

# Center for Spectrum Services

## Reopening Plan

Last revised on 2/1/2021

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## Introduction

Center for Spectrum Services developed this plan to conform to the guidance provided by both the NYS Department of Health (NYDOH) and the NYS Education Department (NYSED) in their July 2020 guidance documents:

NYDOH: Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools during the Covid-19 Public Health Emergency, July 13, 2020.

NYSED: Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools – Reopening Guidance, July 17, 2020.

This plan is fluid and will be revised and updated as needed to adjust to changing public health conditions caused by the COVID-19 virus and as we gain experience in the COVID-19 world. It may also be adjusted as the requirements and regulations emerge over time from the Centers for Disease Control and Prevention (CDC), NYDOH, NYSED and other relevant agencies.

In our preparation of our re-opening plan, we solicited input and involvement from the families we serve, staff, Board members, and our community. We will rely on continued input from all stakeholders as we move forward implementing this plan and as we contemplate any additions or modifications.

We know our program must be as flexible and as responsive as possible to the needs of our students, families and staff members. We will closely monitor the conditions of our community as the COVID-19 pandemic continues and the effectiveness and appropriateness of our plan. We have a sincere commitment to our students and our determination to provide the highest possible quality of educational programming and related services during these difficult times. We commit to collaborating closely with local school districts and departments of health within the geographic region we serve in the Mid-Hudson Valley.

This plan is functional for Spectrum Services programs in Kingston, NY and Ellenville, NY. The goal of the plan is to guide the delivery of high-quality educational services as safely as possible whether that service delivery is in-person, through a remote learning platform or a hybrid combination of remote and in-person services. Our focus and concerns embrace the social and emotional needs of our students, families, and staff members. By diligently working together and remaining focused on the outcomes we desire, we will find solutions to the many challenges ahead.

As required, Spectrum Services identifies the following staff as responsible parties:

Covid-19 Safety Coordinator: Dan Uttendorfer, RN-Kingston; Lorie Hessinger LPN-Ellenville

Covid-19 Responsible Person for Health and Safety: Susan Buckler, Administrative Director

Covid-19 Responsible Person for Educational Programming: Jamey Wolff, Program Director

Our plan includes all the required elements identified by NYSED and follows the structure of the guidance by addressing the following areas as they apply to our students with disabilities and their families:

1. Communication/Family and Community Engagement
2. Health and Safety
3. Facilities
4. Nutrition
5. Transportation
6. Social Emotional Well-Being
7. School Schedules
8. Budget and Fiscal
9. Attendance and Chronic Absenteeism
10. Technology and Connectivity
11. Teaching and Learning
12. Special Education
13. Staffing

We are committed to deliver the educational and related services described in our plan. However, there are factors beyond our control that may limit our ability: available professional staff, adequate supply of PPE and transportation complications, among others. Any suggestions, concerns and/or questions about our plan should be directed to the contact person identified at the beginning of this document or by email to [reopening@centerforspectrumservices.org](mailto:reopening@centerforspectrumservices.org)

## **Communication/Family and Community Engagement**

To help create our reopening plan, Center for Spectrum Services has sought feedback and input from stakeholders, including administrators, staff, parents/guardians of our students, local health department officials and health care providers, members of our Board of Trustees and other community members. Engagement efforts included online surveys, virtual forums/meetings and one-on-one conversations. In addition to a central Reopening Task Force, workgroups have been focusing on Kingston and Ellenville building operations, staff and student health and safety, program design and communications. [You may view the Task Force Mission Statement and Goals here.](#)

Center for Spectrum Services remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff and visitors. The plan is available to all stakeholders via our agency website [centerforspectrumservices.org](http://centerforspectrumservices.org), and will be updated throughout the school year, as necessary, to respond to local circumstances.

As part of its planning for the reopening of schools and the new academic year, Center for Spectrum Services has developed a plan for communicating all necessary information to staff, students, parents/guardians, visitors, education partners, and vendors. The program will use our existing communication modes – including text messaging, email, zoom sessions, phone calls, online newsletter, bulletins on our website and social media – as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic.

#### Center for Spectrum Services Communication Goals:

- To encourage all students, staff and visitors through verbal and written communication to adhere to NYSED, CDC, and NYDOH guidance regarding the use of acceptable face coverings - a face mask covering the nose and mouth, when physical distance cannot be maintained.
- To provide regular updates about health and safety, scheduling, and all other information staff and families should be aware of.
- To provide information to families through a wide array of platforms including mail, email, telephone calls, text messaging, social media and website postings.
- To provide information on how families can access technology and receive technical support to assist with utilization and maintenance of equipment.

Center for Spectrum Services has developed communication materials accordingly, including the creation of sample messages/letters for COVID-19 cases or potential cases for various school audiences. We will utilize communication methods to inform the school community. Information will be dispersed in a variety of platforms that include:

- Agency website
- Call list
- Email blast
- Online training
- Correspondence (letters) to homes
- Social media
- Zoom Town Hall Meetings

Clear messaging will be prepared and consistently communicated before re-entry, on the first day, during the first week, throughout the first month, and continuously throughout the year.

Minimum monthly communication will provide information on the following topics:

- Whom to contact with questions, concerns or suggestions. Empowering people to make a positive difference and communicate the expectation for them to do so.
- The facts as we currently know them (NYSDOH, CDC).
- The importance of physical distancing, monitoring symptoms of COVID-19 and when to stay home.
- Set protocols for entrance (screening) and the review process for staff calling in sick. As well as constant reminders for staff to stay home if they feel sick.

- Encourage and implement physical distancing in bathrooms, break rooms, hallways, etc. Installing physical distancing markers on the floors, etc.
- Practice proper hand hygiene. Staff is allowed to use hand sanitizer, but hand washing with soap and water for at least 20 seconds is still more effective. Hand sanitizer works best on clean hands.
- Encourage and practice proper respiratory etiquette (i.e., coughing or sneezing into your elbow if a tissue is not available).
- Encouraging personal responsibility for yourself and your work area.
- Educating the school community on program policies/procedures, including how to properly wear and dispose of a face mask/respirator.

## Health and Safety

The health and safety of our students, their families and our staff is our top priority. We want students and employees to feel comfortable and safe returning to our schools in Kingston and Ellenville. Our reopening plan incorporates recommendations and guidance from the Centers for Disease Control and Prevention (CDC), the New York State Department of Health (NYSDOH) and the New York State Education Department (NYSED). Disinfectants used will be products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and be appropriate for the surface.

The following protocols and procedures will be in place in both schools for the 2020-21 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 Safety Coordinator, Dan Uttendorfer, RN, at (845) 336-2616 x 128 or [duttendorfer@centerforspectrumservices.org](mailto:duttendorfer@centerforspectrumservices.org).

For more information about how health and safety protocols and trainings will be communicated to students, families, and staff members, visit the *Communication/Family and Community Engagement* section of our reopening plan.

To ensure employees and students comply with requirements, Center for Spectrum Services will:

- Post signage throughout the buildings to remind personnel to adhere to proper hygiene, physical distancing rules, appropriate use of PPE, and cleaning/disinfecting protocols.
- Establish a communication plan for employees, visitors, and parents/guardians with a consistent means to provide updated information. This will be accomplished through our website, email, instant messenger, social media, print copy mailings and voice and/or video messaging.
- Maintain a continuous log of every person, including staff, workers, and visitors, who may have close contact with other individuals at school, excluding deliveries that are performed with appropriate PPE or through contactless means.

- To protect the health and safety of our students and staff, in the event a person within our community (staff, students, and/or their families) is diagnosed with COVID-19, our COVID-19 Safety Coordinator or his/her designee will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, including students, staff, workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. We will follow the advice from Ulster County Health Department and our medical advisors and may close our school for up to 14 days and continue with distance learning during this time.

### **Facility Entry**

- All staff will enter through the main entrance in Ellenville. In Kingston, staff will enter through the main door, pre-school door, or speech wing door entrance.
- Once staff and students have arrived, entry and egress in and out of all buildings will be limited to either the front door (Ellenville and Kingston), preschool wing door or the rear bus loop door (Kingston).
- A face covering is required to be worn by all individuals (staff, vendors and visitors) on Center for Spectrum Services properties when physical distancing cannot be maintained, unless there is medical documentation that an adult is unable to wear a face covering. Students will be encouraged but not required to wear a face covering.
- Proper face coverings for staff include a surgical mask, a KN95 or an N95 mask and must completely cover the individual's mouth and nose. Cloth masks are only permitted under special circumstances with a doctor's note.
- A plastic face shield alone is not an acceptable face covering, according to the NYSDOH.
- Face coverings will be provided by Center for Spectrum Services daily and as needed throughout the day at no cost to the staff or student.

### **Daily Health Screening (Students)**

- Parents/guardians are encouraged to monitor daily for elevated temperature (greater than or equal to 100.0°F) and symptoms of COVID-19 prior to sending their student on a bus or driving the student to school. In addition, students will be screened at arrival for elevated temperature. Any child with a temperature of 100.0 will not be permitted at school. Center for Spectrum Services will communicate via written form, email and/or telephone guidance, in the family's primary language, to perform a daily temperature screening and to fill out a periodic (weekly) COVID-19 questionnaire about their child's health and contacts prior to sending them to school. We will take into account parent/guardian's ability to access the internet. If the weekly parent/guardian COVID-19 questionnaire is not returned in the homebook on Monday or Thursday (depending on the student's cohort), the student will be allowed to attend school and the classroom family service coordinator will contact the parent/guardian and obtain answers to the questionnaire.

- Parents/guardians will be encouraged to pick up and drop off their children to lessen physical distancing issues during arrival and departure from school.
  - To facilitate pick up and drop off for students attending the Kingston program, parents/guardians will be asked to remain in their cars and will be directed to line up at the front of the school.
  - For students attending the Ellenville program parents/guardians will be asked to remain in their car and proceed into the bus loop; buses and parent/guardian cars line up in front of the building in groups of three.
  - Students are taken from parent/guardian cars and busses directly to the Screener located outside the building. Parents/guardians are required to remain in place until given the “the thumbs up” sign. Staff will then take the student into the building. Students will be signed in and accounted for as without fever/symptoms and able to attend school through attendance roll.
- Students arriving by bus will be screened and, if asymptomatic, will be taken by classroom staff into the building. In Kingston, symptomatic students arriving by bus will be escorted to an isolation room to await parent pickup. In Ellenville, symptomatic students arriving by bus will remain in the front of the building in a protective isolation area with a staff member. Parents/guardians will be notified and arrangements will be made for prompt pick up. In both schools, weather or behavioral issues may necessitate a student to be brought from the outdoor isolation area into an isolation room inside the school.
- Should a child not pass the screening protocol, a note from the child’s health care practitioner will be required before the student is allowed to return to school. Parents/guardians will be made aware of the symptoms of Multisystem Inflammatory Syndrome in Children and asked to closely monitor their child for symptoms.

**Daily Health Screening (staff, visitors and vendors)**

- All staff, visitors and vendors must wear a face covering when entering the screening area. Procedure/surgical masks will be available. Prior to entering either facility, all individuals (staff, visitors, vendors) must receive a temperature screening and complete a COVID-19 screening questionnaire. Physical distancing must be maintained during this process. The questionnaire is accessible through the Center for Spectrum Services website or on site. Staff should complete this questionnaire screening prior to arriving at work via the electronic submission form. If a staff member has not completed the screening process prior to coming to work, screening will occur outside of the front entrance prior to the person entering the facility.
- Persons with a temperature greater than or equal to 100.0°F or with other symptoms of COVID-19 will not be allowed to enter the school. Staff will be required to leave school property and must have a note from their health care practitioner before being allowed to return to school. Persons who have positive responses to the COVID-19 questionnaire will not be allowed to enter the building, unless these symptoms are due to a chronic condition such as asthma, allergies or chronic gastrointestinal conditions and verified by a physician per a note to the human resources coordinator. Pass/fail screening results will

be documented by the Human Resources Department while maintaining confidentiality. Barriers and protective gear (gloves, masks, face shields and gowns will be utilized by the screener as appropriate.

- Staff, visitors and outside workers/vendors will complete the questionnaire and have their temperature taken each time they arrive at the building, if they have left CSS property, and before re-entering the building.
- There will be a designated staff person available to perform screenings throughout the day, as the need arises.
- Although filing of the health survey is preferred to be done online, paper copies of the questionnaire for staff and visitors will be available in the front breezeway.
- Visitors will have their temperatures taken and fill out the questionnaire (which will assist in contact tracing) upon arrival.
- For multiple individuals entering the building simultaneously, they will be required to maintain physical distance until they can be signed in and screened.
- Only after all individuals have been accounted for, cleared through the medical screening and wearing proper face coverings, will access to the building be granted.
- Should a person fail the medical screening, specific procedures referenced in Suspect or Confirmed COVID-19 Case section will be followed.

### **Physical Distancing**

- All individuals on Center for Spectrum Services premises must maintain physical distancing and wear a face covering when physical distancing cannot be maintained.
- Proper physical distancing is defined as a six (6) foot separation between individuals. When physical distancing is practiced, such as in an isolated office, the individuals may remove their face covering. However, in common areas such as breakrooms, hallways or bathrooms, the face covering must be worn.
- Ensure six (6) foot distance between personnel unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than six (6) feet apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If an area is occupied by more than one person, occupancy will be kept below 50% of maximum capacity and/or follow square footage guidance from NYSDOH.
- Physical distance separation will be identified using tape or signs that denote six (6) feet of spacing in commonly used and other applicable areas on the site (e.g., clock in/out stations, health screening stations, reception areas).
- In-person gatherings will be limited as much as possible and we will use tele- or video-conferencing whenever possible. Essential in-person gatherings, such as meetings, will be held in open, well-ventilated spaces with appropriate physical distancing among participants.
- Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible.



## **Personal Hygiene**

Hand washing - Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Staff should plan time in the school day schedule to allow for hand hygiene.

- Hand hygiene includes:
  - Signage encouraging hand washing and correct techniques
  - Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), is the preferred method. This can be accomplished by humming the happy birthday song twice
  - Adequate facilities and supplies for hand washing including soap and water
  - Use of paper towels or touch-free paper towel dispensers where feasible (hand dryers are not recommended as they can aerosolize germs)
  - Use of no-touch/foot pedal trash cans where feasible
  - Extra time in the schedule to encourage frequent hand washing.
- Students and staff should wash hands as follows
  - Upon entering the building and classrooms
  - After sharing objects or surfaces
  - Before and after snacks and lunch
  - After using the bathroom
  - After helping a student with toileting
  - After sneezing, wiping, or blowing nose or coughing into hands
  - Anytime hands are visibly soiled
  - When handwashing is not available use a hand sanitizer
- Hand Sanitizer - At times when hand washing is not available students and staff may use a hand sanitizer. In order for the sanitizer to be effective it must contain a minimum of 60% ethyl alcohol or 70% isopropyl alcohol. Gel hand sanitizers are flammable and are not permitted in the classrooms. Hand sanitizers are available elsewhere in the building and students will be monitored and supervised when using. FDA approved disinfecting wipes which are not alcohol based are not flammable and may be used in the classrooms. Using hand sanitizers should include:
  - Signage will be placed near sanitizer dispensers indicating soiled hands should be washed with soap and water prior to using gel hand sanitizer.
  - Placement of sanitizer dispensers will be located near entrances and throughout common areas.

## **Visitor and Vendor Practices**

No outside visitors or volunteers will be allowed on school property, except when necessary for the safety and well-being of students. Parents/guardians who must enter the building must complete the health screening prior to entering and will report to the receptionist in Kingston and the front office in Ellenville and not go beyond that area unless it is for the safety or well-being of their children. Screened and asymptomatic essential visitors and or parent/guardians will be required to wear face coverings and will have restricted access to our school buildings.

## **Visitors**

- No visitor should enter a building unless necessary. All visitors must sign in and out at the main entrance of each building. All meetings should be held outside or via virtual meetings when possible. All visitors must be wearing proper face covering prior to entering any building and it must be worn at all times.
- All visitors must report to the receptionist in Kingston and the front office in Ellenville. A screener will perform a temperature screening and oversee the COVID-19 check-in screening questionnaire. All visitors will sign in as indicated stating their destination at that building for contact tracing. All visitors should be accompanied by a staff member and receive an identification visitor badge.
- Should a visitor become ill while at school, they must alert the staff member that they are visiting to report the issue to the COVID-19 Safety Coordinator or designee and then immediately seek medical attention.

## **Vendor**

- No vendor should enter a building unless pre-authorized and deemed necessary. All meetings should be held outside or via telecommunications when possible. All vendors must wear proper face covering prior to entering any building and it must be worn at all times.
- All vendors must report to the receptionist in Kingston and the front office in Ellenville. A screener will perform a temperature screening and oversee the COVID-19 check-in screening questionnaire. All vendors will sign in as indicated stating their destination at that building for contact tracing. All visitors should be accompanied by a staff member and receive an identification visitor badge.
- Should a vendor become ill while at school, they must alert the staff member that they are visiting to report the issue to the COVID-19 Safety Coordinator or designee and then immediately seek medical attention.

## **Training**

Center for Spectrum Services will train all personnel on new protocols and frequently communicate safety guidelines. Training on the precautions listed below will be conducted either remotely or in person. Physical distancing and face coverings will be required for all participants if training is conducted in person. Training material is designed to be easy to understand and available in the appropriate language and literacy level for all staff.

We will ensure all students or their parent/guardians are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, physical distancing, and respiratory hygiene. Additional training will be provided in:

- Prevention of disease spreads by staying home when they are sick.
- Proper respiratory etiquette, including covering coughs and sneezes.
- Symptoms of Multisystem Inflammatory Syndrome in Children.

- Avoiding the use of communal objects. If communal objects must be used, information on proper disinfection procedures between use will be provided. Examples of communal objects include, but are not limited to, other workers' phones, desks, offices, computers or other devices, other work tools and equipment.
- Procedures for wearing and removing personal protective equipment.
- Up-to-date education and training on COVID-19 for employees and students.
- Risk factors and protective behaviors.

### **Training for Screeners**

Center for Spectrum Services will identify individuals familiar with CDC, OSHA protocols, and DOH guidelines in each building who will be a trained screener. Screeners will wear appropriate employer-provided PPE, including at a minimum, a face covering. If physical distancing or barrier/partition controls cannot be implemented during screening, PPE should be used when within six (6) feet of a staff member, visitor or a student.

### **Training topics for all staff and substitutes**

The COVID-19 coordinator and other appropriate staff will conduct trainings for staff and substitutes on topics relevant to mitigating the spread of COVID-19 in our school community:

- Hand washing techniques
- Cough and sneeze etiquette
- Use of personal protective equipment
- Physical distancing
- How to address close contact interactions with students as part of every day job tasks.
- Operating procedures for each building
- Health screening
- Entrance into the building
- Cleaning/sanitizing procedures
- Sick child pick up
- Staff who are sick or suspected to be sick

### **Signs and Messages**

Signs will be posted in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face cover image icon).

### **Students Eating in Classrooms**

Classroom staff will be provided information on student food allergies and trained on recognizing symptoms of allergic reactions to food. Students will eat their lunch in the classroom with at least a 6ft. separation between students.

### **Space Design and Capacities**

### **General Office Area**

- All offices will be limited to 50% the rated occupancy for the space. Offices must normally maintain a minimum of 150 sq. ft. per individual. Where applicable all offices and small spaces will be limited to one (1) individual at a time.
- In a multiple occupant office, occupancy will be reduced to 50% of the normal occupancy in addition to maintaining at least 6ft of separation between individuals.
- Additional protective barriers such as polycarbonate screens will be utilized to create a physical separation without hindrance to egress or airflow.
- Workstations will be reconfigured so that employees do not face each other, or partitions installed if facing each other cannot be avoided
- Face coverings should be worn in these multiple use office settings.
- Additional breaks may be allotted to allow individuals time to leave the space to remove their masks. Specific determination of these conditions will be determined by the individual's program supervisor.
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible
- If in-person meetings are essential, meetings will be appropriately sized to the room square footage.

### **Conference Rooms**

- Conference rooms will not exceed 50% of prior occupancy and/or number of individuals per square footage as indicated in NYS guidance. Physical distancing and face coverings will be required

### **Staff Lunch Rooms**

- Staff using lunch rooms must maintain 6 ft of physical distance and not sit facing each other. Staff are advised to take their lunch outside at the picnic tables, in an empty office or in their vehicles.
- If staff wish to take breaks together they must do such in a large space or outside, where at minimum 6ft. of separation can occur.
- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate.

### **Copier Rooms/Areas**

- In Kington, the copier room/mail box area is limited to two staff at one time, wearing face coverings.
- In Ellenville, only one person may enter the front office when the administrative assistant is present.
- Hand sanitizer will be located at each copier and staff must wipe down touch surfaces post and prior to use.

## **Restrooms**

- All staff bathrooms regardless of size will be limited to one person at a time. Individuals should knock before entering a bathroom to ensure there is no other occupant present. Signage will be posted on entry indicating one person at a time.
- When a student must be assisted in the use of the bathroom, the adult(s) present must be wearing all applicable personal protective equipment including a face covering or face shield and when medically applicable, the student will be wearing a proper face covering as well.
- Toilet seat lids should always be closed prior to flushing the toilet. Surfaces should be disinfected using Geneon misting from a spray bottle located in each restroom.

## **Hallways**

- Where feasible hallway traffic will be limited to single flow direction. Where single flow is not applicable, bi-direction traffic will be permitted. Adequate distancing will be obtained between all individuals by taped off lanes on the corridor floors
- Directional flow will be identified by indications on the floor
- All individuals must also allow for adequate space between when traveling in the same direction.

## **Classrooms**

- Occupancy in each classroom will be specific and determined based on the overall square footage of the space. Additional considerations will be taken to account for space utilized for classrooms and teaching material.
- Whenever possible, each student, teacher and support staff will maintain not less than 6 ft. of separation from others. We recognize this is unlikely to be possible in our setting with our students.
- Overall class sizes will be reduced to accommodate safety parameters.
- Educational staff and related service staff will be required to wear a proper face covering. Students will be encourage to wear a face covering but it is not required.
- Materials in classrooms will be reduced to what is most necessary. Each student will have his/her own materials available in a closed container.
- Unnecessary furniture will be removed.
- When possible, materials with soft surfaces that are difficult to disinfect such as area rugs, stuffed animals and soft fabric chairs will be removed. However, the disinfecting/sanitizing system used by Spectrum Services is effective on soft surfaces.

## **Nurse Stations and Isolation Rooms**

- All staff in the nurse stations are required to wear appropriate face coverings.
- N95 Respirator use for nurses should be limited to situations of suspected COVID-19. Nurses must receive proper training and fitting of N95 Respirators prior to use.

- “Sick” and “well” zones were created in nurse stations. Students that receive daily medication should be treated separately from students presenting with symptoms of illness.
- Individuals presenting with symptoms representative of COVID-19 will be immediately isolated to reduce risk of transmission. Each school building will have appropriate areas for isolating students indoors. Isolation areas will be identified by signage.

### **Security Vestibule/Reception areas**

Security Stations will remain at front entrances of each building. They will serve as the primary location for accounting for all individuals entering and exiting the building.

- Polycarbonate barriers have been installed to protect individuals.
- Floor demarcations have been installed to indicate where visitors shall stand to maintain social distance.
- Reception area seating is adequately spaced to provide at minimum of 6ft of separation.
- Frequently touched materials such as magazines have been removed.

### **Engineering Controls**

- Portable hand sanitizer stations are installed in the main entrances of each building.
- Alcohol based hand sanitizer and/or sanitizer wipes will be available in each entry and in all corridors on the playgrounds and in locations outdoors.
- Water Fountains: As required by New York State Code a potable water supply will be provided per 150 occupants, but not less than one source per floor. To reduce cross contamination the bubbler/drink spout has been removed or disabled.
- Floor Demarcations will have floor signage installed allotting for a minimum of six(6) feet of separation between all individuals.
- Corridor doors will all be affixed open using electromagnetic hold-open devices to minimize the need to touch doors.

### **Ventilation**

Upon reopening, Spectrum Services plans to increase ventilation to the greatest extent possible. Water systems will be flushed in buildings that have been unoccupied.

The following actions will be taken as needed:

- Work is ongoing with our HVAC consultant to assure and establish sufficient fresh air exchange throughout the school. Spectrum Services maintains adequate, code required ventilation. Modifications to the air flow systems to allow fresh air dampers to introduce more outside air will be made if possible.
- Options for replacement and modification to existing systems are being explored. Air handling systems have been inspected for function with higher MERV rated filters and/or other systems designed to mitigate potential spread of the coronavirus.
- More frequent maintenance and inspection of the systems will occur to mitigate extra strain on systems.

- Filter replacement schedules will be more frequent.

### **Cleaning and Disinfecting**

Cleaning and disinfecting will be completed following CDC guidelines.

- Regular cleaning and disinfecting of the facilities will be performed.
- Logs will be maintained that include the date, time and scope of cleaning and disinfection and individual who performed the task.
- Frequently touched items such as faucet handles, tables, counter tops, desks, keyboards and tablets, toilet flushers, light switches and doorknobs will be cleaned throughout the day.
- If students enter work stations, the area surfaces will be cleansed before another student enters that area. EPA approved wipes, disinfectants or soap and water may be used.
- Students will not be present when or assist with cleaning/disinfection.
- Extra time will be embedded into the schedule to allow for this cleaning.
- Disinfecting wipes will be readily available throughout the building.
- Routine professional cleaning will be done on a daily basis after students and staff have left for the day.
- Special care will be given to isolation rooms, after they have been used by a potentially COVID-19 infected person. All areas that were used by a suspected COVID-19 person (classroom, hallways, bathroom, etc.) must be disinfected.
- If a staff member enters a student work area, surfaces must be disinfected when the staff member is leaving the area before another person enters that area.
- All classroom desks will face in the same direction and have 6 feet separation from other students and staff in all directions.

### **Suspect or Confirmed COVID-19 Cases**

- Emergency Response - Students and staff with symptoms of illness must be sent to the health office. A school nurse is available to assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat. Proper PPE will be required anytime a nurse may be in contact with a potential COVID-19 patient.
- Isolation - Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Facemasks (e.g., cloth or surgical mask) will be provided to the student if they can tolerate wearing it and do not have difficulty breathing, to prevent the possible transmission of the virus to others while waiting for transportation home. Students will be escorted from the isolation area to their parent/guardian via the speech wing door. The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center. Signage will indicate that

the room is temporarily closed until disinfected. The day porter/custodial staff will be contacted to clean and disinfect any areas where the symptomatic student was present. After at least five minutes after the areas have been thoroughly misted with the Geneon electrolyte, signage should then indicate that the room is available for use.

Other considerations include:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred.
- Opening outside doors and windows to increase air circulation in the area.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- Notification - the NYS and local health departments will be notified immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff and visitors.

### **Contact Tracing**

Public Health Officials assume the task of contact tracing, once notified.

To ensure the school district and its employees comply with contact tracing and disinfection requirements, Center for Spectrum Services will do the following:

- Have a plan for cleaning, disinfection, and notifying Public Health, in the event of a positive case. In the case of an employee testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting your building or facility if someone is sick. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and copier machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.



- Workers without close contact with the person who is sick can return to work immediately after disinfection.

[Click here](#) to view Ulster County Testing and Tracing Plan for COVID-19 as of August 12, 2020 for School Districts and Center for Spectrum Services.

### Proximate Contact Guidance

**This guidance comes directly from UCDOH and** is to provide Case Investigators and District Medical Staff with the criteria to determine when a proximate contact should be quarantined. The guidelines provide additional clarification to the information in the referenced document, and are based on a point system, where the greater the points the more likely the proximate contact will have to be quarantined.

This guidance is for **proximate contacts only**. Proximate contacts are defined as “being in the same enclosed environment such as a classroom, office, or gatherings but greater than 6 ft from a person displaying symptoms of COVID-19 or someone who has tested positive for COVID-19.”

Because quarantining excessive students, staff or faculty will severely degrade school operations unnecessarily, this document will provide guidance to quarantine proximate contacts based on levels of risk. See **example**.

Five scenarios are considered for determining whether a proximal contact should be quarantined:

- Classroom setting
- Bus setting
- Cafeteria setting
- Gym class
- Choir practice

**Example:** an individual sitting on the other side of the room from the positive or symptomatic case is at far less risk than an individual that is sitting one desk away. The distant contact would probably not have to quarantine.

### II – Proximal Contact Scenarios

**(1) Classroom Setting:** A positive or symptomatic case (before or after the 48 presumed positive date) was in classroom within 2 days of their symptom onset, or within 2 days of positive test if asymptomatic. Proximate contacts to the case or symptomatic individual should be quarantined if they inhabited the same room during this timeframe and their situation was evaluated as having **4 or more points**:

Assessment Criteria to determine if proximate contact in classroom should quarantine	Number of Points
Had several events of coughing or sneezing	1 point
Was unmasked for 30 minutes cumulative (within the 24 -hour period before positive test results or onset of symptoms on a symptomatic individual not yet tested.)	1 (Over 30 minutes – 2 points)
Was in the classroom from 30 minutes to an hour	1 point

Was in classroom for greater than 90 minutes	2 points
Proximate contact was unmasked for 30 minutes in the room	1 point (Over 30 minutes – 2 points)
Proximate individual inhabited a space 6 to 12 linear feet from case for 10 minutes or longer	1 point
Classroom was not well ventilated (below MER ventilation category 13/poor air exchange/windows or doors not open)	1 point
Room density less than ~50 ft <sup>2</sup> per person	1 point

**Classroom Scenario Example:** Aaron was COVID positive in class for 60 minutes. While he sneezed several times during class, he always had a mask on and was always separated from other students by 6 feet. Ann was in the same class for 60 minutes and had a mask and maintained social distancing. Her desk was 15 linear feet from Aaron’s and the class was well ventilated. Does Ann have to quarantine?

- Aaron had several episodes of sneezing – 1 point
- Aaron in class for 60 minutes – 1 point
- Ann’s desk was 15 feet from Aaron – 0 points
- Class well ventilated – 0 points
- Total points: 2. Ann is a proximate contact that does not have to quarantine.

**(2) School Bus:** Proximate individual was on the bus with positive or symptomatic case within 2 days of symptom onset, or within 2 days of positive test if asymptomatic. Proximate contacts should be quarantined if their situation was evaluated as having **4 or more points**:

Assessment Criteria to determine if proximate contact should quarantine	Number of Points
Contact was unmasked or masks were not strictly enforced	1 point each
Case or symptomatic individual had several events of coughing or sneezing	
Proximate Individual located less than 7’ from positive case or symptomatic individual	
Bus windows were closed	
Cumulative* duration (including time waiting on the bus) of bus ride was:	Between 30 – 90 minutes: 1 point 90 minutes or more: 2 points

*\*Cumulative: if student rides the bus to and from school with same group of people for 2 days while infectious, and the ride is 15 minutes in each direction, cumulative duration = 1 hour*

**Example of proximate quarantine bus scenario:** Jack is symptomatic (coughing) and sits in the back of the bus. Jane sits across the aisle from Jack. Both are wearing masks and do not move around the bus. Bill also masked sits adjacent to Jack but 7 feet away. Bus driver and monitor remain in the front of the bus both masked. Bus ride over 48 hours takes 50 minutes cumulative and no windows were open. Which of the proximate contacts must quarantine?

- Driver/monitor? Bus window closed – 1 point, cumulative ride is 50 minutes – 1 point, driver and monitor more than 8 feet away – 0 points, Jack was coughing – 1 point. Total points 3. Neither driver nor monitor will have to quarantine.
- Bill? Same as above, 3 points. No quarantine.
- Jane? Siting within 7 feet of Jack – 1 point, windows closed – 1 point, cumulative time of ride: 50 minutes – 1 point, Jack coughing – 1 point. Total: 4 points. Jane must quarantine.

**(3) Lunchroom/Cafeteria/Eating in Classroom:** Proximate individual was in the room with positive or symptomatic case within 2 days of symptom onset for case, or with within 2 days of positive test if asymptomatic. Proximate contact should be quarantined if their situation was evaluated as having **3 or more points**:

Assessment Criteria to determine if proximate contact should quarantine	Number of Points
Proximate individual was between 6 and 12 feet from the case or symptomatic individual for 10 minutes or longer	2 point
Case or symptomatic individual had several episodes of yelling, coughing, or sneezing with mask on	1 point Without mask – 2 points
Proximate individual remained in the room with the case or symptomatic individual for greater that 30 minutes	1 point

**(4) Gym Class:** Proximate student was in gym class with positive case or symptomatic individual within 2 days of symptom onset, or within 2 days of positive test if asymptomatic. Proximate contacts should be quarantined if their situation was evaluated as having **4 or more points**:

Assessment Criteria to determine if proximate contact should quarantine	Number of Points
Proximate individual shared a locker room or changing space with symptomatic individual	1 point
Proximate contact was within 6-12 linear feet of case or symptomatic individual for 10 minutes or more	1 point
Positive or Symptomatic individual was not wearing a mask	1 point each
Proximate student was not wearing a mask	
Positive or Symptomatic individual had several episodes of sneezing or coughing	
Proximate and positive case/symptomatic individual engaged in a high energy activity which lead to rapid, heavy breathing or perspiration	
Proximal contact shared unsanitized gym supplies	

**Choir practice:** Proximate student was in choir practice with positive case or symptomatic individual within 2 days of symptom onset, or within 2 days of positive test if asymptomatic. Proximate contacts should be quarantined if their situation was evaluated as having **4 or more points**:

Assessment Criteria to determine if proximate contact should quarantine	Number of Points
Positive or symptomatic individual was not wearing a mask	1 point each
Proximate student was not wearing a mask	
Positive or symptomatic individual sneezed or coughed several times	
Choir practice lasted from more than 30 minutes	
Choir members share equipment such as microphones	
Poor ventilation	
Choir members practiced singing face to face	2 points
Member practiced within 12 feet separation	

**Return to School after Illness**

Center for Spectrum Services has established protocols and procedures, in consultation with the local health department, about the requirements for determining when students or staff members, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

1. Negative COVID-19 diagnostic test result
2. Symptom resolution for at least 72 hours and documentation of release from I isolation from the Department of Health

We will refer to DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

We require that individuals who were exposed to a positive case of the COVID-19 virus complete quarantine and are not symptomatic before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

**Closure Considerations**

When a person has been identified (confirmed) or suspected to be COVID-19 positive; the process at Center for Spectrum Services could include:

- Having school administrators collaborate and coordinate with local health officials to make school closure and large event cancellation decisions.
- Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the local DOH. Establishing a decision-making tree at the district level.
- Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.
- Implement as needed short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:

- Closing off areas used by ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area. Clean and disinfect. Do not use the area(s) until cleaning and disinfection has taken place.
- Opening outside doors and windows to increase air circulation in the area.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.
- Communicating as soon as possible with staff, parents/guardians, and students.
- Using DOH guidance/procedures for when someone tests positive.
  - In consultation with the local DOH, a school official may consider whether school closure is warranted and period of time (prior to re-opening) based on the risk level within the specific community as determined by the local DOH.
  - In accordance with guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff quarantine.
  - Additional close contacts at school outside of a classroom should also quarantine at home.
- Closing of schools could be a regional decision.
  - 7 metrics - NYS Dashboard
    - Schools will reopen if a region is in Phase IV and the daily infection rate remains below 5% using a 14-day average
    - Schools will close if the regional infection rate is greater than 9% using a 7-day average after August 1, 2020
- Thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response).
- Buildings may consider closing if required cleaning products (bleach and water can be used as a cleaning product) and PPE are not available

#### **Additional Health and Safety Related Policies**

- We will allow windows and doors to be open, when possible, unless it poses a health risk to students or staff members.
- Personal protective equipment (PPE) and cleaning/disinfection supplies and materials usage will be monitored, and inventory of this material will be kept and reordered to maintain a 45 day supply at all times.
- We will designate the school nurses in Kingston and Ellenville as the COVID-19 resource persons. Program Coordinators/Department Heads will be designated as back up to COVID-19 resource persons.
- Staff will be trained regarding observing for signs and symptoms of COVID-19 and MIS-C in students and staff.
  - Signs and symptoms of COVID-19 include: fever (greater than or equal to 100.0°F), dry cough, shortness of breath, difficulty breathing, muscle pain, sore throat, headache, lethargy, diarrhea, vomiting, conjunctivitis, skin rash, chest pain or pressure and loss of smell or taste. Symptoms may appear 2-14 days after exposure.

Evidence shows that persons infected with COVID-19 may be asymptomatic but contagious for up to 48 hours prior to developing symptoms. Some who are infected may never display symptoms but are still able to infect others at some point.

- Families and staff will be informed about Multisystem Inflammatory Syndrome in children (MIS-C). MIS-C is a very rare but serious condition that may accompany or follow COVID-19 infection, occurring in children with ages ranging from infancy to age 20.
  - Symptoms of MIS-C may include: fever that lasts 24 hours or longer, vomiting, diarrhea, stomach ache, skin rash, red eyes, redness or swelling of the lips and tongue, feeling unusually tired, redness or swelling of the hands or feet. Emergency warning signs of MIS-C include: inability to wake up or stay awake, difficulty breathing, chest pain or pressure that doesn't go away, confusion that is new, bluish lips or face, severe stomach pain. Most had been asymptomatic before developing the symptoms of MIS-C but subsequently tested positive for COVID-19.
- We will instruct parents/guardians to observe for signs and symptoms of COVID-19 and MIS-C and to keep their children home from school and contact their healthcare provider if symptomatic.
- 911 will be called if a child develops emergency warning signs of MIS-C (see above) Parents will be urged to do the same or to take their child to the nearest Emergency Room if these warning signs occur.
- Our staff will communicate to parents/guardians about the urgent need for reliable contact phone numbers and will request a reliable back-up number if primary and secondary contacts are unavailable.
- We will inform staff about the urgent need for a reliable contact phone number in case of emergency, and to have a reliable back-up number if primary contact is unavailable.
- If any student or staff displays COVID-19 symptoms during the school/work day, the school nurse will be summoned to the classroom. In Kingston, if the nurse is unable to leave the nurses' office, the staff or student (accompanied by a staff person) will go to Isolation Room #1 (next to the nurse's office) and wait for the nurse to become available. In Ellenville, staff or student (accompanied by staff) would go to the room located next to the Nurses' Office (Music Room). If it is determined that staff members have COVID-19 symptoms, they will be sent home. If the student is determined to have COVID-19 symptoms, they will be kept in the isolation room, and provided a mask (if they can tolerate it). Staff will attempt to remain outside of the isolation room (behavior permitting), but maintain visual contact with the student, while wearing personal protective equipment. Parents/guardians will be contacted and told that their child must be picked up. Before returning to school, a note will be required from a health care provider indicating that the student or staff is cleared to return to school or has completed their time in quarantine. Additional isolation rooms are located in the resource rooms in Kingston. If necessary, in Ellenville, additional isolation space will be created at the end of the hallway utilizing a protective barrier.

- If any person is determined to be symptomatic and sent home, any isolation room or area that was used by a suspected COVID-19 person, and the suspected persons' classroom/office will be closed after it is vacated, and disinfected after 24 hours.
- There will be a designated staff person available to perform screenings throughout the day, as the need arises.
- We understand that students with special needs may not be able to wear a face mask, adhere to respiratory etiquette, or maintain physical distancing. Staff will coordinate with parents/guardians and healthcare providers to decide how to best meet the students' needs at school while protecting their health and safety. Face shields may be utilized by students instead of face masks, if that is what the student prefers. Staff will need to be flexible regarding student use of face masks or face shields. Students who cannot tolerate mask wearing will not be obligated to wear any face covering
- Willing students will be provided with child sized face masks or face shields.
- Hand sanitizer will be provided throughout common areas and near high touch surfaces. Signage will be placed indicating that visibly soiled hands should be washed with soap and water. Hand sanitizer should be used if soap and water is not available. Students using hand sanitizer will be visually monitored at all times.
- Students will be given mask breaks during the day. Students must be able to maintain physical distance if taking a mask break.
- The nurse must wear an N95 or KN95 mask when administering a nebulizer treatment.
- Following NYSED guidance, we will waive hearing, vision and scoliosis screenings due to the COVID-19 crisis.

### **Cleaning and Disinfecting**

Cleaning and disinfecting will be completed following CDC guidelines.

- Regular cleaning and disinfecting of the facilities will be performed.
- Logs will be maintained that include the date, time and scope of cleaning and disinfection.
- Frequently touched items such as faucet handles, tables, counter tops, desks, keyboards and tablets, toilet flushers, light switches and doorknobs and anything else that are being touched by others will be cleaned throughout the day.
- If students enter work stations, the area surfaces should be cleansed before another student enters that area. EPA approved wipes, disinfectants or soap and water may be used.
- Students will not be present when or assist with cleaning/disinfection.
- Extra time will be embedded into the schedule to allow for this cleaning.
- Disinfecting wipes will be readily available throughout the building.
- Routine professional cleaning will be done on a daily basis after students and staff have left for the day.
- Special care will be given to isolation rooms, after they have been used by a potentially COVID-19 infected person. All areas that were used by a suspected COVID-19 person (classroom, hallways, bathroom, etc.) must be disinfected.

- If a staff member enters a student work area, surfaces must be disinfected when the staff member is leaving the area before another person enters that area.
- All classroom desks will face in the same direction and have 6 feet separation from other students and staff in all directions.

### **Personal Protective Equipment**

- Cloth facial coverings are not acceptable for use in the facility, unless the user has a doctor's note indicating the reason that a surgical/the that they only protect the people that the wearer comes in contact with, not the person wearing the cloth facial covering. They must cover both the mouth and nose. We will provide a free procedure mask or surgical mask for any person that needs one. If an employee has documentation that they are not medically able to wear a mask or facial covering, they are not required to do so. Cloth facial coverings must be taken home and washed on a daily basis.
  - Donning Masks: After washing hands, put on a clean mask by holding the outside of the mask and placing straps around ears or the back of the head, depending on the mask style. Fit the flexible band at the top of the mask around the nose and make sure that the mask fits snugly to face to below the chin. Remove Mask: remove by grabbing the straps from behind the head or ears. Do not touch the front of the mask (it is considered contaminated).
  - Surgical or procedure masks can be reused if removed during the day. Fold the mask so the front of the mask is folded onto itself. Place in a clean, labelled paper or plastic bag until needed. Remove from bag after washing hands. Grab straps and open folded mask. Reapply mask to face. Refit the mask around nose and snugly around face. Wash hands. Discard mask at any time if wet or soiled, and at the end of the day. Masks may be reused if removed and placed in a clean paper or plastic bag. Masks should not be used for more than one day.
- Gloves: wash hands, then put on gloves. When removing gloves, with one hand grab the palm of the other glove and pull it off and put in palm of gloved hand. Slip a finger of ungloved hand under the remaining glove and pull the glove towards fingertips, turning the glove inside out and over the other glove and discard. Do not touch the outside of either glove.
- Gown: don the gown and tie straps (ask for assistance to tie in back if needed). When removing gown, untie or pull and break straps and roll the gown into a ball and discard. Do not shake gown when removing.
- Face/Eye shields: may be placed over mask. If staff choses to wear a face shield, a face mask must also be worn. Do not touch outside of shield when removing. Shields are reusable. Cleanse the outside with soap and water or a disinfectant. Cleanse the inside of the shield with soap and water. Shields may not be shared.

### **Attendance Policies**

Center for Spectrum Services will follow CDC guidelines on allowing students and staff entrance to the school building, and on when students and staff may return to school after an illness.



- If a student or staff is not diagnosed with COVID-19 by a healthcare provider, they may return to school if there is no fever (without use of fever reducing medications) for 24 hours, or if diagnosed with another condition and has a healthcare provider written note allowing return to school. On the day that the child returns to school, the parent/guardian will need to screen their child's morning temperature and record in the homebook. The child will be screened before entering the school.
- Students or staff may return to school (if diagnosed with COVID-19 by a healthcare provider based on a test, or their symptoms; or does not get a COVID-19 test but have had symptoms) if it has been at least 10 days since onset of symptoms and it has been 3 days since having a fever without the use of fever reducing medication and it has been 3 days since symptoms have improved, including cough and shortness of breath.
- Persons who have had close contact (less than 6 feet physical distance for greater than 10 minutes starting from 2 days before illness onset {or, for asymptomatic patients, 2 days prior to positive specimen collection} until the time the patient is isolated) to a person with laboratory confirmed or probable COVID-19, should quarantine for 14 days following exposure.
- Persons who have travelled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory must quarantine for 14 days after returning home.
- Center for Spectrum Services will collaborate with Ulster County DOH to determine the parameters, conditions, or metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

## Health Examinations

Effective 2/1/2021, all health examinations performed for students when they are a new student in a school district and when they enter Pre-K or Kindergarten, and grades 1, 3, 5, 7, 9, and 11, must be documented on the [NYS Required Health Examination Form](#). **ONLY the approved form or an electronic health record equivalent form will be accepted by schools for health examinations conducted on or after 2/1/2021.**

A letter and copy of the required form with instructions will be sent to parents/guardians for your health care provider (HCP). The [Instructions for Completion of New York State School Health Examination Form](#) provides direction to healthcare providers on the required components and the required presentation order of those components for an electronic health record form to be an equivalent form.

The form and instructions are also available at [www.schoolhealthny.com](http://www.schoolhealthny.com). Parents/Guardians are asked to share these at your child's visit for a health exam with the health care provider (HCP). This is typically your doctor but may be a nurse practitioner or physician assistant.

Students who present a physical exam that is not acceptable will be required to have the parent/guardian contact the school to complete the correct form. Students who are unable to obtain the correct form will be required to have the health examination repeated at school,

which will upset many families. To prevent that, we ask that you comply with Education Law and document a health exam on the correct form or electronic health record equivalent.

**Please note the components on the health exam form are required in NYS Law.**

## Facilities

In order to prevent the spread of COVID-19 infection within Center for Spectrum Services, facilities operations will be geared toward meeting physical distancing requirements and enhanced cleaning, disinfecting and sanitizing. School staff and cleaning service personnel will implement enhanced cleaning frequency and procedures during the day and after program hours to ensure that classrooms, therapy areas, nursing offices, restrooms, common areas, play spaces, shared spaces and touch points are disinfected. Additional cleaning service staff will be available.

Center for Spectrum Services will comply with all requirements of the NYS Uniform Fire Prevention and Building Code. Both schools are inspected annually by a code enforcement inspector from the local municipality and the annual nonpublic school building fire safety report is submitted to NYSED.

The function, position, and operation of corridor doors automatically released by the fire alarm system will remain unchanged.

Center for Spectrum Services maintains adequate, code required ventilation as designed. Work is ongoing with our HVAC consultant to establish additional fresh air exchange throughout the school. During the month of August 2020, we plan to increase ventilation to the greatest extent possible. A plan for continual proactive filter maintenance is in effect.

Water systems will be flushed in buildings that have been unoccupied. Annual lead in water sampling will be carried out upon the reopening of school under conditions consistent with when the building is “normally occupied.”

The following actions will be taken as needed:

- We are currently at the lowest limit for the number of coded drinking fountains available.
- Although we anticipate no code-related physical alterations to the configuration of existing classrooms or spaces, should they become necessary, the change/s will be submitted to the local municipality, and/or code enforcement officials for review.
- Tents, either temporary or permanent, and which may be regulated or coded, will be submitted for necessary building permits or certificates of occupancy.
- We maintain more than the minimum number of toilet fixtures as established by building coding.

## **Emergency Response Protocols & Drills**

The required eight evacuation and four lockdown exercises will be conducted in compliance with New York State Department of Education regulation for all students. Each cohort of students will participate in the required number of exercises. There will be modifications to egress routes to maintain physical distancing requirements unless safety requires closer proximity. Staff will be assigned as safety marshals to assist with staggering traffic flow for egress. Classrooms will be given instruction about ensuring physical distancing during all emergency exercises and responses

### **Emergency Response Protocols**

- Evacuation
- Lockdown
- Shelter-In-Place
- Hold-In-Place
- Lockout

### **Shelter-In-Place**

Areas will be identified in each school that will be used for the Shelter-in-Place along with areas that cannot be used due to certain types of environmental hazards (i.e.: high winds, tornado, etc.). Shelter-In-Place protocols will be the same with the following changes:

- Provide 6 feet of space between students and staff during the Shelter-In-Place
- Use of face coverings throughout the event may be considered
- If 6 feet between staff and students cannot be achieved, face coverings should be worn at all times during the event
- Plan to have extra face coverings on hand in the event that a person does not have one

### **Hold-In-Place**

Hold-In-Place protocols will be the same with the following changes:

- Provide 6 feet of space between students and staff during the Hold-In-Place
- Use of face coverings throughout the event may be considered
- If 6 feet between people cannot be achieved, face coverings should be worn at all times during the event
- Plan to have extra face coverings on hand in the event that a person does not have one

### **Evacuate**

Evacuation protocols will be routinely the same with some minor adjustments:

- Center for Spectrum Services has plenty of outdoor space to assure and allow 6 feet of separation of students and staff, and where neither students nor staff will impede emergency responders.
- In effort to get all staff and students out of the building as quickly and efficiently as possible, face coverings will be worn at all times except by students or staff who are unable to wear a face covering.

- Along with required items to take with them during an evacuation (i.e. first aid kit), staff will also be required to have extra face coverings and hand sanitizer on hand.
- We will identify, in advance, who will be holding the door to get out of the building, thus reducing the amount of people touching the door hardware when leaving the building.
- If no extra face coverings are available, staff will instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

### **Lockout**

Lockout protocols will be the same, besides maintaining six (6) feet of space between students and staff in the area.

### **Lockdown**

In order to protect life and safety, during a lockdown, there may be an acceptable overriding of the six (6) foot recommendation between people, and lockdown protocols will mostly be the same process as they have been conducted in the past.

- We will evaluate, in advance, whether there is room to physical distance without being in the line of sight.
- We will require face coverings to be worn during the event at all times except by students or staff who are unable to wear a face covering. Extra face coverings will be available in the event that a person does not have one.
- Staff will instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event.

### **Room Occupancy and Square Footage**

Per NYSED guidance, our special education classrooms will use 50 sq. ft. per person directive for classrooms. Per DOH Interim Guidance for offices, we will reduce office space to 50% or install safety screens if the physical distance cannot be maintained. Spaces in each building will be repurposed to allow for additional separation of staff and students. Shared spaces will continue to be utilized as part of our developmentally appropriate educational program. Therapy areas and recreational spaces will operate at the 50 sq. ft./person guideline. Signs will be posted to indicate occupancy guidelines.

## **Child Nutrition**

Center for Spectrum Services will follow School Food Authority (SFA) policies when communicating about school meal services, eligibility, options and changes in operations. All meals provided during the public health emergency will be available at no cost to all children at both our Kingston and Ellenville schools. All communications will be provided through a variety of communication methods including website, social media, emails, newsletters, and regular mail, and translated into the languages spoken by families as needed.

Center for Spectrum Services participates in the Community Eligibility Provision (CEP), a non-pricing meal service option for schools in low-income areas. CEP allows us to serve breakfast

and lunch in both Ellenville and Kingston at no cost to all enrolled students without collecting household applications. Questions about this program may be directed to Lorie Deamer-Crandall, staff accountant, [LDCrandall@centerforspectrumservices.org](mailto:LDCrandall@centerforspectrumservices.org).

School meals will continue to be available to all students attending school in-person. Those students not attending in-person school may secure meals from their local school district. Meal information processes will be communicated with families. For information on this communication visit the Communication/Family and Community Engagement section of this plan.

### **Health and Safety: Food Preparation and Serving**

- All Food Service Staff will follow COVID-19 Staff Safety Guidelines for school entry precautions (temperature taken, filling out questionnaire), regular handwashing, physical distancing, wearing facemasks, wiping and sanitizing surfaces regularly.
- To reduce contact between kitchen staff and classroom staff:
  - Any changes in a student's meal, or immediate food need will be emailed by classroom staff to the kitchen, or if last minute, phoned in to the kitchen.
  - Orders of food supplies for classrooms will be emailed to the kitchen by the end of the school day for fulfillment the following morning.
- We will continue using reusable cutlery and food trays, while also continuing our policy of high-heat or chemical dishwashing of all food service items, and ensuring that all non-disposable food service items are handled with gloves, as prescribed by the CDC in its Considerations for Restaurants and Bars, 6/30/2020.
- A dedicated kitchen assistant will deliver meals directly to each classroom. This will greatly reduce hallway traffic at what would normally be a busy time.
- Upon delivery of meals, the kitchen assistant will transfer meals from the hallway to classroom staff, and not enter the classroom itself.
- Upon returning to kitchen, and before the next delivery of meals, the transport equipment will be wiped and sanitized.
- At a specified time, the kitchen assistant will collect non-disposables from the classrooms and return them to the kitchen for proper washing/sanitizing.
- After the day's meal services are complete and kitchen cleaned, the kitchen will also receive a full sanitizing of all equipment and services.

### **Meals Onsite**

All students will be served their meals in their respective classroom. Classroom staff will require all students to wash their hands before and after eating. Students do not have to wear facemasks while they eat, however, staff assisting them must wear a protective face covering. Any sharing of food and beverages will be discouraged.

While unmasked and eating, students will maintain appropriate safe distancing:

- By being at a table with other students but safely separated by dividers;

- By sitting six (6) ft. apart; or by staggering students eating times to maintain a six (6) ft. distance between other students who are eating (unmasked), as well as those who are not (masked).

Both kitchen and classroom staff will be aware of which students have food allergies, and work together to avoid a specific allergen, or to accommodate a singular food need, by customizing meals specially prepared for such students.

Classroom staff will assure there is no sharing of food between students. Further, after all students have eaten, classroom staff will be required to wipe down all areas used with antiseptic wipes.

### **Meals offsite/remote**

Center for Spectrum Services is unique in that its students come from over 30 separate school districts, covering seven counties within the Mid-Hudson Valley. We work collaboratively with these school districts on all aspects of a student's education, their well-being, family life, and health.

In terms of nutrition during the COVID-19 crisis, we will work with each school district to assure every student who needs it will have access to daily school meals at home. Students will have access to these meals whether they are on a hybrid school schedule, or on a full remote learning schedule.

### **Compliance with Child Nutrition Program Requirements**

Center for Spectrum Services participates in the National School Lunch and Breakfast Programs through the SFA-wide Community Eligibility Provision program for all students. Both breakfast and lunch are available to all students who attend both the Kingston and Ellenville schools.

In compliance with Child Nutrition Program requirements, we will continue offering attractively prepared meals of the highest nutritional value to all of our students.

## **Transportation**

Center for Spectrum Services contracts with more than 30 school districts and 6 counties in the Mid-Hudson region who transport students with autism spectrum to our schools in Kingston and Ellenville, NY. We do not transport students. School districts are required to provide transportation to Spectrum Services whether or not the district is in session remotely or otherwise. Spectrum Services staff will coordinate closely with school district and county transportation departments to ensure collaboration. Each district and county will develop their specific NYSED School Reopening plan to conduct transportation activities that are consistent with state-issued public transit guidance and guidelines, including following all

cleaning/sanitation standard operating guidance using products approved by the EPA used according to instructions.

Students with a disability which would prevent them from wearing a face covering will not be compelled to do so or denied transportation. However, students will be encouraged to wear a face covering and physical distance on the bus to the extent practicable. Members of the same household may be seated within 6 feet of each other. Parents and legal guardians are encouraged to drive students to school to reduce density on buses. Parents and legal guardians must notify either their local school district or county as well as Spectrum Services as soon as possible if their child will be driven to school so we are able to facilitate arrival at school and departure from both cars and buses to mitigate potential transmission of the coronavirus.

Should there be a reported case of COVID-19 on a school bus, the district transportation supervisor will notify the Center for Spectrum Services COVID-19 administrative assistants: Lauren Siuta in Kingston and Connie Stone in Ellenville. They will report to Dan Uttendorfer, the COVID-19 Safety Coordinator, and a plan will be implemented to contact parents/guardians of students on that bus.

As outlined in the Health and Safety section of this guidance, all parents and guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more (without the use of fever reducing medication) prior to boarding their method of transportation to school. Children are not to be sent to school or board the bus if sick or with an elevated temperature.

Loading/Unloading & Pickup/Drop-off: Students will enter the bus in sequential route order. First student on the bus sits in the back, when going to school, last student off sits in the back when going home from school. Arrival and dismissal times will be staggered to promote physical distancing.

Parents/guardians will be encouraged to pick up and drop off their children to lessen physical distancing issues during arrival and departure from school.

- Kingston: An assigned staff member in a tented area will notify classroom staff that the student has arrived. The student will be accompanied by a staff member to the screening tent, screened and, if asymptomatic, will be taken by classroom staff for building entry. Students will be signed in and accounted for as without fever/symptoms and able to attend school through attendance roll. In the morning screening, parents/guardians will be instructed to wait in their car with their child until summoned by staff for student screening.
- Ellenville: For students attending the Ellenville program, parents will be asked to remain in their car and proceed into the bus loop. Buses and parent cars will both line up in front of the building in groups of three. Students will be taken from parent cars and busses directly to the screener located outside the building. Parents are required to remain in place until given the “the thumbs up” sign. Staff will with then take the student into the building.

## Social Emotional Well-Being

In planning for our re-entry in September, Center for Spectrum Services has formed taskforce teams to examine the guidance provided by the Department of Health and NYSED for our re-entry in the Fall. Our work is grounded in our beliefs that the most equitable opportunities for educational success rely upon the comprehensive support for students and families provided in our schools by our professionals and the systems of support we have built. These supports include academics as well as the social and emotional well-being of our students. We are committed to prioritizing social emotional well-being - not in partnership with other aspects of learning, in order to create the mental, social and emotional space to successfully address the individual educational plan of each student. In support of this belief, our student staff and safety workgroup and our ongoing clinical department meetings consisting of administration, staff, licensed mental health professionals, parents of our students, community members and members of our Board of Trustees are prioritizing social-emotional learning. This workgroup team is developing a cohesive and strategic plan, regardless of the re-entry phase, to support students and staff upon re-entry for the 2020-2021 school year. This includes a means to identify and actively support student and staff well-being and mental health concerns through a range of pre-determined strategies to be employed with those dealing with difficult situations. This plan will focus specifically on how to best support students and staff in a blended learning model scenario, which includes a mix of both in-person and virtual classroom instruction. This plan includes considerations for teams to rapidly transition between face-to-face and continuous remote learning, which may be required based on the incidence of COVID-19.

Research clearly demonstrates the importance of mental and emotional well-being for students and staff, which has both psychological, physical and ultimately educational outcomes. We know, after this prolonged closure, many of our students and staff will require social-emotional supports to help them re-engage and re-enter work and school. As a program dedicated to the support of our students, their families and our staff, our commitment is to create emotionally and physically safe, supportive and engaging learning environments promoting all students' social and emotional well-being and development. The pandemic has elevated the role of leaders in creating conditions helping students identify their feelings, practice empathy, create social bonds and adapt to new learning experiences. Our clinical department, school based health programs, and wrap around supports will play an extremely important role in the adjustment period when buildings reopen and access to clinical staff and school-based health programs will be invaluable supports to our students. Before school resumes, school administrators, teachers and mental health practitioners (family service coordinators, BCBA's and school psychologists) are meeting to review our in-house mental health capacity and develop a list of already existing community-based mental health supports. In addition, it will be critical to determine students who might be at risk for needing mental health supports. Clinical staff and administrators will be equipped with tools and information needed to see



each child through a social emotional lens. We remain committed to supporting all students and maintaining our whole child commitment as well as equipping all staff to connect, heal, and build capacity to support our students.

Supports for staff will include access to community mental health resources, opportunities during the workday to practice mindfulness and connection, and the Employee Assistance Program (EAP), which offers many free services including face-to-face and virtual counseling. For students, opportunities will include instruction in relaxation, sensory integration and mindfulness, opportunities for physical exercise, mandated and additional student counselling and group sessions, curriculum specifically designed for affective learning and behavioral control (i.e. Social Thinking, Safety-Care, cognitive-behavioral interventions ) Information about all social-emotional supports will be made widely available to the Center for Spectrum Services community through the staff and parent sections of our website, team meetings, staff meetings, and in-service workshops. We are committed to developing and making accessible to our families appropriate social and emotional learning content to be used during all phases of our re-entry.

Transitions are important every year, and they will be even more important this fall returning from continuous remote learning to in-person instruction in buildings or a phased in approach to in-person instruction. Our program will support transitions in a culturally responsive manner and engage students, families, and communities in the process of identifying needs and supports. Transitions take many forms and include returning to school in the fall, moving from one class to another, or dealing with the varying emotional needs as a result of the health pandemic.

### **Addressing Social-Emotional Health**

In order to adequately address the social and emotional health of our parents, students and staff, we need to consider the trauma and loss they may have experienced during the quarantine and consider that their emotional reactions to coming out of quarantine are likely to be complex.

Staff and/or parents and students may be experiencing grief due to loss of a loved one during this time either due to COVID-19 or another cause. Due to quarantine restrictions, many were limited in how they were able to grieve during this time. In addition incidences of domestic violence, substance abuse, depression and anxiety rose significantly across our country during the quarantine, and are likely to have had an impact upon our school community. Loss of income is another factor to consider for our families, with the financial impact adding to the stress of having a special needs child at home 24 hours a day during the quarantine. In addition, some parents may feel guilt for not being able to perform their normal work duties during the quarantine in order to provide financially for their family.

Parents and staff may experience relief after quarantine, at some return to normalcy however, they may also experience fear and worry about their own health and the health of their loved

ones, knowing that increased exposure to others increases the chances of becoming infected or of infecting someone else.

Parents and staff may feel stress from the experience of monitoring themselves/their children or of being monitored by others for signs and symptoms of COVID-19. Parents, staff and/or students may experience frustration at the limits imposed (e.g., wearing masks, physical distancing) in order to maintain safety within the school setting. In turn, some may experience sadness, anger and/or frustration because friends or loved ones have unfounded fears of contracting the disease from contact with someone who had COVID-19 even though they have been determined not to be contagious at this point.

**What our clinical team can do during the workday:**

- Educate staff, parents, and students on symptoms of mental health needs and how to obtain assistance.
- Promote social emotional learning competency and build resilience.
- Help ensure a positive, safe school environment.
- Teach and reinforce positive behaviors and decision-making.
- Encourage good physical health.
- Help ensure access to school-based mental health supports; facilitate the expansion of school-based mental health supports.

## Budget and Fiscal Matters

Both the national and NYS economy have been dramatically impacted by the COVID-19 crisis. The costs to mitigate the effects of distance learning negatively impacted Center for Spectrum Services' budget projections for the 2019-20 school year and will continue to do so in the 2020-21 school year as we move to a hybrid educational model. We have adjusted our internal budgeting and expense reporting and have expanded our forecasting systems to include the new economic circumstances. We track all COVID-19 related expenses.

Additional expenses to reopening our schools include costs of:

- Adhering to health and safety monitoring and cleaning/disinfecting protocols, including the purchase of electrostatic disinfectant sprayers, hand sanitizer, disinfectant wipes for classrooms, no touch thermometers, deep cleaning of schools on a daily basis and after a confirmed case of COVID-19.
- Hiring staff to implement health and safety protocols, including additional custodial staff for increased cleaning and disinfecting, additional health staff for monitoring students and staff.
- Providing personal protective equipment, including gloves, adult and child size disposable masks (medical, KN95, N95), disposable gowns, adult and child size protective face shields, safety goggles, and protective clothing in addition to building an inventory cage to secure these supplies.

- Alterations to areas of school buildings to enhance opportunities to mitigate transmission of coronavirus, including the purchase of safety shields and panels.
- Rental of tents for outdoor health screenings and for outdoor classes, purchase of tables and chairs to conduct classes outdoors.

We are hopeful Congress will pass legislation to provide schools with financial resources to meet the added expenses associated with COVID-19 costs. We will continue to work with our Board of Trustees and community leaders, seek information from local governments, apply for grants and conduct virtual fundraising activities.

By collaborating with local counties and school districts, we will seek to maintain our typical high level of student enrollment to ensure revenue remains stable.

## School Schedules

Center for Spectrum Services is prepared to implement in Fall one of three possible scenarios: in-person learning, hybrid learning and remote learning.

Center for Spectrum Services educates students from 38 school districts in the Mid-Hudson region within a 75 mile radius. Consistent availability to high speed internet across such a large area is impossible to guarantee. In addition, our families have a wide range of access to internet enabled devices and varying degrees of comfort level in using them. Center for Spectrum Services is providing Chromebooks to families in need of devices with instruction on their use.

To keep students connected and to meet Individual Educational Plan goals when learning remotely, Center for Spectrum Services has created online accounts for every student. The accounts provide access to the educational platform Google Classroom with individualized and class assignments and videos. Training and ongoing guidance will be provided to assist parents in accessing their child's account.

In August, we surveyed our families' access to internet and technology to clarify what long distance learning opportunities are possible and how they feel about the sessions we have been providing since school closed in March. Synchronous learning opportunities include group or individual Zoom sessions with teachers and therapists and in-person instruction for those students who attend our blended learning model. Asynchronous learning opportunities include recorded lessons, videos, webinars for parents on best instructional methods, written assignments etc. For students whose parents are unable to use internet enabled devices, weekly learning plans will be emailed or mailed

Our family service coordinators, teachers and therapists maintain regular email contact with most of our families. Center for Spectrum Service also uses a School Messenger platform to

deliver important information quickly through text and email. Links may be provided, when appropriate, to website information or Zoom meeting links. When in session, phone calls are regularly made to convey important information to parents about their child.

Due to the time required to establish secure COVID-19 safety policies and ample supplies of personal protective equipment, Center for Spectrum Services will begin school in September 2020 with an all remote program for our students until October 5<sup>th</sup> when the blended learning model will begin. This will allow for the development of remote learning schedules that can be easily resumed if the viral incidence requires school to close again for in-person instruction.

## **Hybrid Learning Model**

### **Beginning October 5<sup>th</sup> and continuing based on ongoing assessment of COVID-19 incidence:**

Rotation model of split sessions for students.

**A Group** - will attend school in-person on Monday and Tuesday, and will do remote learning Wednesday, Thursday and Friday.

**B Group** – will do remote learning Monday, Tuesday and Wednesday and will attend school in-person on Thursday and Friday.

**C Group** - Remote instruction 5 days per week for 2 months.

Students will be grouped in A or B schedules based on school district and transportation considerations, and student need. If parents choose to have their child remain home for 2 months of remote instruction, that student will be placed in Group C.

Each class will have no more than 6 students. Non-classroom staff (i.e. related service providers and family service coordinators) will be assigned to cohorts of students to reduce inter-mixing and minimize exposure. Most related service delivery will occur in the classroom.

Student admissions will be staggered from 8:30-9:30AM and departures will be staggered from 2:00-3:00PM to allow for physical distancing.

Wednesdays will be used for remote sessions, team meetings, staff training, and program evaluation.

Whenever possible, instruction will be offered outdoors.

## **Remote Learning Model**

Should Center for Spectrum Services need to return to remote instruction, the special educators and related services therapists will resume the remote instruction model initiated in March 2020. Parents/guardians will be asked to sign permission for their child to be instructed remotely.

Related services therapists and special educators will send learning plans with materials and follow up activities to the parents/guardians of our students on a regular basis by email or mail.

1:1, small group, or class Zoom meetings with therapists and special educators will be scheduled with parents/guardians via appropriate technology. We will work with parents and school districts to help students and families gain access to appropriate technology. A learning management system will be used (i.e. Google Classroom). Whenever possible, instruction will be daily and substantive.

Whenever remote learning occurs the following documentation will be maintained: date of outreach, staff member and family contact name, summary of discussion or lesson content (i.e. voicemail left to call back, discussion of what was done in the session) electronic related services monitoring form, and any related emails in a file by student's name,

When chronic absenteeism occurs or parent/guardian is unable to participate in any remote learning opportunities, the school district/county is contacted with pertinent details of outreach efforts after a team discussion has decided that sufficient ongoing effort has been attempted.

For information about how school schedule information will be communicated to students, families and staff members, visit the Communication section of our reopening plan.

## **Attendance, Attendance Reporting and Chronic Absenteeism**

### **Attendance and Attendance Reporting**

At both of Center for Spectrum Services schools in Kingston and Ellenville, daily attendance will be taken regardless of whether the program is following daily in-person, hybrid, or remote models of education. Attendance policies and procedures will be communicated with families and students prior to the start of the school year or if the instructional model changes during the year. Communication will be through parent letters/newsletter, emails, text messaging, and social media. Teachers will record daily attendance using our student management system based on the required daily scheduled student contact and engagement. Daily reports will be generated to identify students who are absent and/or chronically absent. Contact with families will be made daily to determine reasons for absence and needs or barriers the student may have to participate in daily lessons.

### **Chronic Absenteeism**

While there is no one-size-fits all approach to addressing chronic absenteeism, Center for Spectrum Services is committed to providing interventions to prevent and address both health related and mental health related chronic absenteeism. We recognize that many factors will influence student attendance and may be greatly impacted by the instructional models provided; in-person, hybrid, and remote.

Center for Spectrum Services addresses attendance and chronic absenteeism as follows:

### Nurture a culture of attendance

- Communicate clearly to families and students what the attendance policy is and expectations for participating based on the model of instruction
- Explain the importance of attendance to the entire school community
- Track daily attendance, tardiness, and student engagement in one central, secure location with a tool that allows us to quickly see how these data points impact student behavior.

### Early Identification and Intervention

- Each school (Ellenville and Kingston site) regularly monitors attendance data and communicates with parents/guardians and school districts about issues as they arise.
- Use data to identify which students are at risk, so intervention can occur before isolated absences become chronic absenteeism.
- Establish intervention plans; parent/guardian phone call, home visit, counseling, instructional modifications, engage community partners, etc. as needed

### Create a more positive school culture and a focus on engaging instruction

- Evaluate and address students' engagement in learning
- Provide administrators and staff with multiple levels of support to help students stay more engaged and act positively.
- Assist students utilizing positive behavioral supports and counselling throughout the school day.
- Use goal-based incentives and rewards to motivate attendance and positive student behaviors on an ongoing basis.

## Technology and Connectivity

Access to technology is essential for the successful roll-out of this plan. Center for Spectrum Services has been committed to ongoing planning and implementation of technologies to ensure the most equitable access possible staff and students. Our plans are mindful of the differences in student home access to reliable internet and computers.

- Center for Spectrum Services family service coordinators have collected information from families and department heads have asked staff to identify their level of access to devices and high-speed broadband from their residence. Most of our professional staff have access to high speed internet. Center for Spectrum Services will continue to assess the ongoing needs of our families for technology and connectivity. In the event, students and/or teachers do not have access, the program will attempt to address these needs where plausible.
- Conduct and/or maintain an inventory of equipment and other assets.
  - Identify which students, families, and staff have program assets in their possession.
- Procure, manage and/or maintain hardware, software, licenses, learning management systems, etc. to support and improve virtual instruction and student engagement.
- Identify professional learning needs for teachers and continue to support their development of skills and training in a virtual learning environment.

- Parents can report any technical issues that might be experienced during remote learning to their family service coordinator or family technology support person: David Juhren-Kingston or Sandy Brownsey-Ellenville.
- Staff can report their technology needs to their department head or Spectrum Services technology coordinator.

Center for Spectrum Services will provide students with access to learning materials and resources in multiple formats, wherever possible. Further, the program will support teachers through professional development and coaching methods that enable students to participate in multiple ways, so that they can demonstrate mastery of Individual Education Plans in remote or blended models through the use of web conferencing tools (i.e. Zoom) and learning management systems (i.e. Google Classroom). In the event students do not have sufficient access to devices and/or high-speed internet, the school district of residence or Center for Spectrum Services will provide the students with alternate methods to access materials and instruction (i.e. Chromebooks or iPads, mail materials to student home etc.) The program will also schedule opportunities to connect with families to educate them on how to use the technologies and connect to the instructional activities.

## Teaching and Learning

In an effort to assure a high-quality educational experience for our students, our 2020-21 Reopening Plan considers the possibilities of teaching and learning in-person, remotely, and through hybrid models of instruction. Our plan assures that Instruction is aligned when applicable with the New York State Learning Standards and assures equity as well as quality for all learners.

Equity is at the heart of all school instructional decisions. All instruction at Center for Spectrum Services will be designed so that whether it is delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear, comprehensive, and accessible learning opportunities for all students. Our teaching and instructional plan outlines routine, scheduled times for students to interact and seek feedback and support from their teachers. Our plan is centered on instruction that addresses each student's individual educational plan and includes regular and substantive interaction with each student's special education teacher and related services providers regardless of the delivery method (i.e., in person, remote or hybrid). Our teaching and learning plan includes how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information will be accessible to all, in the native language of the family, when necessary, and include clear and multiple ways for students and families to contact schools and teaching staff (i.e., email, online platform) in an effort to assure learning for all.

The school calendar typically includes one staff in-service day before students arrive at school. Acknowledging the challenges that our teachers and staff have faced this spring delivering

remote instruction under stressful circumstances, Center for Spectrum Services has already begun to focus on in-service training pertinent to reopening. We will continue remote services to students for the first week of instruction during the 2020-21 school year to further class room preparation, team meetings, and additional staff training in the areas of physical and emotional health, other new policies and procedures and technology integration.

As we enter the new school year, our educators will be encouraged to spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette and mask wearing at developmentally appropriate levels. Remote tours of the school building and classroom introducing classroom staff and related services providers wearing PPE will be shared with students before they return to in-person education

As Center for Spectrum Services specializes in educating young students with autism and other developmental disabilities, we recognize that in-person instruction is the most effective way to educate our students and every effort will be made to provide in-person learning to the greatest extent possible. Decisions to return to full-time remote instruction will be made based on COVID-19 reoccurrence guidance from Governor Cuomo, local health department officials and our consulting developmental pediatrician. Working with local health officials, Spectrum Services will close up to a 14 day period if one of our students or staff develop the virus.

We will also have to consider closing the school or modifying our hybrid model, if the absentee rate impacts on our ability to operate safely or to help mitigate a rise in cases. Conversely, we will consider returning to full-time in-person instruction when the incidence of COVID-19 has substantially reduced to the point that it no longer necessitates physical distancing, mask wearing, and other protective precautions.

Assessing our students' current status and areas of need will be critical in the first weeks of in-person instruction. We recognize that each child's current status may have changed, may require a formal or informal assessment, and an individual educational plan may need to be modified with appropriate school district and parent/guardian approval.

Before school starts, parents/guardians will be given a choice in writing to opt out of in-person education for a two-month period. This time frame must be maintained for the entire two-month period to accommodate the school schedule for students attending school in-person.

### **In-person Instruction**

Upon reopening, the number of students in each of our classrooms will be reduced to a maximum of 6 students to adhere to CDC guidance regarding proper physical distancing. Class size will reflect the need to ensure that students' desks or work areas are positioned no less than six feet apart. Accommodating a six-foot radius around students may necessitate the identification of additional spaces in the building for therapy sessions, behavior management, art and music activities etc. which will need to be sanitized between student use.

As our students will need guidance with physical distancing and mask wearing, 1:1 staffing will be provided whenever possible. Safety Care is the behavior management system Center for



Spectrum Services uses with our students. Staff will continue to be trained annually. Our behavioral support team of specialists and psychologists will be fully available to assist with students who cannot physical distance and have behavior needs.

All instruction will continue to be aligned to the New York State Learning Standards whenever possible and with each child's individual education plan.

Our schools will minimize the movement of students. A and B cohorts will be developed on Monday/Tuesday and Thursday/Friday including classroom staff and related services providers. Students will eat lunch in their classroom and assemblies, field trips and other large-group activities will be eliminated. Special-area subjects (i.e., art, music,) may be pushed into the classroom or offered outside weather permitting. Whenever possible students will utilize outside space for physical education instruction. We will adhere to 12 feet between students when engaging in physical activity or music. To the extent possible, students will remain in their small cohorts of six students if/when leaving the classroom, such as for recess or any necessary transition, so as to reduce their exposure to additional students.

For information on school schedules, visit the *School Schedules* section of our reopening plan.

During the three days a week that students are not in the building, meaningful daily remote contact will be maintained with students whenever possible that may include zoom therapy sessions, remote classroom participation, meeting 1:1 with educational staff, and home learning plans.

For information about how in-person instruction information will be communicated to students and families, visit the *Communication/Family and Community Engagement* section of our reopening plan.

### **Remote/Hybrid Instruction**

Given the possibility that communities may experience spikes in COVID-19 cases at any point during the school year, which may prompt short or long-term school closures, Center for Spectrum Services has developed both a hybrid/blended learning model and can reinstitute a remote learning schedule for a fully remote environment.

Remote learning instruction will also focus on each student's individual educational plan and be aligned whenever possible to the New York State Learning Standards. To ensure high-quality remote learning experiences, we will standardize the use of a single online learning platform, to the extent possible, and develop a common, coordinated set of guidelines for teachers to follow when using the platform with students.

## **Special Education**

Center for Spectrum Services is both a 4410 and 853 program approved by NYSED to educate preschool and school age students with disabling conditions. Our plan provides a framework to

ensure that our students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living in the least restrictive environment (LRE). In consideration of the health, safety, and well-being of students, families, and staff, our plan is designed to enable transitioning between in-person, remote, and hybrid learning environments to ensure the provision of FAPE consistent with the changing health and safety conditions that exist.

Center for Spectrum Services special education programs and services provide equity and access for students with disabilities with the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of our students. While not all formats allow for maximum benefit to students, these programs and services can be provided in all formats (live-person, hybrid, or remote). Center for Spectrum Services will document the programs and services offered and provided to students with disabilities as well as communications with parents and mode of communication (i.e. related services monitoring logs, emails etc.).

Center for Spectrum Services is committed to providing meaningful parent engagement in the parent's preferred language or mode of communication whenever possible regarding the provision of services to his/her child to meet the requirements of the IDEA. Further, we maintain regular communication with the parents/guardians and other family members to ensure that they are engaged in their children's education during the reopening process. Our family service coordinators strive to maintain regular contact with each family. Regularly scheduled parent support groups and parent training can be provided remotely, if in-person participation is not considered safe.

Center for Spectrum Services collaborates with the Committees on Preschool Special Education (CPSE) and Committees on Special Education (CSE) for the students we serve to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education plans (IEPs), strategies for monitoring and communicating student progress, and commitment to sharing resources.

Center for Spectrum Service will maintain records to document the implementation of each IEP. The documentation will include, but will not be limited to: narrative records of how the student is adjusting to live, hybrid, and remote instruction during 2020-21, a record of what instruction and services were provided, a record of school-family collaboration, when applicable the results of assessments and their results as well as progress monitoring documentation.

For information about meaningful parent engagement regarding the provision of services to a child to meet the requirements of the IDEA, visit the *Communication/Family and Community Engagement* section of our reopening plan.

## Staffing

Staff Evaluation System

All educational staff and administration will continue to receive an annual performance evaluation completed by their primary and secondary support person. Center for Spectrum Services will consider whether our currently approved evaluation format may need to be revised in order to be consistent with our plans for re-opening under an in-person, remote or hybrid instructional model.

**Certification, Incidental Teaching and Substitute Teaching**

All special educators and related services staff will hold valid and appropriate certificates for licenses except where otherwise allowable under the Commissioner’s regulations (i.e. substitute teachers) or education law.

**Student Teachers**

Student teachers, interns or related services staff fulfilling practicum requirements from NYSED registered college or university programs can serve under the supervision of a fully certified teacher or therapist at Center for Spectrum Services. Student teachers or interns will follow all of the physical distancing, mask wearing, health status reporting, and other COVID-19 procedures that the teachers follow. Student teachers or therapists pursuing practicum requirements will serve under the supervision of our full-time certified teachers or therapists only. At no time will a student teacher be used as a teacher of record.