

# The Arc Sullivan Orange Counties Educational Learning Experience

## COVID-19 Reopening Plan 2020-2021



July 22, 2020

## **SED Re-Open Plan**

**Agency Name:** The Arc Sullivan Orange Counties Educational Learning Experience

**BEDS Code Program Site 1:** 441000996477 - NYSARC INC-SULLIVAN-ORANGE COUNTIES

**BEDS Code Program Site 2:** 441600996478 - NYSARC INC-SULLIVAN-ORANGE COUNTIES

**Administrative Address:** 379 Mount Hope Road, Middletown NY 10940

**Program 1 Site Address:** 379 Mount Hope Road, Middletown NY 10940

**Program(s) provided at this site:**

- 4410 (Pre-school Special Education)
- Special Class
- Special Class in an Integrated Setting
- Multi-Disciplinary Evaluations
- 853 (School Age Special Education)
- Other:

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**Website where this plan and any plan updates will be posted:** <https://www.arcsullivanorange.org/>

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## **Introduction**

This plan was developed to conform to the guidance provided by the New York State Education Department (NYSED) in their July, 2020, document entitled: *Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools – Reopening Guidance*. This plan will be revised and updated as needed to adjust to changing public health conditions caused by the COVID-19 virus and all of the new requirements and regulations which may emerge over time. We solicited input and involvement from the families we serve and our staff during the original drafting of our re-opening plan. 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, 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. Be assured that nothing has changed our sincere commitment to our students and our determination to provide the highest possible quality of educational programming and related services even during these difficult times.

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 blended combination of remote and in-person services. Our focus and concerns extend to 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 can find solutions to the many challenges ahead.

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:

The Arc Sullivan Orange Counties Educational Learning Experience Reopening Plan is inclusive in that it includes all 4410 and 853 programs.

The Arc Sullivan Orange Counties Educational Learning Experience designated a COVID-19 Safety Coordinator (school nurses); however, the health and safety of our students and staff is everyone's responsibility. Any questions or concerns should follow the programs normal chain of command. Students and/or parents should first contact the teacher or building supervisor; whereas, employees should direct their concerns to the immediate supervisor. The building principals are the designated building-base coordinators for reports of positive cases as well as other building level student and staff issues.

A short description of the plan categories is provided below:

### **Communications/Family and Community Engagement:**

Describes the methods the program will utilize to communicate with parents, students, faculty & staff regarding information on COVID-19 and related topics.

### **Health & Safety Protocols**

Describes safeguards for public health and safety including healthy hygiene practices, use of masks, and symptom monitoring & screening, plans for when a stakeholder becomes sick, readmission, and protocols for social distancing.

### **Facilities: Operations**

Explains health and safety protocols for COVID-19 testing, contact tracing workplace risk assessment, cleaning and disinfecting, and ventilation and HVAC. Provides procedures for buildings & grounds, transportation and food service.

**Facilities: Building Procedures**

Explains building access, classroom layout, playgrounds, hall traffic, arrival and dismissal.

**Child Nutrition**

As a 4410/853 we rely on the counties and districts of our students.

**Transportation**

As a 4410/853 we rely on the counties and districts of our students.

**Social Emotional Well-Being**

Describes the steps we will to create emotionally and physically safe, supportive and engaging learning environments that promote all students' social and emotional development.

**School Schedules**

Explains the restructure of programs to include flexible scheduling models – providing in-person, remote or hybrid learning models - and to provide synchronous or asynchronous instruction.

**Attendance & Chronic Absenteeism**

Describes policies and procedures for the academic consequences on lost instructional time.

**Technology & Connectivity**

Discusses remote learning and the use of digital tools, platforms, and resources utilized.

**Teaching & Learning**

Describes instructional models, interventions, and considerations for supporting our learners. Based on guidance from the NYSED, the DOH, and the Governor, the program will determine the instructional model for the 2020- 2021 school year.

**Special Education**

Describes the provision of special education programs and services that ensures a free, appropriate public education.

**Bilingual Education & World Languages**

Describes how the program will insure that ELL students will be provided the opportunity for full-participation whether it be through an in-person, remote, or hybrid model of instruction.

**Teacher and Principal Evaluation System**

Describes how the program will provide feedback and support to teachers through the evaluation process, and support them as we transition to remote learning.

**Certification, Incidental Teaching, and Substitute Teaching**

Explains how the program will utilize substitute teachers as an important resource in the COVID-19 crisis.

**Athletics:**

Explains general considerations for health and safety precautions with athletic practices, competition, sporting venues, locker rooms, gyms, game operations, offseason programs, and sports medicine.

Any suggestions, concerns and/or questions about our plan should be directed to the contact person identified at the beginning of this document.

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The Arc Sullivan Orange Educational Learning Experience re-opening plan was developed in collaboration with the Assistant Executive Director, the school registered nurses, designated school administration, family members, stakeholders, teachers, students, school social workers and school psychologists.

## **Communications/Family and Community Engagement:**

### General Information

The Arc Sullivan Orange Educational Learning Experience re-opening plan was developed to maintain a certain level of flexibility to adapt to the ever-changing landscape surrounding education. The program has offered and will continue to offer multiple modes of stakeholder engagement. These include the following:

- Parent surveys
- Student surveys
- Teacher surveys
- Administrator work groups
- Teacher/Therapists/Administrator work groups
- School Nurses/Administrator work groups
- Staff/Administrator work groups

The Arc Sullivan Orange Educational Learning Experience will utilize social media (The Arc Sullivan Orange Counties Facebook account) to communicate along with the agency website <https://www.arcsullivanorange.org/>

The information communicated will be in accordance with the New York State Department of Health (NYSDOH), New York State Education Department (NYSED), and NYS Guidelines. This information will include adherence to CDC and DOH guidance regarding the use of personal protective equipment (PPE), specifically acceptable face coverings, when social distance cannot be maintained.

The Arc Sullivan Orange Educational Learning Experience will send emails, text messages, phone calls, and voicemail alerts, as things change or get updated.

### Training & Signage

The Arc Sullivan Orange Educational Learning Experience has secured signage and identified highly visible areas to display the signage to remind students, faculty, staff and visitors of hand hygiene, respiratory hygiene, social distancing, COVID-19 signs and symptoms, and the proper use of personal protective equipment (PPE).

### Parent & Student Notification

The District will provide guidance to parents and students including, but not limited to, the following information regarding COVID-19. Distribution of this information will be dependent upon the mode of instruction (i.e., in-person, hybrid model, or remote learning model) and will be made available in parents' home language.

- When/how long to stay home from class/other activities if they are sick.
- What they should do if exposure is suspected.
- What will happen if a student tests positive, details about isolation, and when they can return to campus/class/activities.
- What to do if they suspect someone else may be sick.
- How student health will be monitored.
- When and how they will be permitted to return to campus in the fall, including any new procedures, updates to timing, etc.

- What will happen if there is a case or an outbreak on campus.
- How a school closure will be handled, including what the criteria for deciding to close campus will be.
- What additional measures students in vulnerable populations should take and/or what additional options they have.
- What the new social distancing/PPE protocols on campus are and how a failure to follow these protocols will be handled.
- How work spaces/classrooms/common areas will be cleaned/disinfected.

#### Faculty & Staff Notification

- The Arc Sullivan Orange Educational Learning Experience and individual building will provide guidance to faculty and staff with the following information regarding COVID-19:
- When/how long to stay home from work if they are sick. This will include details on how this will affect sick time allowance.
- What they should do if exposure is suspected and what will happen if an employee tests positive. This will include details about isolation and when they can return to work. This should also include details about procedures if an employee's close contact tests positive.
- How employee health will be monitored.
- What to do if they suspect someone else may be sick.
- When and how they will be permitted to return to work, including any new procedures, updates to timing, etc. This should include details on who is permitted to work from home and under what circumstances.
- What will happen if there is a case or an outbreak on campus.
- How a school closure will be handled.
- What additional measures employees in vulnerable populations should take and/or what additional options they have.
- What the new social distancing/PPE protocols on campus are and how a failure to follow these protocols will be handled.
- How work spaces/classrooms/common areas will be cleaned/disinfected.

## **Health and Safety**

The health and safety of the children and adults in our schools is the priority as we consider the re-opening during the COVID-19 pandemic. Health and safety will always come first in every decision made and every action taken by The Arc Sullivan Orange Educational Learning Experience. All health and safety guidelines will apply to full in-person, hybrid models and remote learning as applicable, of the re-opening of our schools.

The Arc Sullivan Orange Educational Learning Experience is focused on taking preventive actions, and will perform health checks and screenings as per DOH guidance in order to recognize signs and symptoms of illness in students and staff. We have developed plans which include staff, student and family training in all safety and protective measures to maintain a healthy safe environment. Trainings include how to support students and families on maximizing and maintaining social distance; managing and isolating ill persons until they can be sent home; instructing students and training staff in proper hand and respiratory hygiene; requiring the wearing of appropriate face coverings; and cleaning and disinfection procedures for the school in accordance with CDC and DOH guidance.

Whether instruction is provided in-person, remotely, or through a hybrid model of the two, our program will have an important role to play in educating and communicating with all stakeholders about the everyday preventive actions we can take to prevent the spread of COVID-19. Prevention is accomplished by following the recommendations of health authorities in the following areas:

- Health Checks;
- Healthy Hygiene Practices;
- Social Distancing;
- Personal Protective Equipment (PPE) and Cloth Face Coverings;
- Management of Ill Persons; and
- Cleaning and Disinfection.

The Arc Sullivan Orange Educational Learning Experience re-open plans are based on best practice and/or recommendations from the Centers for Disease Control and Prevention (CDC) and the New York State Department of Health (NYSDOH) and will be reviewed on an ongoing basis.

The Arc Sullivan Orange Educational Learning Experience administration and nursing staff will continually monitor the CDC and DOH websites to keep current with all of the latest COVID information and guidance.



### Reopening Mandatory Requirements:

The Arc Sullivan Orange Educational Learning Experience will review and consider the number of students and staff allowed to return in person as per any Executive guidance. These factors will be considered when determining whether we resume in person instruction:

- Ability to maintain appropriate social distance
- PPE and cloth face mask availability
- Availability of safe transportation (this is dependent on the counties and districts of students we support)
- Local hospital capacity in consultation with local department of health.

### Additional Reopening Considerations:

- The Arc Sullivan Orange Educational Learning Experience has designated our school registered nurses as our COVID-19 resource person(s) to assist each school building and the community.
- The Arc Sullivan Orange Educational Learning Experience reopening plan will be translated into any additional languages spoken in our school community.
- The Arc Sullivan Orange Educational Learning Experience will limit the number of visitors in all buildings and will follow all health screening protocols.
- The Arc Sullivan Orange Educational Learning Experience plan includes steps that will assist and instruct parents/guardians in screening students at home for signs of illness by multiple means which may include written communication, short videos and parent workshops.
- The Arc Sullivan Orange Educational Learning Experience, when relying on parent/guardian screening before school, will take into account the parent/guardian's ability to access internet or complete a written check list accessible in the language spoken by the family.
- Alternatively, The Arc Sullivan Orange Educational Learning Experience reopening plan includes written protocols to screen students before entering school. Such protocols are designed to meet CDC requirements for PPE and social distancing which include maintaining sufficient supplies to conduct screenings, along with ensuring students waiting to be picked up by parents or parent/guardian designee are supervised.
- The Arc Sullivan Orange Educational Learning Experience plan encourages students to wear a cloth face covering at all times, unless otherwise inadvisable.
- The Arc Sullivan Orange Educational Learning Experience plan includes a requirement that school health personnel wear PPE when assessing ill persons or conducting certain respiratory treatments.
- The Arc Sullivan Orange Educational Learning Experience plan includes the designation of 2 rooms for school health service personnel. One room is for healthy students to obtain medications and any necessary nursing treatments. The second room will be for isolating ill persons.
- The Arc Sullivan Orange Educational Learning Experience will use disposable equipment and supplies in the health office as much as practicable.
- The Arc Sullivan Orange Educational Learning Experience plan includes the provision of PPE to custodial and other personnel cleaning and engaging in disinfection at the school if required by the manufacturer of the agent being used.

- The Arc Sullivan Orange Educational Learning Experience plan includes a daily checklist for school personnel to inspect their area and ensure they have sufficient supplies each day (e.g., face covering, tissues, hand hygiene supplies, cleaning supplies, etc.)
- The Arc Sullivan Orange Educational Learning Experience has designated our registered school nurses as our COVID-19 resource persons.
- Information on how to contact the Educational Learning Experience Covid-19 resource persons will be readily available to all students, families, staff and involved stakeholders.

Additional Considerations include the following:

If the designated Covid-19 resource person is not available, the school administrator(s) familiar with this plan will act as the resource person.

The Covid -19 resource persons will be the main contact person upon the identification of positive COVID-19 cases and will be responsible for subsequent communication to all parties while maintaining all privacy laws.

Information on how to contact the resource person will be readily available to the entire school community by being posted throughout the buildings and on the school web page.

The Arc Sullivan Orange Educational Learning Experience does not currently offer before and aftercare programs.

Health Checks

Centers for Disease Control and Prevention, Stay Home When You Are Sick.  
<https://www.cdc.gov/flu/business/stay-home->

Parents/guardians and staff members will be provided resources to educate them regarding the careful observation of symptoms of COVID-19. Information on health screening that will be conducted each morning before coming to school will be provided by the registered nurses. Parents/guardians and school staff will be instructed and receive training on understanding that any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection should not be present in school. The Centers for Disease Control and Prevention (CDC) keep an up to date list of symptoms of Coronavirus on its website and this information will be posted throughout the buildings. This list is not all inclusive as some individuals may display other symptoms or none at all. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19:

- Fever or chills (100°F or greater)
- Cough;
- Shortness of breath or difficulty breathing;
- Fatigue;
- Muscle or body aches;
- Headache;
- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting; and/or
- Diarrhea.

All staff will be trained/educated to observe students or other staff members for signs of any type of illness such as:

- Flushed cheeks;
- Rapid or difficulty breathing (without recent physical activity);
- Fatigue, and/or irritability; and
- Frequent use of the bathroom.

Students and staff exhibiting these signs with no other explanation for them will be sent to the school health office for an assessment by the school nurse. If a school nurse is not available, the school will contact the parent/guardian to come pick up their ill child or send the staff member home. Emergency contacts will be called as soon as the forms are received to ensure that they are readily available if needed.

Health screenings, including daily temperature checks and completion of a screening questionnaire are required for staff, contractors, vendors, and visitors. This screening will be placed at the main entrance of each building and will be maintained by the building administrative assistant. Students are required to have a daily temperature check and periodic completion of a screening questionnaire. Anyone who has a temperature of 100°F or greater or has a positive response on the screening questionnaire must be isolated from others and sent home immediately. Students will be supervised in the isolated area while awaiting transport home. Those in school isolated areas will be recommended to speak with a healthcare provider and be provided resources on COVID-19 testing.

Students and staff are required to notify the school when they develop symptoms or if their answers to the questionnaire change during or outside school hours. Students and staff will contact the school nurses directly to report any symptoms and if their answers to the questionnaire change outside of school hours.

Staff and parents are encouraged to complete the required screenings prior to arrival at school. Screening by the parent/ guardian prior to school is preferred in lieu of temperature checks and symptom screening being performed after arrival to school. Screening of students includes a daily temperature check and periodic completion of a screening questionnaire. All parents/guardians will be given full notification of the preferred screening prior to the reopening of the school buildings.

The Arc Sullivan Orange Educational Learning Experience's screening questionnaire determines whether the individual has:

- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- tested positive through a diagnostic test for COVID-19 in the past 14 days;
- has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days: and/or
- has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

Per NYSDOH, schools are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).

The Arc Sullivan Orange Educational Learning Experience will provide staff and parents/guardians with periodic reminders of the requirement.

This will be accomplished by:

- Providing weekly or daily reminders - such as an automated telephone message, email, or text;
- Weekly written notices to homes in the parent/guardian's native language where it is known that families cannot access the information through the other methods.

The Arc Sullivan Orange Educational Learning Experience will collect screening information from staff and parents/guardian using:

- Phone systems
- emails
- Paper checklists.

The Arc Sullivan Orange Educational Learning Experience has designated the buildings administrative assistants and school nurses to review the incoming reports of screening by staff and parent/guardians and attesting that they are completed. The registered nurse will be the contact for staff or students to inform if they later experience COVID-19 symptoms.

Procedures which require the parent/guardian to report the results of such screening rely on the parent/guardian to complete the report. If the parent/guardian symptom screen evaluation is done at home the school will:

- Ensure all students are treated equally; and
- Ensure students whose parent/guardian did not complete the screening are not singled out.

The Arc Sullivan Orange Educational Learning Experience understands that it may not be possible for some families to conduct screenings at home for the following reasons:

- The family may not have access to use of an online system;
- The information may not be in their primary language;
- The home environment may not be conducive to this process each morning; and/or
- The family may not remember to complete the screening.

The Arc Sullivan Orange Educational Learning Experience will take steps to ensure that any process has multiple avenues of completion and is not used as a basis to exclude students from school. Students who may require screening to be completed at school must be treated in a confidential manner and must have the screening completed as quickly as possible to minimize time away from class.

## Screenings

### Temperature

As a 4410 and 853 school our students are transported by the counties and districts they reside in. In some cases, it is not be under The Arc Sullivan Orange Educational Learning Experience's purview to guarantee temperature checks be performed prior to students arriving at school.

The Arc Sullivan Orange Educational Learning Experience schools have developed plans for checking temperatures of students whose parent/guardian did not perform the screening if The Arc Sullivan Orange Educational Learning Experience staff are notified of this at the time of student drop off.

The Arc Sullivan Orange Educational Learning Experience will also implement screenings for unscheduled visitors.

The Arc Sullivan Orange Educational Learning Experience conducting temperature screenings will have:

- Staff members to supervise students who are waiting their turn. While waiting, students must be socially distanced;
- Trained staff members to perform temperature screenings;
- Sufficient supplies for taking temperatures such as disposable thermometer probes; and
- PPE or barriers for staff members conducting the screening. Depending on the availability of trained staff and supplies, the following methods are recommended by the CDC3 for conducting temperature screenings.

### Reliance on Social Distancing

- Parents/guardians will be asked to take their child's temperature either before being picked up by their bus and/or before coming to the school or upon arrival at the facility. Upon their arrival, stand at least 6 feet away from the parent/guardian and child.
- Parents/guardians will be asked to confirm that the child does not have fever, shortness of breath or cough.
- Visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness will be conducted.
- Barriers/Partition Controls will be used for conducting temperature screenings:
- All students/parents/guardians will stand behind a physical barrier, such as a glass or plastic window or partition that can serve to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks;
- All parties will perform hand hygiene by washing hands with soap and water for 20 seconds. If soap and water are not available hand sanitizer will be available with at least 60% alcohol;
- All staff will put on disposable gloves;
- Check the child's temperature, reaching around the partition or through the window;
- Make sure your face stays behind the barrier at all times during the screening;
- If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and clean the thermometer thoroughly between each check;

- If disposable or non-contact (temporal or infrared) thermometers are used and there was no physical contact with the child, you do not need to change gloves before the next check; and
- If non-contact thermometers are used, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each student. You can reuse the same wipe if it remains wet.

#### Use of Personal Protective Equipment when Barriers/Partition Controls are not available

If social distancing or barrier/partition controls cannot be implemented during screening, personal protective equipment (PPE) will be used when within 6 feet of a child. However, The Arc Sullivan Orange Educational Learning Experience understands that reliance on PPE alone is a less effective control and more difficult to implement, given PPE shortages and training requirements.

- Upon arrival, staff will wash hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with a child is occurring;
- Take the child's temperature;
- If performing a temperature check on multiple individuals, staff will use a clean pair of gloves for each child and clean the thermometer thoroughly between each check;
- If disposable or non-contact (temporal or infrared) thermometers are used and there was no physical contact with an individual, staff do not need to change gloves before the next check.
- If the program uses non-contact thermometers, they will clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each student/staff. It is understood that staff can reuse the same wipe if it remains wet;
- After each screening, staff will remove and discard gloves; and
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.

#### Healthy Hygiene Practices

Healthy hygiene practices will be taught and re-taught in school settings for both students and staff. The Arc Sullivan Orange Educational Learning Experience has been and will continue to provide instruction to the school community in hand and respiratory hygiene, along with providing adequate supplies and time to allow for frequent hand hygiene.

Additionally, The Arc Sullivan Orange Educational Learning Experience will post signs throughout the school and will regularly share messages with the school community. Signage will be used to remind individuals to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.

- Report symptoms of, or exposure to, COVID-19.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

Teaching healthy hygiene practices will be conducted in person, by videos, announcements, and posters or signs. The Arc Sullivan Orange Educational Learning Experience will post signage in highly visible areas such as:

- Entrances
- Restrooms
- Dining areas
- Classrooms
- Administrative offices
- Janitorial staff areas

The Arc Sullivan Orange Educational Learning Experience will utilize The CDC's sample announcements on reducing the spread of COVID-19, videos about behaviors that prevent the spread of COVID-19, and print and digital resources on CDC's communications resources main page, along with the NYSDOH COVID-19 signage in order to periodically inform families and staff.

#### Hand Hygiene

Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. The Arc Sullivan Orange Educational Learning Experience will include time throughout the school day schedule to allow for hand hygiene. Hand hygiene includes:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method;
- Use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available, and hands are not visibly dirty. NYSED's Memo: Handwashing Recommendations and Alcohol-based Hand Sanitizer Use in Schools provides information to schools regarding the use of alcohol-based hand sanitizers;
- Provide hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able;
- Signage should be placed near hand sanitizer indicating visibly soiled hands should be washed with soap and water; and
- Some students or staff may be unable to use alcohol-based hand sanitizers for health reasons therefore they must be permitted to wash their hands with soap and water.

The CDC guidance will be shared on when and how to wash your hands in order to continually provide information on when handwashing should occur, how to wash hands correctly, and how to correctly use alcohol-based hand sanitizers.

The Arc Sullivan Orange Educational Learning Experience will provide the following:

- Adequate facilities and supplies for hand washing including soap and water;
- Paper towels or touch free paper towel dispensers where feasible (hand dryers are not recommended as they can aerosolize germs);
- No-touch/foot pedal trash can;
- Alcohol based hand sanitizers with at least 60% alcohol or disinfectant hand wipes;
- Time in the schedule to allow for frequent hand washing; and
- Promotion of proper hand washing before meals, after recess or physical education, before and after removing PPE, and other times, as appropriate.

Portable sinks will be considered for The Arc Sullivan Orange Educational Learning Experience to increase access to soap and water. At a minimum, students and staff should wash hands, as follows:

- Upon entering the building and each classroom;
- After using shared objects or surfaces (e.g. electronic devices, musical instruments, writing utensils, tools, toys, desks or table tops);
- 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;
- Upon coming in from outdoors; and
- Anytime hands are visibly soiled.

### Respiratory Hygiene

The Arc Sullivan Orange Educational Learning Experience at this time, cannot provide nebulizer treatments as per CDC guidelines. Inhalers with spacers are allowed. ONLY with a doctor's order.

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, it is important that students and staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately.

A supply of tissues and no touch/floor pedal trash cans should be available in each room when feasible. If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

### Social Distancing

Social Distancing also called "physical distancing" means keeping a six foot space between yourself and others. Schools are to develop, implement, and enforce social distancing in all school facilities and on school grounds, including transportation.



The Arc Sullivan Orange Educational Learning Experience will ensure that student groupings are as static as possible by having the same group/cohort of students stay together by:

- Monitoring the size of groups/cohorts of students be determined by the students IEP and the number of students who can be in each classroom while maintaining 6 feet social distancing.
- Staggering arrival and/or dismissal times will be attempted in collaboration with the counties and school districts as possible to allow increased social distancing on buses as well as in classrooms. Student entry points will be staggered when possible to avoid funneling all students through the same entry space, to limit the amount of close contact between students in high-traffic situations and times.
- Following all safety requirements when considering the use of multiple entrances and ensure that all entrances are monitored and are locked after use.
- Adjusting arrival schedule changes for students who are dropped off at school by a parent or caregiver will be considered when possible;
- Designating areas for student drop-off and pick-up, will be created limiting contact and entry of parents/guardians into the building, to the greatest extent possible.
- Reducing in-school movement where possible by keeping students within a defined area or classroom and modifying class/related service schedules or class transitions using these recommendations:
  - If possible, have the same cohort of students with the same teacher each day
  - Special area teachers (e.g., music, art, physical education) may go to individual classrooms versus rotating all students through a shared space that is not able to be cleaned with each new use. Whenever possible, hold physical education and music classes outside and encourage students to spread out
  - Stagger the use of restrooms, allowing use at other times when necessary. Bathrooms may be monitored by staff to ensure social distancing, that it is clean, and students are washing hands after use.
- Desks will be turned (including teachers) to face in the same direction rather than facing each other to reduce transmission caused by virus-containing droplets (e.g., from talking, coughing, sneezing);
- Windows will be open if there are windows to improve ventilation. Windows will not be open if there is a health or safety risk (e.g., allergies, or potential fall);
- All individual student belongings will be separated. Supplies will not be shared by students;
- Visual aids (e.g., painter's tape, stickers, posters, cones etc.) will be used to illustrate traffic flow and appropriate spacing to support social distancing and staff and students will be instructed on the flow of traffic;
- Classrooms and other places where students, faculty, and staff gather (e.g., lockers, cubbies, entryways, hallways), will have restrictions so that individuals can be socially distanced.
- Students will be assigned individual storage boxes and areas – however, students will be instructed not carry an unreasonable number of books or materials throughout the day;
- Gathering in small spaces (e.g., elevators, faculty offices) by more than one individual at a time, will be prohibited unless all individuals in such space are wearing acceptable face coverings;

- Playgrounds will continue to be used when proper safeguards are in place. Playground use will be staggered. There will not be multiple classes at the same time on any playground. Activities where multiple groups interact will be limited. Wash hands before and after touching play structures and keep 6 feet of space from other children as much as possible. When possible, visual cues will be placed to demonstrate physical spacing;
- A distance of twelve feet in all directions will be maintained between individuals while participating in any activities that require projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity.
- School-wide parent meetings and large gathering events will be cancelled and be held in a virtual format; and
- Visitors will be required to follow the same safety guidelines when in the building, and must receive prior approval from the administration. Online meetings with parents and other persons will be used when feasible.

#### Medically Vulnerable/High-Risk Groups

The Arc Sullivan Orange Educational Learning Experience recognizes that the following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Students who have family members who are in high risk groups may also need to attend school remotely. The Arc Sullivan Orange Educational Learning Experience will make accommodations to meet the needs of these students in our school community.

Persons in these groups should consult with their healthcare provider regarding prevention:

- Individuals age 65 or older;
- Pregnant individuals;
- Individuals with underlying health conditions including, but not limited to:
  - chronic lung disease or moderate to severe asthma
  - serious heart conditions
  - immunocompromised
  - severe obesity (body mass index [BMI] of 30 or higher)
  - diabetes
  - chronic kidney disease undergoing dialysis
  - liver disease
  - sickle cell anemia
  - children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

The Arc Sullivan Orange Educational Learning Experience understands that many of our students with specific needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. We will work closely with parents/ guardians to collaborate with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. Transitioning these students back to school requires:

- Planning and coordination of:
  - school health services personnel (school nurses)
  - special education personnel
  - pupil personnel services (the districts and counties we support) and
  - administration

Being aware that such families are already under significant stress and COVID-19 has made their situations more critical. Alternate plans created in consultation with school health personnel on how to meet the needs of the child while keeping social distancing include:

- Maintaining additional PPE for staff caring for such students;
- Assigning only one staff member to care for the student; and/or
- Decreased students in a classroom, alternating schedules, and provision of related services to an individual instead of group setting.

If the parents/guardians choose not to send their child back to school, The Arc Sullivan Orange Educational Learning Experience will provide instruction remotely.

#### Personal Protective Equipment (PPE)

The Arc Sullivan Orange Educational Learning Experience has reviewed the OSHA COVID-19 guidance for information on how to protect staff from potential exposures, according to their exposure risk pursuant to their Exposure Control Plan. The OSHA guidance also sets forth when PPE is needed by staff pursuant to the OSHA standards.

As per The CDC recommendations that school-based health personnel use Healthcare Facilities: Managing Operations during COVID19 Pandemic Updated June 29, 2020 guidance when providing care to ill persons as part of infection control protocols:

- Licensed healthcare professionals must utilize standard precautions at all times;
- Transmission- based precautions should be used when assessing persons suspected of having COVID-19;
- Schools should ensure they have adequate supplies of PPE for use by school health professionals to assess and care for ill students and staff members;
- Such PPE includes, but is not limited to:
  - face masks (disposable surgical masks)
  - respirators (N95) masks that are fit tested
  - eye protection or face shields
  - gloves
  - disposable gowns.

For optimal protection, when worn, the face shield must be used with a face mask and:

- Extend below the chin anteriorly;
- To the ears laterally;
- There should be no exposed gap between the forehead and the shield’s headpiece;
- Only be worn one person per shield;
- Be cleaned between use; and
- The wearer should wash their hands after removing the shield and before putting it on.

Obtaining PPE may be difficult due to high demand. To assist us in meeting these requirements we will consult our parent agency of NYSARC, BOCES or County or City Emergency Manager We are using a tool to calculate how much PPE is needed that was developed by the Massachusetts Department of Education. See below for PPE estimates based on that tool:

Group	Quantity per 100 per group	12 week supply at 100% attendance	12 week supply at 50% attendance	12 week supply at 25% attendance	Assumptions
Students	100 masks/week	1200	600	300	1 disposable mask per week per student(to supplement parent provided cloth mask)
Staff	500	6000	3000	1500	5 disposable masks per week per teacher
School Nurses	1,000	12,000	6,000	3,000	10 disposable masks per week per nurse

**MATERIALS FOR STAFF MEMBERS WHO MAY BE IN HIGH-INTENSITY CONTACT WITH STUDENTS OR HANDLING WASTE MATERIALS**

(Initial recommended quantities calculated per 1 staff (e.g. nurses, custodians, and some special education teachers and other staff))

ITEM	SUPPLY FOR 1 STAFF	12 WEEK SUPPLY	ASSUMPTIONS
Disposable Nitrile Gloves	10	120	10 pairs disposable nitrile
Disposable Gowns	10	120	10 disposable gowns per week, per staff.
Eye Protection	2	N/A	2 re-usable eye protection per staff total.
Face Shields	2	N/A	2 reusable face shields per staff total.
Waste Disposal Medium	1	N/A	1 unit per staff total.
N-95 Ventilating Masks*	10	120	10 N-95 masks per week, per staff.

PPE is recommended when performing aerosolized treatments, assessing and caring for a person who is suspected of having COVID-19. Health care professionals should review the CDC guidance on the correct use of PPE. Face shields worn without other face coverings are not considered adequate protection against COVID-19 and should not be used alone.

Aerosol Generating Procedures

Respiratory treatments administered by nurses generally result in aerosolization of respiratory secretions. These aerosol generating procedures (AGPs) potentially put healthcare personnel and others at an increased risk for pathogen exposure and infection. The CDC recommends PPE use when administering AGPs. PPE consists of:

- Gloves;
- N95 or surgical facemask;
- In lieu of N95 - a surgical mask with face shield;
- Eye protection; and
- A gown (if necessary).

PPE should be used when:

- Suctioning;
- Administering nebulizer treatments; or
- Using peak flow meters with students who have respiratory conditions.

Treatments such as nebulized medication treatments and oral or tracheostomy suctioning should be conducted in a room separate from others with nursing personnel wearing appropriate PPE. For nebulizer treatments, if developmentally appropriate, the nurse could leave the room and return when the nebulizer treatment is finished. Due to limited availability of data, it is uncertain whether aerosols generated by nebulizer treatments are potentially infectious.

Cleaning of the room should occur between use and cleaning of the equipment should be done following manufacturer's instructions after each use. The CDC recommends during the COVID-19 pandemic that respiratory medications utilizing metered dose inhalers (MDI) with a spacer or valved holding chamber be used over nebulizer treatments whenever possible. Based on limited data, use of MDIs (with or without spacers or valved holding chambers) is not considered an aerosol-generating procedure. Nebulizer treatments at school should be reserved for children who cannot use an MDI (with or without spacer or valved holding chamber). Use of peak flow meters, including in the school setting, includes forceful exhalation. Based on limited available data, forceful exhalation is not considered an aerosol-generating procedure associated with increased risk of transmitting the virus that causes COVID-19. However, for some people with asthma, using a peak flow meter can trigger coughing.

Centers for Disease Control and Prevention- Healthcare Infection Prevention and Control FAQs for COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-faq.html>. Accessed 6/20/2020.

Centers for Disease Control and Prevention- K-12 Schools and Child Care Programs FAQs for Administrators, Teachers, and Parents. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>. Accessed 6/30/2020.

### Cloth Face Coverings

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment. All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance. All students and staff members must wear cloth face coverings:

- Whenever they are within 6 feet of someone;
- In hallways;
- In restrooms; and
- In other congregate settings, including buses.

The Arc Sullivan Orange Educational Learning Experience will provide acceptable face covering to employees (and students if they forget their own) and have an adequate supply in case of need for replacement per Executive Order 202.16. Schools should allow an employee to wear their own acceptable face covering but may not require they supply their own face coverings. Employees with healthcare provider documentation stating they are not medically able to tolerate face covering cannot be required to do so.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, so scheduling mask breaks is important. Face coverings should not be placed on:

- Children younger than 2 years old;
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction;
- Anyone who has trouble breathing or is unconscious; or
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

The Arc Sullivan Orange Educational Learning Experience will instruct students, parents/guardians and staff, contractors and vendors on:

- The proper way to wear face coverings;
- Washing hands before putting on and after removing their face covering;
- Proper way to discard disposable face coverings;
- The importance of routine cleaning of reusable face coverings; and
- Face coverings are for individual use only and should not be shared.

Information and resources to assist schools in instructing on the proper use and cleaning of facemasks are on the CDC webpage on cloth face coverings.

Students and staff may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the staff member.

### Management of Ill Persons

Students and staff with symptoms of illness must be sent to the health office. Ideally 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.

If a school nurse is not available, The Arc Sullivan Orange Educational Learning Experience will have to isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider. Administrators should work collaboratively with school nurses to determine if additional staff is needed to assist with non-nursing tasks such as:

- Student supervision;
- Telephone calls, text, or emails to parent/guardians; and
- Assistance with completing any required paperwork other than nursing documentation.

If Students or Staff become Ill with Symptoms of COVID-19 at School

<<Effective February 1, 2020, the 2019-Novel Coronavirus was added to the Public Health Law as a significant threat to the public health, and the NYS Commissioner of Health designated 2019-Novel Coronavirus as a communicable disease under 10 NYCRR Section 2.1. >>

The Arc Sullivan Orange Educational Learning Experience will follow Education Law § 906, which provides whenever...a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law. The director of school health services, or other health professionals acting upon direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.

School staff must immediately report any illness of students or staff to the school nurse or other designated school staff. Such reports should be made in compliance with FERPA, and Education Law 2-d. If nurses choose to go to classrooms to make assessments of students, this also should be done in a manner that protects the student's confidentiality. If there are several students waiting to see the school nurse, arrangements should be made to have students wait at least 6 feet apart. Ideally schools should have two rooms for school health personnel - one room for healthy students who have injuries or need their medications or nursing treatments, and another room for assessing and caring for ill students and staff. Both rooms require a supervising adult to be present and should have easy access to a bathroom and sink with hand hygiene supplies. School nurses and other school health professionals assessing or providing care to ill students and staff should follow Transmission- based precautions which includes the use of appropriate PPE (see section on PPE).

Students suspected of having COVID-19 awaiting transport home by the parent/guardian must 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 be in this isolation room if they can be separated by at least 6 feet

The CDC and NYSDOH recommend:

- 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.

Refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" for information on "close and proximate" contacts.

If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.



If a separate room is not available, keep at least a 6-foot distance between ill students and other persons. If they cannot be isolated in a separate room from others, it is recommended that a facemask (e.g., cloth or surgical mask) 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. It is recommended that:

- Students should be escorted from isolation area to the parent/guardian;
- The parent or guardian 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;
- Symptomatic students or staff members follow CDC's Stay Home When You Are Sick guidance;
- unless otherwise directed by a healthcare provider or the local department of health. If the student or;
- staff member has emergency warning signs such as trouble breathing, persistent pain or pressure in;
- the chest, new confusion, inability to arouse, bluish lips or face, call 911 and notify the operator that;
- the person may have COVID-19.

All staff will be made aware of the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19 which is a serious condition associated with COVID-19 in children and youth. The school will notify the parent/guardian if their child shows any of the following symptoms and recommend the child be referred for immediate follow up with a healthcare provider:

- fever
- abdominal pain
- vomiting
- diarrhea
- neck pain
- rash
- bloodshot eyes
- feeling extra tired

School nurses/staff must call for emergency transport (911) following our school policies, for any student showing any of these emergency warning signs of MIS-C or other concerning signs:

- trouble breathing
- pain or pressure in the chest that does not go away
- new confusion
- inability to wake or stay awake
- bluish lips or face
- severe abdominal pain

If a student or staff member reports having tested positive for COVID-19, school administrators or his/her designee should notify the local health department to determine what steps are needed for the school community.

### Return to School after Illness

The Arc Sullivan Orange Educational Learning Experience will establish policies in consultation with the local health department(s) about the requirements for determining when individuals, particularly students, who screen positive for COVID-19 symptoms can return to the in-person learning environment. This returning to learning protocol will include at a minimum, documentation of evaluation by a healthcare provider (healthcare provider note clearing a person to return to school), negative COVID-19 testing, and symptom resolution, or if COVID -19 positive, release from isolation as required by DOH and NYSED Guidance.

The Arc Sullivan Orange Educational Learning Experience will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

The Arc Sullivan Orange Educational Learning Experience will follow The CDC specific guidance for individuals who are on home isolation regarding when the isolation may end. Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings. CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

### COVID-19 Testing

Under the strong recommendation that schools comply with CDC guidance and not conduct COVID-19 testing or require testing or antibody testing of students or staff members, The Arc Sullivan Orange Educational Learning Experience will comply with this recommendation. The decision of whether a test needs to be conducted will be determined by a healthcare provider or the local department of health and not our school staff. CDC Interim Considerations for School Administrators for SARS-CoV-2 Testing Schools should identify who in the community is responsible for referring, sourcing, and administering

testing (e.g., local health department testing site, physician offices, hospital system) particularly in the event that large-scale testing at the school is needed.

### Contact Tracing

Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus. The Arc Sullivan Orange Educational Learning Experience will cooperate with state and local health department contact tracing. The Arc Sullivan Orange Educational Learning Experience will assist public health departments in knowing who may have had contact at school with a confirmed case by:

- keeping accurate attendance records of students and staff members;
- ensuring student schedules are up to date;
- keeping a log of any visitors which includes date, time and where in the school they visited; and
- Assist local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program. The Arc Sullivan Orange Educational Learning Experience staff are not required to have staff members take the contract tracing program, but our school nurses have volunteered to participate. Questions should be directed to the local health department. Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

### School Closures

The Arc Sullivan Orange Educational Learning Experience will collaborate with our local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

The Arc Sullivan Orange Educational Learning Experience administrators will consider closing school if absentee rates impact the ability of the school to operate safely. The Arc Sullivan Orange Educational Learning Experience may choose to modify our operations prior to closing to help mitigate a rise in cases. The Arc Sullivan Orange Educational Learning Experience will consult our registered nurses and/or the local department of health when making such decisions.

### Cleaning and Disinfection

The CDC provides Reopening Guidance for Cleaning and Disinfection with specific guidance for schools along with the Cleaning and Disinfection Decision Tool to aid in determining what level of cleaning and/or disinfection is necessary. School wide cleaning will include classrooms, restrooms, cafeterias, libraries, and playgrounds. The guidance provides a general framework for cleaning and disinfection practices which will be followed by The Arc Sullivan Orange Educational Learning Experience staff at all times. The framework will be adhered to based on doing the following:

- Normal routine cleaning with soap and water to decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure;
- Disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19. Where disinfectants are used, products should be registered with EPA and the NYS
- Department of Environmental Conservation (DEC). Frequent disinfection of surfaces and objects touched by multiple people is important;
- When EPA-approved disinfectants are not available, alternative disinfectants can be used (e.g., 1/3 cup of bleach added to 1 gallon of water or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be extremely dangerous to breathe in. Keep all disinfectants out of the reach of children;
- The Arc Sullivan Orange Educational Learning Experience will identify cleaning and disinfection frequency for each facility and area type; and
- The school will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.

Cleaning plans include considerations regarding the safety of all custodial staff and other people who are carrying out the cleaning or disinfection. In order to disinfect areas frequently, additional staff may need to be trained.

High touch surfaces will be cleaned and disinfected frequently throughout the day. High touch surfaces include:

- Tables;
- Doorknobs;
- Light switches;
- Countertops;
- Handles;
- Desks;
- Phones;
- Keyboards and tablets;
- Toilets and restrooms; and
- Faucets and sinks.

Students will not be present when disinfectants are in use and will not participate in cleaning and/or disinfection activities.

- A schedule for cleaning and/or changing heating/air conditioning will be established to maintain system filters. Opening windows, if it can be done safely, and conducting classes outdoors are other strategies to increase airflow;
- The school will follow all manufacturer's instructions for cleaning and disinfection of electronic devices such as laptops, iPads or Chromebooks, keyboards and computer mice, etc., between use. Rubber gloves will be easily accessible for all electronics. If the manufacturer's guidance is unavailable, the school will use alcohol-based wipes or spray having at least 70% alcohol per CDC Guidance and will dry surfaces thoroughly to avoid the pooling of liquids;
- Playgrounds should be cleaned per CDC guidance:

- outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection
- do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public high touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely
- cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended
- sidewalks and roads should not be disinfected. Shared athletic/gym equipment (e.g., balls, protective gear) should be cleaned between use per manufacturer's directions.

### School Nurse/Health Office Cleaning

School health office cleaning will occur after each use of:

- Cots;
- Bathroom; and
- Health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) should be cleaned following manufacturer's directions.

Disposable items will be used as much as possible including:

- Disposable pillow protectors; or
- Disposable thermometers, or disposable thermometer sheaths or probes, and disposable otoscope specula.

### Other Considerations

#### Health Physicals and Screenings

Due to the COVID-19 pandemic and the effect it is having on healthcare providers, The Arc Sullivan Orange Educational Learning Experience is following the recommended guidance in regards to health physicals, screenings and immunizations as below:

- The school will continue to accept proof of a health examination regardless of the form it is completed on for exams conducted on or before January 31, 2021;
- Parents/guardians are provided with additional time to provide the completed health exam to the school;
- Beginning February 1, 2021 health examinations for schools are to be completed on the NYS Required Health Examination Form or an electronic health record equivalent form. This directive may change depending on the status of the COVID-19 pandemic in the fall; and
- Hearing, vision, and scoliosis screenings will be waived for the 2020-2021 school year due to the COVID-19 crisis, unless such screening has otherwise been deemed necessary, pursuant to an amendment to Commissioner's Regulations section 136.3(e).

#### Safety Drills

Education Law § 807 requires that schools conduct 8 evacuation and 4 lockdown drills each school year. When planning drills, The Arc Sullivan Orange Educational Learning Experience will take into consideration as to how our school can modify our drill procedures to minimize risk of spreading

infection. Conducting drills is an important part of keeping students and staff safe in an emergency, however, our school program will take steps to minimize the risk of spreading infection while conducting the required drills. It may be necessary for The Arc Sullivan Orange Educational Learning Experience to conduct drills in the 2020-21 school year using protocols that are different than we are used to.

Regardless of the modification used when conducting a drill, students and staff will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and is not the first priority.

The Arc Sullivan Orange Educational Learning Experience modifications to our evacuation drill protocols may include, but are not limited to:

- Conducting drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once, while maintaining appropriate distance between students to the evacuation site. Staggering by classroom, will minimize the number of students in hallways, stairwells, and at the evacuation site. If the school is conducting drills using a modified procedure, we will ensure that the drill be conducted with all students in the school building on that school day, and
- If The Arc Sullivan Orange Educational Learning Experience re-opens using a “hybrid” in-person model, such as one where students attend school alternate school weeks to reduce the occupancy of the school building, the school will document that all students and staff are receiving instruction in emergency procedures, and participating in drills while they are in attendance in-person.

Modifications to Lockdown Drills may include, but are not limited to:

- Conduct lockdown drill in classroom setting while maintaining social distancing and using masks;
- Conducting lockdown drills on a “staggered” schedule with smaller numbers of students present to maintain social distancing, however schools must be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person; and
- Conduct lockdown drill in classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.

## **Facilities**

The Arc Sullivan Orange Educational Learning Experience will promote social distancing while maintaining existing safety requirements designed to protect students. The ventilation systems in both buildings are being inspected to ensure they meet the requirements for a safe re-opening and to increase ventilation and filtration airflow if needed. The schools currently have the ability to maintain the 6 foot social distance. The Arc Sullivan Orange Educational Learning Experience will continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. The Arc Sullivan Orange Educational Learning Experience leadership is continuing to develop a plan for these drills to be conducted in a manner that maintains social distancing at exits and gathering points outside

the building. The teachers are updating their lessons to include new safety measures for students to respond in emergencies.

## **Nutrition**

- Our students have always brought their own lunches. The staff will no longer heat up lunches and families have been asked to only send lunch items and materials that can be thrown away in order to prevent items from going back and forth between the child's home and school .
- Allergy protocols have been long established in the schools. Any allergies are posted in the classroom so all staff working with the children are aware. During the attestation process, student allergies are discussed and all staff sign the attestation that they understand each child's needs, alerts and all IEP information. There will not be any sharing of food and students will be seated 6 feet apart in order to maintain social distancing. Staff will monitor meal times.
- All students will eat snacks and meals in their classrooms as a cohort while maintaining appropriate social distancing.
- Students will remain seated at their assigned seats while maintaining the 6 foot social distance.
- After each meal students will be brought to the bathroom to wash hands with soap and water. All students will be provided hand sanitizer as appropriate.
- The Educational Learning Experience did not utilize family style dining.
- All families will receive information in print via email, regular mail, web site posts, social media and phone calls about updated COVID-19 nutrition, meal and snack protocols.

## **Transportation**

*NOTE: Transportation for students with disabilities enrolled in 4410 and/or 853 programs are provided by the school district. School programs, however, are involved in the embarking and disembarking of students.*

- Students will disembark their busses by a staff member from their assigned classroom. That staff will bring them into the building where the school nurse will greet them to ensure they are not displaying any COVID-19 symptoms. Students will enter the school building and follow the arrows on the floor in order to keep the flow of traffic in the same direction. As they walk through the building they will maintain 6 feet of social distance. There are markers on the floors to show where students should stand in order to maintain the expected distance.
- Students will be dismissed as their bus arrives and brought out to their bus by a staff member from their assigned classroom. As they walk through the building they will maintain 6 feet of social distance. There are markers on the floors to show where students should stand in order to maintain the expected distance.
- Students in our 4410 and 853 programs rely on the districts and counties so arrival and dismissal times are out of the programs control.
- Initially arrival and dismissal times may take longer in order to teach students the new social distancing procedures.
- Parents will be expected to call the front desk to let the school know they have arrived. A staff member from the child's assigned classroom will come out and receive the child from the parent. The parent will be asked to respond to the attestation.
- Students will be provided wipes to clean their hands during arrival and dismissal.

" this area is the responsibility of the districts/counties we are contracted with"

## **Social-Emotional Well-Being**

### Re-Opening Best Practices

Pre-teaching health and safety skills/social narrative-prior to school beginning (what it's going to look like when I come back to school)

Some examples of this may be using social stories of concepts like (wearing my mask, riding the bus, washing my hands, playing with my friends, I can't share my toys)

\*Role playing, pictures of staff with mask, visuals/icons used. Information being presented should be age appropriate and mindful of students' fears and anxiety. For supports, please utilize SEL team to help with promoting in a pro-social manner.

Some suggestions can also be with meeting my teacher and doing a video of the classroom

For Families: continuation of teachers/staff contact through phone calls, surveys to identify their individual needs as we get closer to returning, how we can assist them in feeling safe and reassured about returning to school in-person/hybrid or remote.

### On-Going Best Practices during the school year

Promoting and creating a safe environment. All staff and students need to feel physically and emotionally safe to learn. Prior to any instruction taking place, establishing a connection and building relationships with our students and staff is a priority.

Emotional Regulation and Self-Regulation-In order to help ensure a safe and healthy learning environment, helping students and staff develop appropriate pro-active coping strategies to deal with everyday challenges they may face.

Routines/Structure-Providing consistency and predictability when possible and being prepared for change. Teaching our staff and students flexibility.

Community-taking the time to build those relationships between staff/students and families. As we've all faced these challenging times, supporting the implementation of social emotional learning is a priority for building the resiliency skills needed as a school community. Keeping families informed of resources and having a clear understanding of how to access the school and community resources is also imperative to building these relationships.

1. A program wide and building-level comprehensive developmental school counseling program plan, has been developed under the direction of certified school psychologist and will be reviewed and updated to meet current needs.

In-Person	Hybrid	Remote
<ul style="list-style-type: none"><li>• Prior to returning to school, students would be given social narratives on what</li></ul>	<ul style="list-style-type: none"><li>• All student will continue to require some level of flexible and responsive</li></ul>	<ul style="list-style-type: none"><li>• All student will continue to require some level of flexible and responsive</li></ul>



<p>may be expected when arriving back to school</p> <ul style="list-style-type: none"> <li>• All student will continue to require some level of flexible and responsive support for their academic, behavior, and social emotional wellbeing needs when returning for the 2020-2021 school year.</li> <li>• Teachers/staff would provide explicit instruction and teaching as to why we have specific health and safety rules and expectations in place at school. These instructions would be appropriate for their students' needs and done in a kid-friendly way to be mindful of students fears and anxiety</li> <li>• Classroom morning meeting/circle time/check in with a specific focus on building those trusting relationships to insure rapport and safety. Time within these meetings would be used to support building</li> </ul>	<p>support for their academic, behavior, and social emotional wellbeing needs when returning for the 2020-2021 school year.</p> <ul style="list-style-type: none"> <li>• Classroom/morning meeting check-in with built in SEL supports. Teachers and SEL staff will provide specific instruction geared towards needs of students with the use of visuals, guided questions, activities to help promote building those trusting relationships to insure rapport and safety.</li> <li>• Hybrid of online and in person teaching lessons may be done together with teacher and a SEL team member. SEL staff will collaborate with teachers with creating appropriate focused SEL supports/lessons/activities targeting needs of students.</li> <li>• Best practices of trauma informed care (this will be essential to understanding)</li> </ul>	<p>support for their academic, behavior, and social emotional wellbeing needs when returning for the 2020-2021 school year.</p> <ul style="list-style-type: none"> <li>• Classroom/morning meeting check-in with built in SEL supports. Teachers and SEL staff will provide specific instruction geared towards needs of students with the use of visuals, guided questions, activities to help promote building those trusting relationships to insure rapport and safety.</li> <li>• Weekly check in with students/family made by staff member designated. Throughout the school year, the frequency of these calls may be adjusted based on the individual family needs. SEL staff may support in providing guiding questions on social emotional supportive needs.</li> <li>• SEL staff will collaborate with Curriculum Coordinator to</li> </ul>
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<p>those connections and relationships.</p> <ul style="list-style-type: none"> <li>• SEL staff will collaborate with Curriculum Coordinator to support teachers with creating appropriate focused SEL supports/lessons/activities targeting needs of students with the use of Second Step Program or Pocket of Preschool.</li> <li>• Plan will be discussed and practiced with each classroom on how to access SEL staff and crisis intervention team for students/staff when needed</li> <li>• Best practices of trauma informed care (this will be essential to understanding) embedded into instruction.</li> <li>• Providing predictable and consistent routines for students as well as teaching flexibility and/or adaptability when needed for when things change.</li> </ul>	<p>embedded into instruction.</p> <ul style="list-style-type: none"> <li>• Prior to returning to school, students would be given social narratives on what may be expected when arriving back to school</li> <li>• Teachers/staff would provide explicit instruction and teaching as to why we have specific health and safety rules and expectations in place at school. These instructions would be appropriate for their students' needs and done in a kid-friendly way to be mindful of students fears and anxiety</li> <li>• Classroom/morning meeting check-in with built in SEL supports. Teachers and SEL staff will provide specific instruction geared towards needs of students with the use of visuals, guided questions, activities to help promote building those trusting relationships to insure rapport and safety.</li> </ul>	<p>support teachers with creating appropriate focused online SEL lessons/supports/activities targeting needs of students with the use of Second Step program or Pocket of Preschool.</p> <ul style="list-style-type: none"> <li>• Best practices of trauma informed care (this will be essential to understanding) embedded into instruction</li> </ul>
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	<ul style="list-style-type: none"><li>• Hybrid or online and in person teaching lessons may be done together with teacher and a SEL team member.</li><li>• SEL staff will collaborate with Curriculum Coordinator to support teachers with creating appropriate focused SEL supports/lessons/activities targeting needs of students with the use of Second Step Program or Pocket of Preschool.</li><li>• Providing predictable and consistent routines for students as well as teaching flexibility and/or adaptability when needed for when things change.</li><li>• Best practices of trauma informed care (this will be essential to understanding) embedded into instruction.</li></ul>	
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2. The Educational Learning Experience will establish an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the administrative leaders, community-based service providers, teachers, certified school counselors, and other team members including school social workers and/or school psychologists to inform the comprehensive developmental school counseling program plan

\*Educational Learning Experience is presently working on creating an advisory council with the considerations given to the social emotional impact of students returning for the 2020-2021 school year. There will be a focus on interventions, education to students, staff and families of recognizing at risk behaviors as well as health and safety supports and community support agencies.

In Person	Hybrid	Remote
<ul style="list-style-type: none"> <li>• Advisory council will be created with the considerations given to the social/emotional impact for students.</li> <li>• Meetings will take place as determined at the needs of the advisory council (i.e. on-site, hybrid, google meets)</li> <li>• If on site meeting occurs, all members who attend are to appropriate follow the CDC health guidelines.</li> <li>• Frequency of meetings will be determined by the advisory council in consideration of the needs being addressed.</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings will take place through a combination of both in-person and remote.</li> <li>• Frequency of meetings will be determined by the advisory council in consideration of the needs being addressed.</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings will take place through google meets</li> <li>• Frequency of meetings will be determined by the advisory council in consideration of the needs being addressed.</li> </ul>

3. Educational Learning Experience will address how the school provides resources and referrals in order to address mental health, behavioral, and emotional support services and programs:

In Person	Hybrid	Remote
<ul style="list-style-type: none"> <li>• SEL team will reach out to community resources prior to school and connect over supports in place that are being offered for individuals and their families. Community resources to support mental health will be available to parents through flyers or packets sent home with students. Additionally, parents/families will have staff letters sent home of SEL team (school social workers and psychologist) with contact information.</li> <li>• Possibly provide district level community resources and supports if applicable.</li> <li>• Primary tools for communication between home and school are phone and email for resources and tools needed.</li> </ul>	<ul style="list-style-type: none"> <li>• SEL team will reach out to community resources prior to school and connect over supports in place that are being offered for individuals and their families. Community resources to support mental health will be available to parents through flyers or packets sent home with students. Additionally, parents/families will have staff letters sent home of SEL team (school social workers and psychologist) with contact information.</li> <li>• Community resources to support mental health will be available in the SEL/counseling section of the student’s google classroom. Additionally, parents/families will have contact information of all SEL staff (school social workers and psychologist).</li> </ul>	<ul style="list-style-type: none"> <li>• Community resources to support mental health will be available in the SEL/counseling section of the student’s google classroom. Additionally, parents/families will have contact information of all SEL staff (school social workers and psychologist).</li> <li>• SEL staff will provide resources in SEL section of remote classroom for families/parents of community outreach programs and resources that are applicable to address mental health, behavioral or emotional support services and needs of the students.</li> <li>• Possibly provide district level community resources and supports if applicable.</li> <li>• Primary tools for communication between home and school are phone and</li> </ul>

	<ul style="list-style-type: none"> <li>• Possibly provide district level community resources and supports if applicable.</li> <li>• Primary tools for communication between home and school are phone and email. Additional use of google meets and google classroom will be utilized during hybrid model for resources and tools needed.</li> </ul>	<p>email. During remote learning, using of google meets and google classroom will be used as primary tools for communication as well to support families in facilitation of resources and tools needed</p>
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4. Educational Learning Experience will address professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff.

In Person	Hybrid	Remote
<ul style="list-style-type: none"> <li>• Staff will be provided the resources and supports needed to be able to effectively promote students' social emotional learning, and also focus on creating the supportive trusting relationships to help them feel safe while learning.</li> <li>• Staff will receive preventative behavior training</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will be provided the resources and supports needed to be able to effectively promote students' social emotional learning and also focus on creating the supportive trusting relationships to help them feel safe while learning.</li> <li>• Staff will receive preventative behavior training that aligns with MTSS supports in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will be provided the resources and supports needed to be able to effectively promote students' social emotional learning, and also focus on creating the supportive trusting relationships to help them feel safe while learning.</li> <li>• Resources will be shared for staff to access in SEL google classroom including PD opportunities, webinars, fact sheets,</li> </ul>

<p>that aligns with MTSS supports in place.</p> <ul style="list-style-type: none"> <li>All staff will be able to have access to SEL team and administration if additional supports are needed on a more individual or classroom basis.</li> </ul>	<ul style="list-style-type: none"> <li>Resources will be shared for staff to access in SEL google classroom including PD opportunities, webinars, fact sheets, classroom activities/strategies.</li> <li>All staff will be able to have access to SEL team and administration if additional if additional supports are needed on a more individual or classroom basis.</li> </ul>	<p>classroom activities/strategies.</p> <ul style="list-style-type: none"> <li>Staff will be able to contact SEL team and administration if additional supports are needed on a more individual or classroom basis.</li> </ul>
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As The Arc Sullivan Orange Educational Learning Experience personnel adapt to environments that result in substantially less time spent interacting in-person, ensuring intentional and meaningful inclusion of social emotional learning (SEL) across all aspects of operating strategies is critical to support the well-being and success of students, staff, and families. Along with physical health and well-being, The Arc Sullivan Orange Educational Learning Experience places the social emotional well-being as a priority – while doing so not at the expense of academics, but in order to create the mental, social, and emotional space for academic learning to occur.

### School Schedules

We will open the first week fully remote.

Starting the 2<sup>nd</sup> week of school as follows:

Cohort A – Monday/Tuesday half of the children in each class/ Cohort B remote

Cohort B - Thursday/Friday the other half of the class/Cohort A remote

Cohort C will be for students whose families choose full remote option

Wednesday is a designated full clean day

- Due to the programs reliance on the districts and counties for transportation, changes made to our programs schedules is a challenge. We are encouraging parents to transport their children if possible to allow for the possibility of a staggered schedule if needed for a hybrid model.
- Each class becomes its own cohort. All therapists are assigned classrooms in order to limit movement. Each classroom will be set up with a therapy corner to allow for a therapist to provide services while remaining in the classroom they have been assigned to.
- All staff will be able to return to the building if the current Executive Orders of 50% capacity continues. If schools are expected to open full in person, and we can do so safely, this will allow for staff to provide distance learning while teaching the potential group of in person learners at the same time.

- We will offer Monday-Tuesday/ Thursday/Friday days for example to reduce the congestion throughout the school buildings. We will also offer in person therapies if a parent chooses to continue to remote for part of their child’s school day, this is contingent on the parents being able to transport their children unless the counties and districts allow for flexibility in drop off and pick up times.
- Our classes do not change rooms so remaining in their rooms will be accomplished. All specials will push into the classrooms.
- All families are currently being called to find out their ability to transport their children in case of a scattered schedule since our 4410/853 programs rely on county and district transportation.
- All modes of communication will be utilized, email, phone calls, regular postal service, texts, social media and our web site. All communication, both written and verbal will be translated by our staff. Those staff will be available to answer any questions that be presented by families/guardians.
- We will continue to provide educational and related services as per our students IEP’s. Our scheduling decisions will be based on the safe reopening of our buildings. As a 4410 and 853 program we are mandated by each students IEP and we ensure that we are following the IEP’s to the best of our ability during this pandemic. We have, and will continue to connect with and support our students and their families to the best of our ability, with consistency and in their native language when needed.

The Arc Sullivan Orange Educational Learning Experience will create a comprehensive plan for a schedule that includes in-person instruction, remote instruction or a hybrid of both in-person and remote. All plans will be clearly communicated, with as much advance notice as practicable, to students, families and staff.

To adhere to state and local health and safety guidelines and ensure social distancing practices, The Arc Sullivan Orange Educational Learning Experience may consider various reopening plans and schedules that stagger or alternate our students’ return to the buildings. We are collaborating with the counties and districts as we consider any alternate schedules.

### **Budget and Fiscal**

The Arc Sullivan Orange Educational Learning Experience will continue to meet all existing state aid reporting requirements.

The Arc Sullivan Orange Educational Learning Experience is continuing to communicate any vacancies we have to all stakeholders, including the counties and districts we support. We are conducting intakes and virtual tours for all interested families. When a family requests an in person tour, all health and safety precautions are taken.

Additionally, we will continue to ensure the content of data submissions, such as attendance data, remains consistent with past practice, except where modified by law, regulation or executive order.

### **Attendance and Chronic Absenteeism**

The Arc Sullivan Orange Educational Learning Experience has developed a mechanism to collect and report daily teacher student engagement or attendance. The procedure that is used for remote and hybrid learning settings is that each classroom teacher reports on students attendance in their virtual



classrooms by marking them present when they attend the class. Students are also receiving individual lessons in their preferred method of engagement, for example a facetime or video call session with their teacher and therapists as per their IEP’s. All staff have and will continue to keep logs of ALL communication with students and families.

**Technology and Connectivity**

As 4410 and 853 schools, the student’s home district is the responsible party for providing their students with Chromebooks for example. As the 4410 and 853 program we are working very closely with all of the districts and counties in order to provide adequate access and connectivity. We have assigned a specific teacher to head up all technology access. Our head of our agency IT department is involved in supporting our technology needs as well as serves as our data privacy officer. Training will be provided for all families and staff at the start of the school year along with periodic trainings throughout the school year.

**Teaching and Learning**

In Person	Hybrid	Remote
<ul style="list-style-type: none"> <li>• Instruction will occur equitably and will ensure continuity of learning in a full in person model in the school buildings while maintain all health and safety guidelines. p</li> <li>• Program adapted curriculum with teacher developed lessons will be continued in the traditional in-person, face to face following building health and safety protocols and Code of Student Conduct.</li> </ul>	<ul style="list-style-type: none"> <li>• The hybrid model will combine the in person teaching and the remote model. Our hybrid model will consist of two learning groups, an A and B group. Each classroom will maintain 50% capacity in person, while the other 50% are working remotely from home. They teachers will set up their cameras while teaching in person so students at home have access to them live.</li> </ul>	<ul style="list-style-type: none"> <li>• All remote model will consist of the utilization of the online learning (Google Classrooms) and continued communication with families and guardians to ensure student engagement.</li> <li>• Students while remote learning will maintain their enrollment status at their school.</li> <li>• Students will attend school online during regular school hours and follow a standard school schedule as best as possible while home.</li> <li>• Teachers will teach “live” each day with students daily utilizing Google Classrooms.</li> <li>• Teacher-designed lessons are delivered through Google classroom.</li> </ul>

High-quality curriculum and learning experiences are being designed that can be implemented in both the traditional and remote model. The Arc Sullivan Orange Educational Learning Experience teaching

and learning will provide clear opportunities for equitable instruction for all students; ensuring continuity of learning regardless of the instructional model used; providing standards-based instruction in line with each student's IEP while ensuring substantive daily interaction between teachers and students; and clearly communicating information about instructional plans with parents and guardians.

**L. CAREER AND TECHNICAL EDUCATION N/A**

*NOTE: CTE does not specifically apply to 4410 programs except for the basic Learning Standards which can be achieved in remote, blended or in-person preschool instructional models.*

*Any 853 programs engaged in a robust CTE programs, especially those with a “work-based” learning component should describe below some of the modifications which will be required to help students to make continued progress, especially in periods of remote or blended learning.*

**M. ATHELETCS AND EXTRA CURRICULAR ACTIVITIES N/A**

*NOTE: While athletics and extra-curricular activities are generally not part of any 4410 program and may have only limited manifestation in an 853 program. However, should such events or activities be contemplated and permitted by governmental authorities, our agency will comply completely with the guidance and requirements set forth in the DOH Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency. Should facilities under our control be used at any time by external community organizations, those groups will be required to follow State and local directives and health requirements regarding social distancing, hygiene and sanitation.*

**Special Education**

The Arc Sullivan Orange Educational Learning Experience will continue to provide a Free Appropriate Public Education that is consistent with the need to protect the health and safety of students with disabilities and those providing

The Arc Sullivan Orange Educational Learning Experience will consider in-person services a priority for our high-needs students and preschool students with disabilities whenever possible and consider contingency plans developed by student's educational team to address remote learning needs in the event of intermittent or extended school closures.

The Arc Sullivan Orange Educational Learning Experience's special education services and related services will continue to include meaningful parental engagement regarding which method of instruction is followed. This provision will continue to be a collaboration between the students, parents/guardians, Committee on Preschool Special Education/Committee on Special Education (CPSE/CSE) and the program allowing access to the necessary instructional and technological supports to meet the unique needs of our students.

All students will work within their classrooms cohorts. All related service providers will be assigned to specific classrooms and be part of that classroom cohort to reduce traffic flow throughout the school buildings.

## **Bilingual Education and World Languages**

The Arc Sullivan Orange Educational Learning Experience has multiple staff members who are assigned to address the specific needs of students and families who need ELL services. All documentation and communication is translated into the language understood by the families and phone calls are made by staff to ensure clear communication and full understanding on the part of each family.

## **Staffing and Human Resources**

The Arc Sullivan Orange Educational Learning Experience will ensure that all teachers, teacher assistants and school leaders hold a valid and appropriate certificate for their assignment. We will continue to employ substitute teachers and aides to address staffing needs for the allowable amount of days given their qualifications and teaching assignment.

Our school will undertake robust recruitment efforts to identify and process qualified substitutes. In the 2020/2021 school year, as permitted by NYSED, if qualified substitute teachers cannot be engaged, individuals with a high school diploma or equivalent, even those not working toward certification can first be engaged for up to ninety (90) days and then beyond the first ninety (90) day period through the end of June, 2021, as long as the superintendent documents and attests that recruitment efforts did not identify a fully qualified substitute teacher. The superintendent must attest to the shortage of qualified recruits initially and then at the end of the first ninety (90) day period. Recruitment efforts will be extensively documented.

- Staff members who are requesting an accommodation from reporting for in-person work due to concerns about their own health must notify the Human Resources department and then comply with submitting requested information before the agency can determine if a reasonable accommodation can be made based on applicable law, regulation and the agency's needs and resources.

## **Teacher and Principal Evaluation System**

*NOTE: This required section of the reopening plan is not applicable since 4410 and 853 programs are not subject to the specific laws and regulations regarding professional evaluation cited in the NYSED guidance.*

## **Student Teaching**

Since NYSED permits and encourages it, our school will welcome student teachers during the 2020/2021 school year to participate in-person and/or remote instruction based on the health and safety guidelines.