

# **The Hagedorn Little Village School**

*Jack Joel Center for Special Children*

## **School Re-Opening Plan**

**Submitted: 7/31/2020 (DOH); 8/7/2020 (DOE)**

**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 keeping them safe. When the 2020-2021 school year begins, school will look much different than previous years due to COVID-19 and the health and safety measures that continue to evolve. This School Reopening Plan will define clear guidance for the reopening of our school and aligns with the regulations developed in collaboration with NYSDOH and the NYS Education Department.

The areas outlined in this plan represent the myriad considerations HLVS will address to reopen schools safely and to sustain safe operation. It is important to, the health and safety of our students, our staff, and their families is our top priority. We have developed a plan that intends to insure 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 as we move to open our schools.

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 2020-2021 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 information.

The reopening plan will be posted on the HLVS website ([www.littlevillage.org](http://www.littlevillage.org)) as well as a hard copy available at the school to access. 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.

As per the reopening plan requirements, HLVS has scheduled the following meetings for parents and staff regarding sharing the information found in the school plan.

**Parent Meetings via ZOOM:**

- Wednesday, August 12, 2020
- Thursday, August 13, 2020 (2 meetings)
  - Thursday, 8/27@ 9:00 am
  - Wednesday September 2 at 7:00 pm.

**Teacher Meetings via ZOOM:**

- Monday, August 10, 2020 at 8:30 am and 3:00 pm
- Additional Meeting: Date/time TBD

**Therapists/ Admin Staff via ZOOM:**

- Thursday, August 13, 2020
- Friday, August 14

**Teacher Assistants via Zoom:**

- Wednesday August 12, 2020
- Thursday August 13, 2020
- Additional Meeting: Day/time TBD

**Training for Screeners**

HLVS will identify individuals familiar with CDC, OSHA protocols, and DOH guidelines in each building who will be a trained screener. 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/reopen-guidance.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)
  - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
  - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

### **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 has:

- 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, 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 every person, including staff, workers, and visitors, who enter the school.
- If a worker or staff member tests positive for COVID-19, the school must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations

### **Screenings:**

#### **Staff:**

- 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 screening form every day and present it upon arrival in the building every day. If a staff member arrives without a screening form, he or she will be given a new screening form to complete. If they did not take their temperature before they left for work, they need to have their temperature taken. A staff member monitoring the entrance will have thermometers available and ask the screening questions, if a home screening was not done.

#### **Students:**

- 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.

As per NYS Department of Health guidelines, Department of Education and the CDC, parents/guardians will complete an affidavit attesting to the fact that they will take their child's temperature every morning and answer the 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.

Families will be provided with a "Daily Home Screening" form and a plastic sleeve to attach on their child's backpack. Parents will complete the daily home screening form each day and place it in the plastic sleeve. It will be collected by the teacher when the child arrives at school.

#### **Arrival by Bus:**

- Buses will discharge children in front of the school.
- If a child arrives without an update "Daily Home Screening" form, the nurse will be notified and parents will be called.

#### **Arrival by Car:**

- Students whose parents/guardians/caregivers drive them to school will be dropped off at the parent drop-off doors.
- If a child arrives without an update "Daily Home Screening" form, the nurse will be notified and parents will be called.

#### **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.

**Visitors/Contractors/Vendors:**

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

**Social distancing:**

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, vendors and visitors are required to wear face coverings. The wearing of face coverings will be modeled, taught and strongly encouraged for our students. However, it will not be mandatory as some of our students have may difficulty tolerating a face covering, or may have another issue related to the nature of the development that would interfere with them 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. The hallways will not be used for instructional activities.

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 we 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 to the extent possible.

Staff meeting will be held via loud speaker, Zoom meetings and via e-mail. The staff cafeteria will be redesigned with less seating to encourage social distancing. Staff are advised to take their lunch and breaks in their private offices in their vehicles or outside at the picnic table throughout the campus.

### **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. All staff, vendors and visitors are required to wear face coverings. Face coverings for children are optional, based upon parent request and the child's ability to tolerate the face covering.

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, 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 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 when taken by mouth
- 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
- Fatigue; Muscle/Body Aches (new or worsening)
- Loss of Taste or Smell
- Sore Throat (new or worsening)
- Congestion or Runny Nose

Based upon Nurses' assessment, the child may need to be isolated 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.

### **Recognizing Signs of Illness in Staff:**

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:

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- 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
- Fatigue; Muscle/Body Aches (new or worsening)
- Loss of Taste or Smell
- Sore Throat (new or worsening)
- Congestion or Runny Nose

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

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

If the parent/caregiver answers YES to any question in Section 1 of the “Daily Home Screening” but NO to any questions in Section 2:

- the child would be excused from school in accordance with existing school illness management policy (e.g., until symptom-free for 24 hours without fever reducing medications).

If the parent or caregiver answers YES to any question in Section 1 and YES to any question in Section 2 of the “Daily Home Screening”:

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

For children diagnosed with COVID-19 OR those who have not been tested but whose parents/guardians answer YES to any question in Section 1 and YES to any question in Section 2 of the “Daily Home Screening”:

- The child must be kept home, isolated from others (quarantine for 14 days), their health monitored, and follow directions from their state or local health department.
- The families should be advised that the local health department may contact the family for contact tracing.
- Once a child is symptom free, a negative test result is not needed to be allowed to return to school in accordance with current CDC recommendations, and guidelines.

#### **Section 1: Symptoms: Please check if each box “yes or no”**

YES	NO	Symptoms
		Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
		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
		Fatigue; Muscle/Body Aches (new or worsening)
		Loss of Taste or Smell
		Sore Throat (new or worsening)
		Congestion or Runny Nose

**Section 2: Close Contact/Potential Exposure: Please check if each box “yes or no”**

YES	NO	Close Contact/Potential Exposure
		Has your child had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
		Has your child or any family member tested positive for COVID-19 through a diagnostic test in the past 14 days

**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
- Daily Logs
- 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 2020-2021 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, and NYS Department of Education. Social distancing will be practiced for all drills.

### **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 do have the option not to transport via a bus and may drive/pick up their child.

At this time there is no guidance from the bus companies on the new procedures for the upcoming school year.

### **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 (even in remote models), 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 schools reopen after this period of closure, 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 will begin 15 minutes earlier than usual.

### **Budget and Fiscal**

HLVS will continue to meet existing state aid reporting requirements. The 2020-2021 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 to attendance will be taken 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 for the upcoming school year. HLVS has purchased upgraded laptop for teacher and therapist use for use in virtual meetings and remote teaching.

Parents and teaching/therapeutic staff will be provided a survey to gain information regarding their access to appropriate technology and internet/WIFI services. HLVS will work with each family, and their home district or Department of Health, in order to ensure that they 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 COVID19 as per NYSED, DOH, and CDC guidance:

#### **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. The wearing of face coverings will be modeled, taught and strongly encouraged for our students. However, it will not be mandatory as some of our students have may difficulty tolerating a face covering, or may have another issue related to the nature of the development that would interfere with them wearing a 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.

- Social distancing and/or masks and/or barriers will be utilized.
- Hand sanitizers are available throughout the building and 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, visitors entering 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 and DOH. 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, 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.

#### **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

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#### **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 (Nassau County DOH form).
- Parents will read/sign and submit the NCDOH/SCDOH Consent for Teletherapy (Nassau County DOH form).
- Prior to the start of Each Face to Face Session:
  - Following NCDOH/SCDOH, parent and provider will be required to complete the Health Screening (see attachment #4) protocol prior and scan/email form to provider by 8:30 AM on the day of session. Parent will be responsible for



monitoring health prior to session and updating therapist with any changes. Provider will print form, document their temperature, answer Health Screening questions and sign/date form. Form will be submitted with each session's billing and become part of the child's permanent record. If parent does NOT email provider form, services will NOT be provided. If parent answers YES to any of Health Screening Questions, session will be cancelled and protocol will be followed. If parent/provider has a fever of 100.4, session will be cancelled and protocol will be followed.

#### **Hybrid Model for Related Services On-Site at HLVS:**

HLVS Related Service program will begin the 2020-2021 school year with a hybrid model and a face to face model.

- Between the hours of 8AM-3PM (during center-based school time)- All frequencies of 2x30 will be provided 1x30 face to face and 1x30 via teletherapy. All frequencies of 3x30 will be provided 2x30 face to face and 1x30 via teletherapy.
- Each therapist will be assigned on-site days and teletherapy days to minimize the number of providers on-site.
- Providers are expected to maintain the scheduled sessions to ensure a fluid transition to face to face when it is deemed appropriate.
- All sessions scheduled between 3PM-6PM will be provided face to face. The center-based program day will be complete and the staff/student number will decrease significantly allowing for the related service program numbers.
- \*\*If a parent declines face to face therapy; services will be delivered via teletherapy.

#### **Face to Face Session Protocols:**

Related Service will be limited to 5 scheduled services per 1/2 hour; 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.
- All parents/guardians and child will have temperature taken prior to entering the building. If a temperature is documented to be 100.4 or more, parent/child is told that the session is cancelled and fever protocol will be followed. (Parent/child with temperature may not return to face to face services until they are fever free for 72 hours. Teletherapy sessions will be offered during this period.)
- 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/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 and take child to the gym or suite.
- 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 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 disposed of or taken home by child (paper/dittos), iPad activities, materials that can be covered with a plastic covering for easy removal after each use or can be easily wiped down with a disinfectant after each 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 clean hands at sanitizing station and return to waiting area, provide a brief overview of session, parent will sign COD with their own pen 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 return to related service waiting area, clean hands at sanitizing station and pick up next client.

#### **HLVS School Closure Due to COVID-19:**

- All services will be offered and provided via teletherapy.

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#### **HLVS CPSE Department Policy and Procedures**

##### **Prior to the start of a CPSE Evaluation:**

- Designated CPSE staff person will contact parents to schedule the evaluations and inform the parent that only one adult can accompany a child to an evaluation and no siblings are allowed into the building.
- Parents will read/sign and submit the NCDOH/SCDOH Consent for Teletherapy when applicable.

##### **Prior to the start of Each Face to Face Evaluation:**

- Following NCDOH/SCDOH regulations, parent and evaluator will be required to complete the Health Screening protocol prior and scan/email form to designated CPSE staff person by 8:30 AM on the day of the evaluation. Parent will be responsible for monitoring health prior to evaluation and updating evaluator with any changes. Provider will print form, document their temperature, answer Health Screening

questions and sign/date form. Form will be submitted and become part of the child's permanent record. **If parent does NOT email provider form, evaluations will NOT be provided. If parent answers YES to any of Health Screening Questions, evaluation will be cancelled and protocol will be followed. If parent/provider has a fever of 100.4, evaluation will be cancelled and protocol will be followed.**

### **Hybrid Model for Face to Face Evaluations**

- When applicable, developmental checklists will be completed remotely by the parent before the evaluation will be scheduled for psychological evaluations, speech evaluations, and occupational and physical therapy evaluations. Once the checklists have been completed and submitted, they will be assigned to a therapist in a pre-determined time slot. This will limit the amount of time that a child/parent will be in the building.
- CPSE Department will also offer parents the option to have the evaluations (Speech, Occupational, and Physical Therapy) conducted in their home. (Home Protocols to be strictly followed.)
- The social history interview and play observation will be conducted by telephone and/or Zoom. Social Workers and office staff will work a combination of remote and face to face in order to be able to solve any problems or answer any questions that arise during an evaluation.
- If a parent declines face to face evaluations, evaluations will be offered by tele-therapy.

### **Face to Face Evaluation Protocols:**

- All evaluators/parents/guardians are required to wear a face covering at all times and children are encouraged to wear a face covering, when possible.
- Gloves will be available for both the evaluator and parent/child and disposed of before leaving the building.
- Only one parent/guardian per child will be permitted in the building. No siblings.
- If an evaluator, parent, or child has a fever of over 100.4, the evaluation will be cancelled and rescheduled.

### **Evaluation Rooms**

- Parent/guardian and child will remain in their car and called by the evaluator at the time of the scheduled evaluation.
- Parent/guardian will enter the building and wait in marked seats in the waiting area. Seats will be measured to provide a 6-foot social distancing space.
- If a child comes in a wheelchair, disinfectant wipes/ spray for the wheelchair will be available.
- Evaluator, adults, and children will also have access to hand sanitizer (adhered the walls) upon entering the building and in designated areas of the building. Evaluators will use the hand sanitizers before and after an evaluation is conducted.
- Evaluator will meet parent and child in waiting area and escort them to the gym or evaluation room.
- **OT/PT:** The evaluator will be assigned a section of the gym to conduct the evaluation. All equipment /materials are required to be disinfected after every use.

Therapist/child should maintain 6-foot distancing from other therapists/children. When possible, therapist and child should maintain appropriate distancing.

- **Speech/ Psychological Evaluations**: Evaluators will cover the manuals and other materials with a plastic covering for easy removal after each use or can be easily wiped down with a disinfectant after each use. At the end of each evaluation, all testing materials will be wiped down.
- Upon completion of the evaluation, the parent and child will exit the building through the door closest to the evaluation room.
- Evaluator will return to room/gym, sanitize the desk, chair, doorknob, any materials that had not been cleaned.

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

- All services will be offered and provided via teletherapy