

# The Hagedorn Little Village School

*Jack Joel Center for Special Children*

## School Re-Opening Plan

Original Re-opening Plan Submitted: 7/31/2020 (DOH); 8/7/2020 (DOE)

Revised for 2021-2022 School year

This plan and all updates will be posted on the school website, [www.littlevillage.org](http://www.littlevillage.org).

**Agency Name:** The Hagedorn Little Village School, Jack Joel Center for Special Children

**BEDS Code:** 280518998058

**Administrative Address:** 750 Hicksville Road, Seaford NY 11783

**Program Site Address:** 750 Hicksville Road, Seaford NY 11783

### **Program(s) provided at this site:**

- 4410 (Pre-school Special Education)
- Special Class
- Special Class in an Integrated Setting
- Multi-Disciplinary Evaluations (HLVS CPSE Department Policy and Procedures)
- 853 (School Age Special Education)
- OTHER: Related Services (home and center-based)

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**Website where this plan and any plan updates will be posted:** [www.littlevillage.org](http://www.littlevillage.org)

### **Introduction:**

At The Hagedorn Little Village School, Jack Joel Center for Special Children (HLVS) our primary commitment is to the students and families we serve. Our priority is maintaining the health and safety of all involved. When the 2021-2022 school year begins, HLVS will look much different than pre-COVID-19 years, as health and safety measures continue to evolve.

The areas outlined in this plan represent the myriad of considerations HLVS has addressed to reopen schools safely and to sustain safe operation. The health and safety of our students, our staff, and their families is our top priority. We have developed a plan that intends to ensure that students and employees feel comfortable and safe returning to school. Our reopening plan incorporates recommendations and guidance from the Centers for Disease Control and Prevention (CDC), the New York State Department of Health (NYSDOH) and the New York State Education Department (NYSED).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of decision making during the 2021-2022 school year.

Patricia Wells-Dahl, RN will serve as the school's COVID-19 Coordinator. She will serve as a central contact for the, families, board members, staff and other school community members and will ensure the school is in compliance and following the best practices per state and federal guidelines.

Of course, as with every plan being developed throughout New York State, this document is fluid and will change as necessary based on guidance from the state, CDC, and NYSED and in consideration of our families and our staff. We strongly believe the services described throughout this plan are in the best interests of our students, families, staff, and community.

### **Guiding Principles**

The development of this plan was guided by and grounded in the following guiding principles:

- 1) Safeguarding the health and safety of students and staff;
- 2) Providing the opportunity for all students to access education in the 2021-2022 school year;
- 3) Monitoring schools, students, and staff. When necessary, modifying schedules to appropriately contain COVID-19 spread;
- 4) Emphasizing equity, access, and support to the students and communities that are emerging from this historic disruption;
- 5) Fostering strong two-way communication with partners, such as families, educators, and staff;
- 6) Factoring into decision making the challenges to the physical safety, social emotional well-being, and the mental health needs of our students caused by school closure.

## **COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT**

HLVS will provide regular and frequent communication between schools, families, staff, board members and school districts via Connect-ed communications. HLVS utilizes an electronic communication system which allows school administrators to quickly and effectively communicate with staff and the families of our students for events such as weather related or emergency school closings. The system will also be used to provide periodic updates regarding these events and to provide both staff and families with other important HLVS COVID-19 information.

The reopening plan will be posted on the HLVS website ([www.littlevillage.org](http://www.littlevillage.org)). A hard copy is available at the school to access, as well. Information regarding health and safety issues will be posted throughout the school for staff, students, and visitors. Training will be provided how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

HLVS has scheduled the following meetings for parents and staff regarding sharing the information found in the school plan.

Parent Meetings via ZOOM:

- Tuesday, August 31 @ 7:00 pm
- Thursday, September 2 @ 12:00 pm

Staff Meetings via ZOOM:

- Wednesday, August 3 @ 8:05 am
- Wednesday, August 3 @ 8:25 am
- Wednesday, September 1 @ 9:00 am

### **Training for Screeners**

HLVS will identify individuals familiar with CDC, OSHA protocols, and DOH guidelines who will be a trained screener for visitors. Screeners will wear appropriate employer-provided PPE. If social distancing or barrier/partition controls cannot be implemented during screening, PPE should be used when within six (6) feet of a person.

### **Training topics for all staff**

- Proper hand washing: proper hand hygiene. Promote frequent and thorough hand washing by providing employees, the school community, and visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% ethanol or 70% isopropyl alcohol. Provide training on proper handwashing and hand sanitizer use:
- Proper cough and sneeze etiquette
- Social Distancing: Provide training for faculty/staff on how to address close contact interactions with students as part of every day job tasks;
  - Entrance into the building
  - Cleaning procedures
  - Sick child pick up
  - Staff who are sick or suspected to be sick
- Proper cleaning techniques: Cleaning and disinfecting
- Personal Protective Equipment – PPE
  - Proper type, use, and size
  - Cleaning and sanitizing of the face covering (if applicable)
  - Provide training for staff and students on wearing, putting on, removing and discarding PPE.
- List of resources:
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
  - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
  - [https://www.governor.ny.gov/sites/default/files/atoms/files/Pre-K to Grade 12 Schools MasterGuidance.pdf](https://www.governor.ny.gov/sites/default/files/atoms/files/Pre-K%20to%20Grade%2012%20Schools%20MasterGuidance.pdf)

- <http://www.nysed.gov/common/nysed/files/programs/back-school/nysed-health-and-safety-guide-for-the-2021-2022-school-year.pdf>

### **Signs and Messages:**

Signs will be posted in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face cover).

### **Health and Safety:**

To ensure employees and students comply with communication requirements, HLVS will:

- Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning/disinfecting protocols.
- Establish a communication plan for employees, essential visitors, and parents/guardians with a consistent means to provide updated information. This will be accomplished through:
  - Website
  - Email
  - Social media
  - Print copy mailings
  - Voice and/or video messaging
- Maintain a continuous log of workers and essential visitors who enter the school.
- If a student, staff member, or essential visitor tests positive for COVID-19, the school must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of all potential contacts, who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

### **Screenings:**

In accordance with guidance received from NYSED on August 12, 2021:

*“The CDC no longer recommends temperature screenings or screening questionnaires at school. However, schools should be proactive that children experiencing COVID-19 symptoms should be tested for COVID-19 and stay home (see the Staying Home When Sick and Getting Tested section below). Families should be reminded and encouraged to be mindful of indications their children may exhibit symptoms of COVID-19 and to seek testing when such symptoms are present. The CDC maintains a list of COVID-19 symptoms on its website.”*

HLVS will continue to maintain a one-time attestation on file, for both staff and students. Daily attestations for staff and students will no longer be required at this time.

**Staff:**

- Staff will complete a one-time affidavit attesting to the fact that upon daily electronic punching, they are confirming the following:
  - They are currently not experiencing, or recently experienced (in the last 48 hours), any new or worsening COVID-19 symptoms.
  - They have not had close contact (being within six feet for the least 10 minutes over a 24-hour period) or proximate contact (as determined by health authorities) in the past 10 days with any person confirmed by diagnosis test, or suspected based on symptom to have COVID-19.
  - They have not tested positive through a diagnostic test for COVID-19 in the past 10 days.

**Students:**

Parents/guardians will complete a one-time affidavit attesting to the fact that they will monitor their child for all COVID like symptoms and will not send their child to school if their child is:

- Currently experiencing, or recently experienced (in the last 48 hours), any new or worsening COVID-19 symptoms.
- Have had close contact (being within six feet for the least 10 minutes over a 24-hour period) or proximate contact (as determined by health authorities) in the past 10 days with any person confirmed by diagnosis test, or suspected based on symptom to have COVID-19.
- Have tested positive through a diagnostic test for COVID-19 in the past 10 days.

**Essential Visitors/Contractors/Vendors:**

All essential visitors, contractors and vendors will report to the front desk. Each person will be required to complete the HLVS health screening (answer the screening questions, have their temperature taken, and provide their contact.)

**Social Distancing:**

Due to the nature of our student's needs (i.e. behavioral concerns, elopement, physical handling, safety, etc.) or core function of the activity (i.e. instruction), staff members are required to be in close proximity to many of our students. All staff working with children will maintain the safest distance possible when interacting with students.

The CDC and the American Academy of Pediatrics currently recommend universal indoor masking for all teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status and community transmission levels.

Additionally, Governor Hochul, issued a mask-mandate on August 24, 2021, for all staff and students in schools.

In accordance with these mandates and guidelines, all HLVS staff, vendors and essential visitors are required to wear face coverings while in the building, and outdoors during the student's arrival and dismissal procedures. Staff are permitted to remove face coverings while out on the playground. The wearing of face coverings will be modeled, taught and strongly

encouraged for our students. Face coverings for students are not mandatory, however, as some of our students may have difficulty tolerating a face covering, or may have a medical or developmental issue that would prohibit them from wearing a face covering.

Signs will be posted throughout school reminding everyone about social distancing in the hallways, stairwells, and elevators. All staff walking with children in the hallway will keep to the right of the hallway and 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. Hallways will be cleared of excess equipment to allow for social distancing. Instructional activities and therapies will be limited in the hallways.

HLVS will limit the use of elevators by encouraging the use of stairs, when possible. When elevators are utilized, the density in elevators will be limited. Staff and children waiting for an elevator will maintain a safe distance (at least six feet) from each other unless safety (behavioral concerns, elopement, etc.) requires a shorter distance.

All staff and children on stairways will keep to the right of the staircase while ascending and descending stairs. They will maintain a safe distance from each other unless safety (behavioral concerns, elopement, etc.) or core function of the activity (i.e. instruction) requires a shorter distance.

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.

In-person gatherings will be limited as much as possible and HLVS will use tele- or video-conferencing whenever possible. Essential in-person gatherings, such as meetings, will be held in open, well-ventilated spaces with appropriate social distancing among participants.

Designated areas for pick-ups and deliveries will be established, limiting contact with HLVS staff and students to the greatest extent possible.

Staff meetings will be held via Zoom, followed by e-mail with all the information presented, for any staff unable to attend. The staff cafeteria has been redesigned with less seating to encourage social distancing. Barriers have been placed on all table to minimize exposure. Staff are advised to have their lunch and breaks in their private offices, in their vehicles or outside at the picnic tables throughout the school grounds.

**Personal Protective Equipment (PPE):**

All staff, visitors and vendors must maintain protocols and procedures to ensure appropriate personal protective equipment (PPE) is used to protect against the transmission of the COVID-19 virus when on school grounds.

Staff is encouraged to bring in at least 2 facial coverings from home each day. Acceptable face coverings include but are not limited to cloth-based face coverings and surgical masks that cover both the mouth and nose. Neck gaiters, bandanas and masks with holes or valves are not permitted to be worn. In the event someone does not have an adequate face covering, HLVS will provide one. HLVS will provide training on cleaning and usage of PPE equipment.

## Health and Hygiene

Hand washing: Students and staff must practice good hand hygiene to help reduce the spread of COVID-19.

- Hand hygiene includes:
  - Signage encouraging hand washing and correct techniques;
  - Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method. This can be accomplished by singing or humming the happy birthday song twice;
  - Adequate facilities and supplies for hand washing including soap and water;
  - Use of paper towels or touch-free paper towel dispensers where feasible
  - Use of no-touch/foot pedal trash can where feasible;
  - Extra time in the schedule to encourage frequent hand washing.
- Students and staff should wash hands as follows:
  - Upon entering the building and classrooms;
  - After sharing objects or surfaces;
  - Before and after snacks and lunch;
  - After using the bathroom;
  - After helping a student with toileting;
  - After sneezing, wiping, or blowing nose or coughing into hands;
  - Anytime hands are visibly soiled;
  - When handwashing is not available use a hand sanitizer;
- Hand Sanitizer - At times when hand washing is not available, students and staff may use a hand sanitizer. In order for the sanitizer to be effective it must contain a minimum of 60% ethanol or 70% isopropyl alcohol. It should be noted the sanitizers are flammable and students must be monitored and supervised when using these. Using hand sanitizers should include:
  - Signage should be placed near sanitizer dispensers indicating soiled hands should be washed with soap and water;
  - Placement of sanitizer dispensers should be located near entrances and throughout common areas.

### Recognizing Signs of Illness in Students:

HLVS is committed to providing a safe and healthy environment for children. If a child becomes ill, the classroom teacher will call the nurse, and, if directed, a 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 will direct them to either bring the child to the Nurse's Office or back to the 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 the 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 7/23/2020 the following are listed as the most common symptoms of Covid-19:

- Temperature 100.4 degrees Fahrenheit or higher

- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/ asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- Loss of Taste or Smell
- Sore Throat (new or worsening)

Based upon Nurses' assessment, the child may need to be isolated and safely monitored by a Nurse/and or a Teacher Aide or Assistant. The child will remain in a separate area until parent/guardian/emergency contact arrives to pick up the child. The staff member remaining with the child will be supplied with appropriate PPE.

**Children must be picked up ASAP.**

If a parent cannot be reached, HLVS will call the emergency contact person(s) to pick up the child. Under no circumstances will a child with a fever of 100.4 or greater be transported home on a school bus.

**Recognizing Signs of Illness in Staff:**

All staff are required to call the front desk with absences. HLVS tracks all staff absences or when a staff member leaves due to illness. Staff must report all medical concerns to the nurses. All medical information remains confidential between the staff member and the nursing department. HLVS notifies the Seaford District School Nurse, via email, if a staff member is diagnosed with a reportable communicable disease.

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:

- Temperature 100.4 degrees Fahrenheit or higher
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/ asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- Loss of Taste or Smell
- Sore Throat (new or worsening)

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

**Return-to-School Policies for Children and Staff:**

- Children/staff members should be referred for evaluation by their healthcare provider and possible testing. Children/staff who have received a negative test result will be allowed to return to school once their symptoms have otherwise improved in accordance with existing school illness management policies.



For children/staff diagnosed with COVID-19 OR exposed to COVID-19:

- The child/staff member must be kept home, isolated from others (quarantine for 10 days), their health monitored, and follow directions from their state or local health department.
- Families of children/staff should be advised that the local health department may contact the family for contact tracing.
- Once a child/staff member is symptom free, (e.g., symptom-free for 24 hours without fever reducing medications) a negative test result is not needed to be allowed to return to school, in accordance with current CDC recommendations, and guidelines.
- In accordance with current CDC guidelines, a fully vaccinated staff member that has been exposed to COVID-19, does not need to quarantine.

### **Cleaning and Disinfecting**

The HLVS facilities will be disinfected several times a day in accordance with CDC guidelines utilizing EPA approved disinfectant products. Cleaning and disinfection procedures for HLVS were developed in accordance with CDC and DOH guidance.

- Cleaning Schedules: for Common areas/high frequency areas, classrooms, bathrooms, offices, therapy rooms.
- Redeployment of Staff to aid in the cleaning and disinfecting

### **How to clean and disinfect**

- Clean:
  - Wear disposable gloves to clean and disinfect.
  - Clean surfaces using soap and water, then use disinfectant.
  - Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
  - Practice routine cleaning of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on level of use.
  - Surfaces and objects in public places, such as carts and keypads should be cleaned and disinfected before each use.
  - High touch surfaces include:
    - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Disinfect:
  - Recommend use of EPA-registered household disinfectant external icon.
    - Follow the instructions on the label to ensure safe and effective use of the product.
  - Many products recommend:
    - Keeping surface wet for a period of time (see product label).
    - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- Cleaning and disinfecting outdoor areas:
  - Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.
  - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
  - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
  - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
  - Sidewalks and roads should not be disinfected.
  - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

<https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>  
[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

### **Facilities**

HLVS has upgraded the HVAC filters utilized in the school. The MERV 13 filters that are being utilized are being recommended for buildings during this COVID pandemic.

### **Emergency Response & Drills**

The 2021-2022 school year may include hybrid models of the traditional school day. Emergency response drills, including fire drills and lockdown drills, may be spread across the different student populations dependent on the day each population is present the day the drills are scheduled. All Emergency Drills are conducted following the guidelines set by DOH, OCFS and NYS Department of Education. Social distancing will be practiced for all drills to the greatest extent possible.

### **Nutrition**

HLVS does not provide food service as part of the school program.

### **Transportation**

Transportation of the students is not provided by HLVS. The students are provided bus services through individual school districts or through Nassau County and Suffolk County DOH and the New York City DOE. Parents have the option to drive/pick up their child and not utilize bus transportation.

### **Social-Emotional Well-Being**

HLVS understands that over the course of the past months students and staff may have experienced an extremely stressful, and for many, traumatic experience while isolated from school, friends, and community. Students known to be vulnerable, as well as those not previously on the school radar, may return to instruction anxious, fearful, withdrawn, grieving, and/or unprepared to self-manage new or exacerbated negative behaviors.

Throughout the COVID-19 school closure, HLVS continued to offer social-emotional support which provided outreach to students and families.

The Hagedorn Little Village School:

- has a psychological services department with support staff available to provide counseling and/or emotional support to students, families, and staff members
- provides resources and referrals to address mental health, behavioral, and emotional support services and programs. Families are encouraged to reach out to our psychologists for support. Additionally, resources will be made available on our website ([www.littlevillage.org](http://www.littlevillage.org))
- continues to address professional development opportunities for faculty and staff on mental health topics, and will particularly 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.

HLVS will continue to deliver programs (in remote models, as well), provide support and teach students coping and resilience skills. HLVS will continue to support faculty and staff who might need mental health assistance including developing coping and resilience skills.

As the 2021-2022 school year begins, the mental health professionals and all staff members will be mindful of the continued need for social-emotional support. Our goal is to create a welcoming and caring school community that ensures its members are met with compassion and the support they need to achieve and thrive. We believe that academic learning cannot be effective until the basic human needs for physical and emotional safety are met.

### **School Schedules**

To adhere to state and local health and safety guidelines and ensure social distancing practices, HLVS will establish schedules that stagger or alternate classroom staff, office staff and student returning to the school setting.

- Staff Arrival/dismissal:
  - Multiple entrances will be identified for staff arrival along with signs to ensure social distancing.
  - Arrival and departure times of staff will be staggered.
- 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.
  - Dismissal may begin up to 15 minutes earlier than usual.

Arrival by Bus (Children):

- Buses will discharge children in front of the school.

Arrival by Car (Children):

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

### **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 and Zoom meeting.
- At dismissal, students with a temperature of 100.4 or higher will not be permitted on the school bus.

### **Budget and Fiscal**

HLVS will continue to meet existing state aid reporting requirements. The 2021-2022 Financial Yearly Budget will include expenses due to the mandated and recommended guidelines due to the COVID-19 pandemic. Additionally, the content of data submissions, such as attendance data, will remain consistent with past practice, except where modified by law, regulation or executive order.

### **Attendance and Chronic Absenteeism**

HLVS policy states that daily attendance will be taken in all instructional models (in-person setting, a full remote setting or hybrid setting.) Attendance data must be reported in the student information reporting system or SIRS.

### **Technology and Connectivity**

HLVS has upgraded the Wi-Fi network infrastructure and increased the internet bandwidth within the school building. HLVS has purchased upgraded laptops for teacher and therapist use in virtual meetings and remote teaching.

HLVS will work with each family, and their home district or Department of Health, in order to ensure that students have adequate access to required technology and services to fully participate in all facets of our remote-learning plan.

### **Teaching and Learning:**

#### **Instructional Models during COVID-19**

This plan utilizes different scenarios depending upon the current situation related to COVID-19 as per NYSED, DOH, and CDC guidance:

#### **Instructional Plan for full in-person, hybrid, or full remote 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.
- Classes will be assigned times for the playground, but only one class will be permitted in a designated area at a time (co-mingling with other classes is not permitted).
- Therapists will not enter the classrooms. With the assistance of the TA's , therapists will pick up and return all children to the door of the classroom.
- In accordance with current mandates and guidelines, all HLVS staff members are required to wear face coverings while in the building, and outdoors during the student's arrival and dismissal procedures. Staff are permitted to remove face coverings while out on the playground. The wearing of face coverings will be modeled, taught and strongly encouraged for our students. Face coverings for students are not mandatory, however, as some of our students may have difficulty tolerating a face covering, or may have a medical or developmental issue that would prohibit them from wearing a face covering.
- Social distancing signs will be posted in hallways, offices and classrooms.

#### **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.
- Site visits, CSE and CPSE meetings may be held remotely using Zoom, or any other secure virtual meeting platform.

#### **Visitors:**

In order to protect the health of the students and staff, and to maintain contact tracing, only essential visitors may enter the building.

- Visitors 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 – Alternate Days of Instruction**

**This model will ONLY be adopted if a significant increase in COVID-19 cases warrants such a change.**

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.

#### **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.

### **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.**

All students will receive instruction remotely using Google Classroom and Zoom.

- 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.
- Site visits, CSE and CPSE meetings may be held remotely using Zoom, or any other meeting platform.

**Staffing and Human Resources**

HLVS Human Resource Department will continue to:

- ensure all teachers, school leaders and pupil personnel service professionals hold a valid and appropriate certificate for their assignment
- employ substitute teachers to address staffing needs
- accept students from educator preparation programs to aid in support classroom instruction

**The Hagedorn Little Village School**  
*Jack Joel Center for Special Children*

**HLVS Related Service Protocols and Procedures**

Prior to the start of Services:

- Parents will be given a Parent Related Service Manual with an additional addendum (Nassau County DOH form) to address COVID-19 protocol. All procedures will be detailed and parent will sign an acknowledgement form.
- Parent will read/sign and submit the NCDOH/SCDOH Resumption of Face to Face Services.
- Prior to the start of Each Face to Face Session:
  - Following NCDOH/SCDOH, parent and provider will be required to complete the Daily Health Screening (see attachment #4) protocol prior to the start of the services. If parent or provider answers YES to any of Daily Health Screening Questions, form will be evaluated based on current guidelines and teletherapy may be offered.

**Face to Face Session Protocols:**

All services will be offered in-person upon acceptance of the referral. If parent declines in-person services, teletherapy will be offered.

Related Service will be limited to 5 scheduled services per 1/2 hour at each entrance to the building (two entrances; main door and Related Service door); thus allowing for ample parking and social distancing in the waiting room.

- All therapists/parents/guardians are required to wear a face covering at all times and children are encouraged to wear a face covering, when possible.
- Only one parent/guardian per child will be permitted in the building. No siblings.
- Upon first face to face session, parent will supply therapist with a sealed gallon bag with child's name on it. Materials in bag labeled with child's name will include: sealed box of crayons, sealed box of markers, child safe scissors, two sealed glue sticks, one sealed package of colored paper.

**OT/PT and Speech Suites:**

- Parent will receive a text from provider that they can enter the building for their appointment.
- Parent/guardian will wait in marked seats in the waiting area. Seats will be measured to provide a 6-foot social distancing space.
- Therapists will meet parent and child in waiting area, collect the Daily Health Screening and take child to the gym or suite.
- Parent can choose to remain in waiting area or in their car for the duration of therapy.
- **OT/PT:**
  - Therapists will be assigned a section of the gym to work within. Area will be stocked with the equipment/materials for each therapist.
  - Therapist is required to wipe down/sanitize all equipment/materials after use.



- Therapist/child should maintain a 6-foot distancing from other therapists/children. When possible, therapist and child should maintain appropriate distancing.
- Therapist/child will stay in designated area for the entirety of the session. A few minutes of the child's session time can be utilized for cleaning/disinfecting.
- If any material/toy cannot be cleaned/sanitized properly before next session, it will be placed in the "dirty bin" and cleaned at the end of the day.
- **Speech:**
  - Therapist will have a designated plastic labeled material bag for each child. (crayons, markers, scissors, glue, etc.) Session materials will be limited to; materials that can be easily disinfected after use.
  - Prior to the end of each session, all materials will be wiped down, dried and placed back in the sealed, labeled bag. A few minutes of the child's session time can be utilized for cleaning/disinfecting.
  - If any material/toy cannot be cleaned/sanitized properly before the next session, it will be placed in the "dirty bin" and cleaned at the end of the day.
- Upon completion of session, therapist will sanitize hands and return to waiting area, provide a brief overview of session, parent will sign COD and exit the building through the related service doors.
- Provider will text their next client to come in the building.
- Provider will return to room/gym, sanitize the desk, chair, doorknob, any materials that had not been cleaned and prepare the next child's supply bag.
- Provider will sanitize hands and return to related service waiting area to pick up next client.

**HLVS Clinic Closure Due to COVID-19:**

- All services will be offered and provided via teletherapy.

