
CHINA INSTITUTE SCHOOL OF CHINESE STUDIES

**PLANS, PROCEDURES, AND POLICIES
FALL 2020**

We are excited to welcome you back to China Institute this Fall!

China Institute is developing our policies and procedures for our fall programming, taking guidance from public health authorities including the CDC, New York State Department of Health, and New York City Department of Education.

Our approach is directed by the following principles:

- The health and safety of students and staff is our first priority and will guide the decision-making process for school planning.
- We also prioritize the integrity of the learning experience, including the social-emotional wellbeing of our students.
- Given the complexity and uncertainty of the COVID situation, we are prepared to be flexible for any adjustments and changes necessary for reasons of public health.

OUR PLAN

Adult Language and Studio Classes

- China Institute will continue to offer adult classes online. The Fall 2020 semester will start on September 28.
- Students who wish to take onsite adult classes can let us know via a survey, so we can address their needs accordingly. We will regularly assess the situation in order to determine the opening date of onsite classes based on student demand.

Children's Afterschool Program

- Children's classes will start with online offerings on September 19, with a plan to transition to onsite classes four weeks after the opening of New York City's public schools. The reopening of the public school system will be an important test for the city and schools. A four-week delayed opening for China Institute will allow all of us to feel more confident and comfortable with procedures and policies enacted to minimize risks of exposure.
- Some group classes and one-on-one private tutoring may continue to be offered online based on student interest.

Early School Year Program:

- We plan on opening with in-person sessions four weeks after the opening of New York City's public schools. The reopening of the public school system will be an important test for the city and schools. A four-week delayed opening for China Institute will allow all of us to feel more confident and comfortable with procedures and policies enacted to minimize risks of exposure.
- The program will start with two children in each classroom, with one lead teacher per classroom. The program will run from Monday to Friday as sustainable with enrollment.
- Strict measures will be taken regarding physical distancing, protective wear, facility sanitization and hygiene, and health screenings, with a regular communication system in place with ESY families.

- Safety and social-emotional wellbeing are top priorities as we develop plans for our youngest students. To help students transition from home to school, we plan on offering a special one-week at-home program before students start on-site classes at China Institute.

Our Health and Safety Measures

For all onsite classes, China Institute will follow the guidelines from public health authorities to have safety and health measures in place. The following represents our best thinking up to this point. Updates will be shared in a timely manner.

General Guidelines



Stay home if sick



Health screening at China Institute entrance



Observe social distancing



Wash hands and make use of available hand sanitizer



Masks are required for students and visitors ages 2 and older

Entry to China Institute and Symptom Screening

- Temperature checks required for students, visitors, and China Institute staff at entry, using an infrared, physically distanced reader.
- Anyone entering China Institute must also fill out a New York City Department of Health Covid-19 Health Assessment form. The forms will be available at the entrance near the temperature reader. This must be done each day someone enters the premises.
- All students and visitors will need to sign-in and out for each arrival and departure at the registration table in the China Institute lobby.
- We will stagger guests, students, and parents entering China Institute, if needed, to ensure proper physical distancing.
- For children's classes, parents and guardians will drop off and pick up students in the China Institute lobby. During drop-offs, parents/guardians will be required to fill out a health check form for their child/children, which will include an acknowledgment that they checked their child for signs and symptoms of illness, and confirm that their child is healthy before coming to the program. Health checking (including temperature checks) will take place in the lobby and parents/guardians will not be allowed beyond the lobby. Children will be escorted to their classrooms by a specified escort. During pick-ups, children will be escorted to the lobby where a report of your child/children's day will be given. Parents will sign-out their child in the lobby on the same form used for the morning health check.
- Guests showing sign of illness at any time during their visit will be asked to return at a later date.

Protective Wear

- Face masks must be worn by all students and visitors older than 2
- China Institute staff and teachers will be required to wear face masks when interacting with students and visitors.
- Face masks and disposable gloves will be available as needed.

Physical Distancing

- Physically-distanced learning will be observed.
- The number of students and teachers in each classroom will be limited, depending on the size of the classroom, to ensure that proper physical distancing can be enforced.
- Teachers and China Institute staff will assist in ensuring that physical distancing and mask wearing protocols are followed by all visitors and students.

Hygiene

- CI will provide masks and disposable gloves if needed.
- Hand sanitizer pumps and sanitizing wipes will be available throughout the space, including in the reception lobby, restrooms, classrooms, and the office area.
- Masks are required in public spaces and when in contact with other people.
- Maintain 6 feet social distancing at all time and in all spaces, be respectful and aware in tighter spaces such as hallways.
- General Guidelines for hygiene:
 - Cover your cough or sneeze with a tissue, then throw the tissue into the trash
 - If a tissue is not handy, cough or sneeze into your elbow
 - Wash your hands often with soap and water for at least 20 seconds
 - Cleanse your hands with hand sanitizer often
 - Avoid touching your eyes, nose, mouth or face with unwashed hands

Facility

- Cleaning and Disinfection
 - Prior to opening for classes, China Institute and all surfaces will be thoroughly deep cleaned and sanitized using EPA/CDC recommended chemicals to deploy for COVID 19 protocols.
 - All areas and all surfaces exposed to the public will be sanitized at the beginning, and again at the end of every day that China Institute is open to the public. They will also be cleaned in between any classes or programs in the spaces where they take place.
 - In addition, high touch areas (main entrance doors, classroom doors, restroom doors, elevator buttons, etc.) will be cleaned frequently during the hours that China Institute is open the public.
- Ventilation
 - China Institute will regularly change the air filters in the ventilation system for enhanced filtration.
 - Windows will be opened when possible for increased air circulation.
- Entrance, stroller storage, wait area
 - Coat check and bag check closets will not be available for use; soft front-facing carriers and strollers are allowed; strollers will be stored in a designated China Institute classroom.
 - Outside food and drink are not permitted; drinking fountains will not be available for use.

Illness Management

- If you experience symptoms related to COVID-19 (including coughing, difficulty breathing, chills, muscle pain, headaches, sore throat, loss of taste or smell, diarrhea, feeling feverish or having a measure temp of 100 degrees Fahrenheit or greater) please do not come into China Institute. This also applies if you had close contact with someone who is lab confirmed to have COVID-19.

- If you've experienced the above symptoms within the last two weeks, please do not come to China Institute until you are cleared by a physician.
- China Institute is required to report if any staff member, visitor, and student to China Institute tests positive for COVID-19 within 14 days of being in the space.
- If a student or teacher is feeling sick, they are required to stay home and, if their symptoms are consistent with COVID-19, are asked to get tested. If a student begins experiencing symptoms in school, they will be isolated and monitored by a dedicated staff member until they are picked up by their parents or guardians. Staff members who become symptomatic are asked to immediately leave the building.
- If a student, teacher, or China Institute staff member tests positive for COVID-19, and has been in the China Institute space in the previous 14 days, we will follow the recommended guidelines from the CDC and the Test and Trace Protocols for New York City Public Schools. Procedures will include notifying parents, students, and health officials; cleaning and disinfecting infected spaces and closing them for at least 14 days; and shifting classes to online only for a self-quarantine period of 14 days.
- Any student, teacher, or China Institute staff member tests who positive for COVID-19 will be asked not to return for 14 days, until symptoms have subsided, and they have tested negative for COVID-19.

Communication

Timely communication through emails or China Institute e-newsletters will be regularly deployed to keep students and parents updated about the School and its protocol with regard COVID 19.

40 Rector Building Policies

- Masks required in public spaces.
- Only one person in the elevator at a time.
- Markings on floor for social distancing at elevator banks.
- Regular cleanings of public spaces and high touch locations like elevator buttons.
- The 40 Rector Condominium will inform China Institute if they are alerted that staff or visitors to other floors and offices have tested positive within 14 days of being in the building.