

SUMMIT ACADEMY  
COVID -19 SCHOOL  
MANAGEMENT PLAN  
FALL 2023

September 20, 2023

150 STAHL ROAD, GETZVILLE, NY 14068

## Summit Academy COVID-19 School Management Plan – Fall 2023

### Introduction

The document was based on the following guidance documents:

- 9-5-2023 Governor Hochul press release – As the Academic Year Begins, Governor Hochul Makes COVID-19 Tests and Masks Available to Schools to Keep New York Schools Safe.
- 5-11-2023 *Center for Disease Control Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning.*

### Applicability

This plan applies to all Summit Academy classrooms including:

- Preschool and school-age classrooms at Summit Central, as well as those preschool classrooms integrated with Discovery Kids (DK) Learning Center located at:

150 Stahl Road, Getzville, NY

- School-age classrooms and Summit Academy Enhanced classrooms at Creekside, located at:

165 Creekside Drive, Amherst, NY

### Important Contact Information for Each School

#### Summit Central:

Title	Name	Phone	E-mail
Principal	Mary Bennett	716-629-3477	<a href="mailto:mbennett@thesummitcenter.org">mbennett@thesummitcenter.org</a>
Unit Director – School Age	Nicholas Rockwell	716-629-3476	<a href="mailto:nrockwell@thesummitcenter.org">nrockwell@thesummitcenter.org</a>
Unit Director – School Age	Marina Oldin	716-629-3429	<a href="mailto:moldin@thesummitcenter.org">moldin@thesummitcenter.org</a>
Unit Director – Preschool	Mary Belile	716-629-3472	<a href="mailto:mbelile@thesummitcenter.org">mbelile@thesummitcenter.org</a>
School Nurse	Catherine Evans	716-629-3460	<a href="mailto:cevans@thesummitcenter.org">cevans@thesummitcenter.org</a>
School Nurse	Sheila Garrett	716-629-3460	<a href="mailto:sgarrett@thesummitcenter.org">sgarrett@thesummitcenter.org</a>

**Creekside North:**

<b>Title</b>	<b>Name</b>	<b>Phone</b>	<b>E-mail</b>
<b>Principal</b>	<b>Mary Bennett</b>	<b>716-629-3477</b>	<a href="mailto:mbennett@thesummitcenter.org"><u>mbennett@thesummitcenter.org</u></a>
<b>Unit Director</b>	<b>Darlene Firkins</b>	<b>716-810-7770</b>	<a href="mailto:dfirkins@thesummitcenter.org"><u>dfirkins@thesummitcenter.org</u></a>
<b>School Nurse</b>	<b>Suzanne Esposito</b>	<b>716-810-7705</b>	<a href="mailto:sesposito@thesummitcenter.org"><u>sesposito@thesummitcenter.org</u></a>

**Creekside South:**

<b>Title</b>	<b>Name</b>	<b>Phone</b>	<b>E-mail</b>
<b>Principal</b>	<b>Mary Bennett</b>	<b>716-629-3477</b>	<a href="mailto:mbennett@thesummitcenter.org"><u>mbennett@thesummitcenter.org</u></a>
<b>Unit Director</b>	<b>Claire Spangenthal</b>	<b>716-810-1529</b>	<a href="mailto:cspangenthal@thesummitcenter.org"><u>cspangenthal@thesummitcenter.org</u></a>
<b>School Nurse</b>	<b>Cynthia Januale</b>	<b>716-810-7705</b>	<a href="mailto:cjanuale@thesummitcenter.org"><u>cjanuale@thesummitcenter.org</u></a>

## Table of Contents

Guiding Principles.....	Page 4
Communication and Feedback.....	Page 4
Mitigation Strategies.....	Page 4
Staying home when sick.....	Page 4
Ventilation.....	Page 5
Hand and Respiratory Etiquette.....	Page 5
Cleaning.....	Page 5
Personal Protective Equipment.....	Page 6
Promoting Vaccination.....	Page 6
Community Level Precautions.....	Page 6
Closing Decisions.....	Page 6

## **A. GUIDING PRINCIPLES**

As Summit Academy welcomes staff and students for the 2023-24 school year, we are guided by the following principles:

- We will continue to prioritize the health and safety of our staff and students.
- We will offer full-time, in-person education for all students unless directed otherwise by the local health department or the State Education Department.
- We will closely monitor any cases of COVID-19 in our staff and students as well local hospitalization rates.
- As directed by the New York State Department of Education we will be following all guidance issued for schools by the Center for Disease control. We will also be following any additional guidance released by the New York State Department of Health, New York State Office of Child and Family services and the Erie County Department of Health.
- We will continue to view families and school districts as our partners and work with them as needed to reduce the spread of COVID-19 infection.

## **B. COMMUNICATION AND FEEDBACK**

Summit Academy uses multiple channels to communicate with families, staff, and visitors to provide relevant information about the impact of the COVID-19 in our school. Communication channels include:

- School Messenger – an application used to communicate with families and staff by text, phone, and email
- Class Dojo – an application used to communicate between teachers and families
- Written communication – e-mails, memos, protocols, and letters will continue to be sent to families and staff as needed
- Signage –Throughout our buildings, signage will instruct and remind staff and students of any requirements and protocols related to COVID-19.
- Website - Summit will post this plan on its public website. In addition, there will be periodic posting of other relevant requirements for parents/guardians on the website and for staff on our intranet site.

## **C. MITIGATION STRATEGIES**

### **1. Staying home when sick:**

- a. People who have symptoms of respiratory or gastrointestinal infections, such as persistent cough, fever, sore throat, vomiting, or diarrhea, should stay home.
- b. Testing is recommended for people with symptoms of COVID-19 as soon as possible after symptoms begin. If COVID-19 tests are negative, testing

for flu and other respiratory illness should be considered. Tests may be provided by the school for staff and/or students, as supplies are available.

- c. Students who stay home due to illness are considered legally absent from school. Summit will not provide virtual instruction for these absences.
- d. Anyone who becomes ill with COVID-19 symptoms while at school will be immediately sent home. They must wait in the isolation room if they need to be picked up. Students that are ill will not be sent home on the bus.
- e. Staff and students who test positive for COVID-19 must follow Isolation protocols. – See attached flowchart
- f. Staff and students who are exposed to COVID-19 must follow appropriate exposure protocols. – See attached flowchart

## **2. Ventilation**

- a. Summit classrooms have been provided with portable air purifiers by the Erie County Department of health. These air purifiers will be run during school hours.
- b. Staff will be responsible for monitoring the air purifiers' condition and requesting new filters or repairs from the maintenance department as needed to keep them in good working order.

## **3. Hand and respiratory etiquette:**

- a. Summit will provide training and visual reminders for students and staff on how to engage in appropriate hand and respiratory hygiene.
- b. Staff will be advised to wear gloves when working with students who are unable to maintain appropriate hand and respiratory hygiene, as they may come in contact with bodily fluids.
- c. Summit will ensure hand sanitizer is available for use in locations where handwashing is not immediately possible.
- d. Summit will continue to enforce all other existing hygiene policies such as wearing gloves when handling edible items intended for students.

## **4. Cleaning:**

- a. Summit has developed an enhanced cleaning protocol for all facilities.
- b. Summit has developed a written cleaning and disinfection protocol to use in the isolation room, the nurses' offices and in any school area where exposure to COVID-19 may have occurred.
- c. Summit staff will use only approved cleaning products.

## **5. Personal Protective Equipment:**

- a. Summit will provide all required Personal Protective Equipment for staff and students. Students may choose to bring their own masks.

- b. Depending on levels of local hospital admission rates, Summit may require staff and strongly encourage students to wear face coverings regardless of vaccination status.
- c. Summit may require staff to wear masks if there is an increase in COVID-19 cases in any given classroom or building.
- d. Summit will not require a student with a disability to wear a mask if they are unable to tolerate doing so, or if their pediatrician documents a valid medical condition that would prevent the use of a mask.
- e. Summit will not deny in-person services to any student who is unable to wear a mask for physical, social/emotional, or behavioral reasons.
- f. Summit will allow any staff or student to wear a mask at any time if they choose to do so.

**6. Promoting vaccination:**

- a. Summit will continue to provide students and employees with up-to-date, scientific information about vaccinations, and refer those with questions to their primary physicians.
- b. Summit will continue to collaborate with the Erie County Department of Health and other groups to offer free vaccination opportunities on site.

**D. COMMUNITY LEVEL PRECAUTIONS**

1. Summit will continue to monitor the local COVID-19 hospital admission levels and will inform staff and families if the Medium or High levels are reached.
2. Summit will follow all CDC recommendations, based on the Medium or High hospital admission levels including:
  - a. Encouraging all staff and students to wear masks in the Medium hospital admission level.
  - b. Requiring all staff wear masks, and strongly recommending that all students wear masks, in a High hospital admission level
  - c. Providing at-home tests to students and staff when returning from school breaks in High community transmission levels, pending test availability.
3. Summit may also follow the above recommendations if there are COVID-19 outbreaks on the school campus.

**E. CLOSING DECISIONS RELATED TO COVID-19**

1. Summit will provide full-time, in-person learning for the 2023-2024 school year unless instructed to do otherwise by the Department of Health or State Education Department.
2. However, Summit may need to make individual decisions about reopening and closing in conjunction with the local Department of Health in cases where:
  - a. A cluster of COVID-19 cases is identified at Summit Academy
  - b. The school does not have enough healthy staff available to maintain basic classroom ratios and safety for students.

3. If Summit needs to close an entire school building due to COVID-19, the Remote Instruction Plan will be followed. Summit's Remote Instruction Plan can be found on the Summit website.