



HASC Safety Plan

Policies and Procedures for Reopening Special Education Services

July 2020

The Hebrew Academy for Special Children has developed the following plan for re-opening and operating during the COVID-19 public health emergency. Our plan meets the standards set forth in the guidance and reflects engagement with school stakeholders and community members, including but not limited to administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, New York State Department of Education. Specifically, our plan covers: (1) reopening of school facilities for in-person instruction, (2) monitoring of health conditions, (3) containment of potential transmission of the 2019 novel coronavirus (COVID-19), and (4) closure of school facilities and in-person instruction, if necessitated by widespread virus transmission.

OUR SITES:

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I. PLAN FOR RE-OPENING

HASC's plan on re-opening is to provide parents with several choices that include:

- A- On site – in-person instruction
- B- Hybrid model – remote learning combined with in-person instruction
- C- Remote learning

Capacity

HASC will maintain appropriate social distancing between students, whenever possible.

Appropriate class ratios will be maintained as long as the square footage in each classroom is adequate.

As students and staff enter the building their temperatures will be taken. HASC will purchase thermoscanners to avoid a backlog of children and staff waiting to enter the building.

Social Distancing

The children will be socially distanced upon arrival. They will walk to the classrooms in a single file. In the classrooms, and when going to the bathroom and during handwashing social distancing will be enforced to the best of our ability. All classroom staff will wear face coverings at all times. Administrative and non-direct care staff will either be socially distanced, wear face coverings or have a barrier between them.

PPE

Each classroom will be maintained as its own group / cohort. Adequate PPE will be available to all staff and students upon arrival. All staff must wear face coverings and children will be encouraged to wear masks. Should HASC deplete its inventory of PPE, and it cannot be replaced timely due to market shortages HASC will be forced to immediately revert to a remote learning model until more PPE can be obtained. HASC will supply alcohol based hand sanitizer containing at least 60% alcohol.

Operational Activity

Teachers will engage in a hybrid model of instruction with most students attending in person and others participating remotely depending on family preference. Classroom staff will not be split between classrooms to the extent possible. If the number of students in a particular classroom exceeds the rooms capacity for appropriate distancing, we will utilize other areas in the building such as sensory rooms, therapy rooms, cafeterias, gymnasiums and playgrounds. Classrooms will remain as their own group / cohort once they enter our facility. To limit the risk of infection, HASC will not sponsor any field trips or have any special congregate events. We are eliminating assemblies, cafeteria lunches and all large group activities. Whenever possible staff meetings and classroom team meetings will be conducted virtually. Upon opening, visitors will not be allowed in the building, only staff and students will be allowed to enter. All deliveries will be left outside. Essential visitors that must have access will be screened for temperature and symptoms and answer the mandatory questions prior to entry to the building.

Restart Operations

HASC has been cleaning and sanitizing their facilities and disinfecting their building, materials and supplies. All of our buildings have been open on a continuous basis and have been using water and air systems. In addition, wherever possible, we will be installing HEPA air filters.

Hygiene, Cleaning and Disinfection

Staff will be trained in use, removal and washing of cloth face coverings. In addition, staff will be trained in protocols regarding disposal of PPE, use of gloves, hand sanitizer and hand washing. The building will be pre-cleaned prior to opening. Cleaning and disinfecting will occur daily on a continuous basis. Bathrooms and commonly touched areas will be cleaned throughout the day including all equipment, bathrooms, and commonly touched areas. In addition to daily cleaning of equipment and toys using CDC and NYSDOH recommended cleaning solutions, HASC will be purchasing electrostatic disinfectant sprayers to be used at the end of each day to sanitize the building. Toys used in school must be able to be sanitized. No toys from home will be allowed.

Each child will have their own individual set of supplies and materials. Toys will be sanitized after school daily.

Vulnerable Populations

At risk students will have the availability of participating in remote learning if families are uncomfortable sending them back to school. When possible, based on job responsibilities, accommodations will be made for staff who are at increased risk for COVID-19 illness.

Transportation

Consistent with state issued public transit protocols individuals must wear face coverings on all school buses. HASC transportation at all sites is provided by bus companies under contract with the School districts or the Department of Education. School bus drivers and matrons should wear face coverings. They should be trained and provided with periodic refreshers on the proper use of PPE and signs and symptoms of COVID-19. They should perform a self- health assessment before they report to work.

Food Service

All Students will eat lunch in their classrooms with their cohort. Prior to eating and after eating, students and staff will wash their hands. Staff will wear gloves when and if handling food. Gloves will be changed between children. Allergy alerts will be posted inside each classroom and well as in the nurse's office (by first name, last initial). Children will be distanced at the tables, and sharing of food and beverages will not be allowed. Tabletops will be sanitized after eating.

Emergency Drills

Fire drills and lockdown drills will be conducted as required.

Mental Health, Behavioral and Emotional Services

Our teachers are trained to observe for signs of mental, behavioral, and emotional issues with students. HASC employs psychologists and social workers who will be available to address mental health and emotional needs of students and staff. They will continue providing support groups for parents and staff as necessary. Should the need arise for outside help, the director of psychological services will arrange for appropriate in-service training, make referrals or provide additional resources.

Communication

Parents and staff will be informed about all new health policies and procedures to be implemented including daily temperature checks, and health screen questionnaire, arrival and departure policies, revised visitation policies, and sick child pick-up procedures. Parents will also be informed about the availability of remote learning. Parents will be contacted through USPS mail, email, phone call, text and/or K-12 alert system. When necessary, communications will be translated into a family's native language.

Staff will be trained prior to the resumption of onsite services. They will receive training on TEAMS and any notices and updates will be disseminated via email, phone calls, texts and /or

memos. Signage will be posted inside and outside of the building to remind individuals about face coverings, social distancing, proper hygiene, disinfecting and infection control.

Continuity of Learning

HASC has learned a great deal about distance learning in the Spring and Summer of 2020. Our school can ensure that learning will continue throughout the 2020-21 school year. We will prepare for in -person instruction and therapy as well as having our remote platforms (TEAMS) in place in order to provide remote learning. Hybrids of the two will be made available. Should the need arise we are prepared to transition overnight to a fully remote platform.

Attendance Taking

HASC will continue to take daily attendance regardless of the instructional setting. In addition, therapy sessions will be logged in Easy-Trac or CLAIMS.

Ventilation

Whenever possible, we will increase ventilation with outdoor air to the greatest extent as possible (opening windows and doors) while maintaining health and safety protocols.

II. MONITORING OF HEALTH CONDITIONS

Monitoring of Health Conditions

Our facilities are being properly disinfected and appropriate signage is being posted throughout our buildings. Furthermore, we have ordered the proper amount of PPE's for our students and staff. In addition, school wide cleaning and disinfection will take place daily using products recommended by the CDC.

Screening

Each child and staff member will have their temperature taken before they will be allowed to enter the building. Individuals who present with a temperature greater than 100 degrees will be denied entry into the school or sent directly to the isolation room until they are picked up. In addition, the daily questionnaire from the CDC will need to be completed either in person or by an email or note from a family member. The CDC questionnaire including any international travel or travel from a state with widespread transmission of COVID-19 as designated by the New York State Travel Advisory in the past 14 days. Our policy is to not allow any visitors. In the event of an emergency, the visitor will be screened in the above manner and will be required to social distance and wear a face covering.

Testing Protocols

Sick students and employees who test positive for COVID may not return to school/work until they have met the criteria set forth by the CDC and DOH. They will be advised to see their primary care physician for diagnostic testing if needed. Any student or staff who fails screening must go

home immediately. Any student or staff member who develops symptoms during the day must be separated and sent home as soon as possible. An Isolation room will be available for staff or students who exhibit symptoms awaiting pickup. Emergency contacts will be called by the nurse. All areas of the building used by the individuals who became ill will be closed off until cleaned and disinfected. If an employee or student test positive for COVID-19 the nurse or Program Director will notify the Department of Health immediately. The school will inform those who had close contact to the sick person to stay at home and self- monitor for symptoms and follow CDC guidelines. The school will cooperate with all contact tracing efforts.

Testing Responsibility

The nurses at each of the HASC sites will be responsible for helping staff, students and families find testing sites and following up with test results. In the event that large scale testing is required at a school, the nurses will reach out to the Dept. of Health or local health facilities to try to arrange for onsite testing.

Early Warning Signs

In the event that several individuals at a site present with COVID-19 like symptoms, the nurse will contact the DOH or CDC for guidance on how to proceed. We will follow the metric signs established by state and local health departments that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

III. CONTAINMENT: RESPONSE AND PREVENTION

Containment

School Health Offices

The nurse at each site will be responsible for safely caring for students, faculty and staff if they develop symptoms of COVID 19 during the school day. The Executive Management Team and the Compliance Officer at HASC are responsible for ensuring continuous compliance with all aspects of the school's re-opening plan and possible closure plan. In addition, the Program Director at each site will be responsible for reporting any suspected or confirmed cases at their site to the Executive Management Team.

Isolation

Staff members who do not pass the health assessment will be sent home. Should they be too ill to go home they will be placed in an isolation room and their emergency contacts will be notified. Any students and staff who become symptomatic while at school will be placed in isolation with a staff member. Nurses or designated isolation room staff members will wear PPE (gloves, masks, gowns) when treating suspected cases. Nurses will monitor types of illness and symptoms.

Collection

Parent or guardian will be called to inform them that their child must be picked up immediately. Parents will wait for the child at the front door. The child will be accompanied by the nurse to meet his or her parent. When possible, the child will have a face covering. The parent will be instructed to take the child to see a health care provider.

Infected Individuals

May return to work after remaining home and isolating and following DOH and CDC guidelines.

Exposed Individuals

Individuals in school who are exposed to COVID virus will quarantine according to DOH guidelines. If they have not developed symptoms they will be discharged from quarantine and allowed to return to school in coordination with the local health department.

Hygiene, Cleaning and Disinfection

All materials handled by an infected person will be thoroughly cleaned and disinfected, especially high touch areas. In addition, the rooms that were used will be deep cleaned using the electrostatic disinfectant sprayer.

Contact Tracing

All staff will complete daily contact forms which will provide information regarding which staff and students had contact with other individuals. These forms will be shared with the DOH contact and tracing program when requested.

Communication

All student families and staff will be notified of a positive COVID case in the school by email, phone, text or K-12 alert.

IV. CLOSURE AND CONTINGENCY PLANS

Closure Triggers

Should there be one or multiple positive cases in a building, the in-person instruction will immediately be stopped in consultation with the State and Local Health Departments. Should it be an isolated case which was well contained the area will be disinfected and in-person instruction learning will resume as soon as possible. HASC will be set up to immediately resume remote learning and teletherapy.

Communication

All parents, guardians, and staff will be contacted via phone calls, emails or texts to apprise them of their potential exposure to the virus and that in person services will temporarily be discontinued.

Operational Activity

In person services will automatically revert back to total remote learning and teletherapy. In addition, the bus company will also be apprised. Any bus personnel who might have been exposed will be contacted and tracked for DOH tracing.

Continuity of Learning

Our school will ensure that continuous learning will take place throughout the 2020-21 school year. We are preparing for in-person instruction, a hybrid model as well as remote instruction only. In the event that in-person learning needs to be discontinued HASC is prepared to revert back to total remote instruction.

Submitted By:

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