

# **NYSDOH Reopening Plan**

July 31, 2020

Gateway-Longview, Lynde School 10 Symphony Circle Site  
BEDS# 140203997682, 140600996421

## **I. People**

- A. **Social Distancing.** All students and staff will be required to maintain social distancing as much as instruction and Safety concerns allow. 6 Foot markers will be placed in hallways and congregation points to help ensure social distancing.

**Face Coverings.** All students to the maximum extent possible will face coverings throughout the school day to ensure the safety of the environment to the maximum extent possible. . Staff will be required to wear face coverings at all times except when eating and will then follow social distancing protocol.

Students based on developmental levels and mental health status may not be able to consistently wear face masks. Those students will be kept socially distance in the school environment. Additional instruction on mask wearing will be a part of the curriculum for these students to develop the ability to tolerate face coverings. Regular breaks will be offered during instruction based upon their developmental levels for students to remove masks with social distancing being respected. Primary and elementary will be offered breaks every 20 minutes if classroom spacing cannot meet social distance guidelines. The standard expectation for all students and staff is to where face coverings at all times. Provision will be made for special considerations on student transitions when students who cannot tolerate face coverings due to physical or mental health issues need to move throughout the building. These special considerations would entail changing the transition time so social distancing can be maintained.

Faculty will assist students in becoming more comfortable with the use of face masks. All staff will receive training on the use of face masks and PPE in the school before the start of the school year. Students will receive instruction on the first day of school regarding the wearing and care of face masks, and the importance to their health. All staff, visitors and contractors will be supplied PPE as necessary when entering the building.

**Social Distancing for Certain Activities** will be done by keeping students 12 feet apart during PE classes held indoors and by also taking advantage of good weather to encourage outdoor activities for PE that provide more space.

**Space Configuration.** All classrooms and common areas are being reviewed and scheduled to limit contact between people that violates social distancing. This includes limiting and staggering times at cubbies, Instructional tables being removed and replaced with desks which can be kept separate. All desks or shared instructional spaces will be cleaned between uses by different cohorts with the use of the CDC approved disinfectant supplies each classroom will have available. Cohorts switching classes will be minimized whenever academically feasible

Six foot markers will be placed in hallways and common areas that are used for classes of 6 students to congregate. Face coverings will also be used for all staff and students using the hallways. The school will not be open to the public for any events during the current crisis.

Schedules. Students do arrive at slightly staggered times to different geographic areas. Use of cubbies will be monitored to ensure social distancing and avoiding groups congregating in any area. Staff will directly assist in the supervision of students and their social distancing.

Signage. Signage is in all areas of the school and in bathroom facilities reminding students and faculty to:

- Stay home when ill.
- Use facial masks throughout the school.
- Socially Distance
- Report symptoms of feeling ill.
- Follow hand hygiene and cleaning guidelines and respiratory and cough etiquette.

#### B. Gatherings

Meals. Meals will be consumed in classrooms that have a maximum of 6 students. Meals will be delivered by aides and teachers from the kitchen and brought back to the classrooms to maintain social distancing. Individual student meals on separate plates will be served by the staff based on the menu and student expressed food choices.

Small Spaces. Unless in an individual office all staff and students will wear facial coverings in the form of masks or face shields when in any small space.

Faculty and Staff Meetings. Will be conducted virtually and in small groups in larger areas such as the Conference Room or gross motor room where staff can occupy every other chair and are required to wear face coverings.

Ventilation. Windows will be encouraged to be opened two times during the day to bring outside air into the building.

Common Areas. Hand Sanitizers and disinfecting supplies will be kept accessible to all staff for cleaning as necessary. Students will not be present when common areas are being disinfected. Staff schedules are staggered slightly but are usually within a half hour.

#### C. Operational Activity

Cohorts. Are students are in base cohorts of 6 students with one aide and one teacher. Those cohorts stay together throughout the day with the exception of related services such as counseling, speech, occupational therapy, and physical therapy

In Person Instruction. The preference is for all of our students who are Special Education students in 6:1:1 to attend in person classes. Transportation providers and their ability to

transport safely and parents' wishes may affect this plan. Partial closures will be considered where feasible depending on the location needing a temporary closure. If due to COVID -19 cases some areas of the school are temporarily unavailable and in person instruction is not feasible we will provide remote and or hybrid instruction to all students. We will ensure that all mandated IEP services are offered to each student either virtually or through make up sessions based on the length of the closure. It is our intention to coordinate services and academics by having faculty present on campus delivering services in person, remotely or using a hybrid model if required by circumstances. In that case the faculty will be kept socially distant in separate classrooms and offices while providing the services to the students.

#### D. Movement and Commerce

**Student Drop Off and Pickup.** Students arrive in two ways. On the bus, and via parent drop off. All students on boarding bus transportation or arriving will be screened before entering the school by transportation staff or school staff. Parent drop offs are all routed to the front entrance of the building where the screening process will be done before they are allowed in the rest of the building. Screening will be by use of the questionnaire and a temperature check.

**Deliveries.** All deliveries enter through one of two entrances. Food delivery arrives before students are present and delivered straight to the kitchen. US mail is sorted at the Main entrance to the building and the postal carrier does not pass the front desk. All other deliveries are routed to a front door of the building and disseminated to the school through by our administrative assistants or maintenance staff.

**Faculty/ Staff Entrances and Exits.** Faculty enter and exit from two entrances but are all required to be screened by the school nursing staff before reporting to their assignment. The staff are required to wear facial coverings and maintain social distancing as they are being checked. Hand sanitizers' are immediately available in all of these entry and exit points.

**Shared Objects.** Students will not share school materials outside of cohort and if a cohort does change rooms all areas will be disinfected by staff before an item is used by another student in a different cohort

## II. Places

### A. Personal Protective Equipment

All staff and students will be required as much as medically feasible to wear acceptable face coverings including cloth and paper masks and other PPE such as face shields. The use of KN95 masks will be limited to situation where we know or suspect an exposure situation has occurred or is in danger of occurring. Faculty and students are encouraged to come to school already wearing masks but the school has an extensive stockpile of PPE for any staff or student who needs anyone who needs PPE. All staff and students will be expected to wear facial coverings throughout the day in all situations except meals and mask breaks. We will use a combination of cloth and disposable masks for students

and staff. We will provide families and staff with the information on the care and cleaning of masks. In most cases they will be using the masks to transport home. We will continue to have masks available at no charge to staff and students.

## B. Hygiene, Cleaning and Disinfection

**Hygiene.** Cleaning and disinfecting is done daily in all areas of the school building. In addition disinfectant spray is applied to common area surfaces and access points to the school in the morning before students arrive. Shared spaces will be cleaned as needed with supplies accessible to classroom staff. The logs for the cleaning are kept in the Cleaning supply area of the building and morning disinfectant spray is recorded electronically in Docuware. Paper copies are collected by the Maintenance Department from the custodians and reviewed at least monthly. Hand washing stations are located in lavatories around the school building. In addition hand sanitizers are mounted to the wall in various areas of the school where there may not be a hand washing station immediately available. These are in public areas that are in eyesight of staff. Classrooms in their emergency supplies will have access to hand held bottles of sanitizer. Parents will have access to the plan to use hand sanitizer and will be able to opt to not allow their child to use them if they inform the school in writing. Signage regarding hygiene is displayed throughout the school and around all hand hygiene stations. Receptacles are all around the school and they use plastic liners to ensure no contamination.

**Cleaning and Disinfection.** Cleaning is the prime responsibility of custodial staff but each classroom and common area will have cleaning supplies in the immediate area. These cleaning kits will include disposable wipes and/or disinfecting sprays which can be safely sprayed on a paper towel to clean keyboards, desk, etc. Trash receptacles and paper towel dispensers are hands free other areas without hand washing stations nearby have hand sanitizing dispensers. Water fountains will be turned off and water will be supplied to staff and students through personal water bottles. Students use restrooms one at a time and the restrooms are checked between usages for cleanliness. As needed the day custodian will be called in to clean and disinfect the bathrooms. Bathrooms are separated by dividers but only one student is allowed in the bathroom at any time.

**Cleaning and Disinfection Following Suspected or Confirmed COVID19 Case.** If a suspected or confirmed case of COVID-19 occurs the areas of contact with the individual will be closed off until properly cleaned and disinfected. If possible a waiting time of 24 hours will be done. The custodial staff and Maintenance staff will move to disinfect per CDC guidelines including using a mister to contain airborne particles. Outside air will be introduced as feasible. If the possible areas of contamination can be isolated school could resume the next day if the County Health Department is in agreement. It is most likely that the school will be closed for at least 24 hours to ensure everything is disinfected and all notifications to families and close contacts are completed. Immediately after disinfection and cleaning the area can be reopened to those who did not have close and proximate contact with the person suspected of having COVID 19.

## C. Coordination and Phased Reopening

The COVID -19 safety coordinator (Vice President of Educational Services or designee) will ensure that the reopening is being done in accordance with the school reopening plan. The safety coordinator will coordinate the response from the County DOH, faculty, school medical staff and the custodians and Maintenance departments.

#### D. Communication Plan

The plan was developed with the assistance all 7 school administrators, Nursing, Teachers, Para-professionals, and related service staff have been involved through their unions. Parents were surveyed online and through direct contact with counseling staff for their concerns and ideas regarding reopening. Agency administration provided input and ensure the plan was consistent with the overall agency plan.

The plan will be published on our web site and informational letters both through postal service and electronically will be sent to all families regarding the expectations of reopening for the school and the students and families. A link to the school web site will allow them to review the entire plan. Signage has been placed around the school building directing visitors and parents to a single entry point. Covid-19 medical protocols and screening questions along with reminders to wear PPE are placed around the school. All students will be receive in class training the first day of school regarding all of the school's changed expectations regarding social distancing, PPE and handwashing. All staff are required to wear facial coverings. According to the CDC and DOH guidelines unless safety or instructional issues may not allow the wearing of facial coverings. The Coordinator of Safety Plan is the Vice President of Educational Services. Points of contact with the parents will be delegated to the Principal of the school and the Director of Health Services depending on the nature of the question and the person best able to answer. We will use the Director of Health Services to coordinate with the local health officials are response to any exposures and consult with them regarding staying open or reopening.

#### E. Residential Living Considerations.

Not Applicable to this site.

### III. Processes

#### A. Screening and Testing

##### Health Screening and Temperature Checks

All students, faculty, employees, visitors and vendors will be required to have a body temperature screening at a designated location before entry to the school. If their body temperature is at or above 100 degrees Fahrenheit, they be sent home immediately or sent to the nurses' office to wait to be picked up and given instructions to follow up with their health care provider for assessment and testing, employees will also need to follow up with Human Resources.

Designated screeners will have the following Personal Protective Equipment (PPE) available to them: gloves, face shields and masks.

Designated screeners will daily pick up and sign out thermometers from the nurse's office and return them after use in the morning.

Screeners will review the thermometer's instructions to ensure it is being used properly.

Screeners will ensure that there is social distancing and keep students at least six feet apart when possible as they are standing in line to have their temperatures measured. Screeners will need to take each student's temperature when they arrive to school as privately as possible and must keep the identity of any student with a fever or Covid related symptoms confidential. If a student's fever is at or above 100 degrees Fahrenheit, the screener will arrange to have the student taken to the nurses' office or designated waiting area till seen by the nurse.

Screeners will check the student's school note that parent/guardian performed and signed off on a Covid related symptom screening of their child, if they answered yes to experiencing any of these symptoms the student will need to go to the nurses' office or designated wait area till evaluated by the nursing staff.

The only information to be maintained on the temperature log is the name of the student being screened, date the temperature was taken, a check mark indicating temperature was taken and a check mark indicating the screening questions were reviewed. Once completed the screener will initial the log. This log should not include any actual temperatures or other Covid related symptoms.

In addition to the body temperature screening, employees will be asked to review a questionnaire of symptoms and if answering yes to experiencing any of these symptoms since their last day of work. Students will periodically be questioned or their parent/legal guardian as age appropriate.

The employee must be sent home immediately and instructed to follow up with Human Resources and students sent home.

Symptoms questionnaire currently includes per CDC and NYS DOH:

Do you have a:

- Cough
- Shortness of breath or difficulty breathing
- Or at least two of these symptoms
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Had contact in the past 14 days with anyone who tested positive or any person that has had to self-quarantine in the last 14 days?
- Did you have symptoms or exposure to COVID-19 that caused you to be tested and are awaiting results?
- Have you traveled to a state within the past 14 days that currently is under a NYS travel ban?

Positive Screen Protocols.

If a student tests positive for COVID-19 the Director of Health Services or their designee will notify the DOH and will cooperate with them and state contact tracing, isolation and quarantine efforts. If an employee tests positive the Vice President of Human Resources will

report any positive Covid-19 test results to the local Department of Health. The Vice President of Human Resources will work with department staff to identify all employees this person may have had close contact with while working and provide specific notification to those individuals while maintaining the confidentiality of all staff.

#### In Person Screening.

Screeners at each designated location will maintain a log of individuals who have received a body temperature screening and reviewed questionnaire. Temperatures **will not** be recorded on this log. All screening information must be kept confidential by the designated screener.

Designated screening locations will be: Lynde School Health Services Office and Admin Office at Symphony Circle North Street Entrance.

Designated screeners. Will have appropriate PPE, will ensure social distancing of staff and students standing in line to be screened, perform a self-test to ensure the thermometer is working appropriately and self-assess, provide privacy as possible to individual being tested.

#### B. School Health Office

Any student or staff that develops COVID-19 symptoms will go to/be taken to the Symphony Circle Nurses Office.

- Staff/student to wear a mask and face shield or a KN-95 mask.
- Staff/student needs to stay in Nurses Office till picked up by parents or their designee or alternate transportation arrives.
- Nurse or designated staff need to stay with staff/student wearing appropriate PPE i.e. mask, gown and gloves when with them or interacting with them.
- Areas the staff/student was in need to be thoroughly cleaned and disinfected once they leave.
- All staff and youth that were in contact with the youth needed to be logged in the event of contact tracing
- Student's parent and personal physicians will be consulted for alternative to nebulizer treatments in school if necessary. If nebulizer treatments are required they will be conducted by nursing staff wearing KN-95 mask or their equivalent in closed room which will be cleaned and disinfected immediately after the treatment.

#### C. Tracing and Tracking

##### Metrics.

The local Health Department will be notified of all Positive Cases and we will engage with regular consultation regarding the status of school buildings being safe for staff and students. We will be prepared to transition to virtual and distance learning if a temporary closure is determined to be necessary.

##### Notification.

The local DOH will be notified by the Vice President of Human Resources of any positive cases involving staff. The Director of Health Services will notify the DOH of any cases involving students.

### Tracing Support.

By using class schedules and attendance data the school will assist in contact tracing all possible contacts with an infected person while maintain confidentiality required under HIPPA and FERPA. No notice of who tested positive will be shared in order to assure confidentiality.

### Quarantine, Isolation and Return to School

All senior school and agency leadership will be aware of an exposure incident. All staff and students parents and guardians who had close proximate contact will be informed of the possible exposure.

### **Return to work if experiencing symptoms:**

An employee sent home with a fever or any symptoms listed above can return to work when:

- He or she has had no fever for at least three days without taking medication to reduce fever during that time; **AND**
- Any respiratory symptoms (cough and shortness of breath) have improved; **AND**
- At least ten days have passed since symptoms began.

The employee may return to work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides a written release indicating the employee is safe to return to work.

Submitted 7/31/20

Timothy Girard MS

Vice President of Educational Services

[tgirard@gateway-longview.org](mailto:tgirard@gateway-longview.org)

716.207.9818