

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.

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	<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 and school websites. The websites 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. As this method relies on parents/guardians checking the website for updated information, 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 <i>Appendix</i> <p>• 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> <p>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>Prospect school age and preschool sites will be 8-1.</p> <p>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.</p> <p>Clover Patch Albany and Glenville sites will be 8:30-1:30.</p> <p>Clover Patch Head Start at the Schenectady site will operate in person 5 days a week</p>

- A proposal has been made to DOE for the St. Margaret's classroom which would allow for a second classroom at St. Margaret's. If approved the two classrooms would 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 Clover Patch 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
- Meetings and trainings should be held virtually when possible
- It is an expectation that students will wear acceptable face coverings. 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. Valve face coverings are not acceptable.
- Parents will be asked to complete a screening periodically which includes COVID-19 related questions. The screen will be completed via Google Docs, emails, 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
- Staff and students will not share community supplies
- All therapists will be allowed to leave when sessions are completed to document from home. The expectations for documentation will remain in place

	<ul style="list-style-type: none">• Therapy/service animals will not be allowed at any of the education sites until further notice
Testing	<p>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:</p> <ol style="list-style-type: none">1. Anyone presenting with signs and symptoms of COVID-19 will be isolated and sent home immediately2. That person will be instructed to follow up with their healthcare provider for evaluation and determination of the need for COVID-19 testing3. 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 determination4. The individual will not be allowed to return to school without written authorization from a healthcare provider5. The school will work closely with the family and assist them in navigating this process6. 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

Contact tracing	<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 purposes2. Student and staff schedules will be kept up to date and changes made aware to the health director immediately3. 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 visited4. Contact information for staff, students, and visitors will be kept confidential and made available to the local department of health upon request5. All education sites will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts
Attendance	<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</p>	<ul style="list-style-type: none"> • Staff were provided with the reopening plan to review • 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 will be held in-person on September 8th and all staff will be invited to attend
<p>Communication prior to reopening to parents in the following areas</p>	<ul style="list-style-type: none"> • General information regarding COVID-19 • Social distancing guidelines • Revisions of sick policy in handbook for students • Face covering are highly recommended for students • Temperature screenings and protocol for if a student has a temperature • Cleaning request of parents before students leave for school (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 (volunteers, student interns) 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 a survey <i>Exploring Emotions during the Era of COVID-19</i> 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. • Teachers had a discussion 1:1 with families to see

	<p>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.</p>
Use of technology	<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 telepresence• 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
Emergency Drills	<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 much as possible. Once outside the classrooms will maintain social distancing guidelines when possible while waiting to return in the building

Training

- 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 provided on 6/25/2020 and 9/8/2020.
- Staff will be provided with mandatory social-emotional training prior to returning to work so they are equipped to support students when school reopens. Training provided on 6/25/2020, 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 will be provided for staff to illustrate traffic flow and appropriate spacing
- Training will be provided during summer program for teachers and clinicians on how to provide instruction throughout the school day while social distancing
- Training will be 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 will be 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

Langan Albany site - Maria Mastroianni, LMSW ,& Pooja Weeks, LMHC

Prospect site - Rachel Strohl, LMSW

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

<p>Building Modifications</p>	<p>Langan Albany and CloverPatch Albany</p> <ul style="list-style-type: none"> • OT/PT office area is being renovated to allow for individual work stations which allow for social distancing guidelines to be maintained • Laundry room is being renovated and will include commercial washer and dryer and area for cleaning of other items including MOVE equipment • Social distancing signs will be throughout all the education site buildings • Isolation room will be boy's bathroom across from Room 319/320 <p>Prospect</p> <ul style="list-style-type: none"> • Clinicians will have their office spaces moved to a separate building which allows for social distancing guidelines to be maintained • Isolation room for school age building will be Room 130 • Isolation room for pre-school building will be Room 11 <p>CloverPatch Glenville</p> <ul style="list-style-type: none"> • Isolation room at the Glenville site will be Room 206
<p>Cleaning and disinfecting</p>	<ul style="list-style-type: none"> • A list of cleaning supplies per site and cleaning schedules have been created <i>see Appendix</i> • Cleaning logs will be kept and maintained • Thermometers will be cleaned with alcohol wipes or Oxivir wipes before and after each use. • Training will be provided for staff regarding cleaning and disinfecting on 9/8/2020 • Facilities Management will streamline chemicals used in school to clean and disinfect • Each school site will have access to a 360 Clorox cleaner • Cleaning staff will clean all school spaces at the end of each day effective as of 9/9/2020 • There will be a bathroom and changing room schedule which allows for cleaning every 2 hours by cleaning staff • Staff bathrooms cleaned every 2 hours • School staff will wipe down changing tables after each use using approved cleaners and using universal precautions • Personal wheelchairs will be disinfected daily • The designated isolation room will be cleaned after it is used • 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 throughout the day.

	<ul style="list-style-type: none"> • Therapy areas will be cleaned and therapists will clean materials in between sessions • The windows and/or doors will be opened at the beginning and end of the day
<p>Arrival to School for Staff and Students</p>	<p>Langan Albany and Clover Patch 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. 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 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'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. • If a student is dropped off to school by a parent the classroom staff will come to the lobby to get the student and the parent will remain in the lobby <p>Prospect</p> <ul style="list-style-type: none"> • 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.

Clover Patch 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 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.

Classrooms

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.

- 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
- Teachers will use break out locations if they have more than 10 students present. Break out locations at Langan Albany include: People Services space, old IT space, cafeteria, audiology (except Tuesdays). Clover Patch 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
- 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 weekly
- Cooking groups will not take place until further notice
- SAC (Social Activities Club) will not take place until further notice

<p>In School Events/Gatherings</p> <p>(Dances, Assemblies, etc.)</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. • Dishes will be washed in the cafeteria as the temperature is 180 degrees • Lexan over the serving stations and cash register 	<p>Langan 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>Prospect</p> <ul style="list-style-type: none"> • 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 • 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

Clover Patch Glenville

AM meal prep:

- Assigned staff will arrive between 7-7:30 to begin meal 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

Playground	<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
Field Trips	<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
Community outings for Vocational Education class	<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
Nursing office	<ul style="list-style-type: none"> • Majority of nursing treatments will be done in the classroom • 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. • 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
PE class in the auditorium	<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
PE class in the pool	<ul style="list-style-type: none"> • To be determined
Pool for therapy	<ul style="list-style-type: none"> • To be determined

Vocational Education	<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
Staffing Considerations	<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
Contingency Plan for future school building closures	<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• Langan School website will be updated on an ongoing basis for communication between families and school staff

