Hawthorne Foundation Inc.

A Behavioral Approach to Lifelong Care ®

5 Bradhurst Avenue Hawthorne, New York 10532

914-592-8526 ∙ Fax: 914-592-5321 www.hawthornefoundation.org

HAWTHORNE COUNTRY DAY SCHOOL REOPENING PLAN

Program/Location:

√ School Age Westchester 5 Bradhurst Avenue, Hawthorne, New York 10532

Site Safety Coordinator– Daren Cerrone, Coordinator of School Age Programs

* School Age Manhattan 156 William Street, New York, New York 10038
* Preschool Westchester 5 Bradhurst Avenue, Hawthorne, New York 10532

#### This plan meets the requirements set forth in the NYSDOH Interim Guidance for In-Person Instruction at PreK-12 Schools During the COVID-19 Emergency and the NYSED 2020-21 School Reopening Guidance and 853/4201 Survey Assurances

#### UPDATED 12-9-2020: UPDATED INFORMATION IS UNDERLINED

**Section 1 - Capacity:**

*Phasing and quantity of students, faculty, and staff allowed to return in-person, considering factors such as ability to maintain appropriate social distance, personal protective equipment (PPE) availability, local medical capacity, and availability of safe transportation;*

HCDS will initiate in person services this fall utilizing a hybrid approach to instruction. This combines face-to-face classroom instruction with some video instruction (synchronous), and online activities (asynchronous). This will include a reduced number of students on campus, utilizing alternating schedules in order to promote social distancing. The hybrid plan includes students on campus receiving in person instruction, on alternating days/weeks and will include access to remote learning protocols, online platforms, video conferencing and outreach by faculty on days students are not receiving in person instruction at the school. Parents/guardians will be permitted to choose between continuing only remote instruction, or participating in the hybrid schedule. HCDS is reducing the number of students on campus due to students’ inability to consistently maintain appropriate social distancing or wear a face covering because of developmental disabilities.

HCDS will continually reevaluate in person services and make adjustments based on the availability of transportation, PPE, staffing as well as local and regional COVID-19 transmission rates and guidance from DOH and NYSED If any of these factors require the move to 100% remote instruction, families and staff will be notified immediately.

**Section 2 - Social Distancing**:

*Protocols and procedures for students, faculty, and staff to ensure appropriate social distancing when on school grounds and in school facilities;*

In order to comply with student IEP mandates, and due to the developmetal disabilities of the students we serve, daily student instruction will not allow for 6 feet social distancing between students and staff in many cases. Most of HCDS students do not understand the concepts of personal space and/or social distancing. Further, 1:1 aides (and other staff) are required by HCDS policy and, in some cases, IEP mandates, to be no further than one arm's length distance away from their student at all times. Staff will continually work with capable students to learn social distancing protocols. However, because social distancing may not be able to be maintained at all times, all staff will be supplied with two cloth face masks (which they will be expected to maintain). Staff can also wear their own face coverings. Students will be encouraged to wear a face covering for as long as they are able to tolerate it and staff will work with students to learn to wear face coverings while at school, social distance and wash hands correctly and frequently.

When staff are not directly instructing students, they will be expected to maintain a 6 foot distance from other staff and students. Social distancing markers and signage will be placed throughout the school to remind staff and capable students to maintain social distancing whenever possible. Classrooms, offices and therapy spaces have been arranged to allow for social distancing whenever possible. Reduced student capacity also assists with social distancing.

Regardless of social distancing protocols, all staff are required to wear cloth facemasks or a disposable mask at all times during work hours, unless they are in an enclosed space alone, not including a restroom. Additional personal protective equipment (PPE) will be made available based on the needs of the students and staff members in a particular classroom/space. This will be based on student behaviors including spitting and possible exposure to other bodily fluids. This will also be based on needed student instruction in or during assistance with activities of daily living including (but not limited to) toileting, feeding, and other activities. Additional PPE equipment includes, but is not limited to gowns, face shields, goggles, and gloves.

Small common areas such as staff lounges, copy machine areas, small offices, time clock, bathrooms will have signs posted indicating how many people can be in the space at one time. Social distancing markers will also be placed in hallways, as appropriate. Small offices will be reconfigured to accommodate fewer staff or barriers will be placed to separate workers. In cases where this is not possible, staff will be required to wear face coverings at all times when together in the space, or stagger the time they use the space to limit capacity.

Staff will be encouraged to use audio and video methods to meet with other staff whenever possible and limit in person meetings.

At bus arrival and dismissal times, student entry and departure to/from buildings will be staggered to reduce congestion in common areas and hallways. Students will be dismissed by bus from their classrooms and staff will remain in their classrooms until contacted to transiton a student to/from the bus. This will reduce crowding in common areas such as school entrance lobbies.

Staff will be required to clock-in using their computers instead of the timeclocks. All staff lunch deliveries will be delivered to the front gate and no deliver personnel will be authoorized on campus. Staff lounges will have a capacity limit and lunch breaks will be staggered whenever possible. Additional space will be provided for staff breaks, as needed to enforce social distancing. Staff will be encouraged to complete remote self screening online prior to arrival to minimize lining up at start of shift. Employees should report and remain in their designated location (classroom or other arranged location), and should not be visiting other classrooms, offices or locations unless directed to do so. Use telephones to communicate with other teachers, senior teachers or coordinators and sanitize the telephone after each use. If copies need to be made or printing is required, this should be done during morning/afternoon prep or during a designated prep time only. Only 2 individuals at a time can be in the copy room making copies in Sherman, practicing social distancing by remaining 6 feet apart and wearing masks or face coverings, and 1 person at a time is authorized to be in the Overcash copy room picking up from the printer or making copies. Staff should not bring students with them to make copies or deliver items to other locations.

**Section 3 - PPE and Face Coverings**:

*Protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate PPE is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Plans for all students, faculty, and staff to have the required PPE (i.e., acceptable face coverings) before entering school facilities, grounds, or any other space owned or administered by the school or school district (e.g., school buses);*

The Facilities Department has relationships with various vendors to obtain and maintain adequate supplies of face coverings/masks for school staff, students who forget their masks, visitors, and PPE for use by school health professionals. Employees will be instructed to clean their own face coverings and will be responsible for maintaining them. Staff and students will be instructed in how to properly discard used face coverings and other PPE.

All staff will be supplied with two cloth face masks (which they will be expected to maintain). Staff can also wear their own face coverings. Students will be encouraged to wear a face covering for as long as they are able to tolerate it and staff will work with students to learn to wear face coverings while at school, social distance and wash hands correctly and frequently.

Measures that we will implement to ensure the safety of these employees include requiring all staff to wear cloth facemasks or a disposable mask at all times during work hours, unless they are in an enclosed space alone, not including a restroom. Additional personal protective equipment (PPE) will be made available based on the needs of the students and staff members in a particular classroom. This will be based on student behaviors including spitting and possible exposure to other bodily fluids. This will also be based on needed student instruction in or assistance with activities of daily living including (but not limited to) toileting, feeding, and other activities. Additional PPE equipment includes, but is not limited to gowns, face shields, goggles, and gloves. HCDS will have additional face coverings available for staff and vistors who do not have them when they arrive to campus.

**Section 4 - Operational Activity:**

*Determinations on how classes, shared spaces, and activities may be adapted in various phases of learning and operations (e.g., identify which, if any, students will be offered alternate approaches, such as alternative schedules or hybrids of in-person and remote learning; how additional and alternative – school and non-school – spaces can be used for, or in support of, in- person instruction; how such schedules could be administered to create overlap for students from the same household; how shared spaces, such as cafeterias, libraries, playgrounds, and gymnasiums, will be modified and used, if and how cohorts will be implemented). Policies regarding field trips, special congregate events, and visitors considering risks for COVID-19 transmission, as well as protocols and procedures for social distancing, PPE usage, and cleaning and disinfection, which may include conducting virtual events;*

Training and actionable measures are in place to addresses the provision of free appropriate public education (FAPE) consistent with the need to protect the health and safety of students and those providing special education and services. Whether in person instruction or through a hybrid model, ongoing logs will be maintained to support continuity of learning. Parents can request a meeting in person or remotely with school personnel to discuss student programming and learning. HCDS expects to initiate in person services utilizing a hybrid approach to instruction starting in September. The hybrid plan includes students on campus receiving in person instruction, on alternating days/weeks and access to remote learning protocols, online platforms, video conferencing and outreach by faculty on days students are not receiving in person services. Families will also be given the choice to remain 100% remote in September. In the event that community transmission necessitates the closure of in person instruction, all services will be provided remotely to all students.

Students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology through email, during synchronous/video learning, utilizing the online platform, or by phone. Students will attend school in person based on where they reside in order to reduce the length of time students are on a school bus and limit the number of bus routes required HCDS will continue to collaborate with families and the committees on special education (CSE) to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress. There are various ways to report monitoring and progress including, ongoing data, quarterly reports, annual reviews, and scheduled parent and CSE meetings.

All instruction incorporates NYS learning standards and supports student IEP goals. Students will be ensured access to necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students. The school district is responsible for providing technology devices for students who do not have such devices. Parents/guardians should reach out to their school district and to HCDS if they need a device for remote instruction for their child.

All classrooms are self-contained so students will not be transitioning to and from assigned classes. Therapists will push into classrooms for services whenever possible and staff “floating” between classrooms will be limited.

Teachers and other staff have been trained to collect and report daily teacher/student engagement and/or attendance, whether the students are attending remotely or in person. Teaching staff will continuously monitor student attendance and engagement and will work with families and districts when issues arise.

School personnel have been working with families and local school districts to ensure each student in the program has access to devices for distance learning and internet access. For students who have not received a device from their local school district, school personnel are providing alternative options to access curricula materials that support IEP goals, such as mailing home paper packets to be completed through support of classroom staff. Furthermore, parent surveys have been issued to identify how best to support our families.

A COVID-19 Safety Coordinator has been identified who will work with the safety team to ensure continuous compliance and phased-in reopening activities. The Safety Coordinator for this location is Daren Cerrone, Coordinator of School Age Programs.

Adapted physical education teachers will schedule 1 class at a time in the gym and/or on campus. No mixing of classes can occur. In addition to the gymnasium, PE sessions can occur outdoors in a safe location(s) whenever possible, weather permitting, to maximize social distancing efforts. If weather is not ideal for outdoor class, 1 PE teacher may conduct a remote session with students and staff under the guidance of the PE teacher.

Additionally, there will be an emphasis on health curriculum to focus on current health information and guidance.

There may be certain areas of the playground not in use or a limited number of students who will be permitted to access the playground due to the inability to enforce social distancing and/or cleaning in between sessions. All PE equipment must be disinfected in between sessions and documented on the PE Cleaning Log. All students and staff must wash their hands or use hand sanitizer before and after PE and using playground equipment.

The Related Service Coordinator is working to reduce the number of therapists assigned to each classroom. When applicable, related services will push into classrooms for a specified block of time to meet the mandates of the students in that particular classroom.

Classrooms will need to increase classroom space by reducing and/or rearranging furniture to allow for socially distancing to the best of their ability and as applicable.

Lunch will be provided to students in their designated classrooms. Students will not engage in work-based learning activities off grounds until further notice. Externships such as work based learning activities will be provided virtually. Additional opportunities for field trips will be conducted virtually.

Safety drills will continue and faculty have been trained in all evacuation site locations to ensure social distancing, to the greatest extent possible.

HCDS will ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner’s regulations.

**Section 5 - Restart Operations:**

*Plans to safely reopen facilities and grounds, such as cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components, as applicable;*

A meeting with the facilities department has occurred and documented to ensure the school facility has been cleaned/disinfected as per current NYSDOH/CDC protocols and that all high touch surfaces are routinely cleaned/disinfected daily. Furthermore, the buildings have remained open and the facilities department has been working to ensure water systems are flushed and prepared for use. Buildings do not use central air conditioning so window unit air conditioners will have filters cleaned. Signs are placed around campus to remind staff to cover their nose and mouth with an acceptable face cover, properly store, clean and, when necessary, discard PPE, adhere to social distancing instructions, report symptoms of, or exposure to, COVID-19 to your Coordinator or HR, follow hand hygiene, and cleaning and disinfection guidelines, follow respiratory hygiene and cough etiquette. Also, markings are placed on the floors/walls to guide traffic flow and social distancing.

**Section 6 - Hygiene, Cleaning, and Disinfection:**

*Protocols and procedures for school-wide cleaning and disinfection of classrooms, restrooms, cafeterias, playgrounds, school buses, and all other school facilities, as well as training and promotion of hand and respiratory hygiene among all individuals in school facilities and on school grounds;*

As Hawthorne Country Day School considers a gradual scale up of activities towards pre-COVID-19 operating practices, as allowable by DOH and NYSED guidelines, several training requirements have been implemented prior to faculty returning in person this fall, including cleaning and disinfecting, hand hygiene, and infection control for COVID-19.

Teaching staff will be responsible for maintaining a cleaning log located in their classroom(s). Staff who have offices or work spaces are responsible for cleaning their work area and keeping a log of this cleaning. This includes high touch surfaces such as phones, keyboards, mouse, table tops, etc. Our program aide will be responsible for collecting and maintaining the cleaning logs at the end of each week. The cleaning log will be kept in classrooms on the back of the classroom door. Additionally, a daytime cleaning personnel will be hired to clean and disinfect high touch surfaces such as railings, copy machines, bathrooms, microwaves, vending machines, and door handles.

Contract cleaning staff will also maintain a cleaning log of all cleaning in common areas such as bathrooms, hallways, staff lounge, gym.

Staff members will be expected to clean and maintain their classroom environment, student belongings, and instructional materials as per a protocol. Staff will be provided with and expected to use approved disinfectant products and will be instructed to keep them out of the reach of students. Staff will be trained in this protocol during a virtual workshop meeting. Where necessary, staff members will also receive hands-on training.

All cleaning supplies used at the building will be supplied by the HFI facilities department or contract cleaning company and conform to CDC and OSHA requirements for COVID-19.

All cleaning and disinfecting will follow CDC guidance that faculty have been trained in.

High touch areas on the playground will be cleaned on a regular basis, but not necessarily between each use. Therefore, students will be required to wash their hands before and after using the playground and staff will closely monitor student use of the equipment.

**Section 7 - Extracurriculars:**

*Policies regarding extracurricular programs and which activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). Policies should consider how to maintain cohorts, if applicable, or members of the same household.*

Externships such as work based learning activities will be provided virtually. Students will not engage in work-based learning activities off grounds until further notice. Additional opportunities for field trips will be conducted virtually. Classrooms will remain static and on campus until further notice.

**Section 8 - Vulnerable Populations:**

*Policies regarding vulnerable populations, including students, faculty and staff who are at* [*increased risk for severe COVID-19 illness*](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fpeople-at-higher-risk.html)*, and parent who may not feel comfortable returning their child to an in-person educational environment, to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances. Responsible Parties must also identify and describe any modifications to social distancing or PPE that may be necessary for certain student or staff populations, including individuals who have hearing impairment or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible;*

HCDS has written protocol detailing how the school will provide reasonable accommodations to students, and to staff who are at high risk, based on job duties and as allowable under the ADA. The Coordinator of HR is working directly with staff who have initiated a request for accommodations to determine if/how they may be provided, in accordance with ADA. Parents who choose to continue with remote learning due to their child being at increased risk for COVID-19 illness will continue to have this as an option to ensure continuity of learning continues.

Staff always have access to appropriate PPE, including face coverings, when working within 6 feet of others. Additionally, staff who may come into contact with bodily fluids will be provided with face shields or goggles, gloves and gowns to limit the possibility of infection.

As stated previously, HCDS students will be encouraged and taught to wear a face covering, but will not be required to wear a face covering while at school due to their developmental disability. HCDS students will also be encouraged and taught to social distance, but will not be required to social distance due to their developmental disability. Therefore, all staff will be required to wear face coverings and, in some situations, additional PPE, when students are present. Staff are expected to observe social distancing guidelines whenever possible.

Staff who are unable to wear a face covering, due to documented health reasons, will be provided with a face shield and will be encouraged to observe social distancing protocols whenever possible.

**Section 9 - Transportation:**

*Consistent with State-issued public transit* [*guidance*](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/PublicTransportationMasterGuidance.pdf)*, protocols and procedures, which include that individuals must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing, unless they*

*are members of the same household. Protocols and procedures should include how school buses will be adapted to keep students and staff safe (e.g., how face coverings will be provided to students in need, how members of the same household will be seated together, how social distancing will be conducted on buses, whether bus schedules will be adapted to accommodate reduced capacity, whether any health screening will be conducted at home before students board buses, how parents/legal guardians will be encouraged to drop off or walk students to reduce density on buses);*

When off-site activities resume, such as work based learning and field trips, protocols will be implemented to ensure classes and students do not mix, social distancing will be enforced, to the greatest extent possible and thorough cleaning protocols will be implemented in between bus use. Faculty on the bus must not carry personal bottles of hand sanitizer with them on school buses. The bus driver will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19. The bus driver and faculty on the bus will be provided with Personal Protective Equipment such as masks and gloves, as necessary. Bus staff who must have direct physical contact with a child will wear gloves. Students will wear a mask on a school bus if they are physically and mentally able to do so. Students who are unable to wear a mask will not be forced to do so or denied transportation but must maintain social distancing of 6 feet from other individuals on the bus to the greatest extent possible unless staff need to be in close contact for instructional purposes. In these instances, staff will wear necessary PPE.

Transportation to/from school is provided by school districts, not HCDS.

**Section 10 - Food Services:**

*Protocols and procedures for onsite and remote food services for students, considering appropriate social distancing and any modifications to service that may be necessary (e.g., providing meals in a combination of classrooms and cafeterias, staggering meal periods). Measures to protect students with food allergies if providing meals in spaces outside the cafeteria. Protocols and procedures must also include how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged. Additionally, protocols and procedures must account for cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area (e.g., cafeteria);*

The HCDS reopening plan includes measures to protect students with food allergies. Our school is aware of student allergies through Special Alert Forms and faculty are trained in this. Students will be eating lunch in their designated classrooms; this will limit the number of students eating together. Students will perform hand hygiene before and after eating under the supervision of staff, and sharing of food and beverages will be discouraged. Most HDCS students do not understand the concepts of personal space and/or social distancing but will be encouraged to do so to the greatest extent possible while consuming meals. Student desks/tables will be sanitized before and after eating.

**Section 11 - Mental Health, Behavioral, and Emotional Support Services and Programs:**

*Available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction (e.g., how they will identify and support students having difficulty with transitioning back into the school setting, especially given the changed school environment). Any training for faculty and staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency, as well as information on developing coping and resilience skills for students, faculty, and staff; and*

HCDS will provide resources and referrals to address mental health, behavioral, and emotional support services and programs, in conjunction with the student’s school district/CSE. HCDS will provide professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff. Additional Parent Training seminars will be scheduled remotely and in person, if appropriate, throughout the school year to provide training and serve as a parent support group. Parent trainings will be provided by various presenters and will address ongoing social emotional needs. The school nurse or other school personnel will continue to conduct outreach to families to identify parents/students who are experiencing any COVID-19 symptoms, have had a positive COVID-19 test in the past 14 days, or have had any close contact with someone with a confirmed or suspected COVID-19 case in the past 14 days. All outreach will be documented. A notification will be distributed to families and faculty for those who are interested in obtaining social/emotional support and/or resources. A wellness team will be developed to enhance the current supports that are in place and deal with ongoing issues that may arise due to social emotional wellbeing of students, families and faculty. Ongoing professional development will be provided to faculty and trainings will be developed to address current social emotional needs of staff, families and students. During the summer session, and throughout the upcoming school year, teaching faculty will continue to teach students on how to follow COVID-19 protocols including hand hygiene, social distancing and face coverings, to the greatest extent possible. Many of our students are not capable of wearing face coverings, however, staff will be required to do so.

**Section 12 - Communication:**

*Communications plans for students, parents/legal guardians of students, faculty, staff and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Plans should describe how schools will communicate with students and families about preparing for the upcoming year, which should include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene. Consider developing webpages, text and email groups, and social media to disseminate information. Schools should develop communication plans in multiple languages, as necessary*.

Hawthorne Country Day School engaged with school stateholders, including but not limited to, school faculty, administration, parents and students and local school districts throughout the planning process. Whenever new information pertaining to this safety plan or COVID-19 becomes available, staff, students, families and visitors will be notified via email or phone alerts (IRIS system). Updated information will also be posted to the HFI website. In addition, on campus Communcation Boards have been established to encourage students, staff, and visitors to adhere to CDC and DOH guidance. The final, approved plan will also be posted to the HFI website and hanging in each building for individuals to refereence.

**Section 13 – Screening:**

*Protocols and procedures for mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. Responsible Parties should consider limiting the number of visitors permitted on school grounds or in school facilities, and, if visitors are allowed, screening of such visitors;*

Staff will be expected to fill out the HCDS COVID-19 screening form, which includes a temperature check, on a daily basis, prior to their arrival at work. This form will be provided in an electronic format that staff members will be able to access and sign from the ADP website. In addition, staff may have their temperatures checked or may be visually examined for symptoms of COVID-19. Visitors will be provided with the link for the online screening when they schedule their appointment and are expected to submit the screening prior to arrival. Paper screenings will be available for staff and visitors who do not complete the online screening.

School supervisors, including the program coordinator and senior teachers, will be responsible for performing the screening. Those individuals will be trained during HCDS admin meetings during which the form's purpose and process for submission will be reveiewed with them. All screeners will wear appropriate PPE.

Students will also be screened upon arrival for COVID-19 symptoms and/or fever. Parents will also be asked to pre-screen their child at home and refrain from sending them to school if they have any COVID-19 symptoms.

Non-essential visitors will not be permitted into the building and all visitors must schedule an appointment in advance.

Visitors will be screened for COVID-19 through the use of a checklist, temperature check, and visual examination for possible symptoms. Screenings can be completed in advance online and reviewed by building staff prior to the visit; an in-person screening can also take place outside the building before the individual enters the building. . After a Screening Form is completed satisfactorily, the visitor will be directed to sign in the log book. At the conclusion of the visit a designated staff member will walk the visitor to the exit of the building. The visitor will sign out the Visitor Log Book in the building they visited.

**Section 14 - Testing Protocols:**

*Process for the provision or referral of diagnostic testing for students, faculty, and staff for COVID-19, in consultation with local health department officials, when needed, which should include plans for testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the* [*New York State Travel Advisory*](https://coronavirus.health.ny.gov/covid-19-travel-advisory)*, before allowing such individuals to return to in-person to the school;*

In the event of a suspected or positive case of COVID-19, HCDS will refer individuals, including those who may have had close or proximate contact with someone with COVID-19, to their physician, and appropriate testing locations, if applicable. These individuals will not be permitted to return to the school until cleared by their health provider and/or local health officials, or until completing the mandatory quarantine period. HCDS will work closely with local health officials to determine necessary steps to mitigate the spread, including possible on-site testing of staff and students conducted by local health officials or contracted health providers. Contact tracing steps are in place and this information will be provided to local health officials so that further decisions can be made.

If/when HCDS locations are part of Cluster Zones (yellow, orange or red), the school(s) will follow all NYSED and NYSDOH guidance regarding mandatory testing of students and staff in order to remain open for in-person instruction. Specifically:

* In a yellow zone, 20% of in-person students and staff will be randomly selected for biweekly COVID-19 testing. Staff and students selected will be required to secure testing from any health provider and submit test results within 7 days of testing, or utilize on-site testing, if available at the school;
* In an orange zone, 20% of in-person students and staff must be tested over the one-month period following the zone designation, with 10% tested biweekly. Staff and students selected will be required to secure testing from any health provider and submit test results within 7 days of testing, or utilize on-site testing, if available at the school;
* In a red zone, 30% of in-person students and staff must be tested over the one-month period following the zone designation, with 15% tested biweekly. Staff and students selected will be required to secure testing from any health provider and submit test results within 7 days of testing, or utilize on-site testing, if available at the school.

HCDS will provide students and staff with a list of testing sites, and may be able to offer such testing on-site. If/when HCDS is able to provide on-site testing, students and staff will be provided with a COVID-19 testing consent form and will be given the option to have such testing administered at the school site.

If the school does not receive the required percentage of test results within the time period set forth by NYSDOH, then the impacted school program will not be able to continue in-person instruction and will move to 100% remote instruction until the required number of test results are submitted by students and/or staff, or until the school is no longer under Cluster Zone restrictions.

**Section 15 - Testing Responsibility:**

*Identification of who in the community is responsible for referring, sourcing, and administering testing (e.g., local health department testing site, physician offices, hospital system), particularly in the event that large-scale testing at the school is needed;*

Please see Section 14.

**Section 16 -****Early Warning Signs:**

*Defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments; define and deploy method(s) to monitor against such metrics.*

HCDS has a written protocol developed in collaboration with the school’s health professionals that instructs staff on how to observe for signs of illness in students and staff and requires symptomatic students and staff to be sent to the isolation room or sent home. Staff will be expected to fill out the HCDS COVID-19 screening form on a daily basis, prior to their arrival at work. This form will be provided in an electronic format that staff members will be able to access and sign from the ADP website. In addition, staff may have their temperatures checked or may be visually examined for symptoms of COVID-19. Visitors will be provided with the link for the online screening when they schedule their appointment and are expected to submit the screening prior to arrival. Paper screenings will be available for staff and visitors who do not complete the online screening. HCDS has a written protocol for daily temperature screenings of all students, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students and parents. Parents are requested to complete the screening tool prior to sending their child to school and observe for signs of illness in their child that requires them to remain home. Students will also be screened upon arrival for COVID-19 symptoms and/or fever. School supervisors, including the program coordinator and senior teachers, and other faculty, will be responsible for performing the screening on students. Faculty continue to receive ongoing training to recognize early warning sign of COVID-19. Those individuals will be trained during HCDS admin meetings during which the form's purpose and process for submission will be reveiewed with them. HCDS works closely with DOH to monitor local virus transmission and will respond accordingly.

HCDS collaborates with the Health Department and NYSED to monitor Cluster Zones to help determine whether COVID-19 cases are rising and will follow all Cluster Zone testing requirements to determine whether the school can remain open for in-person instruction.

**Section 17 – Isolation in the Event of Suspected COVID-19 Illness:**

*Protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day;procedures to isolate individuals who screen positive upon arrival, or symptomatic individuals should they become symptomatic while at school, providing appropriate PPE for school staff caring for the symptomatic individual. Protocols for safe transportation, including pick-up arrangements, if applicable, for symptomatic students, faculty, and staff; instructions that the student/staff must be seen by a health care provider; adherence to, and promotion of, hygiene, cleaning, and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas;*

HCDS has written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school. Staff or students who have a temperature greater than 100.0 degrees, or other COVID-19 symptoms, must be excluded from school and directed to their healthcare provider or obtain a documented negative COVID-19 test result.

If a child or staff member who has been present in school has a confirmed diagnosis of COVID-19, the local health department, Interim Coordinator of Health Services and HR must be notified immediately. The designated staff will contact the DOH for further guidance. In addition, notifications will be made, as necessary, if a staff member or student is suspected of having COVID-19, while maintaining confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA).

If a student is displaying symptoms, the student will be brought to the isolation room for further monitoring. Individual(s) remaining with the student must be wearing proper PPE such as face covering and/or surgical mask, gown, gloves, face shield, etc. HCDS may implement short-term closure and cleaning procedures regardless of community spread if an infected person has been in a school building. HCDS in consultation with the local health department(s), will determine when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment. This returning to learning protocol must include at minimum documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution, or if COVID-19 positive, release from isolation.

**Section 18 – Isolation/Quarantine and Return to School/Work:**

*Requirements that persons who have tested positive complete isolation and have recovered, and will not transmit COVID-19 when returning to in-person learning; requirements that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school/work will be conducted in coordination with the local health department;*

HCDS has written protocol that complies with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department. Staff and students should stay home (if they have tested positive for or are showing COVID - 19 symptoms). Staff and students who have recently had close contact with a person with COVID -19 should contact their medical provider and may be asked to stay home and monitor their health. Staff or students who tested positive for COVID -19 may only return to school with a documented negative COVID -19 test result, a note from a healthcare provider clearing them to safely return to the school program, or after the completion of a mandatory quarantine period.

**Section 19 - Contact Tracing:**

*In the event of a confirmed case of COVID-19, plans to support local health departments in contact tracing efforts using the protocols, training, and tools provided through the* [*New York State Contact Tracing Program*](https://coronavirus.health.ny.gov/new-york-state-contact-tracing) *;*  *identify school personnel who will assist with contact tracing; plans to share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students and the local community.*

If a worker or student tests positive or is symptomatic for COVID-19 the Coordinator will immediately alert the Interim Coordinator of Health Services who will contact the NYC DOH. Coordinator will also contact Marc Ackerman, QA Coordinator and Darlene McGuirk-Morey, HR Coordinator. Daily sign in logs as well as ADP logins and student attendance data will be provided to the DOH for all individuals who may have had close of proximate contact to assist with contact tracing. If the DOH requires HFI to notify close contacts, then HFI QA, HR and school personnel will complete this tasks, in accordance with DOH guidelines. Several protocols are in place to implement contact tracing steps. All must sign the staff log every time they enter or exit the building throughout each day; this includes meal breaks. Related Service providers will submit a “live” weekly schedule to verify all locations and students that they were in contact with each week and will also sign the staff log when entering or exiting the building.

**Section 20 – Closure:**

*Includes contingency plans, protocols, and procedures for decreasing the scale or scope of in- person education, and/or closing the school; identification of the conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure; determination of which operations will be decreased, or ceased and which operations will be conducted remotely; include process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel; and plan to communicate internally and externally throughout the closure process.*

There is a Distance Learning Plan to be implemented for students who are receiving remote learning services when not receiving in person instruction. Parents and faculty can reference the most current Alternative Instruction Plan. Additionally, depending on the public health situation, there may be waves of stopping and starting, partial or staggered openings, or other developments (determined by local health facilities, population vulnerability, and more), therefore a distance learning protocol is in place. All staff and parents will be notified using an emergency response notification system to communicate updates regarding the school’s closure plan.

Other Factors that May Lead to Closure for In-person Instruction:

When in a Cluster Zone, if the school does not receive the required percentage of test results within the time period set forth by NYSDOH, then the impacted school program will not be able to continue in-person instruction and will move to 100% remote instruction until the required number of test results are submitted by students and/or staff, or until the school is no longer under Cluster Zone restrictions.

If, due to positive COVID-19 cases, suspected cases, or mandatory quarantines, the number of staff unable to work at the building rises to a level that impacts the school’s ability to maintain required NYSED classroom ratios, or impacts the school’s ability to provide in-person instruction in accordance with this reopening plan, the impacted school will move to 100% remote instruction until staffing levels return to an acceptable level.

If, at any time, the number of positive COVID-19 cases or suspected cases rises to a level that seriously impacts the school’s ability to comply with this reopening plan, the school may move to 100% remote instruction until compliance can be restored.

In accordance with the 2020-21 NYSED Snow Day Pilot Program, HCDS may move to 100% remote instruction on days that the school would ordinarily be closed due to weather or other emergency situations. In the event that a remote instruction day will be used in place of a “snow day” or other emergency closure, families and staff will be notified as far in advance as possible. Information regarding the NYSED Snow Day Pilot Program can be found at:

<http://www.nysed.gov/common/nysed/files/programs/coronavirus/memo-2020-21-snow-day-pilot-9-2020.pdf>