

**Policies and  
Procedures for  
COVID-19:  
Reopening**

**THE HAGEDORN LITTLE VILLAGE SCHOOL**  
*Jack Joel Center for Special Children*

**COVID-19: Policy and Procedures**  
**Effective Date: September 2020**

**POLICY: Arrival and Dismissal and Screening Procedures for STUDENTS.**

**PROCEDURE:**

As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, The Hagedorn Little Village School (HLVS) has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

**General Information:**

- Multiple entrances will be identified for arrival of children.
- Multiple staging areas and exits will be utilized for dismissal of children from the building to reduce hallway congestion.
- Arrival and dismissal times for School-age and Preschool children will be staggered. School-age children will begin entering the building earlier than usual.
- Instructional activities may be delayed upon arrival, to safely monitor the arrival of all students.
- Dismissal for all students will begin 15 minutes earlier than usual.

**Arrival by Bus:**

Buses will discharge children in front of the school.

- Students will have their temperature checked upon entering the classroom, as a component of the Daily Health Check.
- Students who have a temperature of 100.4 or higher will be escorted to the nurse's office where they will be isolated until they can be picked up by a parent/guardian or designee.

**Arrival by Car:**

Students whose parents/guardians/caregivers drive them to school will be dropped off at the parent drop-off doors.

- In accordance with OCFS guidelines, parents/guardians will complete an affidavit attesting to the fact that they will take their child's temperature every morning and confirm "no" to all screening questions. This affidavit will be kept on file with the HLVS COVID Monitor. HLVS will send weekly reminders that the affidavit must remain current. The parent/guardian must self-disclose any change in status of the screening questions to HLVS immediately.
- Parents/guardians attest to taking their child's temperature at home, immediately prior to leaving for school and that their child's temperature is not above 100.4
- Students and parents/guardians/caregivers will remain in their cars.

- TA's will take children out of cars and bring them to their classrooms.
- Students will have their temperature checked upon entering the classroom, as a component of the Daily Health Check.
- Students who have a temperature of 100.4 or higher will be escorted to the nurse's office where they will be isolated until they can be picked up by a parent/guardian or designee.

**During the Dismissal Process:**

- The person picking up the child will be asked to place a card, containing the student's name and the teacher's name, in the right, front, passenger window so that the faculty may readily match the student with the approaching vehicle.
- To reduce congestion and gathering in the hallway, some students (TBD) will remain in their classrooms. When their parent/guardian/caregiver arrives, each child will be called for dismissal via Walkie-Talkie.
- At dismissal, students with a temperature of 100.4 or higher will not be permitted on the school bus.

**THE HAGEDORN LITTLE VILLAGE SCHOOL**  
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**COVID-19: Policy and Procedures**  
**Effective Date: September 2020**

**POLICY: Arrival Policy for STAFF**

**PROCEDURE:**

As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, The Hagedorn Little Village School (HLVS) has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

Staff will complete an affidavit attesting to the fact that they will take their temperature every morning and confirm “no” to all screening questions. This affidavit will be kept on file with the HLVS COVID Monitor.

Staff member must bring a copy of the affidavit and present it upon arrival in the building every day.

Staff must stay home if ill. Staff members cannot come to or remain at school with the following signs and symptoms of Covid-19. As of 7/13/2020 the following are listed as the most common symptoms of Covid-19:

- Fever or chills (temperature of 100.4 or greater)
- Cough
- Shortness of Breath
- Fatigue
- Muscle/Body Aches (new or worsening)
- Headache
- Loss of Taste or Smell
- Sore Throat (new or worsening)
- Congestion or Runny Nose
- Nausea or Vomiting or Diarrhea: at Nurses’ discretion, employee may be sent home

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**COVID-19: Policy and Procedures**  
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**POLICY: Classrooms Procedures**

**PROCEDURE:**

As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, The Hagedorn Little Village School (HLVS) has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

**Cleaning Supplies/Cleaning**

- Sanitize tables/desks if used by more than one child
- Each classroom will be supplied with hand sanitizer, disinfecting wipes along with sanitizing cleaner, soap and paper toweling.
- Areas that are touched often, doorknobs, faucets, light switches will be cleaned/sanitized throughout the day.

**Children's Belongings:**

- Children will not be permitted to bring in any toys from home.
- Children are required to have at least 2 sets of clothes to be left in school, including a pair of shoes.

**Seating:**

- Student desks will be six feet apart when possible and facing in the same direction.
- Students sitting at tables will sit on one side of the tables six feet from one another, when feasible.
- Staff will be mindful of social distancing from one another.

**Student Materials/ Toys:**

- Each student will have their own bin within which to store crayons, glue sticks, scissors, playdough, etc. which will be for their use only.
- Shared sensory materials and bins (i.e. sand, rice, beans, etc.) are not permitted.
- Sharing materials will be avoided as much as possible. If there is a need to share any instructional materials, they will be sanitized using approved sanitizing protocol, after each use.
- If a student uses a dedicated iPad, it will be sanitized using approved sanitizing protocol, throughout the day.

- If a student uses a shared iPad, it will be sanitized using approved sanitizing protocol, after each use.
- Toys and materials that are unable to be sanitized (i.e. puppets, soft dolls, doll blankets, dress up clothes, etc.) will be removed from the classroom.
- Any electronic device used for reinforcement must be sanitized following each use by a child/staff member.

#### **Instruction:**

- All staff working with children will maintain a safe distance (at least six feet) from each other unless safety (behavioral concerns, elopement, etc.) or core function of the activity (i.e. instruction) requires a shorter distance.
- All staff working with children (i.e. Classroom teachers, therapists, and paraprofessionals) must wear a face covering when within six feet of a student.
- Teachers, therapists, and paraprofessionals working with hearing impaired students and/or staff should be provided with masks with a clear panel for the mouth.
- Classrooms will be redesigned and arranged to allow for large and small group instruction, lunchtime and play centers, to allow for social distancing whenever possible.

#### **Movement/Staffing:**

- Markings will be used to designate where students stand for music, movement activities, to line up, wherever possible.
- Students and staff will remain stable as much as is possible so that different groups of students/staff do not intermingle.
- Lunch coverage staff will have permanent classroom assignments. They will cover one room only per day, whenever possible.
- In the event of a staff absence, one substitute (teacher or TA) will be assigned to the room for the entire day, whenever possible.

#### **Feeding/Snack/Lunch Procedures for Children:**

- Children will be seated at separate desks 6 feet apart (if possible) for snack and lunch. Desks must all face one way and not face each other. If tables are used, children must sit on only one side of each table.
- All staff working with children during lunch/snack time will maintain a safe distance (at least six feet) from each other unless safety (monitoring food intake/ feeding skills, behavioral concerns, elopement, etc.) or core function of the activity (i.e. instruction) requires a shorter distance.
- Parents/ guardians will provide all snacks and lunch in a lunch box. Snacks and lunch items must be packed in individual snack bags or individual portions.
- Snacks and lunches may not be shared amongst students. Any food given to students must be for that individual child's use.
- Parents/guardians will provide individual portions of snacks for reinforcers when necessary.

- Snacks and lunch cannot be refrigerated or microwaved. Parents /guardians must send food in appropriate thermal containers and/or ice packs to maintain safe food temperatures.
- Individual water bottles or juice boxes are recommended.
- All utensils should be brought from home. These utensils must not be shared and will be sent home daily for appropriate sanitizing by parent/guardian.

**Personal Hygiene/ Restroom Use:**

- Children and staff should wash hands using soap frequently throughout the school day.
- When available, students should use the restroom located in their classroom.
- When it is necessary to use a hallway restroom, one student at a time should be in the restroom.
- Students must wash their hands after using the restroom.
- Restrooms will be sanitized periodically throughout the day.

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**COVID-19: Policy and Procedures**  
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**POLICY: Cloth Face Coverings**

**PROCEDURE:**

As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, The Hagedorn Little Village School (HLVS) has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

Cloth Face Coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance. All students and staff members must wear cloth face coverings:

- Whenever they are within 6 feet of someone;
- In hallways;
- In restrooms;
- In other congregate settings, including buses.

HLVS will provide acceptable face covering to employees (and students if they forget their own) and have an adequate supply in case of need for replacement per Executive Order 202.16.

HLVS will allow an employee to wear their own acceptable face covering but will not require they supply their own face coverings. Employees with healthcare provider documentation stating they are not medically able to tolerate face covering cannot be required to do so.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, so scheduling mask breaks is important. Face coverings should not be placed on:

- Children younger than 2 years old;
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction;
- Anyone who has trouble breathing or is unconscious;
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.



Face coverings are for individual use only and should not be shared. Information and resources to assist schools in instructing on the proper use and cleaning of facemasks are on the CDC webpage on cloth face coverings.

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**COVID-19: Policy and Procedures**  
**Effective Date: September 2020**

**POLICY: Cleaning and Disinfecting Toy/Equipment Protocol**

**PROCEDURE:**

As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, The Hagedorn Little Village School (HLVS) has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

- Classroom, bathroom and therapy toys, equipment (i.e., tables, chairs, strollers, standers, walkers), as well as high touch items/areas within the school, will be regularly cleaned and disinfected using detergent, registered disinfectants identified by the EPA as effective against COVID-19 and disinfectant wipes.
- HLVS will not utilize aerosol disinfectant (e.g., Lysol spray) while students are present in the school.
- All tables/desks will be cleaned and sanitized before and after eating and frequently throughout the school day. All classroom chairs will be cleaned and sanitized between AM & PM classes and at the end of the school day.
- HLVS will minimize use of shared toys/materials/equipment as much as possible.
- When sharing is necessary, all items will be cleaned and disinfected before use by another student. Toys will be routinely rotated and disinfected after each play time.
- Any equipment/toys that are mouthed will be removed, cleaned and sanitized with EPA approved products before use by another student.
- All equipment and toys used in the classrooms and therapy areas should be made of materials that can be cleaned and disinfected. Classrooms/therapy areas will remove all toys that need to be laundered.
- No plush/stuffed/fabric toys or equipment (i.e., pillows, weighted lap items, weighted and pressure vests) or dress-up clothing will be used in the classrooms or therapy sessions.
- Toys from home will not be permitted into the classrooms.

- Classroom carpets will be removed from classrooms.
- Classroom bathrooms will be cleaned and disinfected between each student.
- Toilet rings are not permitted.
- Diapering surfaces will be disinfected after each use with an EPA-registered product, according to label directions for disinfecting diapering surfaces. All bathrooms will be supplied with toilet paper, soap, and paper towels accessible to children.
- Personal items will be placed in individual cubbies/bins and will be sent home as necessary to be cleaned. Student cubbies will be disinfected at the end of each day.
- Personal items will not be shared between students.
- Lunches/snacks should be brought to school in a lunchbox to keep items hot/cold as necessary. No food will be heated up or placed in a refrigerator.

HLVS procedures regarding cleaning and sanitizing/disinfecting toys and equipment follow procedures set by the CDC, DOH and OCFS and are as follows:

### **Washing toys by hand:**

#### **Step 1. Clean**

- Wash and scrub toys thoroughly with soap or detergent and warm water to remove most of the dirt, grime and/or saliva. (This is the most important step in cleaning toys).
- Toys **MUST** be clean before sanitizing them. Sanitizer kills germs better on clean surfaces.

#### **Step 2. Rinse**

- Rinse toys with water to remove the dirt, germs and dirt residue.

#### **Step 3. Sanitize**

- Sanitizing the toys reduces the germs from surfaces to levels that are considered safe.
- Spray the toy with an EPA approved sanitizer (or dip the toy in bleach/water solution to cover completely)
- Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.

- Allow toys to air dry overnight or allow to remain wet for 2-minutes before wiping toys dry with a paper towel.
- Chlorine from the sanitizing bleach solution, if used in place of an EPA approved sanitizer spray, evaporates off toys so no residue remains, and further rinsing is not necessary.

The HLVS Cleaning and Disinfecting Log will be completed daily in accordance with the CDC, DOH and OCFS. If the CDC, DOH and/or OCFS change the required cleaning/disinfecting guidelines, HLVS policies will change accordingly.

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**Instructional Models during COVID-19**

**Effective Date: September 2020**

**Instructional Models during COVID-19**

This plan utilizes different scenarios depending upon the current situation related to COVID19 as per NYSED, OCFS, DOH, and CDC guidance:

- **IN-PERSON INSTRUCTION** - Low risk of COVID19 community spread
- **HYBRID INSTRUCTION**- Moderate risk of COVID19 community spread
- **REMOTE INSTRUCTION** - High risk of COVID19 community spread.

**Instructional Plan for full in-person or hybrid models:**

Utilization of Google Classroom/Zoom technology: In order to ensure a seamless transition to a remote (in case of short or long-term closure) or hybrid environment:

- All students will receive all educational programming and therapeutic services in accordance with their IEP.
- All teachers will be proficient in using Google Classroom and Zoom.
- All therapists will be proficient in using Zoom.
- Teachers will set up and keep their Google Classroom accounts current.
- Therapists will set up a zoom account with all parents.
- Attendance is required and will be taken by teachers and therapists.
- Special area teachers (Adaptive PE and Movement Therapy) will push into classrooms.
- Lunch and snacks will be eaten in classrooms.
- Students in full day classes will be assigned times for the playground, but only one class in a designated area at a time will be permitted (no co-mingling with other classes).
- All staff are required to wear face coverings, unless medically contraindicated by a Doctor's note. Face Coverings for children are optional, based upon parent request and the child's ability to tolerate the face covering.

- Social distancing signs will be posted in hallways, offices and classrooms.
- Staff Arrival:
  - Staff must stay home if ill. (HLVS will follow NYSED, CDC, and DOH exclusion guidelines if a staff member arrives to school with a fever above 100.4)
  - Multiple entrances will be identified and assigned for staff arrival.
  - Arrival and departure times of staff will be staggered.
  - All staff will complete an affidavit attesting to the fact that they will take their temperature every morning, are fever free, and confirm “no” to all screening questions. This affidavit will be kept on file with the HLVS COVID Monitor. Staff will confirm on a daily basis that their attestation remains accurate. HLVS will send weekly reminders that the affidavit must remain current and the staff member will inform HLVS immediately of any changes.
- Student Arrival/dismissal:
  - Multiple entrances will be identified for arrival of children.
  - Multiple staging areas and exits will be utilized for dismissal of children from the building to reduce hallway congestion.
  - Arrival and dismissal times for School-age and Preschool children will be staggered. School-age children will begin entering the building earlier than usual.
  - Instructional activities may be delayed upon arrival, to safely monitor the arrival of all students.
  - Dismissal for all students will begin 15 minutes earlier than usual.
  - Students must stay home if ill. (HLVS will follow NYSED, CDC, and DOH exclusion guidelines if a child arrives to school with a fever above 100.4)
  - Parents/guardians will complete an affidavit attesting to the fact that they will take their child’s temperature every morning and confirm “no” to all screening questions. This affidavit will be kept on file with the HLVS COVID Monitor. HLVS will send weekly reminders that the affidavit must remain current and the parent/guardian will inform HLVS of any changes.
  - All classrooms will have thermometers. Student’s temperatures will be checked upon arrival, as a component of the Daily Health Check. Temperatures will be checked periodically, throughout the day.
- Social distancing and/or masks and/or barriers will be utilized.
- Hand sanitizers are available throughout the building.
- Hand sanitizer/Hand washing stations are located throughout the building.

**Meetings:**

- Staff and Department meetings will be held remotely using Zoom.
- Parent/Teacher conferences will be held remotely through phone calls, but may utilize zoom if desired
- CSE and CPSE meetings will be held remotely using Zoom.

**Visitors:**

In order to protect the health of the students and staff, and to maintain contact tracing, visiting the building will be discouraged.

- Parents are not permitted in the building, but may drop off items with the security guard.
- If a situation warrants a visitor to enter the building, the following protocols will be followed:
  - Visitors to the building will not be admitted without an appointment.
  - Visitors will be screened for temperatures and screening questions as required by NYSED, DOH, and OCFS. This includes postal workers, vendors and service technicians.
  - Visitors with a temperature at 100.4 or higher will not be admitted into the building.

**Communication Plan:**

- In order to keep all students, Parents/guardians, staff and visitors updated and informed signage will be posted throughout the school.
- In addition, updated communications will be accomplished through:
  - HLVS Website
  - Email
  - Social media
  - Print copy mailings
  - Voice and/or video messaging
- The HLVS website will consistently be updated with all information, plans and protocols.

**IN PERSON INSTRUCTION:**

All information above applies to full in-person instruction (5 days per week).

- All students attend school every day, in accordance with their IEP (full/half day)
- All educational programming and therapies provided in-person.

**HYBRID INSTRUCTION – (Alternating Schedules)**

All information above applies to hybrid instruction as well. Additional components of hybrid instruction:

- Students attend school on an alternating schedule.
- Student attendance in the building will be reduced by 50%- 60% each day, creating additional space within the building.
- Empty classrooms will allow for increased social distancing and increased instructional space for students and staff.
- All IEP Mandated Therapeutic Services will be delivered in accordance with the IEP, utilizing a combination of in-person and remote services. Therapists will utilize Zoom/Facetime to support students on days they receive remote therapy.

### **Scenario 1: Alternate Days of Instruction**

- **Cohort A** will attend school and receive in-person instruction on Tuesday and Thursday and alternate Mondays. Remote instruction will be provided on any days the student is not scheduled to receive in-person instruction. Teachers will utilize Google Classroom to support students on days they receive remote instruction. Therapists will utilize Zoom/Facetime to provide remote services on days they receive remote instruction.
- **Cohort B** will attend school and receive in-person instruction on Wednesday and Friday and alternate Mondays. Remote instruction will be provided on any days the student is not scheduled to receive in-person instruction. Teachers will utilize Google Classroom to support students on days they receive remote instruction. Therapists will utilize Zoom/Facetime to provide remote services on days they receive remote instruction.

### **Scenario 2: Alternate Weeks**

- **Cohort A** will attend school and receive in-person instruction on the first instructional week of school and every other week thereafter, when school is in session, in accordance with the HLVS school calendar. Remote instruction will be provided on the alternate week that the student is not scheduled to receive in-person instruction. Teachers will utilize Google Classroom to support students on days they receive remote instruction. Therapists will utilize Zoom/Facetime to provide remote services on days they receive remote instruction.
- **Cohort B** will attend school and receive in-person instruction on the second instructional week of school and every other week thereafter, when school is in session, in accordance with the HLVS school calendar. Remote instruction will be provided on the alternate week that the student is not scheduled to receive in-person instruction. Teachers will utilize Google Classroom to support students on days they receive remote instruction. Therapists will utilize Zoom/Facetime to provide remote services on days they receive remote instruction.



## **REMOTE INSTRUCTION – (Buildings/classroom(s)closed)**

***This level will occur if the closing of the entire school building or individual/multiple classes becomes necessary due to a case of COVID19. This determination will be made by NYSED, DOH, OCFS, and/or CDD mandate, HLVS will NOT make this determination.***

- All students will receive instruction remotely using Google Classroom
- Teachers provide live, synchronous instruction combined with additional asynchronous assignments (i.e. pre-recorded lessons, worksheets, assignments, activities, etc.).
- Live synchronous instruction will be delivered in large groups, small groups and/or in individual settings, based upon the individualized needs of the students.
- Therapeutic Services (Speech, OT, PT, Counseling, Parent Counseling) will be provided via Zoom/Facetime, in accordance with IEP mandates.

### **Meetings:**

- Staff and Department meetings will be held remotely using Zoom.
- Parent/Teacher conferences will be held remotely through phone calls, but may utilize zoom if desired.
- CSE and CPSE meetings will be held remotely using Zoom.

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**POLICY: Physical Education Program- Alternative Adaptive**

**PROCEDURE:**

As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, The Hagedorn Little Village School (HLVS) has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

**Gym/ Soft gym/ extra gym space:**

- The gym will now be used as an additional area for OT/PT services.
- The soft gym area will be utilized to store additional classroom supplies (i.e. dollhouses, sensory tables, etc.) and therapist's additional storage bins.
- The extra gym area will store adaptive equipment (i.e. standers, walkers, etc.) that are used by students on a daily basis. Classroom staff will pick up and return equipment there, after it has been sanitized. Additional items for OT/PT will be stored in this area as well.

**Shift of focus of Adaptive PE Program during COVID-19:**

- Classes may not be combined; a stable group of children must be maintained.
- Focus on activities with little or no physical contact and little or no shared equipment.
- During Adaptive PE classes, all staff working with children will maintain a safe distance (at least six feet) from each other unless safety (behavioral concerns, elopement, etc.) or core function of the activity (i.e. PE instruction/modeling) requires a shorter distance.
- When Adaptive PE is held indoors, the focus of the program will be on exercise, strengthening, moving/dancing to music, limiting the amount of equipment utilized.
- When Adaptive PE is held outdoors on the Great Lawn, the focus of the program will be skill building for sports that require a limited amount of equipment and/or close physical contact.
- All equipment that has been utilized during Adaptive PE will be sanitized in accordance with HLVS COVID-19 policies, before it is utilized for the next group of students.

**Location of classes:**

- All Adaptive PE Preschool classes will be held in their classroom or on the Great Lawn (weather permitting).

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**COVID-19: Policy and Procedures**  
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**POLICY: Playground Procedures during COVID 19**

**PROCEDURE:**

As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, The Hagedorn Little Village School (HLVS) has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

- Playground times and designated areas will be assigned to each class.
- All frequently touched surfaces on the playground (e.g. handles, handrails, toys, tables, etc.) must be cleaned and disinfected, following manufacturer's instructions for use of products, periodically throughout the day.
- Appropriate hand hygiene will be followed by all staff and children, upon entering and leaving the playground area.
- Children and staff will remain with their class, in their designated area, to maintain static groups and minimize interactions.
- All staff working with children on the playground will maintain a safe distance (at least six feet) from each other unless safety (behavioral concerns, elopement, etc.) or core function of the activity (i.e. instruction) requires a shorter distance.
- Designated areas will include:
  - Blue and white playground
  - Yellow and red playground
  - Track area
  - Tables and benches
- One class will be assigned to each area per session. Half day classes will not be scheduled for playground on a consistent basis. They may use the playground, on an intermittent basis, if scheduling permits.
- The Great Lawn area will be reserved for gym classes.

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**POLICY: Observing Signs of Illness in STAFF**

**PROCEDURE:**

As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, The Hagedorn Little Village School (HLVS) has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

The current protocol is for staff to call front desk with absences. We track staff absences or when a staff member leaves due to illness. We are only notified if they are diagnosed with a reportable communicable disease, which is then reported via email to the Seaford District School Nurse.

HLVS is committed to providing a safe and healthy environment for staff and children. Staff may not come to, or remain at school with any of the following symptoms. As of 7/13/2020 the following are listed as the most common symptoms of Covid-19:

- Fever or chills (temperature of 100.4 or greater)
- Cough
- Shortness of Breath
- Fatigue
- Muscle/Body Aches (new or worsening)
- Headache
- Loss of Taste or Smell
- Sore Throat (new or worsening)
- Congestion or Runny Nose
- Nausea or Vomiting or Diarrhea: at Nurses' discretion, employee may be sent home

In order to minimize potential exposure of illness to others, staff will only be seen by the Nurse in an emergent situation and placed in an isolated area where social distancing will be enforced.

Staff Can Return to Work When:

- Fever Free for **24 hours** without the use of fever reducing medications such as Tylenol or Motrin.
- Diarrhea or Vomiting: 24 hours after last episode.

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**POLICY: Observing Signs of Illness in STUDENTS**

**PROCEDURE:**

As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, The Hagedorn Little Village School (HLVS) has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

HLVS is committed to providing a safe and healthy environment for staff and children. If a child becomes ill, the classroom teacher will call the nurse, and, if directed, teacher assistant or aide will accompany the child to the Nursing Office. If a child is in therapy, the therapist must call the nurse and the nurse who will direct them on either bringing to office or back to classroom.

If the child becomes ill during the school day, the nurse will determine whether the child is too sick to benefit from school or is contagious to other children and staff. Based upon her assessment, the nurse may call the parent to pick up the child.

Children cannot come to or remain at school with the following signs and symptoms of Covid-19. As of 7/13/2020 the following are listed as the most common symptoms of Covid-19:

- Fever or chills (If a child has a temperature of 100.4 or greater, they will be sent home)
- Cough
- Shortness of Breath
- Fatigue
- Muscle/Body Aches (new or worsening)
- Headache
- Loss of Taste or Smell
- Sore Throat (new or worsening)
- Congestion or Runny Nose
- Nausea or Vomiting or Diarrhea: at Nurses' discretion, child may be sent home exclusive of fever.

If a student experiences any of the above symptoms while in school, the Nurse will assess and determine if the child may remain in school or be sent home.

Based upon Nurses' assessment, child may need to be separated and safely monitored by Nurse/and or TA. Child will remain in separated area until parent/ emergency contact arrives to pick up child.

**Children must be picked up ASAP.**

If a parent cannot be reached, HLVS will call the emergency contact person(s) to pick up your child.

Under no circumstances will a child with a fever of 100.4 or greater be transported home on a school bus.

Children can return to school when:

- Fever free for **24 hours** without the use of fever reducing medications such as Tylenol or Motrin.
- Diarrhea and or Vomiting: 24 hours after last episode.

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**POLICY: Suspected Positive case of COVID-19 Procedures**

**PROCEDURE:**

As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, The Hagedorn Little Village School (HLVS) has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

School staff must immediately report any illness of students or staff to the school nurse. Then follow nurses' instructions.

If there are several students waiting to see the school nurse, arrangements will be made to have students wait at least 6 feet apart. School nurses and other school health professionals assessing or providing care to ill students will follow all precautions which includes the use of appropriate PPE. Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE.

Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet

According to CDC and NYSDOH recommendations HLVS will:

- Close off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Open outside doors/windows to increase air circulation in the area.
- Wait at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
  - Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.



**THE HAGEDORN LITTLE VILLAGE SCHOOL**  
*Jack Joel Center for Special Children*

**COVID-19: Policy and Procedures**  
**Effective Date: September 2020**

**POLICY: Therapy Guidelines**

**PROCEDURE:**

As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, The Hagedorn Little Village School (HLVS) has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

**All Therapies:**

Therapists will wear masks in the hallways and throughout therapy sessions. Therapists may use alternate PPE (i.e., masks that are transparent around the mouth), for therapies or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) that benefit from being able to see more of the employee's face.

Guidelines require that all staff and students maintain a safe distance (at least six feet) from each other in the hallways and therapy areas, unless safety or core function of the activity (e.g., instruction) requires a shorter distance. Due to safety concerns (i.e. possible elopement) this will not be possible when transporting children to and from therapy. Therapists may hold a child's hand while walking in the hallway; therapists must wash their hands after working with each student, however gloves may be worn during these times. Due to the core function of most therapeutic interventions, (e.g., instruction, necessary "hands on" physical handling, etc.) maintaining a six-foot distance may not be possible during therapy sessions; therapists must wash their hands before working with each student, gloves may be worn during these times.

Therapists will maintain the current HLVS policy of picking children up in their classroom or being brought to therapy by 1:1 aides. (This may be amended if we are on a hybrid model. TA's may be able to assist with transporting children to therapy.) Staff members will wear gloves when moving a child's name on the therapy chart.

Therapists will utilize current log documentation to keep accurate records of students seen each day. This information is required and may be used to assist with contact tracing efforts undertaken by the State and local health departments.

Each student will have a bin of personal materials (i.e. crayons, markers, scissors, play dough, etc.) in their classroom. These materials may be brought to therapy.

Sharing materials will be avoided as much as possible. If there is a need to share any instructional materials, they will be sanitized between children. They must be cleaned and disinfected, following manufacturer's instructions for use of products, after use of these shared materials. Materials in need of sanitizing will be placed in buckets in therapy rooms and designated areas in the OT/PT Centers, and will remain there until such time they can be sanitized in accordance with HLVS COVID-19 policy. Therapists will be responsible for sanitizing their own toys/equipment.

If a student uses a dedicated or shared ACC device during therapy (provided by the district, parent, or HLVS) it will be sanitized at the end of the session, prior to returning to class, using disinfectant wipes/cleaners.

Tabletops will be sanitized at the end of each session, before the next student enters the therapy area.

### **OT/PT Therapy Areas:**

OT/PT Therapy Centers will be redesigned to increase ability to social distance.

- Swings made of cloth and/ or carpet will not be utilized.
- Mats and other large equipment (therapy balls, scooters, etc.) must be sanitized at the end of each session, before the equipment is used for the next student.
- The hallways will no longer be utilized for therapy.
- The gym will be utilized for OT/ PT sessions. Additional tables, chairs, dividers, and materials will be brought in to set up additional work areas.
- Bicycles currently stored in the hallway will be stored in the extra gated area in the gym.
- Therapists will be required to maintain a six-foot distance and wear masks while in common writing areas. Therapists must have access to their locked cubbies (containing confidential information on children, log notes, personal items, etc.) during the day.
- Therapists will work collaboratively to develop a schedule to minimize the number of people in the writing areas at any given time, which will include:
- Therapists will utilize the alternative therapy areas set up in the gym
- Therapists will have flexibility in their schedules to reduce the number of therapists entering, exiting, and remaining in the building at the same time (i.e. staggered hours, prep time at home, etc.)

### **Gym/ Soft gym/ extra gym space:**

- The gym will now be used as an additional area for OT/PT services.
- The soft gym area will be utilized to store additional classroom supplies (i.e. dollhouses, sensory tables, etc.) and therapist's additional storage bins.
- The extra gym area will store adaptive equipment (i.e. standers, walkers, etc.) that are used by students on a daily basis. Classroom staff will pick up and return equipment there, after it has been sanitized. Additional OT/PT equipment will be stored here as well.

**THE HAGEDORN LITTLE VILLAGE SCHOOL**  
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**COVID-19: Policy and Procedures**  
**Effective Date: September 2020**

**POLICY:** Visitors, Guests, Contactors and Vendors Protocol.

**PROCEDURE:**

All visitors, guests, contractors and vendors will report to the front desk. Each will have their temperature to have HLVS's health screening which includes having their temperature taken. They will also be required to answer the screening questions and provide their contact information as per CDC guidelines.