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– Nicole Prisco, 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

#### UPDATED 9-13-2021:

1. **People**

**A. Physical Distancing and Masks**

***Physical Distancing***

In order to comply with student IEP mandates, and due to the developmental disabilities of the students we serve, daily student instruction will not allow for 3 feet social distancing between students and staff in many cases. Most 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 appropriate face coverings/masks. Staff can also wear their own face coverings.

When staff are not directly instructing students, they will be expected to maintain a 3 foot distance from other 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.

***Masks***

Regardless of social distancing protocols, all staff are required to wear cloth face masks or a disposable mask indoors 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.

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. Disposable face masks are also available for staff who need them. Students are expected 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 minimize risk to employees include requiring all staff to wear cloth face masks or a disposable mask at all times during work hours, unless they are in an enclosed space alone, not including a restroom. HCDS will have additional face coverings available for staff and visitors who do not have them when they arrive on campus.

As stated previously, HCDS students will be expected and taught to wear a face covering, but accommodations will be made for students who cannot wear a mask 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. All staff and students ages 12+ are encouraged to get the COVID-19 vaccine. Staff who are not vaccinated must provide proof of a negative COVID-19 test on a weekly basis.

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 and to get vaccinated. Unvaccinated staff must provide weekly proof of an negative COVID test.

***Space Configuration***

Classrooms will 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 or other spaces to allow for the required 6 feet of social distancing when eating snack or lunch.

Small common areas such as staff lounges, copy machine areas, small offices, 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. 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 required to clock-in using their computers instead of the time clocks. All staff lunch deliveries will be delivered to the front gate and no delivery personnel will be authorized 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 the 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. If social distancing protocols are updated, up to date guidance will be shared with staff, students and parents.

**Schedules**

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 transition a student to/from the bus. This will reduce crowding in common areas such as school entrance lobbies.

All classrooms are self-contained so students will not be transitioning to and from assigned classes. Students may be pulled for related services to an office space as long as other students and related service providers are not present during the session or if there is adequate space for social distancing of each group. Students from different classrooms will not be in an office space simultaneously whenever possible, and will be socially distanced if other groups are present. The space should be cleaned/disinfected before bringing the next student to the office space. There will continue to be an emphasis on reducing the number of therapists assigned to each classroom.

**Signage**

Small common areas such as staff lounges, copy machine areas, small offices, 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. 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.

**Vaccination**

A survey will be issued to determine the percentage of students vaccinated. Staff are encouraged to provide HR with proof of vaccination through a secure portal. Staff and students ages 12+ will be encouraged to get vaccinated and provided with information and resources regarding the vaccines. Health services will also be available and will conduct a meeting to answer questions about the vaccines. A parent survey will be shared to determine interest in vaccines for planning purposes. All unvaccinated staff must provide weekly proof of a negative COVID-19 test in order to work at the school.

**B. Gatherings**

**Meals**

HCDS is aware of student allergies through Special Alert Forms and faculty are trained in this. Students will be eating lunch in their designated classrooms or in other school spaces to allow for the required 6 feet of social distancing when eating; 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 and adequate space will be allocated to allow for this. Student desks/tables will be sanitized before and after eating.

Additional space will be provided for staff breaks, as needed, to enforce social distancing.

**Faculty and Staff Meetings**

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

**Ventilation and Filtration**

The facilities department continues to ensure that 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 in use. Buildings do not use central air conditioning so window unit air conditioners will have filters cleaned. When air conditioning is not in use, windows will be opened to allow for fresh air circulation when feasible. Air purifiers have also been added to classrooms and work stations. 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.

**Common Areas**

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 the start of their 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. If social distancing protocols are updated, up to date guidance will be shared with staff, students and parents.

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

**C. Operational Activities**

**Cohorts**

All students are assigned to self contained classrooms and are not departmentalized. Students do not move to other classrooms, therefore they have limited interactions outside of their assigned classroom. 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 the weather is not ideal for outdoor class, 1 PE teacher may conduct a virtual 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. All PE equipment must be disinfected 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 the playground equipment. Students will initiate internships beginning this fall and we will continue to assess when off grounds work-based learning activities can resume. Internship and externship activities will maintain static groupings as well.

**In Person- Instruction**

All students are returning to full in-person instruction as of 9/13/21. No hybrid or remote option is available. In the event of a mandated closure of a classroom or school building due to a COVID-19 quarantine, remote instruction will be provided for the duration of the quarantine.

Training and actionable measures are in place to address 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 quarantine-only remote, 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.

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), whether they are in person or remote due to a temporary quarantine, to meet the unique disability related needs of students. For remote quarantine instruction, the school district is responsible for providing technology devices for students who do not have such devices, as needed. Parents/guardians should reach out to their school district and to HCDS if they need a device for remote instruction for their child.

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

**D. Movement and Commerce**

**Student Drop-Off and Pick-Up**

A list of students routinely dropped off by parents will be maintained by the program aide. Parents will be instructed to remain in their vehicle and call the program aide upon arrival if a staff member is not standing outside to meet with them. The parent will be instructed to sign the Parent Drop Off Log. Parents should not access buildings unless an appointment was previously scheduled. In this case, they will need to complete a screening form. If a parent needs to access the building after passing the screening, they will be directed to the waiting room where the door will remain closed (location next to the program aide office). If this space is in use the parent will remain outside of the Overcash building, weather permitting, or at the entrance of the Overcash building. Afternoon pick up, parents will remain on the bus line and staff will bring their child outside to them. The parent will sign the Parent Pick Up Log.

**Deliveries**

Delivery supply personnel (paper towels deliveries, PPE, lunches, etc.), do not require a screening form to be completed, however, they will be required to wear face coverings while on campus. These delivery personnel will avoid entering the buildings, if possible.

**Faculty / Staff Entrances and Exits**

Staff will be required to clock-in using their computers instead of the time clocks. This will ensure staff report directly to their designated work location and avoid lining up in buildings. All staff lunch deliveries will be delivered to the front gate and no delivery personnel will be authorized on campus. 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 transition a student to/from the bus. This will reduce crowding in common areas such as school entrance lobbies.

**Shared Objects**

Individual containers or bins should be clearly labeled with a student/staff name and one bin should be designated for each student/staff in each class. Related Service providers will maintain student stimuli in classroom student bins when pushing into classrooms and conducting RS sessions. Students should have a designated location to maintain their personal belongings such as backpacks, coats and bins. Avoid mixing and overlapping student apparel and clothing. All shared items such as toys should be placed in your Cleaning Bucket at the end of each day to be soaked and disinfected. Cleaning bucket should consist of soap and warm water. Any item that a student puts in his/her mouth or has any bodily fluid on it should be removed from use immediately and placed into a cleaning bucket.

1. **Places**

**A. Personal Protective Equipment**

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. Disposable face masks are also available for staff who need them. Students will be expected 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 minimize the risk to employees include requiring all staff to wear cloth face masks or a disposable mask indoors 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 visitors who do not have them when they arrive on campus.

**B. Hygiene, Cleaning and Disinfection**

**Hygiene, Cleaning and Disinfection**

Several faculty training requirements have been implemented 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. The 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..

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 high touch surface areas in their classroom environment, student belongings, and instructional materials as per 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 continue to be trained in this protocol.

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 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.

**Cleaning and Disinfection Following a Suspected or Confirmed COVID-19 Case**

If there is a suspected or confirmed case of COVID-19, the facilities department will be notified so that the cleaning personnel can conduct a thorough cleaning of the suspected area(s). Doors and windows should be opened to increase air circulation in the area.

**C. Coordination and Phased Reopening**

A COVID-19 Safety Coordinator has been identified who will work with the safety team to ensure continuous compliance. The Safety Coordinator for this location is Nicole Prisco, Coordinator of School Age Program-Westchester.

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

HCDS will continue to participate in the Snow Day Pilot Program which allows schools to shift to remote instruction for scheduled in-person session days that the school would have otherwise closed due to a snow or other emergency.

Students will initiate internships beginning this fall and we will continue to assess when off grounds work-based learning activities can resume. 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, and 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 may carry personal bottles of hand sanitizer with them on school buses, up to 8 ounces; these bottles must be secured when not in use. 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 may wear gloves if necessary. Students will wear a mask on a school bus if they are physically and mentally able to do so and staff are required to wear face coverings on the bus. Students who are unable to wear a mask will not be forced to do so or denied transportation but must maintain social distancing of 3 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. If/when bus capacity or social distancing guidance is updated by NYSED or NYSDOH, HCDS will modify this section of the plan.

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

**D. Communication Plan**

Hawthorne Country Day School engaged with school stakeholders, including but not limited to, school faculty, administration, parents and students and local school districts throughout the planning process, and held stakeholder meetings during the months of May and June to discuss the return to full in person services and solicit feedback. 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 Communication 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, shared with the local DOH and will be available in each building for individuals to reference.

1. **Processes**

**A. Screening and Testing**

**Health Screening and Temperature Checks**

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 reviewed 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 be permitted into the building on a case by case basis 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.

All staff, students and visitors will continue to be screened, regardless of vaccination status.

**Diagnostic and Screening Testing**

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 reviewed with them. All screeners will wear appropriate PPE.

HCDS will share protocols with staff, students and families based on guidance released from the NYSDOH, NYSED and other governing agencies as it relates to quarantine and testing requirements for persons exposed to COVID-19. As per current guidance, staff and students who are fully vaccinated, or who have recovered from a lab-positive COVID-19 case in the previous 3 months, do not need to quarantine after exposure to COVID-19, as long as they remain asymptomatic.

In the event of a suspected or positive case of COVID-19, HCDS will refer unvaccinated or symptomatic fully vaccinated 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. If not fully vaccinated or recently recovered from a lab-positive case of COVID-19, 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 offering weekly on-site testing of staff and students conducted by local health officials or contracted health providers. Contact tracing steps are in place and as applicable, this information will be provided to local health officials so that further decisions can be made.

Staff are strongly encouraged to provide vaccination information to the HR Department using the link on the ADP page. This information will remain confidential and only be used when determining quarantine protocols in addition to other relevant decisions that may be applicable.

HCDS is partnering with a medical testing facility to offer a testing clinic on site to test students and staff for COVID-19 on a weekly basis.

**Positive Screen Protocols**

Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must immediately be sent home with instructions to contact their health care provider for assessment and possible testing. Students who are being sent home because of a positive screen will be immediately separated from other students and supervised until their parent/guardian or emergency contact can retrieve them from school. 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 classroom(s) closure and cleaning procedures regardless of community spread if an infected person has been in a school building and has been in contact with unvaccinated individuals.

**In-Person 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 reviewed with them. All screeners will wear appropriate PPE.

**B. School Health Offices**

See above sections

**C. Tracing and Tracking**

**Metrics**

If, due to positive COVID-19 cases, suspected cases, or mandatory quarantines, the number of staff unable to work in a given classroom or 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 classroom or school will move to 100% remote instruction until staffing levels return to an acceptable level.

**Indicators of Community Transmission**

Hawthorne Country Day School will continue to engage with school stakeholders, including but not limited to, school faculty, administration, parents and students and local school districts throughout the planning process, and will hold stakeholder meetings as needed.

HCDS works closely with the NYSDOH and Westchester DOH to monitor local community transmission rates of COVID-19 and will follow all guidance provided by the DOH in determining whether in person instruction may continue.

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 regardless of vaccination status. 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 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. All staff and students will be screened daily, regardless of vaccination status.

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 reviewed with them. HCDS works closely with DOH to monitor local virus transmission and will respond accordingly.

**Notification**

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 Communication 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, shared with the local DOH and will be available in each building for individuals to reference.

**Tracing Support**

If a worker or student tests positive for COVID-19 the Coordinator will immediately alert the Coordinator of Health Services who will contact the NYSDOH. Coordinator will also contact Alice Melcone, 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 proximate contact to assist with contact tracing. Individuals who are fully vaccinated or recently recovered from a confirmed COVID-19 case in the past 3 months will not be required to quarantine after exposure as long as they are asymptomatic. If the DOH requires HFI to notify close contacts, then HFI QA, HR and school personnel will complete these 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. All classrooms must maintain a sign in/out sheet that all personnel are required to use when entering and exiting a classroom, including Related Service providers; all visitors and staff not assigned to the building must also sign in/out on the log.

**Quarantine, Isolation, and Return to School**

HCDS has written protocol for actions to be taken if there is a confirmed case of COVID-19 or a symptomatic individual 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 based on current CDC, DOH, NYSED guidance.

If a child or staff member who has been present in school has a confirmed diagnosis of COVID-19, the local health department, 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 confirmed to have 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 classroom(s) closure and cleaning procedures regardless of community spread if an infected person has been in a school building and has been in contact with unvaccinated individuals. 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, based on current CDC and/or DOG guidance.

HCDS has a 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 (for individuals required to quarantine). 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 and are either fully vaccinated and symptomatic or not vaccinated 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 based on current guidance from CDC and/or DOH.

1. **School Report Cards**

HCDS will report to the COVID-19 Report Card each operational day. COVID-19 positive data reported on this site will include students, teachers and staff enrolled in the school on site and off site. When a positive case of COVID-19 is confirmed, the school community will be notified.

1. **School Plans**

There is a Distance Learning Plan to be implemented for students who are receiving remote learning services when a classroom or school is closed due to a mandatory quarantine period. All staff and parents will be notified using an emergency response notification system to communicate updates regarding the school’s closure plan.

If, due to positive COVID-19 cases, suspected cases, or mandatory quarantines, the number of staff unable to work in a given classroom or 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 classroom or school building will move to 100% remote instruction until staffing levels return to an acceptable level.