygiene, and we will depend on everyone to adhere to the basic protocols. Science and research shows that the basic principles stop the spread.

This guide also includes new standard operating procedures when school is back in session.

We look forward to seeing you in September! Go Pride!

**CONSIDERATIONS**

**The Governor Closes Schools→→→ *Enjoy Online Learning!***

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**The Governor Opens Schools**

***Can/Will you get to LISG?→ NO → Remain online until you are able to come to school.***

***Can you get to LISG when in-school learning resumes?***

↓  
***Yes! → See you on campus!***

**Frequently Asked Questions**

**Can LISG open consistent with state and local orders?**

YES, all guidelines set forth by the NYS Department of Health and NYS Education Department have been met.

**Can LISG screen staff and students for symptoms and take temperatures?**

YES, our nurse, administration, and staff members will check temperatures of all community members daily. As students exit buses and cars, their temperature will be taken before they enter the building. Staff members will have their temperature taken as they arrive for work.

**Can LISG promote healthy hygiene? (*Handing washing, face covering*)**

YES, the entire community will sanitize their hands and wear a mask prior to entering the building. During the day, students will be reminded to wash their hands before and after lunch. Hand sanitizers are in the lobby and in every hallway and classroom. As children/staff enter classrooms they will use the hallway hand sanitizer stations.

**Will LISG clean and disinfect often?**

YES, all classrooms have cleaning supplies and the custodians will be cleaning frequently as well. Electrostatic sprayers will be used in classrooms with different cohorts of students (typically, grades 4-9). Teachers (in grades 4-9) that teach back to back classes will use more than one classroom so that the room can be disinfected.

**Can LISG provide physical distancing?**

YES, all classrooms were redesigned with physical distance and our small class sizes make it easy to do so. Additionally, student movement will be limited and/or rerouted. For example, special subject teachers, when applicable, will visit the homeroom classes in lieu of having the children travel to the special subject classroom.

**How will LISG manage lunch/play?**

Outside beats inside every time. Therefore, children will picnic outside (beach towels welcome). On inclement/cold days two cafeterias will be used for grades 4-6 and grades 7-9. Lower school children will remain in their classrooms for lunch. Cafeteria service is not available. LISG will have vending machines for cold drinks. An "LISG SNACK SHACK" will provide healthy snacks and cost \$1 per item. The LISG Snack Shack will be on wheels for easy access to all areas.

**Will LISG train employees on safety protocols?**

YES, staff meetings are held in August and safety protocols are practiced at weekly faculty meetings. Staff will be trained on hallway routines, lunch procedures, and arrival/dismissal protocols.

**Will masks be required at LISG?**

LISG will require masks for all staff and students.

LISG has disposable masks available at the security desk for those that forget or lose their mask.

There will be "mask breaks" for the Middle/Upper School in between classes by using the courtyards and an outdoor corridor (when the six foot, physically distant rule applies).

All children will be eating outside during lunch, weather permitting.

The lower school can use outside for the "soft start" in the morning (8-8:40) and the pack and play in the afternoon (2:30-3pm), where masks do not have to be used due to physical distance.

**How will the computer lab work?**

Each computer keyboard and mouse is covered with plastic.

Before entering the lab, every child will be given disposable rubber gloves to use in the lab. As children exit, they will throw the gloves away.

Dividers are in between each computer and cleaned after every class.

**Has the classroom space been redefined?**

Yes, all classrooms have been reconfigured allowing for distance between desks. The kindergarten will use desks and not tables this year. Additionally, barriers/sneeze guards have been placed on tables in the computer rooms and the science labs.

**What will the arrival procedures be like?**

Arrivals will continue with curbside drop off for buses and cars. Everyone that enters the building will have their temperature checked and sanitize their hands before entering the building. Children will walk (physically distanced) in the hallway to their homeroom. Teachers will meet the children at the door and assign locker times to reduce hallway traffic. Bus arrival times are staggered so we do not anticipate any issues following protocols.

**What will dismissal be like?**

Children will remain in their homerooms. The PA system will be used to call the bus numbers and children will move down the one way hallway to the lobby. In the lobby an adult will greet them, take attendance, and bring them directly to the bus.

Parents that pick up children are encouraged to let the office know the time they will arrive so we can arrange less hallway traffic with bus departures. Lower School families are encouraged to arrive (and remain outside) at 3:05. This will allow the lower school to exit before the Middle/Upper School and before bus departures.





**Will the calendar remain as planned?**

Please be prepared for the calendar to change as we learn more about Covid-19. Make sure you have care for your child should LISG be required to close. If the building closes, LISG will continue with real teachers, real schedules, real time immediately. The start time will be 8:30 for all children.

## Details of the LISG Reopening Plan

LISG follows the Occupational Safety and Health Administration (OSHA) and the Disease Control and Prevention (CDC) along with local and state guidelines.

### The Basics

<p><b>Masks</b> (As per the guidelines, mask breaks will occur, especially when outside)</p> <p>LISG has disposable masks for every person daily for the entire year. Students, faculty, staff and security guards must wear masks at all time.</p> 	<p><b>Frequent Handwashing</b></p> <p>Signs are in the bathrooms and sanitizers are in every classroom, hallway and lobby.</p> 	<p><b>Physical Distance</b></p> <p>Floor decals are in hallways ensuring directionality or traffic flow.</p> 	<p><b>Daily Health Screenings</b> (temperature checks on everyone that enters).</p> <p>We expect an Honor Code for families that have traveled and/or been exposed to Covid to self-quarantine.</p> 
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## Plans and Procedures for Reopening of School

LISG is a private, day school enrolling students from grades K-9. As a private, accelerated school, our enrollment is low as it requires a certain IQ score be achieved in order to attend.

LISG is a large, one-floor building and its capacity is over 1,000. LISG has approximately 150 students for the 2020-2021 school year; therefore, there is ample room for distancing and reconfiguring.

Plans are in place prior to the start of school for all faculty and staff to be trained on all safety and hygiene protocols; hand-washing, mask wearing, physical distancing, cleaning and disinfecting.

Staggered start dates for our students are in place so as to better teach and practice all protocols rather than bringing in the entire school at once.

Our Kindergarten and 1st grade students will start first for a few days, followed by grades 2 and 3. By week 3, our Middle School (grades 4-6) will begin. Our Upper School (grades 7-9) will be in by the last week of September.

## Arrivals and Dismissals

Students attend LISG from over 50 school districts. The majority are transported by their individual home district transportation company. Parents should contact their bus company for any specific protocols. Students should be encouraged to comply with health practices and wearing masks while on the bus. Additionally, LISG will ask that siblings/children who reside in the same home sit together.

Our arrival procedures will continue with bus and car drop off in front of the building. We will provide appropriate spacing for buses and cars as they enter to unload / load the children. As students exit the bus or car, everyone will have their temperature checked and use hand sanitizer before entering the building. The same will go for all staff members.

Students will report to homerooms instead of using common waiting/socializing areas. Once in homeroom teachers will instruct students on when to go to their lockers. Lockers will be color coded which

will make it easy for the teachers to call students, which will reduce the amount of people in the hallway. All teachers will remain at their door, and there will be hallway monitors to ensure physical distance.

## **Visitors**

For the safety of everyone, only students, faculty and staff will be permitted to enter our building. Visitors (parents, contractors, vendors or other persons) will not be permitted in the building without prior knowledge and permission from the Head of School. Additionally, any items (goodies for birthdays and holidays, school books, etc.) must be dropped off at the security desk, by appointment when applicable, this year. Our Parent Handbook will state food protocols.

Parent Conferences will be by phone or Google Meet.

## **Signage**

Signs for the basics (hygiene, masks, and distancing) are on hallway bulletin boards and the lobby.

Floor decals with arrows direct staff/students where to walk in the hallways.

## **Classrooms/Homerooms**

<p>Classrooms are reconfigured. All desks are facing the same direction and physically distant.</p> <p>Windows will be open, as weather permits, to circulate stale air. Doors will remain open.</p> <p>Air conditioning units are in each classroom. We do not have one unit for the building.</p> <p>Masks will be worn. Mask breaks will be given between classes by using outdoor corridors.</p> <p>Outdoor physical education, lunch, and other classes will allow for mask breaks as well (with physical distance).</p> <p>The Auditorium has been divided (with partitions) into three sections for additional learning areas. In the event a classroom cannot be cleaned between classes, the auditorium will be used as a cohort.</p>	<p>Classrooms/Labs will be sanitized between the cohorts of children.</p> <p>Cleaning and disinfecting supplies are in each classroom.</p> <p>Classroom doors will remain open to eliminate the need to touch doorknobs.</p> <p>Windows will be open in classrooms to secure constant air flow.</p>	<p>Clear barriers are in the computer rooms and labs. Barriers are made of polycarbonate, following NYS facilities requirements.</p> <p>Lockers will be assigned and color coded. Use of lockers will be staggered and under the teacher's direction.</p> <p>Classroom doors are to remain open since doorknobs are a high touch area.</p>
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## Lower School

Lower School Students will remain in their classrooms for the special subjects. There are many outdoor learning alternatives, for example, lesson plans in fair weather, therefore, art, gym, and music will be in outdoor classrooms when possible.

Inclement weather requires the special teachers (art, gym, music) to teach in the homeroom. This way, the cohort remains together with less interaction in the school.

The Lower School will continue to change classes for math and reading. There are additional classrooms designed for math/reading learning cohorts in the Lower School wing. The rooms will only be used for the small group of children in math/reading. It will be sanitized before each use.

The children will not share materials. Round tables have been replaced with individual desks. Each child will have their own space for supplies and each child will have an LISG assigned iPad.



**EXAMPLE OF A LOWER SCHOOL ROOM**

## Middle/Upper School

Middle and Upper School students will continue to change classes for the nine period day. Extra time will be arranged for children to travel and remain physically distant.

Electrostatic sprayers will be used in between classrooms for new cohorts. If a room cannot be sanitized before the next cohort arrives, (back to back classes) the new cohort will use the auditorium pods for learning.

Middle and Upper School children will change classes using staggered schedules to reduce population in the hallway or use hallway exit doors utilizing outside walkways to change classes, which will also allow for mask breaks.

Special subjects (music, art, gym, etc.) will be outside in ideal weather. There are two “outdoor” classrooms, complete with chairs for learning.

Both gyms will be used so cleaning protocols can take place between classes. Additional classrooms will be used for music and art to allow for cleaning protocols and to reduce children in a shared space.

Paper will be used less and children will be encouraged to bring their own device or use an assigned LISG iPad.

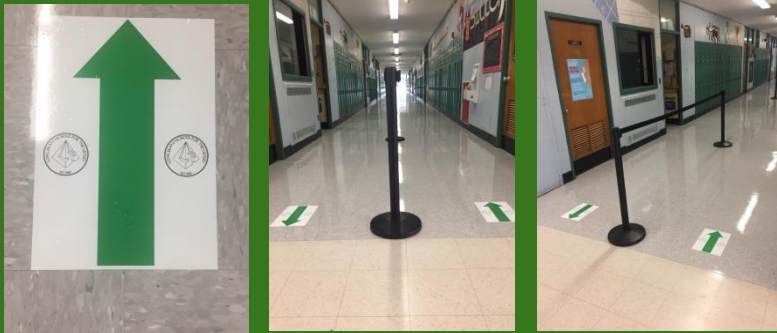


***Sample Middle/Upper School design  
Six chairs on one side of the carpet, six on the other.  
Not all desks are used since there are small class sizes.***

## Hallways

Face to face interactions will be limited by designating foot traffic patterns and/or one-way hallways. Staggered schedules will provide the distancing needed to change classes. If weather permits, Middle and Upper School students can exit the hallway/lobby doors and use the outside walkway as a corridor which will allow for a mask break (security and hallway monitors will be present).

Hallways have floor signs for easy traffic flow.



### **Guidelines for Special Classes**

Weather permitting, physical education and music will be outside. Two gyms will be used so that staggered schedules and cleaning protocols can be implemented. Whereas the large gym holds over 900 students, our classes are small in size. The physical education teacher has been trained in activities that follow the physical distancing model.

Children will wash their hands before and after gym class and hand sanitizer will also be available in the gym.

The Physical Education teacher will focus more on individual pursuits or skills rather than team activities. Games and other activities that do not require physical contact will also be implemented. Shared equipment and gym mats will not be used this year. If needed, students will be assigned equipment for the year. (Example: a student may have a hockey stick or tennis racket assigned and labeled for their use only.)

Music will adhere to the 12 foot distance rule when singing. Music class will be outside when weather permits. Inside, the auditorium and cafeterias will be used.

Art will be in the lower school classrooms when the schedule permits. If and when the art room is used, it will be cleaned after each use. As previously stated in this document, music and art teachers will use a cart and go directly to the homeroom. This will cut down on the students traveling in the hallways to the special subject classroom. Carts will be routinely sanitized and cleaned.

### **Snack Time and Lunch Periods**

For the 2020-2021 school year, lunch will be sent in from home. Hot lunch will not be offered this coming year.

Prior to and after each snack time and lunch period, whether it be in the classroom, outdoors or in the cafeteria, students and faculty will wash their hands. Teachers will be aware of hygiene protocols during both snack and lunch periods.

<b>Outside dining when weather permits (with physical distancing)</b>	<b>Brown Bag Lunch Only</b>	<b>Health/Safety in Cafeterias</b>
<p><u>Inside:</u></p> <p>Three lunch sessions continue.</p> <p>Two cafeterias will be used to reduce numbers for the Middle School and Upper School lunch periods, with physical distancing.</p> <p>Lower School will remain in classrooms.</p>	<p>LISG will not have a hot/cold lunch program this year.</p> <p>Vending Machines will be available for drinks.</p> <p>A snack cart will be available at \$1 a snack.</p> <p>Water fountains are closed and replaced by a water-bottle</p>	<p>Cafeterias will be used for two lunch periods (two cafes will be used). Each cafeteria accommodates 285 children, and each cafeteria will house less than 30 children, physically distant.</p> <p>Both cafes will be sanitized in between the two lunch periods.</p> <p>Due to small class size it is easy to keep children physically distant while supporting socialization.</p>



	refilling station, located near the cafeteria.	
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### **Playgrounds**

If and when the playground is to be used, there will be a reduced number of students allowed at a time (maximum of 10), and they will remain physically distant.

Children, along with the faculty who are outside for supervision, will wash their hands before and after using the playground. As per the NYS guidelines, the playground will be frequently cleaned with soap and water.

### **Facility Cleaning**

LISG will adhere to the hygiene requirements advised by the CDC and DOH. All disinfectant wipes and sprays are approved by the Environmental Protection Agency (EPA) to kill Covid-19. As LISG is a tenant of the South Huntington School District, we have also been working very closely with them. Our custodial staff are employees of the South Huntington School District.

Stop the Spread posters are throughout the building and hygiene requirements will be taught to all students in September (handwashing procedures, mask-wearing, etc.) as well as all faculty and staff prior to the opening of school.

Cleaning and disinfecting will be increased, especially in the bathrooms and cafeterias.

There will be hallway monitors for bathroom safety and cleanliness. The purpose will be to keep children physically distant and attend to the bathrooms after usage.

Hand sanitizers are in every classroom, hallway and all common areas. Additionally, two standing stations are in the lobby.

LISG has electro-static sprayers so we can disinfect quickly and safely



when needed. This will be helpful for grades 4-9 when changing classes.

### **Restrooms**

Hallway monitors will be stationed near each restroom so that children will not enter bathrooms at the same time. Each stall will have a sign (green/red). The child will flip the sign after use. After all signs are flipped, the hallway monitor will make sure the bathroom is sanitized.

Signs are in the bathroom to remind all visitors to wash their hands.

Faculty and Staff will have their own designated restrooms equipped with hand sanitizer and disinfectant to clean after each use.

### **Healthy Hygiene Practices**

The nurse, Dean of Students, and teachers will present healthy hygiene lessons to all students in September. Teachers will reinforce lessons learned throughout the year. Each classroom and bathroom will have a tote of personal hygiene and cleaning products.

Hallway monitors will monitor bathroom traffic so they will be cleaned frequently.

High volume community areas will be closed for the 2020-21 year. This includes assemblies in the auditorium and the faculty room.

Parent conference days in the fall will be virtual events.

## **HEALTH - Alerting the Community**

Every LISG community member is expected to immediately inform the school if they have been exposed to a confirmed case of COVID-19, or if they receive a positive notice of a COVID-19 diagnosis, or if they start to exhibit symptoms commonly associated with COVID-19. The Health Office will immediately notify the local public health agency. In accordance with New York State guidance, if a student or staff member reports having tested positive for COVID-19, the school will notify the local health department to determine and confirm the necessary steps to be taken, which include but are not limited to contact tracing.

### **After School Programs / After Care Programs**

<b>After School Programs</b>	<b>After Care Program</b>
<p>Blended schedules will incorporate both in school and online after school programs.</p> <p>In school, the after school cohort will use a classroom that has been sanitized.</p>	<p>The library is designated for the After Care Program only.</p> <p>The After Care Program is small so cohorts will be maintained. The area is large and physical distancing will be practiced with assigned seats.</p> <p>Children will play outside (in the gym during inclement weather), followed by homework and free time in the library.</p>

### **Protocols in the Event of a COVID Case at School**

If an employee or student arrives with a temperature, they will not be allowed to remain. Staff will be sent home prior to entering the building. Two rooms are in the nurse's office; one of which is designated for isolation.

During the day, if anyone (staff/student) exhibits symptoms and tests positive for COVID-19, they will be supported and follow the quarantine guidelines set forth by the state and local standards. They will be sent to the nurse's office and remain in the designated isolation room until a parent can pick him/her up.

If a student in a given class is confirmed having COVID-19, he/she, along with that class will self-quarantine per the guidelines. Should the infected student have a sibling in attendance, the sibling must also self-quarantine. If the sibling is also tested positive, his/her class will also need to self-quarantine.

A doctor's note will be required to return to school.

Upon a positive COVID case at school, LISG will notify State and Local Health Departments.

While students are self-quarantining; they may continue remotely, if possible.

Contact tracing: Any staff or student that was in close contact with the staff/student who tested positive will be contacted and supported to comply with self-quarantine. To date, close contact is defined as six feet for a prolonged period of time.

## **Fire Drills/Lockdowns**

Education Law § 807 requires 8 fire drills and 4 lockdown drills each school year. Fire drills have children exit and meet on the field in the back. Physical distance is easily adaptable on our large property. Some modifications will be made for lockdown drills to minimize risk of spreading infection.

### **Social-Emotional Learning/Training**

The Mission Statement for LISG makes it clear that staff will support the social and emotional learning of gifted children. With the new mandates, LISG will use September to explain and train the children for all new safety protocols. The new learning will be embedded in the safety protocols conducted each year (lockdown, fire drills).

The purpose of safety training is to reduce anxiety and support all LISG community members. We believe all protocols are manageable and achievable.

LISG has a multi-tier system of support.

- All students are greeted by the Head of School and the Dean of Students before entering the building. This procedure has always been in place, and although it is a greeting, it allows the administrators the opportunity to assess the soc/emo needs of the children before they enter the building.
- Homeroom teachers also focus on the health and wellness of the children in their care. Homerooms are approximately 30 minutes, which allows the teacher to build relationships and assess any needs of the children. Homeroom teachers contact an administrator or the nurse should a child need support.
- The Child Study Team (CST) - see below.

That stated, our Dean of Students will run child study teams (CST) when necessary to address the social/emotional needs of the children at LISG. The Dean will work with the Head and Assistant Head of School, as well as the school social worker and teachers to support the mental health, behavioral, and emotional aspects of each case.

**Faculty/Staff**

Non-faculty staff, which consists of our Head of School, Assistant Head of School, Dean, Assistant to the Head of School, Office Manager and Business Manager, have their own office. Our main office will not be accessible to students or faculty. Hallway monitors will be stationed outside the offices, equipped with walkie-talkies, to communicate with the office.

Faculty needing to use the photocopier machine, housed in a remote, separate room in the main office complex, will enter and exit through a designated door near the machine.

Incoming mail/packages will be separated and delivered via designated, personal bins to any faculty or staff member.

Special Services staff also have their own offices.

Our faculty lunch room/lounge has been reconfigured. Faculty will no longer be allowed to congregate there. The lunch room is used for their lunch storage only.

Weekly faculty meetings and any Board of Trustees meeting will be held virtually.

### **Communication (In School or Remotely)**

Communication is of utmost importance. Each day, the Head of School sends out a daily announcement via email to all families as well as to our Middle and Upper School students. Additionally, every Friday, the LISG community receives a Constant Contact email containing important information and the weekly newsletter. This information is also posted on the school's website.

In case of emergencies, texts and phone calls are made via our School Messenger Service, and emails are also sent to every parent. Social media is also used as a communication tool.

At times, another avenue of communication would be through our Class Parents. As the spokesperson for their class, we rely on them to share

information and/or reach out to parents as an extra level of contact.

Parents also are able to contact us with any questions or feedback at any time via phone calls or emails.

## **REMOTE LEARNING**

In the event of a school closing, the online platform will be used. Every child has an LISG Gmail account, so Google Meet will be easily accessible. Teachers will run live classes every day, every period.

Directions for online protocols will be posted on the website, in the handbooks, and sent to families via email.

Schedules will remain the same in school or online with the exception of homeroom. Therefore, online classes for grades 4-9 will begin at 8:30 and the day will end at 3:08. For the Lower School, socialization with the homeroom teacher will be at 8:30, followed by the regular schedule. All children will receive individual schedules with hyperlinks for easy online access. The website will also have Parent Portals for easy access.

Attendance is mandatory and calls will be made if a child is late or absent.

**This Document has been submitted to  
New York State Education Department & New York State Department of Health**

**Additional Information**

American Academy of Pediatrics: COVID-19 Planning Considerations: Guidance for School Re-entry

[COVID-19 Planning Considerations: Guidance for School Re-entry](#)

Centers for Disease Control and Prevention: Considerations for Schools  
[Considerations for Schools](#)

HealthyChildren.org: Return to School During Covid-19  
[Return to School During COVID-19](#)

Insider: How Six Countries Are Opening Up Schools Again, With Temperature Checks, Outdoor Classes, and Spaced Out Desks  
<https://www.insider.com/how-china-denmark-japan-reopening-schools-2020-4#students-undergo-temperature-checks-on-arrival-2>

Johns Hopkins University eSchool+ Initiative, June 2020: COVID-19 School Reopening Checklist  
[eSchool+ COVID-19 School Reopening Checklist](#)

New York State Education Department Reopening Guidelines  
<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>