**Leeway School Re-Opening Plan**

**Submitted:** 7/31/2020

**Agency Name:** Leeway School

**BEDS Code:** 58-0504997773

**Administrative Address:** 335 Johnson Ave. Sayville, NY 11782

**Program Site Address:** Same

**Programs provided at this site:**

4410 Preschool Special Education

-Special Class

-Special Class in an Integrated Setting

-Multi-Disciplinary Evaluations

**Contact Person:** Linda Imbesi, Executive Director

**Contact Phone Number:** 631-589-8060

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**Website where this plan and any plan updates will be posted:**

www.leewayspecialeducationpreschool.com

**Introduction**

At Leeway School our primary commitment is to the students and families we serve. Our priority must be keeping them safe. When the 2020-2021 school year begins, school will look much different than previous years due to COVID-19 and the health and safety measures that continue to evolve. This School Reopening Plan will define clear guidance for the reopening of our school and aligns with the regulations developed in collaboration with NYSDOH and the NYS Education Department.

The areas outlined in this plan represents the myriad of considerations, Leeway School will address to reopen schools safely and to sustain their safe operation. It is important to note that our plan retains a strong focus on academic and therapeutic services to enhance student progress and address learning loss. An emphasis on the social-emotional needs of our students is a priority and therefore have been addressed within our plan.

The health and safety of our students, our staff, and their families is our top priority. We have developed a plan that insures that students and employees feel comfortable and safe returning to our school campus. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention (CDC)](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html), the [New York State Department of Health (NYSDOH)](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidence.pdf) and the [New York State Education Department (NYSED).](http://www.nysed.gov/news/2020/state-education-department-issues-guidance-reopen-new-york-state-schools)

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of decision making as we move to open our schools.

*Linda Imbesi, Executive Director* will serve as the school’s COVID-19 Coordinator. She will serve as a central contact for families, staff and other school community members and will ensure Leeway is in compliance and following the best practices per state and federal guidelines.

Of course, as with every plan being developed throughout New York State, this document is fluid and will change as necessary based on guidance from the state, CDC, and NYSED and in consideration of our families and our staff. We strongly believe the services described throughout this plan are in the best interests of our students, families, staff, and community.

**Guiding Principles**

The development of this plan was guided by the following principles:

1. Safeguarding the health and safety of students and staff;

2. Providing the opportunity for all students to access education in the fall;

3. Monitoring the school, students, staff and visitors. When necessary, modifying schedules to appropriately contain COVID-19 spread;

5. Fostering strong two-way communication with partners, such as families, educators, and staff;

6. Factoring into decision making the challenges to the physical safety, social emotional well-being, and the mental health needs of our students caused by school closure.

**Communication/Family and Community Engagement**

To help inform our reopening plan, Leeway has sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers. Engagement efforts included online surveys, virtual forums/meetings and one-on-one conversations.

Leeway 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 the Leeway website [www.leewayspecialeducationpreschool.com](http://www.leewayspecialeducationpreschool.com) 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, Leeway has developed a plan for communicating all necessary information to Leeway staff, students, parents/guardians, visitors and education partners and vendors. The Leeway will use its existing communication modes – including phone calls, emails, *Leeway website and Facebook page* – 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.

Leeway Communication Goals:

* To encourage all students, faculty, staff, and visitors through verbal and written communication (i.e., signage) to adhere to NYSED, CDC, and DOH guidance regarding the use of acceptable face coverings - a face mask covering the nose and mouth, when a social distance cannot be maintained.
* To provide regular updates about health and safety, scheduling, and all other information faculty, 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.

Leeway 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:

* website
* Call list
* Email blast
* Online training
* Correspondence (letters) to homes
* Social media accounts used by district
* Town Hall Meetings (Zoom, WebEx, Google Classroom, etc.)

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. Communication will provide information on the following topics:

* Who to contact with questions, concerns or suggestions. Empower 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 social 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. Constant reminders for staff to stay home if they feel sick.
* Encourage and implement social distancing.
* Installing social 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 policies/procedures, including how to properly wear and dispose of a face mask.

**Health and Safety**

The health and safety of our students, our staff and their families are our top priority. We want students and employees to feel comfortable and safe returning to school campus. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention (CDC)](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html), the [New York State Department of Health (NYSDOH)](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidence.pdf) and the [New York State Education Department (NYSED).](http://www.nysed.gov/news/2020/state-education-department-issues-guidance-reopen-new-york-state-schools)

The following protocols and procedures will be in place in Leeway School for the 2020-21 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 Safety Coordinator at *l.imbesi@leewayschool.org* or *631-589-8060*.

To ensure employees and students comply with communication requirements, Leeway School will:

* Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social 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:
	+ - Website
		- Email
		- Social media
		- Print copy mailings
		- 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 the work site, school, or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
* If a worker or staff member tests positive for COVID-19, the school must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations

**Facility Entry**

* Where feasible, entry and egress in and out of all buildings will be limited to a single location. If applicable, a single point entry and single point egress will be identified to minimize cross traffic. All entry to the buildings will occur through the main entrance to a check-in point at the security station.
* A face covering, must be worn by all individuals, students, staff, and visitors on Leeway property when social distancing cannot be maintained.
* Proper face covering includes, but is not limited to, a surgical mask, cloth mask, balaclava or bandana and must completely cover the individual's mouth and nose.
* A plastic face shield alone is not an acceptable face covering.
* All individuals may choose to utilize their own face covering, however face coverings can and will be provided by Leeway daily.

**Daily Health Screening**

* Prior to entering Leeway School, individuals must complete a medical screening questionnaire. This questionnaire is accessible through the Leeway School website at [www.leewayspecialeducationpreschool.com](http://www.leewayspecialeducationpreschool.com) .
* Staff should complete this screening prior to arriving at work via the electronic submission form.
* Although filing of the health survey is preferred to be done online, paper copies of the questionnaire for visitors will be available at security stations.
* Staff will be required to monitor their own temperatures prior to arrival on campus and throughout the day. Anyone whose symptoms response changes from a NO to YES during the day, must contact their supervisor immediately and await further instruction.
* Students and visitors will be screened for temperature at arrival.
	+ Parents are encouraged to monitor for temperatures and symptoms prior to sending their student on a bus, however students will be screened at arrival for temperatures.
	+ Visitors will have their temperatures taken upon arrival.
* Students will be signed in and accounted for as without fever/symptoms and able to attend school through attendance roll.
* For multiple individuals entering the building simultaneously, they will be required to stand at the marked out locations on the floor, maintaining social distance until they can be signed in and screened.
* Corridors will be created (outside, but preferably covered) where individuals can enter the facility when in-person screening is utilized.
	+ Multiple lines and entrances will be coordinated, if needed to reduce crowding.
	+ Markings (whether in tape or otherwise) will be placed on the ground or in the corridor to indicate six (6) foot lengths to provide for greater social distancing for individuals while in line.
* 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 should be followed. Please reference the Suspect or Confirmed COVID-19 Case section for guidance.

**Social Distancing**

* All individuals on Leeway premises must maintain social distancing and face covering when social distancing cannot be maintained.
* Proper social distancing is defined as a six (6) foot separation between individuals. When social distancing is practiced, such as in an isolated office or large meeting space, the individuals may remove their face covering. However, in common areas, such as hallways 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.
* Social distance separation will be 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.
* 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. Classrooms will 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), which is the preferred method. This can be accomplished by singing or humming the happy birthday song twice;
	+ Adequate facilities and supplies for hand washing including soap and water;
	+ Use of paper towels (hand dryers are not recommended as they can aerolize germs);
	+ Use of no-touch/foot pedal trash can 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% ethanol or 70% isopropyl alcohol. Using hand sanitizers should include:
	+ Signage should be placed near sanitizer dispensers indicating soiled hands should be washed with soap and water;
	+ 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 the Leeway campus, except for the safety and well-being of students. Parents/guardians will report to the office and not go beyond. Essential visitors to facilities and parent/guardian visitors will be required to wear face coverings and will have restricted access to our school buildings.

**Visitors**

* All visitors must be wearing proper face covering prior to entering any building and it must be worn at all times when a six (6) foot social distance cannot be maintained.
* All visitors check in for temperature screening and to fill out the COVID-19 CHECK-IN SCREENING. The visitors must sign in with their identification for a visitor badge. This will indicate that the visitor has been screened.
* No visitor should enter a building unless necessary. All meetings should be held outside or via virtual meetings when possible.
* All visitors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. All visitors should be accompanied by a staff member.
* Should a visitor become ill while on campus, they must alert the staff member they are visiting to report the issue and then immediately seek medical attention.
* At the end of each day, the receptionist/designee must scan the sign-in/out documents and send them individually to: Regina Leddy at r.leddy@leewayschool.org.

**Vendor**

* All vendors must be wearing proper face covering prior to entering any building and it must be worn at all times when six (6) foot social distance cannot be maintained.
* All vendors must report to the House building first for temperature screening and to fill out the COVID-19 CHECK-IN SCREENING. The vendors must sign in with their identification for a visitor badge
* No vendor should enter a building unless necessary for completion of their job. All meetings should be held outside or via virtual meeting platform when possible.
* All vendors must sign in and out at the main entrance of the building for contact tracing. All vendors should be accompanied by a staff member.
* Should a vendor become ill while on campus, they must alert the staff member they’re visiting to report the issue and then immediately seek medical attention.
* At the end of each day, the receptionist/designee must scan the sign-in/out documents and send them individually to: r.leddy@leewayschool.org.

**Training**

Leeway 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. Social 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 workers.

Leeway School will ensure all students 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, social 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.
* Provide employees and students with up-to-date education and training on COVID-19.
* Risk factors and protective behaviors (i.e., cough etiquette and care of PPE).

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

**Training for Screeners**

Leeway 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, for temperature screenings and social distancing. If social distancing or barrier/partition controls cannot be implemented during screening, PPE should be used when within six (6) feet of a student.

**Training topics for all staff and substitutes**

* Proper hand washing: proper hand hygiene. Promote frequent and thorough hand washing by providing employees, the school community, and visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% ethanol or 70% isopropyl alcohol. Provide training on proper handwashing and hand sanitizer use <https://www.cdc.gov/handwashing/when-how-handwashing.html>
	+ [Hand washing video](https://youtu.be/3PmVJQUCm4E)
* Proper cough and sneeze etiquette
* Social Distancing
	+ Provide training for faculty/staff on how to address close contact interactions with students as part of every day job tasks.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

* Operating procedures (various by building)
	+ Entrance into the building
	+ Cleaning procedures
	+ Sick child pick up
	+ Staff who are sick or suspected to be sick

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

* Proper cleaning techniques
	+ Cleaning and disinfecting

<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

* Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf>

* Hazard Communication – Right-To-Know
	+ Proper use of chemicals and Safety Data sheets
		- <https://www.osha.gov/dsg/hazcom/>
	+ No chemicals from home
	+ Transfer of hand sanitizer in smaller containers
	+ List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)
		- <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
* Exposure Control Plan – with a focus on Pandemic/COVID-19
* Personal Protective Equipment - PPE
	+ Update Hazard Assessment and PPE Selection Worksheet for all identified employees
	+ Proper type, use, and size
	+ Cleaning and sanitizing of the face covering (if applicable)
	+ Provide training for staff and students on wearing, putting on, removing and discarding PPE, including in the context of their current and potential duties

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

* Use of face coverings (donning/doffing) (cloth vs. surgical)
	+ - * [Face coverings don/doff video](https://youtu.be/z-5RYKLYvaw)
			* <https://www.youtube.com/watch?v=PQxOc13DxvQ>
* Respirator Protection (N95 - required for identified employees per NYS)
	+ Inclusive into your existing Respirator Protection Program or can be a separate Respirator Protection Program for medical staff only
	+ Training provided for identified personnel only

<https://oshareview.com/2020/04/osha-requirements-for-occupational-use-of-n95-respirators-in-healthcare/>

**Signs and Messages**

S[igns](https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc) will be posted in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf)  and describe how to [stop the spread](https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf) of germs (such as by [properly washing hands](https://www.cdc.gov/handwashing/posters.html) and [properly wearing a cloth face cover](https://www.cdc.gov/coronavirus/2019-ncov/images/face-covering-checklist.jpg) ).

**When Students Eat in Classrooms**

* Train teachers on food allergies, including symptoms of allergic reactions to food.

<https://www.cdc.gov/healthyschools/foodallergies/pdf/13_243135_A_Food_Allergy_Web_508.pdf>

**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% normal load in addition to maintaining at least 6ft of separation between individuals.
* Additional protective barriers such as polycarbonate screens or strip curtains 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 establish partitions if facing each other cannot be avoided
* 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.
* Will reduce tasks requiring large amounts of people to be in one area
* 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, consider limiting meetings to 10 people or less

depending on local, state, and federal guidelines.

**Conference Rooms**

* Will limit in-person meetings (refer to NYS guidance), if virtual meetings are not feasible
* If meetings are to occur in person, they will be conducted in a quick manner
* Social distancing among participants will be required
* Lingering and socializing before and after meetings should be discouraged

**Break Rooms and Lunch Rooms**

* Staff are advised to take their lunch and breaks in their private offices or classrooms; in their vehicles or outside at the picnic table throughout the campus.
* Staggered break schedules may be utilized to assist with separation concerns.
* 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.
* Amenities that are handled with high contact frequency, such as water coolers, coffee makers, and bulk snacks will be replaced with alternatives where possible.
* Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate.

**Copier Rooms/Areas**

* Congregating in copier rooms/areas is discouraged.
* Cleaning supplies will be provided at copier stations.
* Staff are encouraged to wipe down touch surfaces post and prior use.

**Restrooms**

* All bathrooms regardless of size will be limited to one person at a time.
* Individuals must knock before entering a bathroom to ensure there is no other occupant present.
* In special circumstances where a student must be assisted in the use of the lavatory, the adult present must be wearing all applicable personal protective equipment including a face covering when medically applicable.
* Signage will be posted on entry indicating one person at a time.

**Hallways/Stairwells**

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

**Classrooms**

* Occupancy in each classroom will be specific to identified classroom ratios.
* Each Student, teacher and support staff will receive not less than 6 ft. of separation from others.
* Additional considerations will be taken to account for space utilized for classrooms and teaching material.
* Students (if tolerated), teachers and support staff will be required to wear a proper face covering.
* Where possible specialists will travel to the classroom to provide instruction or provide virtual learning.
* Restrict items in the classroom as follows:
	+ Remove any unnecessary furniture.
	+ Remove any soft surfaces that are difficult to disinfect such as:
		- Area Rugs
		- Soft fabric chairs

**Nurse Stations**

* All students and staff 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 fitment of N95 Respirators prior to use.
* Where applicable, nurse stations have been reconfigured to:
	+ Maintain social distancing of no less than 6ft.
	+ Create “sick” and “well” zones.
		- Students that receive daily medication should be treated separately from students presenting with symptoms of illness.
		- Nebulizer treatments should be conducted in a separate isolated space with adequate fresh air circulation.
* Isolation Room
	+ Individuals presenting with symptoms representative of COVID-19 should be immediately isolated to reduce risk of transmission.
	+ A separate room will be utilized where applicable.
	+ *Reference the Isolation Room/s section for additional information.*

**Isolation Rooms**

* Where applicable, separate, independent room/s with a door in close proximity to the exterior will be utilized for quarantining individuals who present with symptoms representative of COVID-19.

**Reception areas**

The House building will be the entrance of Leeway School.

* It will serve as the primary location for accounting for all individuals entering and exiting the building.
* Polycarbonate barriers have been installed to protect all individuals in the reception area.
* Floor demarcations have been installed to indicate where visitors shall stand to maintain social distance.
* Reception areas have had seating removed or adequately spaced to provide at minimum of 6ft of separation.
* Floor Demarcations
	+ All entrances or areas of static wait have floor signage installed allotting for a minimum of six (6) feet of separation between all individuals
	+ All Corridor floors and Stairway treading have been fitted with stripping to indicate directional traffic flow and social distancing.
* Corridor doors will all be affixed open using electromagnetic hold-open devices to minimize the need to touch doors.
* Temperature Screening Equipment

**Ventilation**

Leeway will ensure sufficient ventilation and fresh air to all spaces of occupancy by means of:

* Spaces where fresh air is limited due to original building systems, fresh air will be introduced through open windows and doors.
	+ Options for replacement and modification to existing systems will be explored.
* Maintenance and inspection of the systems will occur regularly to mitigate extra strain on systems.
* Filter replacement schedules will be followed.

**Cleaning and Disinfection**

Leeway School will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include

* Bathrooms
* Health offices, isolation rooms
* Administrative offices (main office, reception area)
* Frequently touched surfaces in common areas (door handles, copy machine keypads, etc.)
* Classrooms
* Large areas (PT and OT gyms)
* Playgrounds (cleaning only)
* Outdoor seating areas (plastic or metal)

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.

Leeway will provide and maintain hand hygiene stations around the school, as follows:

* For handwashing: soap, running warm water, and disposable paper towels.
* For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual’s use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

Leeway will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.

Disinfectants must be [products that meet EPA criteria for use against SARS-Cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2), the virus that causes COVID-19, and be appropriate for the surface.

**Suspect or Confirmed COVID Cases**

* *Emergency Response* - Students and staff with symptoms of illness must be sent to the nurse’s office. A school nurse (Registered Professional Nurse, RN) 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. Multiple students suspected of COVID-19 may also be in this isolation room if they can be separated by at least 6 feet. If they cannot be isolated in a separate room from others, facemasks (e.g., cloth or surgical mask) will be provided to the student if the ill person can tolerate wearing it and does not have difficulty breathing, to prevent the possible transmission of the virus to others while waiting for transportation home. Students should be escorted from the isolation area to the parent/guardian. 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; 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 Leeway and its employees comply with contact tracing and disinfection requirements, Leeway 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.
* Wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
* 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.

### Return to School after Illness

Leeway has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

1. Documentation from a health care provider following evaluation

2. Negative COVID-19 diagnostic test result

3. Symptom resolution, or if COVID-19 positive, release from isolation

Leeway will refer to DOH’s [“Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure”](https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeereturntowork_053120.pdf) 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.

Leeway requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms 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 Leeway could include:

* Having school administrators collaborate and coordinate with local health officialsto make school closure 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.
* 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. If possible, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. 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, 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

**Facilities**

In order to prevent the spread of COVID-19 infection in the school, facilities operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly. In carrying out projects or tasks supporting infection control, requirements will be met for changes associated with building spaces. Plans for changes or additions to facilities that require review by the Office of Facilities Planning (OFP), will be submitted to comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code.

The function, position and operation of stairs and corridor doors, which have closers with automatic hold opens (and are automatically released by the fire alarm system), will remain unchanged.

Leeway School plans to meet the deadline for submission of Building Condition Survey or Visual Inspections on time. In addition, lead in water sampling will be carried out upon the reopening of school under conditions consistent with when the building is “normally occupied.”

Upon reopening, Leeway plans to increase ventilation, to the greatest extent possible.

**Emergency Response Protocols & Drills**

The 2020-2021 school year may include hybrid models of the traditional school day. Emergency response drills, including evacuation and lockdown drills, may be spread across the different student populations dependent on the day each population is present the day the drills are scheduled.

**Emergency Response Protocols**

* Shelter-In-Place
* Evacuation
* Lockdown

**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 for 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
* Listen for updates and respond accordingly

**Evacuate**

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

* Identify areas outside of the building in advance that will allow 6 feet of separation of students and staff. Verify that students and staff will not impede emergency responders
* In effort to get all staff and students out of the building as quickly and efficiently as possible, face coverings should be worn at all times
* Plan to have extra face coverings on hand in the event that a person does not have one
* Identify, in advance, who will be holding the door to get out of the building, therefore reducing the amount of people touching the door hardware when leaving the building. Personnel that will be conducting this task may be assigned to holding the door for one or more classrooms or until confirmation that everyone has vacated the building
* As written in the established protocols, bring all necessary items needed and consider adding the following items: extra face coverings, in the event a face covering becomes unusable and hand sanitizer
* If no extra face coverings are available, instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

**Lockdown**

During a Lockdown, there will be a violation of the six (6) foot recommendation between people. In order to protect life safety, lockdown protocols will be mostly the same process as they have been conducted in the past.

* Evaluate, in advance, if there is room to social distance without being in the line of sight
* Face coverings should be worn during the event at all times
* Plan to have extra face coverings on hand in the event that a person does not have one
* Instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

 **Child Nutrition**

## Meals Onsite

For students onsite, meals will be provided from home and served maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

Leeway will ensure social distancing between individuals while eating in the classroom. If not feasible, meals may be served in alternate areas (e.g., outdoors) or in staggered meal times to ensure social distancing and proper cleaning and disinfection between students.

The sharing of food and beverages (e.g., family style meals, snacks) is prohibited, unless individuals are members of the same household. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

As always, students with food allergies will be closely monitored. They will be relocated if needed. All students will wash their hands before and after meals and snack.

Students in need of assistance during meals will continue to get the needed assistance. The staff assisting the student will wear the appropriate PPE including a mask, gloves and eye and clothing protection as needed.

**Transportation**

Transportation for children in the 4410 program is provided by the County. Students will be transported to Leeway and Leeway will follow entry protocol as listed above.

**Social Emotional Well-Being**

In planning for our re-entry in September, Leeway has formed a team to examine the guidance provided by the Department of Health and NYSED for our re-entry in the Fall. Comprehensive support for students and families will be provided with 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 at the expense of academics, but in order to create the mental, social and emotional space to access academic content with confidence. Our Social-Emotional Learning team consists of certified teachers, certified school psychologists, social workers, behavior specialist and school administration. This team has created a social emotional curriculum based on the Conscious Discipline model, regardless of the re-entry phase, to support students and staff for the 2020-2021 school year; this includes a means to identify and actively support student and staff well-being and mental health concerns.

Research shows the importance of mental and emotional well-being for students and staff, which has both psychological and ultimately academic 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. We remain committed to supporting all students and maintain our whole child commitment as well as equipping all staff to connect, heal, and build capacity to support our students.

The following considerations guided our planning:

***Emotional reactions to coming out of quarantine may include***

* Mixed emotions, including relief after quarantine
* Fear and worry about your own health and the health of your loved ones
* Stress from the experience of monitoring yourself or being monitored by others for signs and symptoms of COVID-19
* Sadness, anger, or frustration because friends or loved ones have unfounded fears of contracting the disease from contact with you, even though you have been determined not to be contagious
* Guilt about not being able to perform normal work or parenting duties during quarantine
* Other emotional or mental health changes

**Addressing Social-Emotional Health**

* Establish/sustain a culture that supports and emphasizes mental health services available for faculty, staff, students and families
* Assist in adequate training for staff/faculty as requested to assist them in understanding:
	+ Social Emotional Learning (SEL) competencies; self-awareness, self-management, social awareness, relationship skills, and responsible decision-making
	+ The warning signs for quarantine related mental health needs
	+ How to access crisis support and other mental health services

**What Mental Health Professionals can do in schools**

* 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

**School Schedules**

Hybrid Learning model

Leeway School is planning for an in person opening in September. However, we realize that situation may occur that would prevent us from safely reopening. With that in mind, the following proposal is how Leeway would implement a hybrid model.

Students would be attending school in person 2 days per week. The class would be split up so half of the students would attend Tuesday and Thursday, the other half of the class would attend Wednesday and Friday. Monday would be for deep cleaning, teacher planning and preparation and parent communication. The students who are not in attendance on a particular day, will be invited to attend a virtual session of the class group activity. Therapies would be provided on in-person days and home-based days depending on the discipline and the child’s response to remote instruction.

**Attendance, Attendance Reporting and Chronic Absenteeism**

**Attendance and Attendance Reporting**

Leeway will continue to take daily attendance whether school opens in September in-person, hybrid, or remote. 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 take the form building level parent letters/newsletter, emails, text messaging, and social media. Teachers will record daily attendance in 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 the families will be made daily to determine reasons for absence and needs or barriers the student may have to participate in daily lessons.

**Teaching and Learning**

**In-person Instruction**

Upon reopening, the number of students in each of our classrooms will remain the same. Our class ratios are small as required by the student’s special needs and their ages. Classes of 8 and 12 students are the only ratios approved for our school. There is one teacher and one aide assigned to each classroom.

Therapeutic staff will meet the student at the door (not cross the threshold) and escort the student to the therapy room. When possible, a “runner” will escort the child to the therapy room to allow the therapist to prepare the room for the student (cleaning and disinfecting materials).

Accommodating a six-foot radius around students will be enforced as is appropriate. Students’ needs will drive the adherence to social distancing polices.

All instruction will continue to be aligned to the New York State Learning Standards and the mandates of the IEP.

Leeway will minimize the movement of students. This means having students eat lunch in their classroom and elimination of other large-group activities. Special-area subjects (i.e. music therapy, social skills groups, STEAM) may be pushed into the classroom. Specialists will visit on classroom per day. The specialist will schedule one in-person visit every other week for classes. On the alternate week, the specialist will provide virtual services Whenever possible students will utilize outside space for physical education instruction. We will adhere to 12 feet between students when engaging in physical activity.

Students will remain in small cohorts. if leaving the classroom, such as for recess or any necessary transition, students will wear masks and isolate from other classrooms.

## 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, we have developed a hybrid/blended learning model and schedule that can continue as is in a fully remote environment.

**Special Education**

Leeway’s reopening plan provides a framework to ensure that all 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, 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.

Leeway’s special education programs and services provide equity and access for students with disabilities to be involved in and to participate and progress in the curriculum with access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of 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). Leeway will document the programs and services offered and provided to students with disabilities as well as to the communications with parents in their preferred language and mode of communication (i.e. Related Services Log). Leeway will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

Leeway is committed to providing meaningful parent engagement in the parent’s preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA. Further, we will maintain regular communication with the parents/guardians and other family members of to ensure that they are engaged in their children’s education during the reopening process

Leeway will plan and support collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

Leeway 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 formative, summative, and standardized assessments and their results as well as progress monitoring documentation, a record of school-family collaboration, and the provision of compensatory services records.

# Staffing

## Teacher and staff Evaluation System

All teachers and staff will continue to be evaluated pursuant to the APPR plan. Leeway will consider whether their currently approved APPR plans may need to be revised in order to be consistent with their plans for re-opening under an in-person, remote or hybrid instructional model.

## Certification, Incidental Teaching and Substitute Teaching

All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner’s regulations (e.g., incidental teaching) or education law.

## Key References

* [**State Education Department Issues Guidance to Reopen New York State Schools**](http://www.nysed.gov/news/2020/state-education-department-issues-guidance-reopen-new-york-state-schools) **(July 16, 2020)**
* [**State Education Department Presents Framework of Guidance to Reopen New York State Schools**](http://www.nysed.gov/news/2020/state-education-department-presents-framework-guidance-reopen-new-york-state-schools) **(July 13, 2020)**
* [**Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health**](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidence.pdf) **(July 13, 2020)**

Additional References

* [***New York State Department of Health Novel Coronavirus (COVID-19)***](https://coronavirus.health.ny.gov/)
* [**New York State Education Department Coronavirus (COVID-19)**](http://www.nysed.gov/coronavirus)
* [**Centers for Disease Control and Prevention Coronavirus (COVID-19)**](https://www.cdc.gov/coronavirus/2019-ncov/index.html)
* [**Occupational Safety and Health Administration COVID-19 Website**](https://www.osha.gov/SLTC/covid-19/)

Once finalized, reopening plans must be posted on the district’s website. By July 31, 2020, districts will need to complete a survey through the Portal, providing NYSED with:

A link to the public website where each school plan has been publicly posted A set of mandatory assurances that the reopening plan includes all of the mandatory elements outlined in the NYSED guidance

NOTE: Information submitted through the Portal will not include detailed narratives or descriptions of specific actions to be taken by a school or district as part of their reopening Plan; those details must be articulated in the materials that are publicly posted on the school/district website.