



The Hagedorn Little Village School
Jack Joel Center for Special Children

**Addendum to Parent Manual: Information Regarding
COVID-19**

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Specifics of the Re-Opening Plan can be found in detail on the school website:

www.littlevillage.org

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, the school will look much different than previous years due to COVID-19 and the health and safety measures that continue to evolve.

HLVS has developed this addendum based upon The Hagedorn Little Village School, Jack Joel Center for Special Children's Re-Opening Plan as well as guidance provided by the New York State Department of Health (NYSDOH), the New York State Education Department (NYSED), Office of Children and Family Services (OCFS) and the Centers for Disease Control (CDC).

The reopening plan will be posted on the HLVS website (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.

HEALTH AND HYGIENE PRACTICES

Proper hand hygiene and cough/sneeze covering among all students and staff will be reinforced.

Adequate supplies to support healthy hand and respiratory hygiene, including soap, hand sanitizer, paper towels, tissues and lined trash receptacles will be provided.

Face Coverings:

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.

CLEANING, DISINFECTING AND VENTILATION

The custodial staff will disinfect the facilities thoroughly at the end of each instructional day. Throughout the day areas of the building experiencing a rotation of staff and students will be disinfected multiple times.

The disinfecting sprays and wipes being utilized are EPA and DOH approved in neutralizing COVID-19.

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.

SOCIAL DISTANCING

All staff and students will comply with the following social distancing requirements:

1. All staff and students will maintain a safe distance (at least six feet) from each other unless safety or core function of the activity (e.g., instruction) requires a shorter distance.
2. All adults on HLVS premises wear face coverings.
3. 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.
4. Student and staff groupings must remain as static as possible by having the same group of students stay with the same staff except when related services are provided.
5. Mixing between groups will be restricted and the maximum number of students in the same group will be limited to the classroom ratios.
6. Social distancing visuals, (e.g. walking to right side) in common areas will be used in order to ensure that students and others remain distant while in common areas such as hallways.
7. Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible.

ARRIVAL AND DISMISSAL PROCEDURES

SCHOOL SESSIONS:

School-age class: 8:30a.m. -2:00p.m.

PS Full Day Class: 9:00a.m -2:30p.m.

Morning ½ day Class: 9:00a.m.-11:30a.m.

Afternoon ½ day Class: 1:00p.m.-3:30p.m.

General Information:

1. Multiple entrances will be identified for arrival of children.
2. Multiple staging areas and exits will be utilized for dismissal of children from the building to reduce hallway congestion.
3. Arrival and dismissal times for School-age and Preschool children will be staggered.

4. Instructional activities may be delayed upon arrival, to safely monitor the arrival of all students.
5. Dismissal for all students will begin 15 minutes earlier than usual.

Staff Screening

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 members must self-disclose any change in status of the screening questions to HLVS immediately.

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.

Student Screening

As per NYS Department of Health guidelines and in coordination with OCFS, 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. If a signed copy is not sent in, the child may not return to school. 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 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 to verify a home screening was done.

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 updated “Daily Home Screening” form, the parent or guardian will be given a form to complete and put in the plastic sleeve on the backpack for the teacher.

It is extremely important that parents/guardians complete the screening at home and send the “Daily Home Screening” form every day.

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.

PLAN FOR WHEN AN EMPLOYEE OR STUDENT BECOMES SICK IN SCHOOL

If an employee or student becomes sick in school, he/she will be sent home with instructions to contact his/her health care provider for assessment and testing.

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.

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.

If an employee or student tests positive for COVID-19, HLVS will immediately report the case the Nassau County Department of Health. HLVS will follow the Nassau County DOH directives on isolation, closure, cleaning/disinfecting and contact tracing.

According to CDC and NYSDOH recommendations HLVS will:

- Close off areas used by a sick person and closing 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, 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.

Classrooms:

Cleaning Supplies/Cleaning

- HLVS procedures regarding cleaning and sanitizing/disinfecting toys and equipment follow procedures set by the CDC, DOH and OCFS
- 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 may 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.
- 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 will wash hands using soap frequently throughout the school day.
- 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.
- When available, students will 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.

Sleeping/Napping:

- A student who usually does not fall asleep or whose parent(s) have not indicated that the child had difficulty sleeping the night before will be brought to the school nurse to rule out illness.
- Children may not sleep or nap in strollers, wheelchairs, etc. unless otherwise prescribed by a health care provider in writing.
 - Should a child fall asleep in one of these devices, he or she must be moved to a cot or mat.
 - If a cot or a mat is used, it must be a minimum of 6 feet away from other students.
 - The cot/mat will be disinfected and sanitized after use.
- For children who require daily or semi-weekly naps during the school day due to medical concerns or other reasons, the parent(s) must send in a letter stating they are aware of the napping and also send in bedding daily for their child.

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 pick children up in their classroom, however the students will be brought to the door by the TA’s. The therapists will not enter the classroom, to reduce co-mingling with students that are not on their caseload.
 - If a student has a 1:1 aide, the 1:1 aide will bring the student to the therapist, in accordance with HLVS policy. TA’s will move the child’s name on the therapy chart.
- 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.
- 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 Centers have been 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.) will be sanitized at the end of each session, before the equipment is used for the next student.
 - The gym will be utilized for OT/ PT sessions. Additional tables, chairs, dividers, and materials have been brought in to set up additional work areas.

Adaptive PE Program:

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

Playground:

- 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, 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.

Social-Emotional Well-Being

HLVS's Psychological Department 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.

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)
- 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.

RESOURCES:

NYS DOH COVID-19 WEBSITE <https://coronavirus.health.ny.gov/home>

NYSED COVID-19 WEBSITE <http://www.nysed.gov/coronavirus>

CDC COVID-19 WEBSITE: CDC CONSIDERATIONS FOR SCHOOLS, August 1, 2020
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html>