



REOPENING PLAN

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Plan has potential to change based on executive orders, infection rate, and amount of families opting for remote instruction vs. in-person programming

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Exploring Your World Preschool is a 4410/SCIS inclusive preschool that typically serves 58 (29 students with an IEP/SCIS teacher and 29 typically developing students) students with 5 certified special education teachers certified birth through second grade. Therapists are on site including an occupational therapist, a COTA, two speech pathologists/teacher and one PTA supervised by a licensed physical therapist, a CAS certified program leader and an administrative assistant. Services are provided both at 1603 Court St. in Syracuse, NY in five classrooms and five individual therapy spaces. Student hours of operation are 8:30 am to 1:30 pm. Both breakfast and lunch are served through our CACFP program.

Staff Expectations:

- All staff will take their temperatures and check for symptoms at the start of every shift. All staff will document in a staff tracking log upon arrival to the building. Staff will not report to work if they have a temperature over 100.0 degrees Fahrenheit.
- Staff will need to answer screening questions upon entrance into the building and document responses on documentation form. If the answer to any of the screening questions is yes, staff will be unable to work.
- All staff will be trained on proper mask wearing, hand washing and sanitizing procedures. All staff will follow all guidelines
- Each classroom will be given a no touch thermometer and will take every child's temperature as the children enter the classroom. Staff will then record temperature as pass/fail using 100 degrees as the gauge, and will be noted on each child's individual well check form.
- Staff will wear a mask/face shield at all times.
- Staff will wash hands or use hand sanitizer when entering EYW program space. Staff are to let AED/Admin. know when supplies are getting low.

- No staff will be allowed to work if they live in a household who has a member who is COVID positive. They will be contacted by DOH and will be required to quarantine per DOH and AccessCNY requirements.

Room Capacities

- Discovery -12 students, 4 staff
- Shining Stars – 10 students, 4 staff
- Sunshine – 12 students, 4 staff
- Rainbow – 12 students, 4 staff
- Explorers – 12 students, 4 staff
- Administrative Office – 1 Staff
- Director’s Office – 1 Staff
- Napping Room – 1 COTA
- Library/Sub Room in Gymnasium – 1 OT
- Speech Room 1 – 1 Speech Teacher
- Speech Room 2 – 1 Speech Pathologist
- Sensory Room – 1 PTA

PHYSICAL/SOCIAL DISTANCING

Keeping space between yourself and others is one of the best tools we have to avoid being exposed to COVID-19 virus, and it slows the spread. Since people can spread the virus before they know they are sick, it is important that they social distance from others whenever possible, even if they don't present with symptoms. Social distancing will be required by EYW, especially to help protect people who are at higher risk of getting sick. Every person at EYW will be expected to maintain social distancing of 6 feet. It should be noted that attempts to maintain social distancing will be made, however given the core function of our schools is to [provide special education services to children ages 2 – 5 with complex learning needs, behavioral challenges and lack of ability to verbally communicate. As such, staff will be asked to wear masks at all times when in space occupied by students and/or in a common area with other staff. Due to our student's special needs, if a student is medically fragile or has significant sensory needs, and is unable to maintain 6 feet social distancing, the parent will work with the child's pediatrician to determine if in-person instruction is appropriate.

In general, staff and students will be encouraged to:

- ✓ Stay at least 6 feet apart from others whenever possible
- ✓ Not gather in groups
- ✓ Stay out of crowded places and avoid large gatherings
- ✓ Engage in non-contact greetings
- ✓ Travel as consistent cohorts

	Best Practice Recommendation	Notes
Social/Physical Distancing	6 feet social distancing Classroom Staff and Students	<p>In a special education preschool setting with children ages 3 -5 whom have disabilities it will be a challenge, yet a consistent effort will be made to the best of staff's ability to follow this guideline.</p> <p>If social distancing is not possible, staff must wear acceptable face coverings; excluding students who are unable to medically tolerate</p>

		<p>a face covering which shall be documented by their pediatrician.</p> <p>Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and surgical masks that cover both the mouth and nose.</p>
	<p>Social Distancing with Therapists</p>	<p>Therapist work stations will be reorganized for social distancing.</p> <p>M.K – napping room S.B. – R.H.’s old office R.F. - at left end of therapist work station, providing therapies in the sensory room G.H. - right end of therapist work station, providing therapies in the space between the gym and the cafe J.B. - at original station in café and providing therapies in the library or the room at the back of the gym</p>
	<p>Classroom environment/Social Distancing</p>	<p>Take away the sensory table and have individual sensory bins for each child.</p> <p>Table top see through dividers used at each table to heighten safety of staff and students. Additional table added to each classroom to heighten social distancing.</p> <p>Five or more centers planned per day. Children rotate as a cohort group.</p> <p>Centers will support CKLA, Math Modules and Second Step.</p> <p>Each station will be cleaned with bleach solution before the next group uses it.</p> <p>Taped “X” s or individual discs will be placed on carpet with 6 feet spacing for circle time.</p> <p>Visuals will be placed on floor where children line up to ensure social distancing.</p>

	<p>Social distancing during meals</p>	<p>Ann additional table will be added to each classroom, totaling three, to allow for social distancing during meals.</p> <p>Depending on the opening model, there will be two to three students per table.</p> <p>Adults spread out maintaining social distancing from each other (will be wearing masks) supporting children at each table.</p>
	<p>Parent/Student drop off and pick up</p>	<p>One parent per child will drop off their child, entering through the main entrance of AccessCNY</p> <p>One staff member will remain outside with a walkie-talkie and wait to for staff facilitating the entrance table to let the next family in</p> <p>A drop off/pick up station will be located through the left set of double doors in the main entrance</p> <p>Parents will be asked the four questions, their temperature will be taken and a notation of pass or fail will be noted on the log sheet</p> <p>Staff are required to wipe down the thermometer after taking temperature. Sanitizing wipes are available located on ledge where thermometer is stationed.</p> <p>Parent will be given a pass which they will give to staff upon entering the classroom so staff are aware they stopped at the entrance station</p> <p>Staff will take child's temperature and note pass or fail on individual child log sheet found in each child's locker</p> <p>Parent will then be asked to leave the classroom once the child's temperature is a pass.</p> <p>Parents will exit out the EYW entrance</p>
	<p>Non-essential visitors</p>	<p>Exceptions will be made in advance i.e. Copier servicing etc.</p> <p>Non-essential visitors will be prohibited.</p>

		<p>Necessary vendors or repair/maintenance personnel will follow the agency's screening guidelines and sign in and must wear a face mask while in the building.</p> <p>Vendors/maintenance will be encouraged to make their visit after the children program hours.</p>
Limit in person staff gatherings.		<p>Necessary meetings will be conducted via MaxUC or use 6 feet distancing in person wearing masks when necessary.</p> <p>Staff will not eat at the table in the cafe</p> <p>Teachers and support staff can eat in their classrooms or leave the building</p>
Limit staff crossover		<p>Staff and students move in consistent cohort groups and don't cross over with other classroom children or staff.</p>
Social distancing for meals.		<p>An additional table, three total, will be added to allow social distancing during meals.</p> <p>Two - Three students per table. Table top barriers will be used.</p> <p>Adults will spread out maintaining social distancing from each other (will be wearing masks) supporting children at each table.</p>
Limit in person staff gatherings		<p>Staff meetings will be done via MaxUC.</p> <p>Team meetings and Staff meetings will be held in an area where 6 feet distancing can be achieved and all staff will wear a mask.</p> <p>Teachers and support staff can eat in their classrooms or leave the building for lunch.</p>
Limit staff cross over		<p>Staff and students move in consistent groups and don't cross over with other classroom children or staff.</p>
Consistent classroom aide will get both breakfast and lunch from the café		<p>Meal schedules will be submitted to the AED to ensure that one classroom staff at a time is in the café</p>
Therapists/student pick up		<p>Therapists will pick up child at classroom door.</p> <p>Student will wash hands before leaving for therapy session.</p>

		<p>Student will wash hands when returning to the classroom.</p>
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Both therapists and child will wear masks during therapy sessions.

PPE – PERSONAL PROTECTIVE EQUIPMENT

The health and safety of the staff and students at Exploring Your World Preschool is of utmost importance. We recognize and accept responsibility for ensuring the safety of all those involved in our program. EYW will implement procedures based on current best practices guided by SED, DOH, CDC and OCFS.

	Best Practice Recommendation	Notes
Protective Equipment	Face masks	<p>A face mask will be provided for each staff if they do not have one of their own.</p> <p>Whenever possible, masks with a clear front will be available for staff to ensure that children can see their mouths in an effort to heighten learning at the PK level.</p> <p>Staff will wear face mask while providing services to children, or any time they are in common areas when other people are present (see Agency face mask policy)</p> <p>Children will be provided with a face mask if they do not have their own. Families will be encouraged, if able, to send in additional face masks.</p> <p>The school will maintain a supply of disposable face masks for all staff members and students who need them.</p> <p>Students will be required to attempt to wear face masks which will be provided by EYW if they don't arrive with one. However, due to their developmental disabilities, and/or young age, many of our student's may not be able to tolerate face masks. Students will continue to be encouraged to wear face masks to develop a tolerance.</p> <p>Students should be able to independently be able to remove the mask to communicate difficulty breathing or distress related to being ill.</p>

	<p>Students will be given regular mask breaks in a socially distant and safe manner.</p> <p>Staff and students are prohibited to share face masks.</p> <p>Staff must wear the mask appropriately covering both the nose and the mouth. They must complete the face mask wearing training on ADP.</p> <p>Face masks will be cleaned daily.</p>
Face mask & handwashing training	Staff are required to review training modules and policies for both mask wearing and handwashing in ADP.
PPE supply	An Executive level staff has been designated to monitor and maintain the inventory of PPE. Any staff in need should notify the AED of EYW.
Students unable to wear masks due to medical/sensory needs	<p>Parents/guardians will work with their pediatrician to make informed decisions in meeting the child's needs at school while ensuring their health and safety of themselves and the other children.</p> <p>Face masks will be available through AccessCNY for children and staff who do not have their own masks.</p> <p>Staff will encourage children to wear their masks properly throughout the class day.</p> <p>Staff will continually teach how to properly wear a mask and why it is necessary through modeling and social stories.</p>
Parent opt out of in person programming	<p>EYW will continue to offer telehealth/remote learning services to any family who is not comfortable sending their child back to school.</p> <p>Staff will make every effort to make telehealth/remote instruction engaging for students at home</p> <p>If using a hybrid model, staff will contact families daily to support the individual families need's in completing/participating in remote learning experiences</p>

	Gloves, tissues, wipes, sanitizer and cleaning supplies	Staff are required to monitor the needs and usage of such supplies and notify administration if the supplies are becoming low. Administration will also monitor the supply levels daily.
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HYGIENE, CLEANING & DISINFECTING

Education staff, administration and custodial crews will be trained on proper cleaning and disinfecting procedures related to COVID-19. A cleaning checklist will be used to ensure continuity and compliance in accordance with NYS DOH, NYSED, CDC and OCFS.

	Best Practice Recommendation	Notes
Hygiene, Cleaning & Disinfection	Adhere to OCFS, CDC & DOH guidelines	Maintain logs to document cleaning in each classroom, therapy area and café and all common areas (also refer to agency cleaning guidelines)
	Frequent thorough handwashing for both staff and students	<p>Students will wash hands upon arrival and dismissal.</p> <p>Visual handwashing pictures will be hung above the classroom and the bathroom sinks.</p> <p>Handwashing will be taught continuously during circle times and modeling by adults</p> <p>Hands will be washed after diaper changes and use of the bathrooms.</p> <p>Gloves will be worn during diaper changes</p> <p>If a child sneezes they will wash their hands.</p> <p>Hands will be washed for 20 seconds with warm, soapy water and dried with disposable paper towels.</p> <p>Staff will also be expected to wash their hands or use hand sanitizer frequently throughout the day</p>
	Limit sharing of toys/materials	<p>Group sensory tables will be taken out of the classrooms.</p> <p>Individual sensory bins will be labeled and assigned to each child.</p> <p>Individual supply bins will be created, labeled and used for each individual child. Scissors,</p>

		<p>crayons, markers, etc. will be in each individual bin.</p> <p>Toys played with by a student will be placed in “dirty toy” bin and staff will wash toys with warm soapy water throughout the day and reintegrated back into circulation</p>
	<p>Soiled clothing</p>	<p>If child’s clothes are soiled, change immediately wearing protective gloves, and package up securely.</p> <p>Staff and children wash hands and disinfect the changing table following handwashing and cleaning protocols.</p> <p>Soiled clothes will be placed in a plastic bag in child’s backpack and sent home. Parents will be notified via Remind that soiled clothes are being sent home.</p>
	<p>Classroom cleaning</p>	<p>Classrooms will be disinfected thoroughly each afternoon by maintenance team including: door knobs, light switches, countertops, handles, carpet, tables, lockers, bathrooms, faucets, sinks and toys with the “Green” Sanitizer Gun (EPA approved).</p> <p>Carpets will be vacuumed.</p> <p>Sinks and tables wiped down with an EPA approved disinfectant beyond the use of the “Green” Gun.</p> <p>During instructional time, tables will be wiped down with an EPA approved cleaning product when each group of children move from center to center/tables.</p>
	<p>Gym cleaning</p>	<p>Gym will be sprayed down with the GG by classroom staff aide after students leave.</p> <p>There will be a buffer of approximately 5 – 7 minutes in order for the gym equipment to be sanitized.</p> <p>When children move to the gym from the classroom, a classroom aide will remain in the classroom and spray the classroom sanitizing tables, toys and carpet with the GG</p>

	Outdoor playground	<p>Disinfectant spray does not need to be used on outdoor playgrounds – per SED it is not an efficient use of supplies and is not proven to reduce risk.</p> <p>High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely by maintenance.</p> <p>Cleaning and disinfection of wooden surfaces (play structures, benches, tables or ground cover such as mulch) is not recommended. Sidewalks and roads do not need to be disinfected.</p>
	Cleaning toys	<p>The staff will inventory all toys and equipment used during school.</p> <p>Any toys/equipment that are not typically used or are damaged will be removed from the classroom.</p> <p>Toys that cannot be cleaned and sanitized should not be used. Try to have enough toys so that the toys can be rotated through cleanings</p> <p>Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside in the “dirty bin” until they are cleaned by hand by a person wearing gloves.</p> <p>Clean toys with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child’s mouth, like play food, dishes, and utensils.</p> <p>Cloth toys should not be used. Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.</p>

COMMUNICATION

Parents/Guardians play a vital role in the health and safety of our students. Prescreening students at home and understanding the symptoms of COVID-19 and MIS-C will be clearly communicated with families. Printed information packets will be provided to families with instructions detailing the steps to be taken to screen student health each morning before school. This information will be sent home in August with the Welcome Packet. This guidance will be developed in accordance with the most current CDC, NYS DOH, NYSED and SED.

Communication	Best Practice Recommendation	
	Policy review	<p>Review policies and guidelines from DOH, SED and OCFS regarding COVID and safety precautions.</p> <p>Present to staff on Conf. day on September 7th</p> <p>Mail to families with welcome packet in August.</p>
	Health screenings	<p>Send out letter to parents outlining procedures for drop off/pick up, temperature taking, symptom guidelines for general illness and COVID.</p> <p>The process for health screening assessments for children & staff will be mailed out in August</p>
	Accurate contact information for staff and students	<p>It is crucial we have continued updated contact information from parents (phone and email), and back up family members, if a child should become sick while at school.</p> <p>Administrative Assistant will review contact information gained via the “blue card” for each child at the onset of school, and an update reminder will be sent out periodically to ensure information on file is correct</p>
	Share point person contact information	Colleen Tedeschi, in her absence Kathy Duxbury

	Post signage	<p>Hang necessary signage at entrances, parent boards, staff communication board, bathrooms, café, administrative offices etc.</p> <p>Signs will include: When to stay home if sick, effective hand washing, required social distancing protocols, proper mask usage, signs & symptoms, where to report concerns</p>
	Safety plan availability	The EYW safety plan will be kept at the entrance with the EYW Administrative Assistant. It will be made available for anyone who requests to view it
	Parent input/feedback	Staff will contact families via phone, survey or other communication means to ask for family input on safety concerns, instruction and telehealth concerns
	Communication w/ families	<p>All families are invited to participate in the Remind App.</p> <p>Important information will be shared on Remind, in newsletters/memos, posted on Access webpage under preschool.</p> <p>Parents will be encouraged to send in at least three changes of clothes at the beginning of the school year.</p> <p>Diapers and</p>

FACILITIES

When students and staff return to program location, it is vitally important that the physical spaces occupied are configured and maintained in a way that provided the maximum possible protection from spreading COVID-19. The program will follow all guidance related to health and safety through the procedures in health and safety sections.

Facilities	Best Practice Recommendations	Notes
	Fire/Lockdown drills	<p>Fire/Lockdown drills will be conducted and classes will be assigned outdoor locations which will be distanced from other classrooms</p> <p>Facilities team and AED will identify and mark outdoor areas for each classroom to go to during fire drills</p>
	Staff lunches	<p>Staff will need to keep in mind social distancing while taking their lunch break</p> <p>Congregating as a group will be prohibited</p> <p>Staff will be encouraged to utilize the many different outdoor campus locations for their lunch break</p>
	Ventilation	<p>Continue to meet or exceed minimum ventilation requirements</p> <p>Windows and doors will be opened whenever possible to improve ventilation and air flow</p> <p>EYW will work with its vendor to ensure that the fresh air ventilation rate is increased to MARV 9 as a minimum to heighten efficiency of ventilation</p> <p>Staff will be encouraged to open windows when available to increase ventilation.</p>
	Parent Drop off/pick up	Facilities staff will set established signage for drop off/pick up to support parents navigating the process
	Other guidelines	Use tape or signage to illustrate traffic flow.

		<p>Facilities will determine capacity of each office based on 6 feet distancing guidelines. Face masks will be worn when in contact with other people and in common areas</p> <p>Drinking fountains should not be used by staff or children</p>
	Fire code compliance	<p>Any changes related to space usage, alterations to physical space and/or facilities will be communicated to OCFS, local municipalities and/or code enforcement officials to ensure review, approval and/or compliance with applicable codes.</p>

HEALTH/SAFETY/SCREENING

EYW is committed to ensuring the health and safety of all students and staff enrolled in our education programs, and recognizes responsibility as an employer and provider of services.

EYW will implement procedures based on current and best practices to create a safe and healthy workplace and learning environment for all staff and students. Guidance from DOH, NSED, CDC and OCFS are used.

Screening	Best Practice Recommendations	Notes
	Monitoring illness	<p>Instruct staff to stay home when feeling ill and/or demonstrating symptoms on guide sheet</p> <p>Remind parents continuously on protocol for monitoring symptoms and keeping their children home</p> <p>Include guidelines in Welcome Packet/Handbook</p>
	"Illness" guideline chart	<p>Review with staff on opening day.</p> <p>Provide parents with information on how to screen their children's wellness before they leave for school</p> <p>Instruct staff to stay home if they are sick, and remind parents/guardians to keep sick children home.</p> <p>Include guidelines in Welcome Packet/Handbook</p>
	Mandatory health screening assessment with parent drop off/pick up	<p>Parents will be asked to sign a one-time affidavit saying they will answer the required questions each morning and take their child's temperature before putting them on the bus, and will keep them home if their child fails to pass the screening.</p> <p>At drop off and pick up parents will be asked the 4 screening questions (see attached).</p> <p>Their temperature will be taken by staff with a contactless thermometer.</p> <p>If the parents pass the screening they will walk their child to the classroom and provide staff</p>

		<p>with a “pass ticket” which indicates they went through screening.</p> <p>Parents will wait by the door while classroom staff do the wellness check, and thermometer reading on the child. If the child passes, the child will remain in school, if the child fails they will be immediately sent home with the parent and must remain home and be seen by a pediatrician..</p>
	<p>Ill children showing symptoms</p>	<p>Parents will be encouraged to take their child to their pediatrician.</p> <p>Parents must provide school with updated contact information and two back up contacts if parents are not able to be contacted</p> <p>Vomiting, diarrhea and a temperature of 100 degree or higher student will automatically be sent home</p> <p>A combination of two symptoms beyond the automatic symptoms above will be sent home i.e. cough and shortness of breath</p> <p>Parents will be given a symptom sheet identifying symptoms to be concerned about.</p> <p>If a child becomes symptomatic at school, they will be removed with a classroom staff member to room between discovery and napping room.</p> <p>Remaining classroom staff will take children to alternate location and one staff member will sanitize classroom with the GG.</p> <p>If a child is sent home symptomatic and there is a sibling in the program, the sibling should also go home until serious illness is ruled out by family pediatrician</p>
	<p>Bus screening</p>	<p>Bus drop off will have mandatory temperature taking of children riding the bus to school.</p> <p>Classroom staff and ALL therapists will work with the bus staff to take the temperatures of each student exiting the bus.</p>

		<p>If the child's temperature is 100 or above the child will be sent back home.</p> <p>Staff will be trained in how to effectively take temperatures and training will be documented in ADP.</p> <p>Staff will make visual inspection of the child for symptoms including: Flushed cheeks Rapid breathing Difficulty breathing Fatigue Extreme fussiness</p>
	<p>Staff sign In</p>	<p>School staff will enter through the EYW main door or the side door, sign in, take temperature and answer four questions and document results on sign in sheet. If passing, they may enter, if the fail they will immediately see AED.</p> <p>If a staff member is tested for COVID-19, as a result of displaying symptoms, they will need a note from the DOH releasing them back to work.</p> <p>Staff are required to wipe down the thermometer after taking temperature. Sanitizing wipes are available located on ledge where thermometer is stationed.</p>
	<p>Child wellness checks</p>	<p>Staff will continue OCFS well child checks as children enter room and note them on individual student screening sheets found in child's locker.</p> <p>All information will be recorded as pass/fail. Non-contact thermal scanner will be used to take temperatures to reduce opportunity for the spread of the virus.</p> <p>Documentation forms will be turned in weekly to the admin. and they will be scanned to an assigned folder and stored electronically. The paper copy will be stored for three months.</p> <p>Screening will be conducted according to DOH and NYSED guidelines.</p> <p>Staff conducting the screenings will utilize proper PPE.</p>

		<p>If a child demonstrates signs and/or symptoms they will be denied entry and their parents will take them home.</p> <p>Depending on the bus transporters protocols, the students riding the bus who fail will either return home via the bus, or brought into the school and isolated until a parent can pick up sick child.</p>
	Child illness at school	<p>Ill children showing symptoms of fever, cough beyond dry cough will be brought to the small room at the end of the hall between the Discovery room and the napping room accompanied by a classroom staff member. Parents will be encouraged to take their child to their pediatrician.</p> <p>Parents will be given a symptom sheet identifying symptoms to be concerned about.</p> <p>If a child becomes symptomatic at school, they will be removed with a classroom staff member. Parent will be notified to pick their child up and child needs to be symptom free for 24 hours before returning to school with a note they are cleared from the pediatrician.</p> <p>Remaining classroom staff will take children to alternate location and one staff member will sanitize classroom with the GG.</p> <p>If a child is sent home and is symptomatic and there is a sibling in the program, the sibling should also go home until serious illness is ruled</p>
	Student underlying conditions	<p>M.N., MAT certified staff, will be the contact staff member working with families to develop a collaborative Health Care Plan</p> <p>Parents will be asked to identify if their child has underlying conditions we should be aware of and potentially will be included in a Health Care Plan developed by school personnel and parents.</p>
	Parent/Guardian screening prior to school	<p>Parents will be notified of their responsibilities regarding promoting health and safety in our program through our welcome packet. They will</p>

		<p>be required to return a signed sheet stating they read and understand the protocols.</p> <p>Parents will be asked to sign an attestation to comply with the following:</p> <ul style="list-style-type: none"> ✓ Take temp each day before sending child to school ✓ Keep child home if 100 or higher ✓ Keep child home if signs of any symptoms ✓ Keep child home if any family member has tested positive ✓ Pick child up from school immediately after being contacted that their child is demonstrating symptoms ✓ Limit items sent to school to essential supplies only (diapers/change of clothes) ✓ Place any items sent to school in a zip lock bag with name on it ✓ Only send their child to school on their designated days of the week with hybrid model
	Staff Illness	<p>Staff will follow the same protocol as the children regarding presenting with symptoms.</p> <p>If they have a fever greater than 100 and fail any of the screening questions they will be instructed to remain home and follow up with their health care provider prior to returning to work</p> <p>If a staff member is tested for COVID-19, as a result of displaying symptoms, they will need a note from the DOH releasing them back to work.</p>
	Testing positive for COVID	<p>If a child or staff member test positive for COVID, the health dept. must be notified.</p> <p>EYW staff will follow the direction of DOH contact tracers regarding the notification and quarantine/testing of anyone who has had significant contact with the individual tested positive.</p> <p>The child or staff member must not return to school for the duration of quarantine required by the health department or the school.</p>
	Potential exposure	<p>If anyone in a household or those who have significant close contact with a child or staff</p>

		<p>member tests positive, the child or staff member then must not return to school for the duration of any quarantine required by DOH or the school.</p> <p>If this result is discovered while the child is in school, an alternate person from the child's approved pick up list must pick up the child.</p> <p>If the individual who tested positive resides in the child's household or the child has had significant contact with them, the child must not return to school for the duration of any quarantine required by the DOH or the school.</p> <p>School staff will cooperate with the DOH if there is contact tracing needed at EYW.</p>
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TRANSPORTATION

SCIS students are transported through the DOH. DOH contracts with various transportation companies in the regional area. EYW will follow the guidelines set forth by DOH and our contracted transporter.

Transportation	Best Practice Recommendations	Notes
	Bus transport	<p>EYW staff will escort children off busses, child's temperature will be taken and documented.</p> <p>If a child has a temperature of 100 degrees or above, they will re-board bus and be transported back home and family will be called to make them aware of this.</p> <p>Guidance from the bus transporter on seating and social distancing will be implemented.</p> <p>A one-time parent attestation will be completed, signed and returned to school stating the parent will conduct screening of symptoms and take their child's temperature before placing their child on the school bus. Child must pass in order to be sent to school.</p> <p>Bus drop off for the SCIS students will take place from 8:20 – 8:35</p>
	Parent transport	<p>Parent drop off will be from 8:40 – 8:55</p> <p>Details noted in screening section.</p>

ATTENDANCE & CHRONIC ABSENTEEISM

Student participation and attendance will be tracked regardless of the education setting. The move to virtual/remote learning environment, or a hybrid model requires a multi-faceted approach to successful monitoring of attendance and student engagement. In the event of a move to complete virtual/remote learning, students will be supported with virtual instructional content (this is the same for the Hybris Model).

Chronic Absenteeism	Best Practice Recommendations	Notes
	Child absences	<p>Teachers closely monitor student absences and write down students absent and place list in EYW's Associate Executive Director (AED) mailbox</p> <p>AED or designee will input attendance data on to attendance calendar and monitor</p> <p>Teachers will reach out to parents of student's not in attendance via the Remind App to check in on why absent.</p> <p>Five consecutive days in a row, Colleen will send out a letter indicating to parents that their child is in jeopardy of losing their spot at EYW and they need to respond within 3 business days.</p> <p>If a child is absent, parents should call the program and communicate why the child is home and what symptoms they are exhibiting to determine if they could be potentially related to COVID or MIS-C</p> <p>If a sibling attends the program, they should remain home until there is more information on the child's illness to determine they are not COVID or MIS-C related</p> <p>After being out of school for illness, the child should be fever free without using medicine and have felt well for 24 hours to return</p> <p>DOH payment is based on enrollment not attendance, yet there will consistent</p>

		communication and documentation with parents regarding reason for child absences
	Classroom attendance	<p>Classroom staff will record present/absent for each child. Attendance is turned into the office to monitor patterns and need for family outreach.</p> <p>When a child is absent the classroom teacher will reach out via Remind to check reason.</p>
	Chronic absenteeism	<p>In remote sessions, if a child does not show, the teacher is designated for contacting parents on a daily basis via phone, text, email or Remind.</p> <p>Reason for absence will be reviewed by AED, staff and ultimately shared with the district CPSE chair for advisement.</p> <p>Until a collaborative decision has been with the AED and the CPSE chair, the education team will continue to provide learning opportunities through virtual instruction, packets mailed home or delivered or a combination of the two.</p>

SOCIAL EMOTIONAL WELL BEING

In order to meet the social and emotional needs of both our students and staff we will ensure intentional and meaningful strategies are in place. We will continue to use established protocols in order to create a happy, relaxed, and engaged environment during which learning occurs. Professional development will include ways to respond to support virtual learning, and ways to enhance the Second Step curriculum.

Social Emotional Well Being	Best Practice Recommendations	Notes
	Second Step Curriculum	<p>Staff will continue use of Second Step curriculum to support the social and emotional needs of the children</p> <p>Taught during circle time</p> <p>Additional professional development opportunities will be researched and offered in this area</p> <p>Staff will collaborate and share resources around social emotional development and well-being of the children</p>
	Social stories	Develop and utilize social stories around changes in scheduling, learning and playing due to the pandemic
	Parent resources	Send parent information home to support children's social and emotional needs that reinforce lessons done in the classroom
	Staff's well-being	Remind staff of EAP and opportunities to talk with AED when presented with struggles and frustrations
	Monthly team meetings	<p>Classroom staff and the therapeutic teams will meet to review any concerns and/or unmet needs of the shared students.</p> <p>Meeting minutes will be shared with the AED for review and posted on the Education drive.</p> <p>Decisions are made regarding programming and classroom environment to help better meet the student's needs.</p>

NUTRITION

A successful nutrition program is a key component to a successful educational environment. EYW works with SCSD to partner with meal planning. The district delivers both breakfast and lunch daily. Once food guidelines are shared with agencies we will adjust our nutrition/meals plan as needed.

Nutrition	Best Practices	Notes
	Meal time	<p>All students will wash their hands with soap and water, following handwashing protocol, before and after eating.</p> <p>Breakfast and lunch will be served in the classroom. Children will be spread out over three tables.</p> <p>Staff will plate food, students will not self-serve. Single use gloves will be worn when serving.</p> <p>Staff should dispose of children's plates to avoid children touching other children's plates/garbage.</p> <p>No food sharing between children is acceptable.</p> <p>Staff per OCFS guidelines and regs will sanitize tables as have done in the past with the bleach/water solution.</p> <p>If students bring lunch from home, they will be encouraged to use paper bags.</p>
	Consistent identified staff	One identified staff member will go to the kitchen and get the food for both breakfast and lunch following all sanitary guidelines.

TECHNOLOGY/CONNECTIVITY

The need for technology supports and solutions has never been more apparent. The education team will continuously gauge the needs of the family's relative to access to technology at home. In homes with many children, who are older than the preschool child, it can cause a strain on shared usage. Staff will consider the needs of the families and use varied approaches such as live videos, pre-recorded videos, website resources, and parent support. Direct communications with the families will ensure student engagement and developmental milestones are being achieved. Classroom teachers will survey families to get accurate information on the needs of each family which can be conducted via phone call, email, Remind or other means of communication. If devices become available a member of the education team will initiate contact. EYW will also contact home school districts to seek support in this area. All therapists and teachers are provided school laptops. Professional development opportunities will be researched to support staff in this area.

TEACHING/LEARNING

A combination of in-person, remote, and hybrid instructional models will be developed to support student learning, skill attainment, and developmental achievement. State officials, school districts and program administrators will determine which approach and/or combination of approaches will be used during the 20-21 school year. Students will be provided with daily teacher/therapist contact through activities and live instruction which align with NYS Learning Standards and student’s individual IEP goals.

Teaching/Learning	Best Practices	Notes
	Curriculum/Lessons	<p>NYS CKLA, Math Modules and Second Step will be used as the foundation for lesson development.</p> <p>Materials will be created and sent home to support remote instruction.</p> <p>Instructional activities will be differentiated based on student needs and interest.</p> <p>Individual supply/material boxes will be created.</p> <p>Centers with multiple students will be avoided.</p>
	Cohorts	Children will move with and complete activities with the same group of children, to the best of our abilities.
	Professional development	Staff development opportunities will be researched and potentially offered around digital learning, social/emotional well-being, and strategies to support families during this difficult time.
	Individual goals	Staff will review IEP’s and individual considerations will be discussed as a team to develop an individualized instructional plan will be developed to best meet student needs in various learning conditions.
	Parent support	Support will be offered to parents on instructional practices and utilizing technology at home.

POTENTIAL RE-OPENING OPTIONS

When considering re-opening options there are a number of variables to consider. First and foremost is the safety of the children and staff. As outlined in this plan a number of expectations have been put in place for a potential safe return. EYW classrooms are small and effective social distancing of our children and staff has posed a challenge. To begin the 20-21 school year a hybrid model will be used in order to attempt to ensure social distancing. The model used to re-open could change based of infection rates, executive orders and information from CDC, OCFS, DOH and NYSED.

In Person Instruction	Remote Learning	Hybrid
<p>In this model, all students will be in program, receiving in-person instruction, at the same time.</p> <p>5 Days/week utilizing above plan with full roster of students</p>	<p>In this model, all students will access all programming remotely, utilizing a variety of virtual mediums, including but not limited to:</p> <p>Tangible supply boxes, email lessons, You Tube Videos, Zoom class sessions, Remind App, Facebook lessons</p> <p>Daily learning experiences/opportunities aligned with curriculum and IEP goals</p> <p>Daily parent contact</p> <p>Parent support resources</p> <p>Therapies will be completed via tele-health sessions</p>	<p>In this model, all students will be brought back into program on a rotational basis with a goal to reduce on-site attendance to a maximum of 50% normal student enrollment.</p> <p>Class of 12 students in a 6:1:3 ratio will be divided into two groups, group A and B</p> <p>Cohort group A attends in-person Monday and Tuesday (3 SCIS students/3 typical students)</p> <p>Cohort group B attends in person Thursday and Friday (3 SCIS/3 typical students)</p> <p>Wednesday SCIS students only attend program and typical students receive remote learning* (subject to change)</p>

On days that children are not in-person, teachers and therapist will support children remotely

Daily parent contact to students who are not in session

The rotational days/groups maybe adjusted based on number of families opting for just remote learning

In above three scenarios continuity of learning will be used to ensure children are being exposed to curriculum in CKLA, Math Modules and Second Step.

IEP goals and objectives for individual children will be a focus in differentiating instruction to meet the individualized needs of each child with an IEP.

Progress monitoring data will be collected to note growth and development, or areas in need of additional support to drive future lessons. Information gained will be shared on a consistent basis with the parents.

Parent survey will be given to assess technology available for families should remote learning be part of re-opening. Also parents will be asked if they are opting for in person/hybrid or remote learning.

Per SED, consider contingency plan to include in-person services a priority for high needs students and preschool students with disabilities whenever possible.

Appendix A

Parent Health Check Information Sheet

Children will remain home if they have a temperature of 100 degrees or higher. Parents should not give children Tylenol at home and then send them to school.

All parents MUST provide a reliable phone number to the school, as well as a two back up phone numbers of family/friends who are approved to pick the child up if they become symptomatic.

CDC List of symptoms related to the Corona Virus/COVID-19:

- ✓ Fever or chills (100 degrees or greater)
- ✓ Cough
- ✓ Shortness of breath or difficulty breathing
- ✓ Fatigue
- ✓ Muscle or body aches
- ✓ Headache
- ✓ New loss of taste or smell
- ✓ Sore Throat
- ✓ Congestion or Runny Nose
- ✓ Nausea or Vomiting and/or Diarrhea

Symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19, which is a serious condition associated with COVID-19 in children and youth.

- ✓ Fever
- ✓ Abdominal pain
- ✓ Vomiting
- ✓ Diarrhea

- ✓ Neck pain
- ✓ Rash
- ✓ Bloodshot eyes
- ✓ Feeling extra tired

Staff will be educated to observe students or other staff members for signs of any type of illness such as:

- ✓ Flushed Cheeks
- ✓ Rapid or difficulty breathing (without recent physical activity)
- ✓ Fatigue and/or Irritability
- ✓ Frequent use of the bathroom

Students and staff exhibiting these signs with no other explanation for them should be sent home. Health screenings including daily temperature checks and completion of a screening questionnaire are required for staff, contractors, vendors and visitors (all of which she have a preplanned visit).

Per NYSDOH, schools are prohibited from keeping records of student, staff and visitor health data (e.g. the specific temperature data of any individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g. pass/fail, cleared/not cleared).

Symptomatic staff and children will be isolated and sent home immediately.

EYW will provide staff and parents/guardians periodic reminders via the Remind App of the requirements, also potential weekly reminders or automated telephone messages can be sent out with assistance from the Development staff. Weekly notices will be sent home on Fridays to parents/guardians if they do not have the ability to use the Remind App.

Screening questions to be asked prior to allowing entry into EYW

1. Are you experiencing any of the following symptoms that are not associated with a pre-existing condition: Dry Cough, Shortness of breath, Loss of Taste, Fatigue, Chills, Sore Throat or Body Aches out of the Ordinary.
2. Do you have a fever over 100.0 degrees? *Before entering the building, everyone will have their temperature taken by a screener. Anyone with a temperature greater than 100.0 degrees F will be required to leave the building.*
3. Have you had a positive COVID-19 test in past 14 days?
4. Have you had close contact with confirmed or suspected COVID-19 case in past 14 days?
5. Have you traveled outside the U.S. or from any of the States that meet New York's required quarantine order in the past 14 days? (See updated list of states)