



NYSED COVID-19 PLAN FOR REOPENING SCHOOLS

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School Name	Program Site Address	Program(s) provided at this site	Contact Person (Name, Title)	Contact Phone Number	Contact Email Address
A. FSW Prime Time Therapeutic Preschool North Street Site B. FSW Early Head Start	456 North Street Building #3 White Plains New York 10605	4410 (Pre-school Special Education) (3) Self-contained Classes: 8:1:2 (24) (1) Infant Room: 6 (2) Toddler Rooms: 7+7 (14)	Dianne Costanzo Director of Special Education Programs Maria Pilco EHS Coordinator	(914)708-6294	Dianne.Costanzo@FSW.Org Maria.Pilco@FSW.Org
A. FSW Prime Time Therapeutic Preschool CFAA North Broadway Site	Lanza Center for All Ages (CFAA) 106 North Broadway White Plains New York 10603	4410 (Pre-school Special Education) (3) Self-contained Classes: 12:1:2 (36)	Roshnie Samlal Special Education Supervisor	(914)758-2048	Roshnie.Samlal@FSW.Org
A. FSW Prime Time Therapeutic Preschool Rochambeau School Site B. FSW Head Start Rochambeau Site	Rochambeau School 228 Fisher Avenue 1 st Floor White Plains New York 10606	4410 (Pre-school Special Education) (3) Special Class in an Integrated Setting: 8+8+8 (24) Special needs 9+9+9 (27) Head Start (2) UPK Classes: 16+17 (33) (2) Head Start Classes: 14+14 (28)	Helena Manning Site Director	(914)997-0147	H.Manning@FSW.Org
A. FSW Head Start Eastview Site	Eastview School 350 Main Street White Plains New York 10603	(2) UPK Classes: 16+18 (34) (1) Head Start Class: (14)	Idalia Yambo Site Director	(914)653-8100	Iyambo@FSW.Org
A. FSW Head Start Bethel Site	Bethel Center 1 Fisher Court White Plains New York 10606	(1) Head Start/UPK Class: (17)	Daniella DiMarino Site Coordinator and Head Teacher	N/A	Daniella.DiMarino@FSW.Org
A. FSW Head Start Slater Site	Stater Center 2 Fisher Court White Plains New York 10606	(1) Head Start/UPK Class: (17)	Christine Alcin Site Coordinator and Head Teacher	N/A	Christine.Alcin@FSW.Org

FAMILY SERVICES of WESTCHESTER
NYSED COVID-19 PLAN FOR REOPENING SCHOOLS

GUIDING PRINCIPLES:

Family Services of Westchester dba Prime Time Therapeutic Preschool, Head Start, Universal Pre-K and Early Head Start Programs base this reopening plan on the latest information and requirements from the New York State Education Department (NYSED) Reopening Guidance, United States Center for Disease Control and Prevention (CDC), New York State Department of Health (NYSDOH), Office of Children and Family Services (OCFS), Federal and State Executive Order(s) regarding the prevention and mitigation of COVID-19 in the workplace and in school settings. We will follow all guidance and requirements issued by these agencies and make the necessary revisions as new guidance is provided. We are firmly committed to protecting the health, safety and general well-being of our students, staff and their families.

POLICY:

Family Services of Westchester dba Prime Time Therapeutic Preschool, Head Start, Universal Pre-K and Early Head Start Programs will follow all applicable current and future regulatory requirements to the greatest extent possible in order to mitigate the spread of COVID-19. We will regard all local, state and federal municipality guidance to ensure that proper protocols are followed throughout our facilities.

All protocols, including but not limited to, those related to general health and safety, facilities and physical plant management, bussing, general operations, delivery of educational services, social and emotional wellbeing will be followed. This policy and all associated protocols/procedures as recorded and maintained in this COVID-19 manual applies to all FSW early childhood staff working in any of our educational programs or schools.

**Our policies and protocols/procedures comply with the latest NYSED, CDC, NYSDOH and OCFS guidance regarding the prevention and mitigation of COVID-19. Protocols are subject to change and will be updated as new guidance and regulatory requirements change.*

Summary of Plan for Reopening Schools During COVID-19

Development of Plan

Family Services of Westchester dba Prime Time Therapeutic Preschool, Head Start, Universal Pre-K and Early Head Start Programs reopening plan was developed as a result of the engagement of school stakeholders (i.e. executive leadership, school administrators, staff, family members, advocacy groups; guidance from local school districts, NYSDOH, NYSED and OCFS. Safety committee members were chosen to represent the interests of all parties and meetings were held to create and adapt policies and procedures to meet the demand of the current pandemic. Family surveys were completed and parental concerns were noted by teaching staff using FSW's COPA system and teacher/therapist logs.

The following factors were considered to determine the resumption of in person instruction: ability to maintain appropriate social distancing; availability of appropriate PPE; ability to prevent the spread of bacterial and viral contaminants using effective disinfection modalities; opportunities for safe transport of students to and from school facilities; Management of non-essential traffic into and around facilities; ability to isolate and manage persons suspected of infection.

Health and Safety

Family Services of Westchester will focus on preventative actions, requiring all FSW facilities to perform health checks and screenings per DOH/OCFS guidance, and recognize signs and symptoms of illness in students, staff and visitors. FSW school sites will develop plans to manage and isolate ill individuals until they can be sent home, instruct students and staff in proper hand and respiratory hygiene, require wearing appropriate face masks/coverings and other PPEs as warranted, and develop cleaning and disinfection procedures for our programs in accordance with CDC and DOH guidance.

Facilities

Family Services of Westchester programs will promote social distancing while maintaining existing safety requirements designed to protect students and staff. To accomplish this, FSW facilities will modify the way space is utilized. All facilities will implement revised cleaning and disinfection protocols to ensure that they are minimizing the spread of COVID-19 in the buildings. In addition, facilities will continue to meet ventilation, water system and fire safety requirements. Facilities will continue to conduct mandatory fire and lockdown drills as required by SED and DOH/OCFS. Program Administrators will conduct such drills in a manner that maintains social distancing at exits and gathering points outside of the building(s), while still preparing students and staff to respond in emergencies.

Operations

Family Services of Westchester programs will modify operational systems related to ordering supplies and equipment, transportation, food service/nutrition, visitors, gatherings, school events, field trips, school safety drills, deliveries/pickups/mail, internet capabilities, enrollment and attendance, communication, notifications, professional development, budget/finance, staffing, and student teaching in order to adhere to COVID-19 health and safety requirements.

Education

Family Services of Westchester programs will continue to provide: a Free Appropriate Public Education consistent with the need to protect the health and safety of students with disabilities; meaningful parent/family engagement regarding the provision of services to their child; collaboration with the Committee on Preschool Special Education/Committee on Special Education (CPSE/CSE); access to the necessary instructional and technological supports to meet the individual needs of students; and documentation of programs, services and communications with parents. Family input is welcome during the application and intake process and concerns documented in FSW's COPA system.

Family Services of Westchester programs will create a comprehensive plan for a hybrid/blended schedule that includes in-person and remote instruction. All plans will be clearly communicated to students, families and staff. In addition, programs may consider staggered schedules and/or alternate student and staff in person days in order to ensure social distancing practices and compliance with state and local health and safety guidelines. Family Services of Westchester will collaborate with all stakeholders when considering alternate schedules.

Family Services of Westchester will develop a system to collect and report daily teacher student engagement and attendance. While this requirement is straightforward in an in-person setting, a procedure will be developed to make daily contact with students in remote and/or hybrid/blended settings. Attendance data will be maintained. Teachers and support staff will use a variety of creative methods to engage students and their families in both remote and in person learning.

Family Services of Westchester will continue to ensure educational equity, especially in the area of access to a device and internet. FSW will determine the level of access all students and staff have in their homes, and to the extent practicable, address the need to provide devices and internet access to students and staff who currently do not have sufficient access. FSW will also provide multiple ways for students to participate in learning and demonstrate their mastery of the learning standards in remote and/or hybrid instructional models. FSW will provide training on using technology and IT support for students, staff and families and provide professional development for staff on designing effective online/remote learning experiences.

Family Services of Westchester will continue to adhere to mandatory teaching and learning requirements including the following: providing clear opportunities for equitable instruction for all students; ensuring continuity of learning and provision of related services regardless of the instructional/delivery model used; providing standards-based instruction; ensuring substantive daily interaction between teachers, related service providers and students; and clearly communicating information about Individual Education Plans (IEPs) with parents and guardians.

Social-Emotional Health

As FSW administrators and staff adapt to environments with substantially less time spent interacting in-person, incorporating intentional and meaningful social emotional learning (SEL) throughout the day is critical to support the well-being and success of students, staff, and families. FSW will continue to prioritize the use of Positive Behavioral Interventions and Support (PBIS) and social emotional well-being, especially given the impact of the pandemic on the school community, in order to create the mental, social, and emotional space for pre-academic and academic learning to occur.

COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT

Family Services of Westchester programs engaged with a wide array of early childhood stakeholders and community members, such as executive leadership, school administrators, staff, parents and families, advocacy groups, and school district representatives in developing our plan throughout the planning process. We collaborated with these groups, incorporating and addressing their ideas and concerns. As a result of our engagement with these important contributors, we have created a viable, flexible plan for reopening Family Services of Westchester programs.

Family Services of Westchester has developed a Communication Plan for students, parents/families, staff and visitors that includes instructions, training, signage and a means to provide individuals with information.

FSW's communication with stakeholders includes posting on the main company website, email contacts, regular mail, virtual meeting opportunities and in-person meetings with small numbers of people while utilizing proper social distancing and protective covering protocols. The plan incorporates the following:

- FSW's communication with all stakeholders will include the importance of health and safety and social-emotional well-being.
- FSW believes that communication and engagement is essential to ensure positive ongoing interactions with our families. Every attempt will be made to address issues and concerns that families bring to our attention within the scope and function of our programs. FSW's Parent Handbook lists contact names/numbers of its educational administrators and key staff for parents/guardians to contact with any concerns/feedback.
- Families are informed via FSW's parent handbook and parent orientation of the many modes of communication (i.e. mail, email, telephone, virtual or face-to-face meetings, communication notebooks, etc.) available to them in order to ask questions about instruction, technology, nutrition and any other concerns. Communication with families will be provided in English as well as their preferred language or mode of communication.
- FSW will ensure that appropriate plans are available to those with visual and/or hearing impairments in their modality of communication when requested.
- Staff's thoughts and concerns will be addressed in regular staff meetings throughout the year. Staff can also share their thoughts and concerns with their supervisors at any time.
- Communication with parents/guardians is a critical component. FSW's designated COVID-19 contact person is the Health Manager. The Health Manager or designee will inform parents about symptom onset and the importance of staying home when sick. Student expectations and routines will be shared with parents. Expectations and procedures regarding parent visits, pick up, drop off, and signing students out of school early will be communicated via FSW's parent orientation and Parent Handbook. Administrators will ensure that parents and families continue to be offered opportunities to learn how to support and facilitate their children's learning via ongoing parent training workshops.
- New parent orientation will be provided via remote meetings or in person, and materials will be sent through email or regular mail.

- Messages about behaviors that prevent the spread of COVID-19 will be communicated to staff and families via postings on the main Family Services of Westchester website and emails sent by the director or designee. Staff will receive regular communication and guidance about safe practices in school settings by the COVID-19 contact who is the Health Manager or designee.
- School buildings will display environmental print promoting infection control strategies (i.e. cough/sneeze etiquette, proper handwashing, appropriate use of facemasks/face coverings, physical distancing, importance of staying home when sick, reporting symptoms of and exposure to COVID-19, etc.).
- Signs will be posted both inside and outside of the building in highly visible locations throughout facilities (i.e. entrances, bathrooms, classrooms, offices) that promote every day protective measures and describe how to stop the spread of COVID-19.
- Communication with visitors will focus on providing instructions on health and safety protocols to follow when entering building.
- A weekly email will be sent to families with reminders on health and safety protocols related to COVID-19. These communications will be provided in English and the family's home language or preferred mode of communication.
- FSW's Training Department will provide education and training for all education staff on all components of this manual, including the following: responsibilities related to their positions in order to ensure the health and safety of the school community, recognizing the symptoms of COVID-19, how to prevent transmission, how to properly use PPE, proper sanitizing and disinfecting protocols, how to determine when to stay home from work, identifying signs that an individual is experiencing social emotional trauma, and strategies to provide support for social emotional well-being. Other trainings will be offered as identified needs are presented.
- FSW operations staff will ensure that the NYSED reopening plan is posted on the company's main website.

FSW's communication with students will emphasize COVID-19 health and safety protocols to the greatest extent possible. This will be accomplished by classroom staff incorporating health and safety rules into instruction by utilizing age-appropriate strategies to encourage, teach, and reinforce such skills. FSW will ensure that all students are taught or trained on how to follow new COVID-19 protocols safely and correctly. Education and training on preventative measures, hand hygiene, proper face covering, social distancing, and respiratory hygiene will be provided to students/families via orientation and will continue throughout the school year.

FSW program administration will encourage all students, staff, and visitors through verbal and written communication to adhere to the latest guidance from the CDC and DOH regarding the use of PPE. Signage throughout FSW facilities will represent proper use of face coverings, gloves, and where appropriate, face shields and gowns. Child-friendly signage will be utilized to encourage young students to wear face coverings. In addition, students will receive daily instruction on safe practices, including wearing face masks/coverings. Staff will receive training in use of PPE prior to the beginning of the school year.

Trainings will be reinforced by staff meetings and discussions prior to the opening of school. Essential visitors will be advised by the schools' health screeners at the entrance to the school buildings regarding the mandatory use of PPE and will be given written instructions.

HEALTH AND SAFETY

The head administrator at each facility will serve as the COVID-19 Safety Coordinator, ensuring continuous compliance and implementation of FSW's COVID-19 Plan for schools to reopen. In the event that the head administrator is not available, a back-up staff will be designated. In addition, the Safety Coordinator will ensure that any phased-in reopening activities necessary to allow for operational issues are resolved before activities return to normal or "new normal" levels.

FSW will follow state, county and local guidance regarding the resumption of in-person learning. FSW will ensure that the following factors will be considered when determining resumption of in person instruction: (1) Ability to maintain appropriate social distancing; (2) PPE and face covering availability; (3) Availability of safe transportation; and (4) Local hospital capacity.

In order to ensure the health and safety of students, staff and visitors once in person learning resumes, FSW has established protocols addressing the following: social distancing, use of PPE and face coverings, hand washing and respiratory etiquette, health screenings, recognizing signs of illness, managing illness, exhibiting symptoms/quarantine/isolation, confirmed cases of COVID-19, and accommodations as follows:

Social Distancing

Family Services of Westchester programs will promote social distancing while maintaining existing safety requirements designed to protect students, staff and visitors. In order accomplish this, FSW programs will modify the way space is utilized. Wherever possible, there will be separate entrances and exits to ensure that the flow of people goes in one direction and lobby floors will be marked with signs designating the direction of traffic.

Additional social distancing guides and physical barriers that will be used include visual cues, such as floor and wall markings throughout the building, as well as other strategies (i.e. alternative cues that are meaningful for students to understand 6 feet spacing) will be utilized. For example, decals and arrows will be placed on floors and sidewalks, and signs will be placed on walls, to ensure that staff and children remain at least 6 feet apart in lines whenever possible. Also, guides will be used for creating "one-way routes" in hallways and staircases. Physical barriers, such as sneeze guards, will be installed in areas such as lobbies, reception areas, health screening stations, kitchen and isolation room based upon the school's physical environment. In classrooms, desks, tables and chairs will be arranged so that there is 6 feet of distance between students whenever possible. In addition, classroom furniture and/or other dividers will serve as barriers to ensure social distancing. Desks will be turned to face the same direction (rather than facing each other) or students will be seated on only one side of tables, spaced apart. Meeting rooms, multipurpose rooms, and other shared spaces will be occupied only by the number of people that can accommodate 6 feet of distance between them. Tables and chairs will be arranged with the required space modifications.

FSW will limit the number of individuals in the building on any given day in order to promote social distancing.

Visitors will be limited to the following: emergency situations and outside regulatory officials. Evaluations, screenings, and tours will be done remotely whenever possible. However, if these activities need to occur on site, they will be conducted as discretely as possible to limit co-mingling with regular staff and students. A health screener or designee at each site will limit the number of individuals in the entrance area to ensure that social distancing can occur. Bussing will be conducted so that there is 6 feet of distance for each student taken off the bus as feasible. Program administrators will ensure that student drop off and pick up by parents/approved escorts will be conducted in such a way as to maintain 6 feet of social distancing.

Another way FSW will ensure social distancing is by establishing classroom cohorts of students and staff, and by limiting the mixing of cohorts. The use of shared spaces will be minimized. Whenever possible, team meetings should occur within that team's classroom. Students should eat lunch in their classrooms and not use the lunchroom. For multi-person bathrooms, individuals should use every other sink and stall when there are multiple people in the bathroom. Staff accompanying students to bathrooms will ensure that students do this. Transitions that require use of space other than the classrooms will be minimized. Utilization of shared learning spaces, such as the gym and playground, will be minimized. Schedules will be arranged so that these spaces can be cleaned and disinfected between use. Physical activities will primarily occur in the classroom, but may occur in shared spaces, while adhering to social distancing guidelines.

Personal Protective Equipment (PPE)

Family Services of Westchester will ensure that appropriate PPE and face coverings are used by staff, visitors and students, whenever feasible. Staff will minimally receive initial training prior to reopening schools and annual training in the appropriate use of PPE. FSW will provide staff with appropriate face masks/face coverings and PPEs, depending upon the specific need of the staff at the point of entry into the building by the site designated health screener or designee. Additional PPE will be available on site for staff as needed. All staff will be required to wear masks/face coverings. Gloves are to be worn when there is a possibility of exposure to bodily fluids, potentially soiled surfaces/items, cleaning/disinfecting and during mealtimes (food handling gloves should be used during this time.) Additional PPE (i.e., gowns, shields) will be worn when providing care to anyone suspected of being potentially infected with the COVID 19 virus. Health screeners will wear face shields in addition to face masks. An N95 mask will be worn by the Health Manager or MAT trained designee when administering nebulizer treatments. The COVID-19 Health Manager will determine any other situations that warrant staff wearing additional PPE.

FSW has established a plan for obtaining and maintaining adequate supplies of face coverings/masks for school staff, students who forget their masks, and PPE for use by school health professionals. Facilities must maintain a 30-day (monthly) inventory of supplies/PPE material. Supplies will be monitored weekly and inventories will be maintained. All supplies/materials are purchased by the site designated staff person monthly, or as needed in order to maintain a 30-day supply.

Masks/Face Coverings

All persons on FSW program grounds will be required to wear facemasks/face coverings with the following considerations: All staff and adult visitors will be required to wear a mask at all times, unless medical documentation is provided to the contrary. Masks/face coverings may be worn by children accessing the site, except for where it is medically contraindicated. It is understood that young children and those with intellectual and developmental disabilities

are not required to wear a mask because of specific mental health conditions, behavioral challenges and/or other issues. Masks/face coverings will not be worn by children under 2 years of age. Masks/face coverings will not be worn by anyone who has trouble breathing or is unconscious. Masks/face coverings will not be worn by anyone who is incapacitated or otherwise unable to remove the face covering without assistance.

Hand Washing and Respiratory Etiquette

Family Services of Westchester has developed protocols for hand washing and respiratory etiquette in order to minimize the spread of COVID-19. Schools and offices will display environmental print promoting infection control strategies (i.e. cough/sneeze etiquette, proper handwashing, appropriate use of facemasks/face coverings, physical distancing, importance of staying home when sick, reporting symptoms of and exposure to COVID-19, etc.). Signs will be posted both inside and outside of the building in highly visible locations throughout the school (i.e. entrances, bathrooms, classrooms, offices) that promote every day protective measures and describe how to stop the spread.

Staff, students and visitors will be instructed to wash their hands regularly with soap and water for a minimum of 20 seconds. Staff will be trained on such prior to reopening. Students will be instructed to wash/sanitize their hands by their teaching staff. Visitors will be instructed to wash/sanitize their hands by the facility health screener or designee. FSW will follow and include the CDC proper handwashing guidelines in training as follows: (1) Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap; (2) Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails; (3) Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice; (4) Rinse your hands well under clean, running water; and (5) Dry your hands using a clean towel or air dry them.

Handwashing (soap and running warm water) and Hand Sanitizing (sanitizing wipes or hand sanitizers: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical) are to be used throughout the day to assist in minimizing the transmission of disease. Staff, students and visitors are required to wash or sanitize their hands throughout the day minimally at the following times: upon entering the school building; upon entering any classroom/office /workspace; upon leaving any classroom/office space/workplace; prior to and following the use of the bathroom; prior to and following meals; immediately following contact with bodily fluids (e.g., sneezing/coughing/ blowing nose) of self or others; and before departing the last program activity.

Family Services of Westchester will also require respiratory etiquette. Staff, students and visitors will be instructed to cover coughs and sneezes with tissues. Staff will be trained prior to reopening. Students will be instructed to cover coughs and sneezes with a tissue by their teaching staff. Visitors will be instructed on respiratory etiquette by the health screener or designee upon entry into the building. Used tissues will be immediately discarded in the trash and hands will be washed immediately with soap and water for at least 20 seconds.

Health Screenings

In order to minimize the spread of COVID-19 in the schools, health screenings will be conducted for all individuals (staff, students, and visitors) at the point of entry into the buildings. The health screening includes the following: temperature scan, assessment of any visible symptoms, and a health screening questionnaire (for all adults). The site designated health screener will document the following for all students, staff, and visitors: (1) A yes/no will be recorded as to whether temperature is greater than 100 F; (2) A yes/no will be recorded for any visible/reported symptoms; (3) A yes/no will be recorded as to whether or not staff, visitors, or students being dropped off by caregivers pass the health screening questionnaire; (4) For visitors, the contact information (i.e. phone number, email, mailing address) will be recorded; (5) The health screener will initial the log after completing each screening; and (6) Separate logs using HIPAA/FERPA compliant documentation to protect privacy and confidentiality will be maintained for students, staff, and visitors by the site COVID-19 contact person and kept in the nurse's office. For students who travel to school by school bus, classroom staff will administer the health screening questionnaire remotely on a weekly basis.

If any individual screens positive for COVID-19 exposure or symptoms during the health screening, he/she will be immediately sent home with instructions to contact their health care provider for assessment and testing. For students escorted by an adult who screen positive, the student must also be sent home immediately. For students who arrive by school bus, the adult picking them up will be given the same instructions.

Upon screening, the designated health screener will instruct visitors on any protocols that must be followed (i.e. wearing a mask/face covering at all times, frequent hand washing, maintaining social distance of 6 feet, leaving the building immediately if they develop any symptoms, reporting a positive COVID-19 test result, etc.) prior to entering the school building.

Signs of Illness

Family Services of Westchester's reopening plan has a written protocol developed in collaboration with the Health Manager and relevant staff to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to on site designated personnel, such as, program or site director, supervisor or designee. FSW will train all staff on signs and symptoms of COVID-19, how COVID-19 may manifest itself in children (MIS-C), symptoms that require emergency attention, and what to do if such symptoms are observed.

Staff will be trained to observe for the following symptoms associated with COVID-19:

Fever or chills, 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 diarrhea.

Staff will also be trained to observe for the following symptoms associated with Multisystem Inflammatory Syndrome in Children (MIS-C), a manifestation of COVID-19 in children:

Fever, abdominal pain, vomiting, diarrhea, neck pain, rash, bloodshot eyes, and feeling extra tired.

Moreover, staff will be trained to observe for additional signs of any type of illness to include:

Flushed cheeks, rapid or difficulty breathing, fatigue and/or irritability, and frequent use of the bathroom.

If staff observe any of the above symptoms, they will immediately inform the site director, supervisor or designee and bring the student to the designated isolation area. The Health Manager will be notified and parents will be contacted to pick up their child and contact their medical provider for assessment and testing.

Staff will be trained to observe for emergency warning signs related to COVID-19 which include the following:

Trouble breathing, pain in the chest that does not go away, new confusion, inability to wake or stay awake, bluish lips or face, and severe abdominal pain.

If staff observe any of the above emergency symptoms, they will immediately call 911 and inform the program or site director, supervisor or designee and Health Manager. Parents will be notified immediately.

Parents will be informed to observe for the above listed symptoms associated with COVID-19, MIS-C, and additional signs of any illness. They will be advised via FSW parent orientation and Parent Handbook to not put their child on the bus if the child shows symptoms of illness or has a fever. If parents observe any of the above symptoms, they should contact their health care provider for assessment and testing.

Parents will also be informed to observe for emergency warning signs related to COVID-19 as listed above, and to immediately call 911 for an ambulance.

Managing Illness

Students, families, and staff will be educated about when they should stay home and when they can return to school/work via staff trainings and written communication to families prior to school reopening and ongoing throughout the school year. Staff will immediately inform the program or site director, supervisor or designee and Health Manager if they develop COVID-19 like symptoms during the school day, and they will be expected to leave the building immediately and follow up with their health care provider.

Staff will immediately inform the program or site director, supervisor or designee and Health Manager if a student develops COVID-19 like symptoms during the school day, and follow guidance according to FSW protocols. Students who exhibit symptoms during the course of the day will be moved to an isolation room with staff supervision, and sent home as soon as possible. For staff and visitors, they will be asked to leave the building immediately, but if unable to do so, will be moved to the isolation room until they are able to leave. The isolation room may be used for more than one person if there is enough space to separate them by at least six feet

Exhibiting Symptoms/Quarantine/Isolation

Upon families or staff notifying their program or site director, supervisor, designee and Health Manager that they have been exposed to, or tested positive for, COVID-19, they will be instructed to follow CDC guidance for caring for oneself and others and to contact their health care provider for assessment and testing. They will also be instructed that medical clearance is required to return to school/work.

Staff and students with confirmed or presumed positive COVID-19 must quarantine and then meet the following conditions prior to returning to school/work:

- If an individual tests positive for COVID-19, regardless of whether the individual is symptomatic or asymptomatic, the individual may return to work/school upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic. The individual must be symptom-free, including fever free without the use of fever reducing medications for at least three days, even if 10 days have elapsed. Medical clearance will be required to return to school/work. The medical clearance must include documentation of negative COVID-19 testing, symptom resolution, and release from isolation.
- If an individual has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the individual may return to work/school upon completing at least 10 days of isolation from the onset of symptoms. The individual must be symptom-free, including fever free without the use of fever reducing medications for at least three days, even if 10 days have elapsed. Medical clearance will be required to return to school/work. The medical clearance must include documentation of negative COVID-19 testing, symptom resolution, and release from isolation.
 - ***The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.***

Upon notification of the staff regarding any of the above, the Health Manager or a supervisory staff designee, will confirm the earliest return date in consultation with FSW's Human Resources Department.

Confirmed Cases of COVID-19

In the event of a confirmed case of COVID-19 in any of FSW's early childhood programs (4410 Prime Time, EHS, HS, UPK) the Health Manager or designee will notify the NYSDOH and the Staff and students with confirmed or presumed positive COVID-19 must quarantine and then meet the following conditions prior to returning to school/work:

- If an individual tests positive for COVID-19, regardless of whether the individual is symptomatic or asymptomatic, the individual may return to work/school upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic. The individual must be symptom-free, including fever free without the use of fever reducing medications for at least three days, even if 10 days have elapsed. Medical clearance will be required to return to school/work. The medical clearance must include documentation of negative COVID-19 testing, symptom resolution, and release from isolation.

- If an individual has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the individual may return to

work/school upon completing at least 10 days of isolation from the onset of symptoms. The individual must be symptom-free, including fever free without the use of fever reducing medications for at least three days, even if 10 days have elapsed. Medical clearance will be required to return to school/work. The medical clearance must include documentation of negative COVID-19 testing, symptom resolution, and release from isolation.

- **The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.**

Upon notification of the staff regarding any of the above, the Health Manager will confirm the earliest return date in consultation with FSW's Human Resources Department.

Confirmed Cases of COVID-19

In the event of a confirmed case of COVID-19 in one of FSW's early childhood programs (4410, EHS, HS, UPK), the Health Manager or supervisory designee will notify the NYSDOH, OCFS and FSW's HR department immediately and ensure support for follow up on all regulatory requirements regarding closure, cleaning/disinfecting, contact tracing, amendment of any physical facility configurations in order to increase social distancing, and communication with other local officials as appropriate. FSW will follow guidance from NYSDOH, CDC and OCFS regarding containment, closure, contact tracing, and reopening. In the event of one or more confirmed cases in a classroom, that classroom will be closed for all students and staff, and instruction will change from in-person to remote learning only until guidance to reopen is provided by NYSDOH or OCFS. In the event of more than one confirmed case within a school or facility (i.e. multiple classrooms, offices, etc.), that school will be closed for all students and staff.

Instruction and all other operations of that program will change from in person to remote only until guidance to reopen is provided by NYSDOH and/or OCFS.

Accommodations

FSW programs will provide accommodations to students and staff who are at high risk when an accommodation can be reasonably made and is programmatically and financially feasible.

Staff who believe that they are at an increased risk for COVID-19 illness, or indicate that they cannot wear a mask/face covering due to medical reasons, will be referred to FSW's Human Resources Department in order to determine appropriate accommodations if applicable.

With regard to students, if parents/guardians believe that their child is at an increased risk for COVID-19 illness, they have the option to opt out of in-person instruction and receive full time remote instruction. For students who cannot wear a mask/face covering due to medical or developmental/behavioral challenges, they should inform the program or site director or designee prior to the beginning of the school year.

Cleaning and Disinfecting

Program facilities, including, but not limited to, furniture and objects/materials and ventilation and water systems within the buildings, will be cleaned/disinfected per CDC and DOH guidelines to minimize the spread of COVID-19.

The following FSW protocols for cleaning and disinfecting program facilities align with CDC and DOH guidance.

For general cleaning and sanitizing, the program or site director, or designee, will ensure that the schedule for daily, rigorous, routine cleaning and disinfection will be followed and the designated staff will document cleaning activities on FSW's established forms.

- The program or site director will ensure that cleaning and disinfection products will be used as per CDC and DOH requirements.
- The program or site director will designate staff to securely store cleaning products so that they are out of reach of students in compliance with CDC and DOH requirements.
- Cleaning and disinfection products will meet EPA disinfection criteria.
- Disposable gloves will be worn by staff when cleaning and disinfecting surfaces. Staff must discard gloves after each cleaning and wash their hands immediately after gloves are removed.
- Staff must clean dirty surfaces using a detergent or soap and water prior to disinfection.
- Diluted household bleach solutions (ONLY TO BE USED WHEN STUDENTS ARE IN NOT IN THE BUILDING), alcohol solutions with at least 70% alcohol, and EPA-registered household disinfectants will be used by staff for disinfection.
- For soft (porous) surfaces such as carpeted floor, staff will remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
- Frequently touched surfaces must be disinfected regularly throughout the day by staff who the program or site director has designated and documented on FSW's established forms.
- Where applicable, staff must use disposable gloves when handling dirty laundry from an ill person and then discard after each use. Staff must clean hands immediately after gloves are removed.

Upon staff identifying an individual who presents symptoms of COVID-19 or who has been diagnosed with COVID-19:

- The program or site director will ensure that designated staff will close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.
- The program or site director will ensure that there is a wait of at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- The program or site director will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.

Whenever surfaces become contaminated with blood, stool or bodily fluids, staff must immediately clean and disinfect the surface.

- Staff must wear PPE when cleaning potentially infectious material.
- Heavily soiled surfaces will be cleaned prior to the use of disinfectants using water and soap or detergent to reduce soil and remove germs.
- Diluted household bleach solutions (ONLY TO BE USED WHEN STUDENTS ARE NOT IN THE BUILDING), alcohol solutions with at least 70% alcohol, and EPA-registered household disinfectants will be used for disinfection.
- Staff will dispose of contaminated items in biohazard waste baskets (red baskets)

Cleaning and disinfection will be done after each cohort's use of shared objects and spaces, including between changes of groups in shared spaces (i.e. after use of therapy or gym equipment, after each school day).

- Staff will immediately remove contaminated materials if the staff person is unable to sanitize at the time of exposure. Sanitizing of these materials must occur shortly thereafter.

Material, equipment, and toy sanitizing will occur as follows.

- Shared objects between students in the same classroom must be cleaned by staff between use or placed in a bin that is clearly labeled for disinfection and removed from student access until they are disinfected.
- Sharing of supplies and equipment will be limited and sanitized by staff between student use.
- Students will be provided with their own material kits to minimize sharing of materials.

Safety Drills

School safety drills will be conducted according to the existing regulatory requirements with the following modifications:

- Evacuation/Fire Drills will be modified as follows:
 - To ensure social distancing, a “staggered schedule” where classrooms evacuate separately rather than all at once on the day of the drill will be utilized.
 - Staff and students will use markers/decals on hallway floors and outside the building to walk/stand 6 feet apart, wherever feasible.
 - Students will continue wearing masks, whenever feasible.
- Lockdown Drills will be modified as follows:
 - Drills will be conducted in the classroom, without hiding/sheltering, with instructions/modeling for students regarding how to shelter or hide in the classroom.
- All required drills will be conducted on multiple days, if using a blended/hybrid model, so that each group of cohorts (students and staff) receives instruction in emergency procedures and participates in drills while they are in attendance in person.

FACILITIES

FSW's reopening plan does not include changes or additions to facilities, new construction, renovations, alterations or major repairs in excess of \$100,000. The plan does not include new facilities.

CHILD NUTRITION

FSW's early childhood programs are not School Food Authorities (SFA).

FSW's programs provide meals that are in compliance with Child and Adult Care Food Program (CACFP) guidelines to all students. These meals meet the USDA nutritional standards. FSW has a contract with the local school district for the provision of meals for all sites. The program or site director will ensure that parents receive menus and participate in discussions about the food program and their children's nutritional needs. Parents will be advised of all food/nutrition protocols via an FSW early childhood parent orientation and Parent Handbook. Communication with parents will be in their preferred language and mode of communication.

Food distribution may need to be altered and the program or site director will need to determine a safe place for food distribution while maintaining proper physical distance. Food will not be able to be heated in microwaves; breakfast and lunch will need to be cold food only. Students will bring their own meals as feasible, or staff will serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria; students will eat all meals in their classrooms at their assigned individual learning stations and will either be 6 feet apart or separated by a table partition. Each individual learning station will be disinfected at the end of each day by classroom staff.

Staff will ensure the safety of students with food allergies. Classroom staff are informed by the Health Manager about students with food allergies; staff are trained to recognize signs of allergic reactions. As per FSW's policies there are Epi-pen auto-injectors at each location. In addition, FSW does not allow any type of nut products in the schools.

All handwashing protocols must be followed by staff and students prior to and after handling and eating food. Staff must wash their hands after removing their gloves or after directly handling used food service items. Disposable food service items (e.g., utensils, plates) must be used by staff, where feasible. When necessary, non-disposable food service items must be handled with gloves and washed with dish soap and hot water or in a dishwasher by staff. Classroom staff will instruct students not to share any food or beverages with anyone prior to meals and will provide oversight during meals to prevent the sharing of any food or beverages to prevent transmission of COVID-19. If food is offered at any event, the program or site director or designee will confer with Health Manager to ensure that pre-packaged boxes or bags for each attendee (instead of a buffet or family-style meal/snack) is available.

TRANSPORTATION

Family Services of Westchester does not use its own transportation in the early childhood programs. Transportation is provided by Westchester and Putnam Counties for its 4410 students. FSW's 4410 program will follow the guidance provided by both Westchester and Putnam Counties. The program or site director or designee will inform respective bus company providers that bus drivers and matrons will not be allowed to enter the building/use the bathroom facilities until further notice.

SOCIAL EMOTIONAL WELL-BEING

Family Services of Westchester early childhood programs (4410, EHS, HS, UPK) will continue to prioritize the use of Positive Behavioral Interventions and Support (PBIS) and social emotional well-being, especially given the impact of the pandemic on the school community, in order to create the mental, social, and emotional space for pre-academic and academic learning to occur.

FSW is actively committed to support all individuals with resources, referrals and trauma informed approaches to enhance emotional health, via conversation with mental health staff and supervisors on the telephone/virtual meeting, email, or regular mail.

Staff will receive the following trainings prior to the schools reopening for in person instruction: training on what signs to look for to determine if self, colleagues, students, or families are experiencing PTSD, and what to do if concerns are identified (i.e. referral to director/supervisor, modify student expectations, referral to external resources, etc.); training/refresher for PBIS on how to prevent/reduce/address acting-out behaviors triggered by the pandemic, change in daily routine, etc.

FSW will provide supports for developing coping and resilience skills for students and staff. The program or site director or designee will ensure that specific types of social-emotional supports are emphasized during this time in addition to the general education-wide PBIS supports that are already in place. Supports for students to be emphasized during this time include: activities about how to identify feelings; opportunities to express feelings via open play (doll houses, people figures, medical figures, etc.), student-directed art, etc.; and literacy based activities that focus on social-emotional themes. Supports for staff to be emphasized during this time include: ongoing mindfulness/wellness training and support for staff.

SCHOOL SCHEDULES

The plan for FSW's early childhood program(s) (4410, EHS, HS, UPK) to commence in-person learning for the fall 2020 school year is as follows:

Students will receive a hybrid of traditional, face-to-face classroom instruction in school and remote learning.

- EHS, HS and UPK will commence instruction for 5 days per week for 3 hours per day in addition to remote learning opportunities
- Prime Time 4410 Therapeutic Preschool will commence instruction for 5 days per week for 4 hours per day in addition to remote learning opportunities

This is a suggested schedule during the COVID-19 pandemic in order to ensure appropriate measures are taken (training, increased time spent on disinfection and cleaning of physical space and shared objects/furniture) so as to mitigate the spread of disease. Alternative scheduling and/or return to full in-person operations may be considered by FSW in consultation with stakeholders and local, state and federal municipalities. At this time, per NYSED, parents may opt out of in person instruction and choose remote learning only for their child.

- Parents will be consulted prior to the beginning of the school year and asked to indicate their preference for a hybrid/blended or "remote learning only option."
 - All parental requests for a hybrid/blended model will be accommodated.
 - All parental requests for a "remote learning only option" will be accommodated.
 - Parents may request to change the learning option at any point during the school year.
- In the event of a partial or full school closure, all instruction and related services will return to remote learning only until guidance is given by NYSDOH, OCFS and/or executive order.

ATTENDANCE AND CHRONIC ABSENTEEISM

Attendance requirements and the mechanism for collecting and reporting daily student engagement or attendance while in a remote or hybrid schedule will be as follows.

- Chronic student absenteeism will be addressed through family meetings and collaboration with CPSE/CSE administrators.
- FSW's early childhood programs (4410, EHS, HS, UPK) will follow guidance from NYSED and local school districts regarding attendance requirements and attendance documentation.
- Classroom staff will record daily student attendance for both in-person and remote learning on an attendance sheet designed to capture remote and in-person learning.
- Remote learning will be recorded in FSW's COPA system, CPSE Portal and teacher/therapists' notes.
- The program or site director or designee will monitor attendance and involvement of students during remote and in person learning beginning in the fall of 2020.
- Related service providers will document related service sessions and attendance in COPA, CPSE Portal and on the Putnam County forms as appropriate.
- Teachers and mental health staff will document remote learning instruction and parent/family contacts.

TECHNOLOGY AND CONNECTIVITY

The level of access to devices and high-speed internet for all students and teachers for remote teaching and learning will be assessed, monitored, and addressed when necessary.

- Site administration will ensure that families are surveyed to determine student needs with regard to technology prior to the first day of school.
- FSW will provide training on using technology and IT support for students, staff, and families and provide professional development for staff on designing effective online/remote learning experiences.
- The program and site directors will determine if there are students or staff who do not have the required access through surveys. They will address staff needs with regard to accessing devices and internet for working remotely. FSW's IT Department will provide assistance to staff who have difficulties with the use of technology.
- FSW will also provide multiple ways for students to participate in learning and demonstrate their mastery of learning standards in remote and/or hybrid instructional models. FSW will provide training on using technology and IT support for students, staff and families and provide professional development for staff on designing effective online/remote learning experiences.
- If a student does not have access to technology, alternative strategies will be used to ensure student participation, such as written packets being sent home, and families participating in workshops that will provide them with strategies to help them engage their children in instruction.

TEACHING AND LEARNING/SPECIAL EDUCATION

All students with disabilities will continue to have available to them a Free Appropriate Public Education (FAPE) that emphasizes special education and related services as per each student's IEP. Each classroom team will review each student's IEP, and individualize and customize the curriculum to meet the student's needs. The program director and educational supervisor will ensure that staff will make learning accessible for students and personalize learning pathways for each student, as well as ensure meaningful parent/family engagement regarding the provisions of services to their child.

FSW early child programs (4410, EHS, HS, UPK) will create a comprehensive plan for a hybrid/blended schedule that includes in-person and remote instruction. All plans will be clearly communicated to students, families and staff. In addition, schools may consider staggered schedules and/or alternate student and staff in person days in order to ensure social distancing practices and compliance with state and local health and safety guidelines. FSW will collaborate with all stakeholders when considering any alternate schedules.

The program or site director or designee will ensure continuity of learning by continuing to engage students with instruction that is aligned to the Common Core and NYS Learning Standards. Instruction addresses IEP goals and is inclusive of all learning styles. The FSW senior administration will ensure that all students have equitable learning opportunities through the following:

- Resources that are provided to support student development and the well-being of families.
- Family and community meetings that are held during the year in order to obtain feedback and to provide resources that will benefit students/families.
- In consultation with school districts and local municipalities, that students/families have access to technology that is needed for remote learning and understanding of how to utilize virtual platforms.
- Instruction that is aligned to the Common Core and NYS Learning Standards and that instruction addresses IEP goals and is inclusive of all learning styles.
- Regular and substantive interaction that is provided regardless of the delivery method (i.e. in person, remote, and/or hybrid/blended).
- Instruction that is culturally inclusive and incorporates the linguistic diversity of students and families.
- Access to the necessary accommodations, modifications, supplementary aids and services and technology (including assistive technology) to meet their unique disability related needs.
- Routine scheduled times to obtain feedback, support, and guidance from teachers.

Family Services of Westchester early childhood programs will continue to provide a Free Appropriate Public Education consistent with the need to protect the health and safety of students with disabilities. Program and site directors will ensure meaningful parent/family engagement regarding the provision of services to their child, collaboration with the Committee on Preschool Special Education/Committee on Special Education (CPSE/CSE), access to the necessary instructional and technological supports to meet the individual needs of students and documentation of programs, services and communications with parents.

The program and site director will have on-going communication and collaboration with the Committee on Preschool Special Education/Committee on Special Education (CPSE/CSE) and will reach out regularly to address any issues with remote, in-person learning, or changes in learning modalities in the event of intermittent or extended school closures.

CERTIFICATION, INCIDENTAL TEACHING, AND SUBSTITUTE TEACHING

FSW's Human Resources Department (HR) makes every effort to fill vacancies with qualified, certified replacements. Typically, there is a need to fill positions at the beginning of the school year. If there is a need to fill positions, FSW's HR Department will undertake robust recruitment outreach to identify and process qualified staff. In the event that qualified replacements are not recruited, FSW will adhere to the NYSED guidance regarding hiring substitutes for the 2020/2021 school year. All recruitment efforts will be extensively documented.

