



NEW YORK
ACADEMY

COVID/OMICRON PARENT HANDBOOK

The goal of New York Academy is to ensure a safer return to school for all students and staff. This handbook was put together to create a healthier school environment during the COVID-19/Omicron pandemic. We are implementing enhanced health and safety practices and protocols based on guidance from the Telangana government.

Please follow these guidelines to help us maintain a safe and healthy learning environment:

1. Instruct your child/children to follow proper hand hygiene and respiratory etiquette.
2. Limit travel and social activity to reduce possible exposure to COVID-19/Omicron.
3. Limit participation in group activities and do not gather unless extremely necessary.
4. Maintain physical distance and wear face coverings.
 - Face coverings are required for students in grades Nursery-8.
 - Instruct your child in the safe wearing and removal of face covers. Ensure your child arrives at school with a face-covering daily (pack an extra face-covering in their backpack).
 - Students from Nursery to Kindergarten are suggested to wear the mask with string so that the mask remains on them when it's pulled down when required.
5. Talk to your child about precautions to take at school.
6. Instruct your child to inform the homeroom teacher immediately if they feel sick.
7. Check your household and child/children each morning for signs of illness mentioned below
 - Fever
 - Dry cough
 - Cold and runny nose
 - Tiredness
 - Shortness of breath/difficulty in breathing
 - Any aches
 - Sore throat
 - Diarrhea
 - Loss of taste or smell
 - A rash on skin or discoloration of fingers or toes
8. Do not send your child/children to school if they or anyone in the household (e.g., caregivers, driver, siblings) exhibit any symptoms of COVID-19/Omicron. People with COVID19/Omicron have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.
9. If a student and other household contacts have key symptoms of COVID-19/Omicron, they must be tested for COVID-19/Omicron or evaluated by a healthcare provider. If not, they must stay at home and isolate themselves for at least 7 days.

10. Students may return to school:
 - a. after they and/or other household contact test negative for COVID-19/Omicron with copy of a negative test;
 - b. or, after school receives clearance from a healthcare provider;
 - c. and, their symptoms are improving;
 - d. and, they are fever-free for 24 hours without the use of fever reducing medications
11. If a student has only one symptom listed under point 7, they may return to school after symptoms improve and they are fever-free for 24 hours without the use of fever-reducing medications.
12. If a student or a staff member is tested positive, the group that is exposed to him/her will be notified and the group will attend online session for 5-7 days.

Preventive Measures

- Students with known underlying health conditions may be at increased risk of severe illness. These health conditions may include diabetes (Type I and II), immune system deficiencies, or chronic respiratory conditions. If your child has a chronic health condition, please consult with your child's healthcare provider to determine if/when it is safe to attend school.
- If a child has a known condition with a chronic symptom (e.g., asthma, migraine), their healthcare provider may provide documentation and recommendations about how to evaluate symptoms in the daily checks (e.g., cough, difficulty breathing)

Arrival at School and Departure from School:

- Students must be dropped off and picked up only at the ground floor as per their class schedule.
- Parents will need to stay in the car when they drop off their child/children.
- Students will need to go directly to their designated classroom.
- Teachers and classroom helpers will be designated at the ground floor to receive and drop off the preschool students.
- Only one adult can accompany the Parent Toddler student.
- Physical distancing protocols will be followed to minimize contact between students, families and staff.

General Practices at School:

1. Parents/Nannies and drivers will be restricted to the ground floor.
2. Seating arrangements for parents are available in the next building.
3. Nannies can be seated near the kitchen area.
4. Temperature screening will be done at the entry point to all the persons entering the campus.
5. Students, teachers and other staff are requested to sanitize themselves on entry, exit & during the stay on campus.
6. Students, teachers and staff should wear washed and sanitized masks on the campus.
7. Do not leave used masks unattended.
8. Avoid handshakes and other physical greetings.
9. Avoid social gatherings on the campus and visits to public places.
10. Hallway doors will be kept closed during school hours.
11. Only students are allowed in the Play Area as per their schedule.
12. Students and teachers are requested not to exchange stationary supplies and other resources in the classrooms.

13. There are 3 types of sanitizers made available at New York Academy: Hand sanitizer, surface sanitizer, and space sanitizers to ensure the community members and the space is sanitized periodically.
14. The classrooms, common areas and the washroom surfaces will be cleaned and sanitized periodically to contain the spread of virus.
15. The classroom helpers and the housekeeping staff will wear gloves and masks
16. Classroom windows will remain open to assist in ventilating the indoor spaces, reducing the chance of virus exposure

General Practices at School:

- Signs on walls to serve as a reminder to stay 3 feet away from others
- Classroom seating/desks spaced 3 ft apart

Gatherings and Special Events:

Generally, visitors (including parents) will not be allowed on campus. Parent meetings and field trips will be conducted via virtual platform. Special performances, and events will be conducted virtually and physically based on the situation.

Shared Objects:

The following guidelines will be followed regarding shared objects:

- Discourage students from sharing items that are difficult to clean, sanitize or disinfect.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies or other areas.
- Limit sharing of supplies between students and disinfect between uses if sharing is unavoidable.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.

Water Access

Students should bring a personal labeled water bottle of their own from home that they do not share. Hydration stations will be available for refilling personal water bottles.

Food Guidelines

Students should bring healthy snacks to sustain them throughout their day at school.

Students will be required to wash hands or use hand sanitizer before and after any snack time.

Health and Hygiene Practices

Face Coverings: Face coverings are required to be worn by all staff and students unless exempt for medical reasons, in which case a healthcare provider's note is required. Face coverings may be removed for meals, snacks, or when it needs to be replaced. When a face covering is temporarily removed, it should be placed in a sealable plastic container or bag provided by parents (clearly marked with the student's name).

Face coverings should not be placed on:

- Children younger than 2 years old
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the face-covering without assistance

Wearing face coverings correctly

Wash your hands before putting on your face covering

Put it over your nose and mouth and secure it under your chin

Try to fit it snugly against the sides of your face

Avoid touching the face-covering while it is on. If you do need to touch or adjust the face covering, wash or sanitize your hands right away.

Removing face coverings correctly

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Wash the covering daily

Hand Hygiene

Frequent hand hygiene is one of the most important preventative practices to help slow the spread of COVID-19/Omicron and will be encouraged at school. Hand hygiene stations will be accessible on campus.

Students and staff will be required to wash or sanitize their hands upon arrival to school each day before entering the classroom. Time for hand hygiene will be scheduled throughout the day including before eating and before returning to the classroom after recess.

Five steps to proper handwashing

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

How to use hand sanitizer

- Apply the hand sanitizer to the palm of one hand (read the label to learn the correct amount).
- Rub the sanitizer over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Cough Etiquette and Other Important Health and Hygiene Practices

Please help us teach your child/children these important preventative measures to reduce the spread of COVID-19/Omicron and other illnesses.

- Cough and sneeze away from other people, and into a tissue or into the crook of the elbow, throw the tissue into the trash right away and wash hands.
- Avoid touching the eyes, nose, and mouth with unwashed hands.
- Avoid close contact with anyone who is sick.
- Maintain a three (3) foot physical distance from others outside your home. Keeping distance from others is especially important for individuals at higher risk for severe illness.
- Please discuss the importance of physical distancing measures while not at school, including discouraging students from gathering elsewhere.

Encourage your child to ask questions and express his/her feelings with you and his/her teachers. Remember that your child may have different reactions to stress; be patient and understanding. Prevent stigma by using facts and reminding students to be considerate of one another.

Student Kits

- Student Learning Kits are prepared with utmost care. All the items purchased are deeply sanitized and disinfected well before packing.
- Staff preparing the kits sanitize themselves and use gloves and face masks.
- Deep Disinfecting procedures should be done every weekend.

Attendance Policy

To report an illness or absence, please contact your child's homeroom teacher.

Parents/guardians should inform the school immediately if their child/children or household member (incl. caregiver):

- 1) is being evaluated for COVID-19/Omicron; or
- 2) if they test positive for COVID-19/Omicron; or
- 3) if they may have been exposed to COVID-19/Omicron.

Contact your child's homeroom teacher. This information will be kept confidential.

- Student absences related to illness or quarantine are considered excused absences.