

Introduction

It is difficult to comprehend how much the world has changed since March 2020. The COVID-19 pandemic has impacted our students, their families, our staff, and our schools in ways many of us have yet to fully understand. During these unprecedented times, we must reflect on the end of the 2019-2020 school year to learn from our decisions to help inform our actions over the upcoming year.

There is no doubt that the 2020-2021 school year will provide its own set of unique challenges. It is our goal to utilize this document to prepare our staff, students, families, and Partner Counties and School Districts for the wide variety of situations that we may face in the year ahead.

This document was developed through the collective efforts of the Center for Disability Services staff, including key program administrators and staff representing the nursing, clinical, therapeutic, Facilities Management, Information Systems, and key community stakeholders including: Partner Counties and School Districts and the Agency Medical Director. Feedback from these key stakeholders is integrated into this final version of this document. The Center for Disability Services sincerely thanks each person who played a role in the development of this document.

It is anticipated that this document will be updated, as additional guidance is provided by the Centers for Disease Control (CDC), the New York State Department of Health (DOH), the New York State Education Department (NYSED), Local Health Department, and as our collective understanding of the COVID-19 virus evolves. We affirm we have reviewed and understand the State-issued guidance and submit reopening plans prior to reopening.

It is the Center for Disability Services' goal to utilize this document, with its included safety procedures, to keep our students and staff as safe as possible as we reopen our programs. If we each accept our role and responsibility to implement the practices set forth, we will be able to achieve our goal to reduce the risk of spreading COVID-19, and to create an environment where our students can achieve their greatest level of independence.

School Operations or Activity	Steps to take
General Information	<p>Langan School Age and CloverPatch Albany and Glenville sites</p> <ul style="list-style-type: none"> • All details of the reopening plan are applicable to all education sites individual site differences will be highlighted. • The reopening plan will be posted on the Center website and Google classroom pages at all education sites. The website may be utilized for mass communication measures. The agency website may be used to post general information about health and safety standards with guidance from the CDC, DOH, and DOE, as well as changes in the program model. This method relies on parents/guardians checking the website and Google classroom pages for updated information, as it will be one of the methods of communication. • The reopening plan was created with input and feedback from school staff, administrators, medical director, staff from St. Margaret’s which is an affiliated organization, nurses present at a Regional Nurses Meeting as well as guidance from local DOH, DOE, and OCFS. • Written protocols have been created for multiple areas <i>see Appendix</i> • Staff will report five days a week in person for their scheduled work hours. A hybrid program will be in place for all education programs which will consist of 4 days of in person instruction and 1 day (Wednesday) of virtual planning, instruction, and thorough cleaning which will be done by the cleaning staff and classroom staff. The program hours will be changed and as follows: <p style="margin-left: 40px;">Langan Albany school age site including the classroom located at St. Margaret’s will be 8:30-1:30 . St. Margaret’s classroom will operate on an AB schedule in person 4 days a week and virtual 1 day a week</p> <p style="margin-left: 40px;">Clover Patch Albany and Glenville sites will be 8:30-1:30.</p> <p style="margin-left: 40px;">CloverPatch Head Start at the Schenectady site will operate in person 5 days a week.</p> <ul style="list-style-type: none"> • DOE approved a second classroom at St. Margaret’s in October 2020. The two classrooms will follow an AB schedule where eight students would report to each

classroom at a time to allow for social distancing guidelines to be followed.

- Kalotta Hemingway is the designated staff to deal with COVID issues with staff and students
- A site safety monitor will be designated to assure continuous compliance with all aspects of the safety plan at the Glenville CloverPatch site. The site safety monitor will be the central point of contact for reviewing all screening questionnaires. This person is Patti Roberts
- No visitors, volunteers, or other groups will be allowed at the education sites at this time. The one exception is a student intern for each clinical area will be allowed within the Education division. This means there will be 1 student intern for Speech, OT, and PT. The student interns will follow all rules and guidelines as staff do i.e. screening process upon arrival and taking their temperature.
- Meetings and trainings will be held virtually
- Parents will be asked to complete a weekly COVID screening which includes COVID related questions. The screen will be completed via Google Docs, email, and/or phone calls.
- Signs will be posted throughout the building that state face coverings should be worn.
- Hand hygiene is critical as all staff and students should wash their hands, use hand sanitizer, and/or hand washing wipes when they walk in the building and throughout the school day.
- Hand sanitizer stations will be located throughout the building.
- Classrooms will be set up and activities designed to encourage social distancing but due to the nature of the core function of education (instruction, therapies and changing needs of our students) 6 feet of distance in between individuals may not always be possible. Staff will be required to wear a face covering at all times. Staff will be provided opportunities to not wear a face covering when not around other staff and students i.e. lunch.
- Any student who is unable to medically tolerate such a covering, including students where such a covering would impair their health or mental health, or would present a challenge, distraction, or obstruction to educational services would be discussed as a team and a decision would be made with the involvement of a school administrator and medical director.
- Valve face coverings are not an acceptable face covering.
- It is an expectation that students will wear acceptable face coverings. If a student refuses due to behaviors to wear a face covering a face shield will be attempted. If the student refuses to wear either a plan will be put in place

to increase their tolerance and length of time to wear it. Data is recorded on this and reviewed on a regular basis.

- Staff and students will not share community supplies
- Therapists will be allowed to leave when sessions are completed to document from home. The expectations for documentation will remain in place
- Therapy/service animals will not be allowed at any of the education sites until further notice

Prospect School Age and Preschool

- All details of the reopening plan are applicable to all education sites individual site differences will be highlighted
- The reopening plan will be posted on the Center website and Google classroom pages at all education sites. The website may be utilized for mass communication measures. The agency website may be used to post general information about health and safety standards with guidance from the CDC, DOH, and DOE, as well as changes in the program model. This method relies on parents/guardians checking the website and Google classroom pages for updated information, as it will be one of the methods of communication.
- The reopening plan was created with input and feedback from school staff, administrators, medical director, staff from St. Margaret's which is an affiliated organization, nurses present at a Regional Nurses Meeting as well as guidance from local DOH, DOE, and OCFS.
- Written protocols have been created for multiple areas *see Appendix*
- Staff will report five days a week in person for their scheduled work hours. A hybrid program will be in place for all education programs which will consist of 4 days of in person instruction and 1 day (Wednesday) of virtual planning, instruction, and thorough cleaning which will be done by the cleaning staff and classroom staff. The program hours will be changed and as follows:
 - Prospect school age and preschool sites will be 8-1.
 - Prospect Head Start at the Queensbury site will not open due to program restrictions due to COVID-19. Those students have been reassigned to other locations.
 - Kalotta Hemingway is the designated staff to deal with COVID issues with staff and students
 - No visitors, volunteers, or other groups will be allowed at the education sites at this time. The one exception is a student intern for each clinical area will be allowed within the Education division. This means there will be 1 student intern for Speech, OT, and PT. The student interns will follow all rules and guidelines as staff do i.e. screening

process upon arrival and taking their temperature.

- Meetings and trainings will be held virtually
- Parents will be asked to complete a weekly COVID screening which includes COVID-19 related questions. The screen will be completed via Google Docs, email, and/or phone calls.
- Signs will be posted throughout the building that state face coverings should be worn
- Hand hygiene is critical as all staff and students should wash their hands, use hand sanitizer, and/or hand washing wipes when they walk in the building and throughout the school day
- Hand sanitizer stations will be located throughout the building
- Classrooms will be set up and activities designed to encourage social distancing but due to the nature of the core function of education (instruction, therapies and changing needs of our students) 6 feet of distance in between individuals may not always be possible. Staff will be required to wear a face covering at all times. Staff will be provided opportunities to not wear a face covering when not around other staff and students i.e. lunch.
- It is an expectation that students will wear acceptable face coverings. If a student refuses to wear a face covering a face shield will be attempted. Any student who is unable to medically tolerate such a covering, including students where such a covering would impair their health or mental health, or would present a challenge, distraction, or obstruction to educational services would be discussed as a team and a decision would be made with the involvement of a school administrator and medical director. Valve face coverings are not acceptable.
- If a student will not wear a face covering or face shield for the entire day due to their disability or medical condition a plan will be put in place to increase the length of time they wear it. Data is recorded on this and reviewed on a regular basis.
- Staff and students will not share community supplies
- Therapists will be allowed to leave when sessions are completed to document from home. The expectations for documentation will remain in place.
- Therapy/service animals will not be allowed at any of the education sites until further notice.

<p>Transportation</p> <p>The Center does not provide transportation for students. It is provided by the school district or the county.</p>	<p>Langan School Age</p> <ul style="list-style-type: none"> • Face coverings in regards to transportation are provided for students in our school age program by the school district. As soon as a student gets off the bus and is transferred to Center staff they provide the student with a face covering (if they don't have one on) and work with the student to keep it on. Any student that does not regularly wear a face covering has a plan to increase their tolerance of wearing it. <p>CloverPatch Preschool Albany and Glenville</p> <ul style="list-style-type: none"> • Face coverings in regards to transportation are provided for students in preschool programs by the counties. As soon as a student gets off the bus and is transferred to Center staff they provide the student with a face covering (if they don't have one on) and work with the student to keep it on. Any student that does not regularly wear a face covering has a plan to increase their tolerance of wearing it. <p>Prospect School Age</p> <ul style="list-style-type: none"> • Face coverings in regards to transportation are provided for students in our school age program by the school district. As soon as a student gets off the bus and is transferred to Center staff they provide the student with a face covering (if they don't have one on) and work with the student to keep it on. Any student that does not regularly wear a face covering has a plan to increase their tolerance of wearing it. <p>Prospect Preschool</p> <ul style="list-style-type: none"> • Face coverings are provided for students in our preschool program by the counties. As soon as a student gets off the bus and is transferred to Center staff they provide the student with a face covering (if they don't have one on) and work with the student to keep it on. Any student that does not regularly wear a face covering has a plan to increase their tolerance of wearing it.
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Testing and quarantine and closure protocols

All Education Sites

The education sites are committed to keeping your child healthy and safe. Our schools have put in place numerous safety precautions to enable children to return to school for in-person learning. Our COVID-19 policy outlines what procedures will be followed in the event a student or staff arrives at school, or is kept home from school with signs and symptoms of the novel Coronavirus. Outlined here are steps that must be followed by all individuals:

1. Anyone presenting with signs and symptoms of COVID-19 will be isolated and sent home immediately
2. That person will be instructed to follow up with their healthcare provider for evaluation and determination of the need for COVID-19 testing
3. If the individual does not have a healthcare provider they will be instructed to go to an urgent care or clinic for evaluation and testing determination
4. The individual will not be allowed to return to school without written documentation of a negative COVID test or alternate diagnosis from a healthcare provider if COVID testing is not deemed necessary and the individual is asymptomatic.
5. The school will work closely with the family and assist them in navigating this process. The nurse will provide testing site information to parents and staff when requested.
6. The school will notify the local department of health of any positive test results and follow their recommendations for contact tracing, isolation, and or quarantine
 - Upon request of the local health department the school will notify staff and families of any pending quarantines and encourage them to follow the recommendations of DOH once they receive their official notice.
 - The school will work closely with DOH and provide them with accurate staff and student information for contact tracing.
7. In the event of a student or staff quarantine, the school will keep in contact with staff and families throughout the quarantine period via email and telephone.
 - The school will work with families to transition students to virtual learning during a quarantine.

	<ul style="list-style-type: none"> • The school will work with the school district and or counties to ensure families have equipment for virtual learning. <p>8. In the event of a positive case the school COVID-19 coordinator, Kalotta Hemingway, will oversee all aspects of closing and reopening the school working closely with the local department of health.</p> <ul style="list-style-type: none"> • The school will work with families to transition students to virtual learning during a school closure.
<p>Contact tracing</p>	<p>Langan School and CloverPatch Preschool in Albany</p> <ul style="list-style-type: none"> • All education sites will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors. In the case of an individual testing positive, the school sites have the following plans in place to assist the local health department with contact tracing: <ol style="list-style-type: none"> 1. Daily attendance record of students and staff will be taken and filed for tracing purposes 2. Student and staff schedules will be kept up to date and changes made aware to the health director immediately 3. Visitors will be limited to essential personnel only. In the event that a visitor must have access to the building a record will be kept of the date, time, and location within the building visited 4. Contact information for staff, students, and visitors will be kept confidential and made available to the local department of health upon request 5. All education sites will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts • Sign-in sheets are located outside of each classroom and heavy traffic areas for staff to sign in and out including: date, their name, and time in and out of the location. • Teachers and therapists will keep schedules updated and alert supervisors of any changes daily.

- Updated telephone numbers and addresses are on file for staff and students.

CloverPatch Glenville Preschool

- All education sites will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors. In the case of an individual testing positive, the school sites have the following plans in place to assist the local health department with contact tracing:
 1. Daily attendance record of students and staff will be taken and filed for tracing purposes
 2. Student and staff schedules will be kept up to date and changes made aware to the health director immediately
 3. Visitors will be limited to essential personnel only. In the event that a visitor must have access to the building a record will be kept of the date, time, and location within the building visited
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- Teachers and therapists will keep schedules updated and alert supervisors of any changes daily.
- Updated telephone numbers and addresses are on file for staff and students.

Prospect School Age and Preschool

- All education sites will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors. In the case of an individual testing positive, the school sites have the

	<p>following plans in place to assist the local health department with contact tracing:</p> <ol style="list-style-type: none"> 1. Daily attendance record of students and staff will be taken and filed for tracing purposes 2. Student and staff schedules will be kept up to date and changes made aware to the health director immediately 3. Visitors will be limited to essential personnel only. In the event that a visitor must have access to the building a record will be kept of the date, time, and location within the building visited 4. Contact information for staff, students, and visitors will be kept confidential and made available to the local department of health upon request 5. All education sites will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts <ul style="list-style-type: none"> • Sign-in sheets are located outside of each classroom and heavy traffic areas for staff to sign in and out including: date, their name, and time in and out of the location. • Teachers and therapists will keep schedules updated and alert supervisors of any changes daily. • Updated telephone numbers and addresses are on file for staff and students.
<p>Attendance</p>	<p>Langan School and CloverPatch Preschool in Albany</p> <ul style="list-style-type: none"> • Students who attend program in person will have attendance taken by the teacher using the current attendance system • Students who attend program virtually will have attendance taken as they participate in Teletherapy sessions, Special Education individual or group sessions, or through their participation in Google Classroom activities • If teachers are mailing packets home they will document in the contact log if they have been completed <p>CloverPatch Glenville Preschool</p> <ul style="list-style-type: none"> • Students who attend program in person will have attendance taken by the teacher using the current

	<p>attendance system</p> <ul style="list-style-type: none"> • Students who attend program virtually will have attendance taken as they participate in Teletherapy sessions, Special Education individual or group sessions, or through their participation in Google Classroom activities • If teachers are mailing packets home they will document in the contact log if they have been completed <p>Prospect School Age and Preschool</p> <ul style="list-style-type: none"> • Students who attend program in person will have attendance taken by the teacher using the current attendance system • Students who attend program virtually will have attendance taken as they participate in Teletherapy sessions, Special Education individual or group sessions, or through their participation in Google Classroom activities • If teachers are mailing packets home they will document in the contact log if they have been completed
<p>Communication prior to reopening to staff in the following areas</p>	<p>Langan School and CloverPatch Preschool in Albany</p> <ul style="list-style-type: none"> • Staff was provided with the reopening plan to review prior to the actual reopening. • The reopening plan was discussed and questions were answered with all school staff at multiple virtual department meetings • A question and answer doc was created for each education site to ensure all questions staff had were answered • A question and answer panel was held in-person on September 8th and all staff were invited to attend • On-going communication includes: notification of any positive or prospective positive cases, notification of the schools coordination with DOH, and any updates to the reopening plan are reviewed with staff either by email or virtual staff meetings. The updated reopening plan is on the Center website. • Staff concerns are addressed during virtual team meetings, in-person supervision meetings, and program and department meetings. <p>CloverPatch Glenville Preschool</p> <ul style="list-style-type: none"> • Staff was provided with the reopening plan to review prior to the actual reopening. • The reopening plan was discussed and questions were

answered with all school staff at multiple virtual department meetings

- A question and answer doc was created for each education site to ensure all questions staff had were answered
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Prospect School Age and Preschool

- Staff was provided with the reopening plan to review prior to the actual reopening.
- The reopening plan was discussed and questions were answered with all school staff at multiple virtual department meetings
- A question and answer doc was created for each education site to ensure all questions staff had were answered
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- Staff concerns are addressed during virtual team meetings, in-person supervision meetings, and program and department meetings.

Communication prior to reopening to parents in the following areas

Langan School and CloverPatch Preschool in Albany

- All communications are sent to families in their native language
- Communication to parents includes: general information regarding COVID-19, social distancing guidelines, revisions of sick policy in handbook for students, face covering are highly recommended for students, and temperature screenings and protocol for if a student has a temperature
- Cleaning request of parents on a daily basis before students leave for school (i.e. clean wheelchair, clean communication device)
- Changes in programming due to COVID-19 (no community outings, no pool, no field trips, no on-site special events)
- No visitors are allowed including parents and family members until further notice
- Guidelines for parents (if drop off or pick up student remain in lobby, if pick up sick student staff will bring student out to parent, if drop off medication nurse will come to the lobby)
- Parents will receive a survey *Exploring Emotions during the Era of COVID-19* to assess how students are doing before the reopening of school
- All education programs will use a variety of creative methods to reach out to families to ensure they are engaged in the education process regardless of the educational setting. Teachers will use Google Classrooms, mailings, reach out via telephone, email, use of translation services, and the method most convenient for the family. If we do not have contact with a family the school district will be notified.
- Parents will be reminded as the current educational environment is ever-changing, it will be critical to maintain open and honest communication with each of these stakeholder groups. Specific information relative to each community/program partner will be transmitted in a variety of methods, including phone calls, emails, and mailings. Decisions will be made by the school program leadership team as to who will communicate with each group, based on the information to be shared.
- Families were provided with the Reopening Plan to review
- Teachers had a discussion 1:1 with families to see whether students would be returning in-person or virtually in September. If parents had any questions this was discussed at this time. Two virtual question and answers sessions were held with parents for one hour regarding

the reopening plan. These took place on 8/13 @ 4:00 pm and 8/18 @ 10:00 am.

- School staff check with families every 5 weeks to see if their child will be participating in-person or virtually.
- We will maintain on-going communication with families which includes: notification of any positive or prospective positive cases, notification of the schools coordination with DOH, and any updates to the reopening plan.
- Maintaining accurate program report code data through the DOB website for school age students
- Families are contacted on a daily basis if their child is absent from program and we are instructing families how to proceed based on these conversations
- Weekly COVID screenings are completed with families
- We are in constant contact with school districts and counties when there is a student COVID related issue

CloverPatch Glenville Preschool

- All communications are sent to families in their native language
- Communication to parents includes: general information regarding COVID-19, social distancing guidelines, revisions of sick policy in handbook for students, face covering are highly recommended for students, and temperature screenings and protocol for if a student has a temperature
- Cleaning request of parents on a daily basis before students leave for school (i.e. clean wheelchair, clean communication device)
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- Maintaining accurate program report code data through the DOB website for school age students
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- Weekly COVID screenings are completed with families
- We are in constant contact with school districts and counties when there is a student COVID related issue

Prospect School Age and Preschool

- All communications are sent to families in their native language
- Communication to parents includes: general information regarding COVID-19, social distancing guidelines, revisions of sick policy in handbook for students, face covering are highly recommended for students, and temperature screenings and protocol for if a student has a temperature
- Cleaning request of parents on a daily basis before students leave for school (i.e. clean wheelchair, clean communication device)
- Changes in programming due to COVID-19 (no community outings, no pool, no field trips, no on-site special events)
- No visitors are allowed including parents and family

members until further notice

- Guidelines for parents (if drop off or pick up student remain in lobby, if pick up sick student staff will bring student out to parent, if drop off medication nurse will come to the lobby)
- Parents will receive a survey *Exploring Emotions during the Era of COVID-19* to assess how students are doing before the reopening of school
- All education programs will use a variety of creative methods to reach out to families to ensure they are engaged in the education process regardless of the educational setting. Teachers will use Google Classrooms, mailings, reach out via telephone, email, use of translation services, and the method most convenient for the family. If we do not have contact with a family the school district will be notified.
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- Families were provided with the Reopening Plan to review
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- School staff check with families every 5 weeks to see if their child will be participating in-person or virtually.
- We will maintain on-going communication with families which includes: notification of any positive or prospective positive cases, notification of the schools coordination with DOH, and any updates to the reopening plan.
- Maintaining accurate program report code data through the DOB website for school age students
- Families are contacted on a daily basis if their child is absent from program and we are instructing families how to proceed based on these conversations
- Weekly COVID screenings are completed with families
- We are in constant contact with school districts and counties when there is a student COVID related issue

<p>Use of technology</p>	<p>Langan School and CloverPatch Preschool in Albany</p> <ul style="list-style-type: none"> • Education programs will provide IT support for students and families as needed. Some examples of how support can be provided include: articles being sent home with instructions of what to do, support videos, and virtual support. • If a student does not have needed technology equipment (i.e. tablet, chrome book, laptop) the school district will be notified and it will be discussed if the district will provide the equipment. <p>CloverPatch Glenville Preschool</p> <ul style="list-style-type: none"> • Education program will provide IT support for students and families as needed. Some examples of how support can be provided include: articles being sent home with instructions of what to do, support videos, and virtual support. • If a student does not have needed technology equipment (i.e. tablet, chrome book, laptop) the school district will be notified and it will be discussed if the district will provide the equipment. <p>Prospect School Age and Preschool</p> <ul style="list-style-type: none"> • Education programs will provide IT support for students and families as needed. Some examples of how support can be provided include: articles being sent home with instructions of what to do, support videos, and virtual support. • If a student does not have needed technology equipment (i.e. tablet, chrome book, laptop) the school district will be notified and it will be discussed if the district will provide the equipment.
<p>Emergency Drills</p>	<p>Langan School and CloverPatch Preschool in Albany</p> <ul style="list-style-type: none"> • The procedures established prior to the school building closure will continue to be followed for both Lockdown and Lockout drills • The procedures established prior to the school building closure will continue to be followed for a fire drill which is an emergency drill. The staff and students will maintain social distancing guidelines as possible when exiting the building. Once outside the classrooms will maintain social distancing guidelines when possible while waiting to

return in the building

- Students in the isolation room during a fire drill will be escorted out of the building using door 9 and maintain 12 feet distance from all other students and staff. The student will be wearing a mask or face shield as tolerated. The staff will be in full PPE (K95 mask, gloves, gowns, face shield or goggles).

CloverPatch Glenville Preschool

- The procedures established prior to the school building closure will continue to be followed for both Lockdown and Lockout drills
- The procedures established prior to the school building closure will continue to be followed for a fire drill which is an emergency drill. The staff and students will maintain social distancing guidelines as possible when exiting the building. Once outside the classrooms will maintain social distancing guidelines when possible while waiting to return in the building
- Students in the isolation room during a fire drill will be escorted out of the building using door 2 and maintain 12 feet distance from all other students and staff. The student will be wearing a mask or face shield as tolerated. The staff will be in full PPE (K95 mask, gloves, gowns, face shield or goggles).

Prospect School Age and Preschool

- The procedures established prior to the school building closure will continue to be followed for both Lockdown and Lockout drills
- The procedures established prior to the school building closure will continue to be followed for a fire drill which is an emergency drill. The staff and students will maintain social distancing guidelines as possible when exiting the building. Once outside the classrooms will maintain social distancing guidelines when possible while waiting to return in the building
- Students in the School Age isolation room during a fire drill will be escorted out of the building using the door closest to the isolation room and maintain 12 feet distance from all other students and staff. The student will be wearing a mask or face shield as tolerated. The staff will be in full PPE (K95 mask, gloves, gowns, face shield or goggles).
- Students in the Preschool isolation room during a fire drill will be escorted out of the building using the door closest to the isolation room and maintain 12 feet distance from all other students and staff. The student will be wearing a

	<p>mask or face shield as tolerated. The staff will be in full PPE (K95 mask, gloves, gowns, face shield or goggles.</p>
<p>Training</p>	<p>Langan School and CloverPatch Preschool in Albany</p> <ul style="list-style-type: none"> • Trainings should be held virtually when possible • Staff will be provided with mandatory training prior to returning to work regarding COVID-19 in the following areas: disease symptoms, transmission, basic safety practices, self-monitoring, employer and employee responsibilities, use of face covering, PPE, respirator protection, cleaning and disinfection, signage and language, altered work practices during COVID-19 pandemic, review all protocols with employees, and training for temperature screeners, and discuss designated isolation areas. Training was provided on 6/25/2020 and 9/8/2020. • Staff were provided with mandatory social-emotional training prior to returning to work so they are equipped to support students when school reopens. Training was provided on 6/25/2020 and 10/9/2020, as well as on an ongoing basis • Training and support will be provided to staff and students by the social workers through a program called <i>Exploring Emotions During the Era of COVID 19</i> • On-going training will be provided at team meetings, program meetings, and on the Nursing Google Classroom in needed areas • Training was provided for staff to illustrate traffic flow and appropriate spacing • Training was provided during summer program for teachers and clinicians on how to provide instruction throughout the school day while social distancing • Training was provided during summer program for teachers and clinicians in regards to effectively supporting students and managing student behaviors when school reopens • Proficiency check offs will be completed with all staff to ensure proper putting on and removing of PPE, reuse protocol, and proper hand washing • Training was provided on cleaning and disinfecting procedures on 9/8/2020, as well as on an ongoing basis • Each education program/classrooms will have a lead team member to decide which students and families may need social-emotional resources and support <p>Langan Albany site - Maria Mastroianni, LMSW , & Pooja Weeks, LMHC</p>

AlbanyCloverPatch site - Amanda Hart, BCBA & Stephanie Oakley, LMHC

CloverPatch Glenville Preschool

- Trainings should be held virtually when possible
- Staff will be provided with mandatory training prior to returning to work regarding COVID-19 in the following areas: disease symptoms, transmission, basic safety practices, self-monitoring, employer and employee responsibilities, use of face covering, PPE, respirator protection, cleaning and disinfection, signage and language, altered work practices during COVID-19 pandemic, review all protocols with employees, and training for temperature screeners, and discuss designated isolation areas. Training was provided on 6/25/2020 and 9/8/2020.
- Staff were provided with mandatory social-emotional training prior to returning to work so they are equipped to support students when school reopens. Training was provided on 6/25/2020 and 10/9/2020, as well as on an ongoing basis
- Training and support will be provided to staff and students by the social workers through a program called *Exploring Emotions During the Era of COVID 19*
- On-going training will be provided at team meetings, program meetings, and on the Nursing Google Classroom in needed areas
- Training was provided for staff to illustrate traffic flow and appropriate spacing
- Training was provided during summer program for teachers and clinicians on how to provide instruction throughout the school day while social distancing
- Training was provided during summer program for teachers and clinicians in regards to effectively supporting students and managing student behaviors when school reopens
- Proficiency check offs will be completed with all staff to ensure proper putting on and removing of PPE, reuse protocol, and proper hand washing
- Training was provided on cleaning and disinfecting procedures on 9/8/2020, as well as on an ongoing basis
- Each education program/classrooms will have a lead team member to decide which students and families may need social-emotional resources and support

Glenville CloverPatch site - Amanda Hart, BCBA & Stephanie Oakley, LMHC

Prospect School Age and Preschool

- Trainings should be held virtually when possible
- Staff will be provided with mandatory training prior to returning to work regarding COVID-19 in the following areas: disease symptoms, transmission, basic safety practices, self-monitoring, employer and employee responsibilities, use of face covering, PPE, respirator protection, cleaning and disinfection, signage and language, altered work practices during COVID-19 pandemic, review all protocols with employees, and training for temperature screeners, and discuss designated isolation areas. Training was provided on 6/25/2020 and 9/8/2020.
- Staff were provided with mandatory social-emotional training prior to returning to work so they are equipped to support students when school reopens. Training was provided on 6/25/2020 and 10/9/2020, as well as on an ongoing basis
- Training and support will be provided to staff and students by the social workers through a program called *Exploring Emotions During the Era of COVID 19*
- On-going training will be provided at team meetings, program meetings, and on the Nursing Google Classroom in needed areas
- Training was provided for staff to illustrate traffic flow and appropriate spacing
- Training was provided during summer program for teachers and clinicians on how to provide instruction throughout the school day while social distancing
- Training was provided during summer program for teachers and clinicians in regards to effectively supporting students and managing student behaviors when school reopens
- Proficiency check offs will be completed with all staff to ensure proper putting on and removing of PPE, reuse protocol, and proper hand washing
- Training was provided on cleaning and disinfecting procedures on 9/8/2020, as well as on an ongoing basis
- Each education program/classrooms will have a lead team member to decide which students and families may need social-emotional resources and support

Prospect site - Maria Mastroianni, LMSW ,&
Pooja Weeks, LMH

<p>Building Modifications</p>	<p>Langan Albany and CloverPatch Albany</p> <ul style="list-style-type: none"> • OT/PT office area was renovated to allow for individual work stations which allows for social distancing guidelines to be maintained • Laundry room was renovated to include commercial washer and dryer and area for cleaning of other items including MOVE equipment • Social distancing signs were placed throughout all the education site buildings • Work was done in the isolation room in the boy's bathroom across from Room 319/320 <p>CloverPatch Preschool Glenville</p> <ul style="list-style-type: none"> • Social distancing signs were placed throughout all the education site buildings • Work was done in the isolation room at the Glenville site will be Room 206 <p>Prospect School Age and Preschool</p> <ul style="list-style-type: none"> • Social distancing signs were placed throughout all the education site buildings • Clinicians had their office spaces moved to a separate building which allows for social distancing guidelines to be maintained • Work was done in the isolation room for school age building is Room 130 • Work was done in the isolation room for pre-school building is Room 11
<p>Distancing and Density Reduction</p>	<p>Langan Albany and CloverPatch Albany</p> <ul style="list-style-type: none"> • Classrooms will have a maximum of 10 students in the classroom to maximize social distancing • Teachers will use break out locations if they have more than 10 students present or if students do not follow social distancing guidelines. • Student desks and wheelchairs will be 6 feet apart within the classroom. • Staff do not share work stations, desks, or tables. • Staff restroom capacity is limited to a maximum of 2 people at a time. • Meeting rooms have been opened for staff to eat in which allows for social distancing. • Elevator capacity is limited to 2 persons at a time who maintain social distance and wear masks.

	<ul style="list-style-type: none"> • All school buildings are not open to the public. • Meetings and trainings will take place virtually including student reviews • Faculty offices have been redesigned to allow for social distancing and separation barriers have been put in place. <p>CloverPatch Preschool Glenville</p> <ul style="list-style-type: none"> • Classrooms will have a maximum of 10 students in the classroom to maximize social distancing • Teachers will use break out locations if they have more than 10 students present or if students do not follow social distancing guidelines. • Student desks and wheelchairs will be 6 feet apart within the classroom. • Staff do not share work stations, desks, or tables. • Staff restroom capacity is limited to a maximum of 2 people at a time. • Meeting rooms have been opened for staff to eat in which allows for social distancing. • All school buildings are not open to the public. • Meetings and trainings will take place virtually including student reviews • Faculty offices have been redesigned to allow for social distancing and separation barriers have been put in place. <p>Prospect School Age and Preschool</p> <ul style="list-style-type: none"> • Classrooms will have a maximum of 10 students in the classroom to maximize social distancing • Teachers will use break out locations if they have more than 10 students present or if students do not follow social distancing guidelines. • Student desks and wheelchairs will be 6 feet apart within the classroom. • Staff do not share work stations, desks, or tables. • Staff restroom capacity is limited to a maximum of 2 people at a time. • Meeting rooms have been opened for staff to eat in which allows for social distancing. • All school buildings are not open to the public. • Meetings and trainings will take place virtually including student reviews • Faculty offices have been redesigned to allow for social distancing and separation barriers have been put in place.
<p>Cleaning and disinfecting</p>	<p>Langan Albany and CloverPatch Albany</p> <ul style="list-style-type: none"> • A list of cleaning supplies per site and cleaning schedules

have been created *see Appendix*

- Cleaning logs that include all spaces cleaned, how often, and the cleaning products used will be completed on a daily basis and maintained in the cleaning office.
- The cleaning products include: 360 Clorox machine used for larger equipment, Oxivir wipes and spray, and Nanoseptic self-cleaning surfaces on high traffic doors and on elevator buttons.
- Infrared and temporal thermometers will be cleaned with alcohol wipes or Oxivir wipes before and after each use. Touchless thermometers will be cleaned at the beginning and end of the day.
- Classrooms and therapy areas will be cleaned and disinfected at the end of the day by the cleaning staff effective 9/9/2020.
- Therapists will clean materials in between sessions.
- Classroom staff will clean and disinfect in between lessons throughout the day with TB Oxivir wipes and record cleaning of high touch areas on a classroom cleaning log.
- A bathroom and changing room schedule is in place which allows for cleaning every 2 hours by cleaning staff. Morning Mist cleaner is used on the floors and TB Oxivir is used for cleaning and disinfecting other items in the bathroom.
- School staff will wipe down changing tables after each use using TB Oxivir and using universal precautions.
- Personal wheelchairs will be disinfected daily with TB Oxivir.
- Designated isolation rooms will be cleaned after use by the cleaning staff with Morning Mist cleaner for the floors, TB Oxivir cleaner, and Clorox 360 machine.
- All rooms used for acute respiratory treatment will be cleaned after each use with a Clorox 360 machine.
- There are bottle refilling stations which replaced water drinking fountains.
- The windows and/or doors will be opened at the beginning and end of the day.
- Training will be provided for staff regarding cleaning and disinfecting on 9/8/2020
- Hand hygiene stations are available in every classroom and throughout the building. These stations allow for hand washing with soap, running water, and disposable paper towels or alcohol-based hand sanitizer containing 60% or more alcohol.

CloverPatch Preschool Glenville

- A list of cleaning supplies per site and cleaning schedules have been created *see Appendix*

- Cleaning logs that include all spaces cleaned, how often, and the cleaning products used will be completed on a daily basis and maintained in the cleaning office.
- The cleaning products include: 360 Clorox machine used for larger equipment, Oxivir wipes and spray, and Nanoseptic self-cleaning surfaces on high traffic doors and on elevator buttons.
- Infrared and temporal thermometers will be cleaned with alcohol wipes or Oxivir wipes before and after each use. Touchless thermometers will be cleaned at the beginning and end of the day.
- Classrooms and therapy areas will be cleaned and disinfected at the end of the day by the cleaning staff effective 9/9/2020.
- Therapists will clean materials in between sessions.
- Classroom staff will clean and disinfect in between lessons with Oxivir wipes throughout the day and record cleaning of high touch areas on a classroom cleaning log.
- A bathroom and changing room schedule is in place which allows for cleaning every 2 hours by cleaning staff. Morning Mist cleaner is used on the floors and TB Oxivir is used for cleaning and disinfecting other items in the bathroom.
- School staff will wipe down changing tables after each use using TB Oxivir and using universal precautions.
- Personal wheelchairs will be disinfected daily with TB Oxivir.
- Designated isolation rooms will be cleaned after use by the cleaning staff with Morning Mist cleaner for the floors, TB Oxivir cleaner, and Clorox 360 machine.
- All rooms used for acute respiratory treatment will be cleaned after each use with a Clorox 360 machine.
- There are bottle refilling stations which replaced water drinking fountains.
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- Training will be provided for staff regarding cleaning and disinfecting on 9/8/2020
- Hand hygiene stations are available in every classroom and throughout the building. These stations allow for hand washing with soap, running water, and disposable paper towels or alcohol-based hand sanitizer containing 60% or more alcohol.

Prospect School Age and Preschool

- A list of cleaning supplies per site and cleaning schedules have been created *see Appendix*
- Cleaning logs that include all spaces cleaned, how often,

	<p>and the cleaning products used will be completed on a daily basis and maintained in the cleaning office.</p> <ul style="list-style-type: none"> • The cleaning products include: 360 Clorox machine used for larger equipment, Oxivir wipes and spray, and Nanoseptic self-cleaning surfaces on high traffic doors and on elevator buttons. • Infrared and temporal thermometers will be cleaned with alcohol wipes or Oxivir wipes before and after each use. Touchless thermometers will be cleaned at the beginning and end of the day. • Classrooms and therapy areas will be cleaned and disinfected at the end of the day by the cleaning staff effective 9/9/2020. • Therapists will clean materials in between sessions. • Classroom staff will clean and disinfect in between lessons throughout the day with Oxivir wipes and record cleaning of high touch areas on a classroom cleaning log. • A bathroom and changing room schedule is in place which allows for cleaning every 2 hours by cleaning staff. Morning Mist cleaner is used on the floors and TB Oxivir is used for cleaning and disinfecting other items in the bathroom. • School staff will wipe down changing tables after each use using TB Oxivir and using universal precautions. • Personal wheelchairs will be disinfected daily with TB Oxivir. • Designated isolation rooms will be cleaned after use by the cleaning staff with Morning Mist cleaner for the floors, TB Oxivir cleaner, and Clorox 360 machine. • All rooms used for acute respiratory treatment will be cleaned after each use with a Clorox 360 machine. • There are bottle refilling stations which replaced water drinking fountains. • The windows and/or doors will be opened at the beginning and end of the day. • Training will be provided for staff regarding cleaning and disinfecting on 9/8/2020 • Hand hygiene stations are available in every classroom and throughout the building. These stations allow for hand washing with soap, running water, and disposable paper towels or alcohol-based hand sanitizer containing 60% or more alcohol.
<p>Arrival to School for Staff and Students</p>	<p>Langan Albany and CloverPatch Albany</p> <ul style="list-style-type: none"> • School staff will arrive no earlier than 7:00 a.m. • When staff arrives they must wear a face covering and enter at Doors 1, 2, or 3. The staff will wipe the

thermometer with an alcohol pad or Oxivir before and after each use. Staff will take their own temperature and complete the screen. Staff will document the screen answers in the binder. The temperature monitoring and screening sheets will be turned into the Office Manager on Friday.

- If a staff has a temperature of 100.0 or higher they will report this to their supervisor and the designated COVID person will be notified immediately. They will be sent home and need to see a health care provider. The staff needs to give documentation to Kalotta Heminway or Occupational Nurse (Donna Baldwin) upon return to work.
- When students arrive at Doors 1, 2, and 3 (Langan) and Door 10 (CloverPatch) they will have temperatures taken by a nurse or a staff who has been trained by the Director of Nursing. Student temperatures will be documented as within the normal range or not. Students will arrive with a mask and if not, they will be given one upon arrival unless otherwise contraindicated. If a student will not allow staff to take their temperature it will be taken at home by a parent and reported to the school daily along with the daily attestation
- If a student's temperature is within the normal range they will report to their classroom
- If a student has a temperature of 100.0 or higher they will go to the isolation room and a parent or guardian will be called to pick up their child. Staff will wear a face covering, gloves, and a gown while waiting with the student in the isolation room. When the parent arrives staff will bring the student out to them. The student must be seen by a health care provider before returning to school and bring documentation upon return to school.
- Parents will not be allowed in the building to drop their child off to school at this time. If a student is dropped off by a parent, the parent will wait outside with their child until a staff greets them and brings them in the building.

CloverPatch Preschool Glenville

- When staff arrives they must wear a face covering and enter at Door 1. The staff will wipe the thermometer with an alcohol pad or Oxivir wipe before and after each use. Staff will take their own temperature and complete the screen. Staff will document the screen answers in the binder. The temperature monitoring sheets will be turned into the Office Manager on Friday.
- Students will go in designated doors and will have temperatures taken by a nurse or a staff who has been trained by the Director of Nursing. Student temperatures

will be documented as within the normal range or not. Students will arrive with a mask and if not they will be given one upon arrival unless otherwise contraindicated.

- If a student's temperature is within the normal range they will report to their classroom
- If a student has a temperature of 100.0 or higher they will go to the isolation room and a parent or guardian will be called to pick up their child. Staff will wear a face covering, gloves, and a gown while waiting with the student in the isolation room. When the parent arrives staff will bring the student out to them. The student must be seen by a health care provider before returning to school and bring documentation upon return to school.
- Parents will not be allowed in the building to drop their child off to school at this time. If a student is dropped off by a parent, the parent will wait outside with their child until a staff greets them and brings them in the building.

Prospect School Age and Preschool

- When staff arrives they must wear a face covering and enter at the designated door at both the school age and preschool sites. The staff will wipe the thermometer with an alcohol pad before and after each use. Staff will take their own temperature and complete the screen. Staff will document the screen answers in the binder. The temperature monitoring sheets will be turned into the Office Manager on Friday.
- Students will go in designated doors and will have temperatures taken by a nurse or a staff who has been trained by the Director of Nursing. Student temperatures will be documented as within the normal range or not. Students will arrive with a mask and if not, they will be given one upon arrival unless otherwise contraindicated.
- If a student's temperature is within the normal range they will report to their classroom
- If a student has a temperature of 100.0 or higher they will go to the isolation room and a parent or guardian will be called to pick up their child. Staff will wear a face covering, gloves, and a gown while waiting with the student in the isolation room. When the parent arrives staff will bring the student out to them. The student must be seen by a health care provider before returning to school and bring documentation upon return to school.
- Parents will not be allowed in the building to drop their child off to school at this time. If a student is dropped off by a parent, the parent will wait outside with their child until a staff greets them and brings them in the building.

<p>Classrooms</p> <p>Classroom materials were looked at in each classroom and cloth items were removed, as well as any materials and toys that are unable to be cleaned and sanitized.</p>	<p>Langan Albany and CloverPatch Albany</p> <ul style="list-style-type: none"> • When students return to school the classroom team which includes the teacher, teaching assistants, clinicians, social workers, and behavioral staff will assess each student's current skills including their mental health and determine if there are any new needs or if goals or current plans need to be revised • All staff will wear a face covering when in the classroom • It is highly recommended students wear a face covering • Classrooms will have a maximum of 10 students in the classroom to maximize social distancing • Teachers will use break out locations if they have more than 10 students present or if students do not follow social distancing guidelines. Break out locations at Langan Albany include: People Services space, old IT space, cafeteria, audiology (except Tuesdays). CloverPatch Albany break out location is the library. • Prospect break out classrooms for Rooms 2, 3, 6 • Teachers will break classes into smaller groups when possible • Student desks and wheelchairs will be 6 feet apart within the classroom. • Classrooms will be cleaned and disinfected at the end of the day by the cleaning staff. • Classroom staff will clean and disinfect in between lessons. • Classroom iPads will be cleaned in between each use with wipes specific for this • Each student will have their own bin of educational materials, as well as toys which will be cleaned at the end of the day by an assigned teaching assistant. • Each student will have his or her own gait belt if needed which will be washed in the washer in a mesh bag at 180 degrees weekly unless soiled then it will be washed immediately. • Oral motor items and chewelry will be cleaned in the dishwasher at 180 degrees on a daily basis • Student clothing protectors will be changed more often and/or as they are noticeably soiled • MOVE equipment will be cleaned and disinfected by classroom staff on a daily basis and with the 360 Clorox machine on a weekly basis • Cooking groups will not take place until further notice • SAC (Social Activities Club) will not take place until further notice
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CloverPatch Preschool Glenville

- When students return to school the classroom team which includes the teacher, teaching assistants, clinicians, social workers, and behavioral staff will assess each student's current skills including their mental health and determine if there are any new needs or if goals or current plans need to be revised
- All staff will wear a face covering when in the classroom
- It is highly recommended students wear a face covering
- Classrooms will have a maximum of 10 students in the classroom to maximize social distancing
- Teachers will use break out locations if they have more than 10 students present or if students do not follow social distancing guidelines. Break out locations at Langan Albany include: People Services space, old IT space, cafeteria, audiology (except Tuesdays). CloverPatch Albany break out location is the library.
- Prospect break out classrooms for Rooms 2, 3, 6
- Teachers will break classes into smaller groups when possible
- Student desks and wheelchairs will be 6 feet apart within the classroom.
- Classrooms will be cleaned and disinfected at the end of the day by the cleaning staff.
- Classroom staff will clean and disinfect in between lessons.
- Classroom iPads will be cleaned in between each use with wipes specific for this
- Each student will have their own bin of educational materials, as well as toys which will be cleaned at the end of the day by an assigned teaching assistant.
- Each student will have his or her own gait belt if needed which will be washed in the washer in a mesh bag at 180 degrees weekly unless soiled then it will be washed immediately.
- Oral motor items and chewelry will be cleaned in the dishwasher at 180 degrees on a daily basis
- Student clothing protectors will be changed more often and/or as they are noticeably soiled
- MOVE equipment will be cleaned and disinfected by classroom staff on a daily basis and with the 360 Clorox machine on a weekly basis
- Cooking groups will not take place until further notice.

Prospect School Age and Preschool

- When students return to school the classroom team which includes the teacher, teaching assistants, clinicians,

social workers, and behavioral staff will assess each student's current skills including their mental health and determine if there are any new needs or if goals or current plans need to be revised

- All staff will wear a face covering when in the classroom
- It is highly recommended students wear a face covering
- Classrooms will have a maximum of 10 students in the classroom to maximize social distancing
- Teachers will use break out locations if they have more than 10 students present or if students do not follow social distancing guidelines. Break out locations at Langan Albany include: People Services space, old IT space, cafeteria, audiology (except Tuesdays). CloverPatch Albany break out location is the library.
- Prospect break out classrooms for Rooms 2, 3, 6
- Teachers will break classes into smaller groups when possible
- Student desks and wheelchairs will be 6 feet apart within the classroom.
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- Classroom staff will clean and disinfect in between lessons.
- Classroom iPads will be cleaned in between each use with wipes specific for this
- Each student will have their own bin of educational materials, as well as toys which will be cleaned at the end of the day by an assigned teaching assistant.
- Each student will have his or her own gait belt if needed which will be washed in the washer in a mesh bag at 180 degrees weekly unless soiled then it will be washed immediately.
- Oral motor items and chewelry will be cleaned in the dishwasher at 180 degrees on a daily basis
- Student clothing protectors will be changed more often and/or as they are noticeably soiled
- MOVE equipment will be cleaned and disinfected by classroom staff on a daily basis and with the 360 Clorox machine on a weekly basis
- Cooking groups will not take place until further notice

<p>In School Events/Gatherings</p> <p>(Dances, Assemblies, etc.)</p>	<p>Langan Albany and CloverPatch Albany</p> <ul style="list-style-type: none"> • If an event can be live streamed this will be done • School wide events will not take place in person until further notice • This will be revisited in the future when guidelines allow <p>CloverPatch Preschool Glenville</p> <ul style="list-style-type: none"> • If an event can be live streamed this will be done • School wide events will not take place in person until further notice • This will be revisited in the future when guidelines allow <p>Prospect School Age and Preschool</p> <ul style="list-style-type: none"> • If an event can be live streamed this will be done • School wide events will not take place in person until further notice • This will be revisited in the future when guidelines allow
<p>Cafeteria</p> <ul style="list-style-type: none"> • Food will be pre-portioned on plates and covered before given to staff • Desserts will be pre-portioned and covered before staff take them • Silverware will be pre-packaged by food service staff for staff to take • There will be markings on the floor and signs in the cafeteria to ensure social distancing. 	<p>Langan Albany and CloverPatch Preschool in Albany</p> <ul style="list-style-type: none"> • Each student will have a large ziploc bag to store their personal dining equipment • Staff will follow the markings on the floor and the signs in the cafeteria to maintain social distancing guidelines • Staff from classrooms will wear face coverings and gloves when getting lunches from the cafeteria • Staff will put the lunches on the sanitized lunch cart to bring back to their classroom • Staff will pass out lunches to students while wearing a face covering and gloves • Staff will wear a face covering when feeding students. • When students finish eating staff will assist them in washing their hands and face or will use wipes specific for cleaning their hands • A staff member will bring dirty dishes back to the cafeteria to be cleaned. No dishes will be cleaned in the classroom. • A staff member will clean and disinfect the tables in the classroom when students finish eating <p>CloverPatch Glenville</p> <p>AM meal prep:</p> <ul style="list-style-type: none"> • Assigned staff will arrive between 7-7:30 to begin meal

- Dishes will be washed in the cafeteria as the temperature is 180 degrees
- Lexan over the serving stations and cash register

- prep
- Upon entering the kitchen, staff will wash hands and don PPE.
 - Staff will put away dishes in the drying rack from the day before
 - Staff will prepare food for the day.
 - Staff member will check food temperature and compare to Safe Minimum Cooking Temperatures Chart
 - Staff will clean and sanitize thermometer
 - Staff will wrap food and store, labeled, in refrigerator
 - Staff will clean and sanitize kitchen

Lunch time meal prep:

- Classrooms will stagger meal pick up time according to schedule
- One staff from each class will arrive at scheduled time to kitchen
- Upon entering the kitchen, staff will wash hands and don PPE
- Staff will reheat hot lunch items
- Staff will individually plate lunches and cover with plastic wrap
- Staff will check food temperature and then clean and sanitize thermometer
- Staff will transport the lunches to the classroom using cart
- Staff will return the cart to the kitchen
- Children will eat in their classroom at designated spot which has been cleaned and sanitized

Post lunch clean up:

- Classrooms will stagger clean up according to schedule
- One staff from each class will arrive at scheduled time to kitchen with dirty dishes and supplies
- Staff will clean and sanitize dishes and supplies

Prospect School Age and Preschool

- Unload Cambros from van →cart; bring into building and place in staging area
- Sanitize and wipe down outside of Cambros and carts.
- Alert designated prep person that food has arrived.
- Staff must wash hands prior to checking the temp
- Staff must don PPE (mask, gloves)
- Temperature check (one hot item from each container - must be at or over 140 0 F)
- Mark date, time, temp and initial sheet
- Clean and sanitize the thermometer.
- Sanitize individual lunch bins

	<ul style="list-style-type: none"> • Fill lunch orders for corresponding classrooms from count forms (e.g.# hot tray, # milk, #sides, #dessert) • Place filled bins in PU location. • Announce locations (SA and/or PS) and that lunch is ready for PU - • Prop door open for contactless PU as you leave. • Classroom staff arrive in assigned order to pick up lunch bins • Lunch bins returned EMPTY and sanitized to designated location in Prep room
<p>Playground</p>	<p>Langan Albany and CloverPatch Preschool in Albany</p> <ul style="list-style-type: none"> • 10 students will be allowed on the playground at a time • It will be cleaned in between each classroom by the cleaning staff <p>CloverPatch Glenville Preschool</p> <ul style="list-style-type: none"> • 10 students will be allowed on the playground at a time • It will be cleaned in between each classroom by the cleaning staff <p>Prospect School Age and Preschool</p> <ul style="list-style-type: none"> • 10 students will be allowed on the playground at a time • It will be cleaned in between each classroom by the cleaning staff
<p>Field Trips</p>	<p>Langan Albany and CloverPatch Preschool in Albany</p> <ul style="list-style-type: none"> • Field trips will not take place at this time • This will be revisited in the future when guidelines allow <p>CloverPatch Glenville Preschool</p> <ul style="list-style-type: none"> • Field trips will not take place at this time • This will be revisited in the future when guidelines allow <p>Prospect School Age and Preschool</p> <ul style="list-style-type: none"> • Field trips will not take place at this time • This will be revisited in the future when guidelines allow
<p>Community outings for Vocational</p>	<p>Langan Albany and CloverPatch Preschool in Albany</p> <ul style="list-style-type: none"> • Community outings will not take place at this time

<p>Education class</p>	<ul style="list-style-type: none"> • This will be revisited in the future when guidelines allow <p>CloverPatch Glenville Preschool</p> <ul style="list-style-type: none"> • Community outings will not take place at this time • This will be revisited in the future when guidelines allow <p>Prospect School Age and Preschool</p> <ul style="list-style-type: none"> • Community outings will not take place at this time • This will be revisited in the future when guidelines allow
<p>Screening and Isolation</p>	<p>Langan School and CloverPatch Preschool in Albany</p> <ul style="list-style-type: none"> • When staff arrives they must wear a face covering and enter at Doors 1, 2, and 3. The staff will use an infrared thermometer or touchless thermometer to obtain their temperature. Staff will take their own temperature with the infrared and disinfect it after use with TB Oxivir. Staff will complete a screening questionnaire and perform hand hygiene upon entering the building. Staff will document the screen answers in the binder. The temperature monitoring and screening sheets will be turned into the Office Manager on Friday. • If a staff has a temperature of 100.0 or higher they will report this to their supervisor and the designated COVID person will be notified immediately. They will be sent home and need to see a health care provider. The healthcare provider will determine if COVID testing is needed. The staff needs to give documentation of COVID testing or provider clearance notes to Kalotta Hemingway prior to returning to work. • When students arrive at Doors 1, 2, and 3 (Langan) and Door 10 (CloverPatch) they will have temperatures taken by a nurse or a staff who has been trained by the Director of Nursing. Student temperatures will be documented as within the normal range or not. Students will arrive with a mask and if not, they will be given one upon arrival unless otherwise contraindicated. If a student will not allow staff to take their temperature it will be taken at home by a parent and reported to the school daily along with the daily attestation • If a student's temperature is within the normal range they will report to their classroom • If a student has a temperature of 100.0 or higher they will be escorted to the isolation room with a trained staff, and a parent or guardian will be called to pick up their child. Staff will wear a face covering, gloves, and a gown while waiting with the student in the isolation room. Nursing will

check on all children in the isolation room throughout their isolation. When the parent arrives staff will bring the student out to them. The student must be seen by a health care provider before returning to school and bring documentation upon return to school. The student will follow the recommendations of the healthcare provider and obtain a COVID test when directed in order to return to school.

- The school nurse will work with the family and assist them in obtaining the required documents to return to school. The nurse will provide families with information on COVID testing sites for students sent home or absent with COVID like symptoms.
- The nurse will follow up with all students' home pending return due to COVID symptoms daily.
- The nurse will follow up with all students absent due to COVID like symptoms and provide them with needed information to return to school.
- If a student has a temperature the student will go to the designated isolation room. When the parent is called to pick the student up they will be advised they cannot enter the site and the student will be brought to them when they arrive.
- After the isolation room is used, maintenance staff will immediately be notified when the student leaves and the isolation room will be cleaned and disinfected with TB Oxivir and Clorox 360 machine.
- Students in the isolation room during a fire drill will be escorted out of the building using door 9 and maintain 12 feet distance from all other students and staff. The student will be wearing a mask or face shield as tolerated. The staff will be in full PPE.
- Isolation room for Langan School and CloverPatch Preschool Albany is the boy's bathroom across from Room 319/320
- Contractors and vendors are screened through Door #8 by having their temperature taken and answering COVID screening questionnaire.

CloverPatch Glenville Preschool

- When staff arrives they must wear a face covering and enter at Doors 1, 2, and 3. The staff will use an infrared thermometer or touchless thermometer to obtain their temperature. Staff will take their own temperature with the infrared and disinfect it after use with TB Oxivir. Staff will complete a screening questionnaire and perform hand hygiene upon entering the building. Staff will document the screen answers in the binder. The temperature monitoring and screening sheets will be turned into the

Office Manager on Friday.

- If a staff has a temperature of 100.0 or higher they will report this to their supervisor and the designated COVID person will be notified immediately. They will be sent home and need to see a health care provider. The healthcare provider will determine if COVID testing is needed. The staff needs to give documentation of COVID testing or provider clearance notes to Kalotta Hemingway prior to returning to work.
- When students arrive at Doors 1, 2, and 3 (Langan) and Door 10 (CloverPatch) they will have temperatures taken by a nurse or a staff who has been trained by the Director of Nursing. Student temperatures will be documented as within the normal range or not. Students will arrive with a mask and if not, they will be given one upon arrival unless otherwise contraindicated. If a student will not allow staff to take their temperature it will be taken at home by a parent and reported to the school daily along with the daily attestation
- If a student's temperature is within the normal range they will report to their classroom
- If a student has a temperature of 100.0 or higher they will be escorted to the isolation room with a trained staff, and a parent or guardian will be called to pick up their child. Staff will wear a face covering, gloves, and a gown while waiting with the student in the isolation room. Nursing will check on all children in the isolation room throughout their isolation. When the parent arrives staff will bring the student out to them. The student must be seen by a health care provider before returning to school and bring documentation upon return to school. The student will follow the recommendations of the healthcare provider and obtain a COVID test when directed in order to return to school.
- The school nurse will work with the family and assist them in obtaining the required documents to return to school. The nurse will provide families with information on COVID testing sites for students sent home or absent with COVID like symptoms.
- The nurse will follow up with all students' home pending return due to COVID symptoms daily.
- The nurse will follow up with all students absent due to COVID like symptoms and provide them with needed information to return to school.
- If a student has a temperature the student will go to the designated isolation room. When the parent is called to pick the student up they will be advised they cannot enter the site and the student will be brought to them when they arrive.
- After the isolation room is used, maintenance staff will

immediately be notified when the student leaves and the isolation room will be cleaned and disinfected with TB Oxivir and Clorox 360 machine.

- Students in the isolation room during a fire drill will be escorted out of the building using door 9 and maintain 12 feet distance from all other students and staff. The student will be wearing a mask or face shield as tolerated. The staff will be in full PPE.
- Isolation room at the Glenville site is Room 206
- Contractors and vendors are screened as staff at door 1 & 2 by taking their temperature with an infrared or touchless thermometer and completing the COVID screening questionnaire.
- School staff remains in close proximity to these doors to assist contract staff if needed with temperature taking.

Prospect School Age and Preschool

- When staff arrives they must wear a face covering and enter at Doors 1, 2, and 3. The staff will use an infrared thermometer or touchless thermometer to obtain their temperature. Staff will take their own temperature with the infrared and disinfect it after use with TB Oxivir. Staff will complete a screening questionnaire and perform hand hygiene upon entering the building. Staff will document the screen answers in the binder. The temperature monitoring and screening sheets will be turned into the Office Manager on Friday.
- If a staff has a temperature of 100.0 or higher they will report this to their supervisor and the designated COVID person will be notified immediately. They will be sent home and need to see a health care provider. The healthcare provider will determine if COVID testing is needed. The staff needs to give documentation of COVID testing or provider clearance notes to Kalotta Hemingway prior to returning to work.
- When students arrive at Doors 1, 2, and 3 (Langan) and Door 10 (CloverPatch) they will have temperatures taken by a nurse or a staff who has been trained by the Director of Nursing. Student temperatures will be documented as within the normal range or not. Students will arrive with a mask and if not, they will be given one upon arrival unless otherwise contraindicated. If a student will not allow staff to take their temperature it will be taken at home by a parent and reported to the school daily along with the daily attestation
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	<p>a parent or guardian will be called to pick up their child. Staff will wear a face covering, gloves, and a gown while waiting with the student in the isolation room. Nursing will check on all children in the isolation room throughout their isolation. When the parent arrives staff will bring the student out to them. The student must be seen by a health care provider before returning to school and bring documentation upon return to school. The student will follow the recommendations of the healthcare provider and obtain a COVID test when directed in order to return to school.</p> <ul style="list-style-type: none">• The school nurse will work with the family and assist them in obtaining the required documents to return to school. The nurse will provide families with information on COVID testing sites for students sent home or absent with COVID like symptoms.• The nurse will follow up with all students' home pending return due to COVID symptoms daily.• The nurse will follow up with all students absent due to COVID like symptoms and provide them with needed information to return to school.• If a student has a temperature the student will go to the designated isolation room. When the parent is called to pick the student up they will be advised they cannot enter the site and the student will be brought to them when they arrive.• After the isolation room is used, maintenance staff will immediately be notified when the student leaves and the isolation room will be cleaned and disinfected with TB Oxivir and Clorox 360 machine.• Students in the isolation room during a fire drill will be escorted out of the building using door 9 and maintain 12 feet distance from all other students and staff. The student will be wearing a mask or face shield as tolerated. The staff will be in full PPE.• Isolation room for Prospect School Age school building is Room 130• Isolation room for Prospect Preschool building is Room 11• Contractors and vendors are screened as staff at door 1 by taking their temperature with an infrared or touchless thermometer and completing the COVID screening questionnaire.• School staff remains in close proximity to these doors to assist contract staff if needed with temperature taking.
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<p>Nursing office</p>	<p>Langan School and CloverPatch Preschool in Albany</p> <ul style="list-style-type: none"> • Majority of nursing treatments will be done in the classroom • Suctioning and asthma related acute respiratory treatments will be performed in a room separate from the nurse station. The nurse will notify maintenance of room use. This room will be cleaned using a Clorox 360 machine after each use. • Staff and students will wear face coverings when in the nursing office • Nurses will wear face coverings, shields and gowns when doing treatments. • KN95 masks, face shields, and gowns will be worn by nurses who are doing suctioning or nebulizer treatments. <p>CloverPatch Glenville Preschool</p> <ul style="list-style-type: none"> • Majority of nursing treatments will be done in the classroom • Suctioning and asthma related acute respiratory treatments will be performed in a room separate from the nurse station. The nurse will notify maintenance of room use. This room will be cleaned using a Clorox 360 machine after each use. • Staff and students will wear face coverings when in the nursing office • Nurses will wear face coverings, shields and gowns when doing treatments. • KN95 masks, face shields, and gowns will be worn by nurses who are doing suctioning or nebulizer treatments. <p>Prospect School Age and Preschool</p> <ul style="list-style-type: none"> • Majority of nursing treatments will be done in the classroom • Suctioning and asthma related acute respiratory treatments will be performed in a room separate from the nurse station. The nurse will notify maintenance of room use. This room will be cleaned using a Clorox 360 machine after each use. • Staff and students will wear face coverings when in the nursing office • Nurses will wear face coverings, shields and gowns when doing treatments. • KN95 masks, face shields, and gowns will be worn by nurses who are doing suctioning or nebulizer treatments.
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<p>PE class in the auditorium</p>	<p>Langan School</p> <ul style="list-style-type: none"> • One class at a time with a maximum of 10 students while following social distancing guidelines • As often as possible PE classes will be held outdoors • Equipment will be disinfected and cleaned in between classes by PE staff who will be properly trained <p>Prospect School Age</p> <ul style="list-style-type: none"> • One class at a time with a maximum of 10 students while following social distancing guidelines • As often as possible PE classes will be held outdoors • Equipment will be disinfected and cleaned in between classes by PE staff who will be properly trained
<p>PE class in the pool</p>	<p>Langan School and CloverPatch Preschool in Albany</p> <ul style="list-style-type: none"> • To be determined
<p>Pool for therapy</p>	<p>Langan School and CloverPatch Preschool in Albany</p> <ul style="list-style-type: none"> • To be determined <p>CloverPatch Glenville Preschool</p> <ul style="list-style-type: none"> • To be determined <p>Prospect School Age and Preschool</p> <ul style="list-style-type: none"> • To be determined
<p>Vocational Education</p>	<p>Langan School</p> <ul style="list-style-type: none"> • One class at a time maximum of 10 students while following social distancing guidelines • Equipment will be disinfected and cleaned in between classes by Vocational Education staff who will be properly trained <p>Prospect School Age</p> <ul style="list-style-type: none"> • One class at a time maximum of 10 students while following social distancing guidelines • Equipment will be disinfected and cleaned in between classes by Vocational Education staff who will be properly trained

<p>Staffing Considerations</p>	<p>Langan School and CloverPatch Preschool in Albany</p> <ul style="list-style-type: none"> • PTO and attendance policies were revised • Wellness programs and EAP (1-877-851-1631) services will be available to staff for support in coping with issues and for stress reduction <p>CloverPatch Glenville Preschool</p> <ul style="list-style-type: none"> • PTO and attendance policies were revised • Wellness programs and EAP (1-877-851-1631) services will be available to staff for support in coping with issues and for stress reduction <p>Prospect School Age and Preschool</p> <ul style="list-style-type: none"> • PTO and attendance policies were revised • Wellness programs and EAP (1-877-851-1631) services will be available to staff for support in coping with issues and for stress reduction
<p>Contingency Plan for future school building closures</p>	<p>Langan School and CloverPatch Preschool in Albany</p> <ul style="list-style-type: none"> • If a classroom or classrooms are required to quarantine virtual learning will be provided for these students • Google Classrooms will continue to be used to maintain communication between parents and school staff and provide instruction to students • If parents consent to teletherapy it will be scheduled and started with students and their families • Teachers will provide individual and group Special Education sessions • If parents prefer instructional materials will be mailed home and teachers and therapists will communicate with families on a weekly basis <p>CloverPatch Glenville Preschool</p> <ul style="list-style-type: none"> • If a classroom or classrooms are required to quarantine virtual learning will be provided for these students • Google Classrooms will continue to be used to maintain communication between parents and school staff and provide instruction to students • If parents consent to teletherapy it will be scheduled and started with students and their families • Teachers will provide individual and group Special Education sessions • If parents prefer instructional materials will be mailed

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Prospect School Age and Preschool

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