

# Sunshine Developmental School

## Reopening Plan

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**Agency Name:** Sunshine Developmental School, INC.

**BEDS Code:** 342900880355

**Program Site Address:** 91-10 146<sup>th</sup> Street Jamaica, NY 11435

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

- 4410 (Pre-school Special Education)
  - Special Class
  - Special Class in an Integrated Setting
  - Multi-Disciplinary Evaluations
  - Special Education Itinerant Services

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## Table of Contents

<b>REOPENING SCHOOL FOLLOWING COVID-19 CLOSURE</b> .....	<b>5</b>
REIMAGINING A SAFER SCHOOL COMMUNITY.....	5
<b>CONDITIONS FOR OPENING SUNSHINE DEVELOPMENTAL SCHOOL</b> .....	<b>6</b>
EXTERNAL FACTORS .....	6
INTERNAL FACTORS .....	6
SDS COMMITMENT .....	7
<b>SUNSHINE DEVELOPMENTAL SCHOOL OVERVIEW</b> .....	<b>8</b>
STUDENT SCREENING.....	8
STAFF SCREENING .....	8
CLEANING AND DISINFECTING.....	8
HANDWASHING .....	8
REASONABLE CONTACT REDUCTION.....	8
SYMPTOM MANAGEMENT .....	8
<b>STUDENT SCREENING PROCESS</b> .....	<b>9</b>
STUDENT DAILY SCREENINGS .....	9
SCREENING PROTOCOL FOR STUDENTS RETURNING TO SCHOOL.....	9-10
<b>STAFF SCREENING AND PROTECTION</b> .....	<b>11</b>
STAFF DAILY SCREENINGS.....	11
PERSONAL PROTECTIVE EQUIPMENT (PPE).....	11-12
<b>CLEANING AND DISINFECTING</b> .....	<b>13</b>
ROUTINE CLEANING .....	13
CLEANING AND DISINFECTION PROCEDURE .....	14
<b>FACILITY</b> .....	<b>15</b>
<b>HANDWASHING</b> .....	<b>16</b>
<b>REASONABLE CONTACT REDUCTION</b> .....	<b>17</b>
<b>TRAVEL ADVISORY</b> .....	<b>18</b>
NEW IMMEDIATE ADVISORY .....	18
RESULTING SDS CHANGE .....	18
<b>VISITORS</b> .....	<b>19</b>
IMMEDIATE FAMILY COVID-19 VISITATION POLICY .....	19
<b>SYMPTOM MANAGEMENT AND TESTING</b> .....	<b>20</b>
DAILY SCREENING.....	20
COMMUNICATION.....	20
SYMPTOMS AND TRACKING.....	20
CHILDHOOD INFLAMMATORY DISEASE RELATED TO COVID-19 .....	20-21
SYMPTOM MANAGEMENT PLAN .....	21-22

**PICK-UP AND DROP-OFF PROCEDURES ..... 23**

**DAILY MEALS AND SNACKS.....24**

    BREAKFAST/SNACKS.....24

    BREAKFAST/SNACK PROCEDURES .....24

**BUDGET AND FISCAL ..... 25**

**CLASS AND ACTIVITIES..... 26**

    SMALL GROUP AND CLASS SIZES..... 26

    STUDENT’S ACADEMIC RETURN ..... 26

    CLASS AND ACTIVITY PERIOD CHECKLIST ..... 26

    PERSONAL BELONGINGS..... 27

**TEACHING AND LEARNING..... 28**

    IN-PERSON INSTRUCTION..... 28

    BLENDED LEARNING..... 28

    REMOTE-LEARNING ONLY ..... 28-29

**ATTENDANCE AND CHRONIC ABSENTEEISM ..... 30**

**SCHOOL SAFETY DRILLS.....31**

    FIRE DRILLS ..... 31

    LOCKDOWN DRILLS ..... 31

**STAFFING..... 32**

**HEALTH AND WELLNESS PROCEDURE ..... 33**

    ISOLATION ROOM.....33

    ILLNESS RESPONSE ..... 33

**MENTAL HEALTH AND CLINICAL SUPPORT .....34-35**

**STAFF COVID MEDICAL POLICY..... 36**

    RETURNING TO WORK .....36-37

    APPLICABLE POLICIES ..... 37

    COMMUNICABLE DISEASES AND COVID-19 ..... 37

    RESPONSE TO COVID-19 .....37-38

    FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)..... 38

    EMERGENCY PAID SICK LEAVE ACT (EPSLA) ..... 38

*General*..... 38

*Covered Employees*..... 38

*Pay Caps*..... 38

    EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT (EFMLEA) ..... 39

*General*:..... 39

*Eligibility*:..... 39

*Pay Caps*..... 39

*FCCRA Supporting Documentation*: ..... 39-40

*Leave Notice*..... 40

*Telework*: ..... 40

<i>What Does It Mean to Be Unable to Work or Telework under FFCRA?</i> .....	40
<i>Intermittent Leave:</i> .....	40-41
NYS CORONAVIRUS RESPONSE BILL.....	41
<i>General:</i> .....	41
<i>Exceptions</i> .....	41
<i>Paid Family Leave and Disability Benefits During the Quarantine Period</i> .....	41
<i>Interaction with FCCRA</i> .....	42
<b>INTRODUCTION OF STUDENTS INTO SUNSHINE DEVELOPMENTAL SCHOOL BUILDING DURING COVID-19 OUTBREAK.....</b>	<b>43</b>
PRESCREENING PHONE CALL.....	43
<b>STAFF SCREENING .....</b>	<b>44</b>

## Reopening School Following COVID-19 Closure

Following is the Sunshine Developmental School, Inc. full reopening plan (“the Plan”) subsequent to the COVID-19 closure of our Special Education Preschool Program. This plan is designed to outline the steps for each stakeholder as needed. The plan will be distributed and implemented to ensure that our focus remains on the health and safety of all students, staff, and families. We anticipate additional revisions, changes, and updates to the plan to meet the School’s evolving needs as well as the evolving health and safety requirements as outlined by state and federal officials. Guidelines regarding the manner in which changes to the written plan will be made are provided at the end of this document.

We understand and anticipate that you may have questions. We encourage you to reach out to your supervisor, or to the coordinator of each section of the plan for additional information about resources.

We recognize that this is an emotional and stressful time for all of us, and that reopening may place additional stressors on staff, families and students. Should you need additional assistance, please reach out to the designated person listed in the Plan or Human Resources. As a community, we strive to support each other throughout these challenging times.

### *Reimagining a Safer School Community*

Sunshine Developmental School provides a comfortable setting for all students, whether current or new, to begin to return to a “new normal.” Located in Jamaica, Queens and in collaboration with Headstart programs in Queens, Brooklyn and the Bronx, our school and collaborated sites provide an ideal setting for a multitude of special education services. The curriculum is comprised of a multi-sensory approach that guides our students to their potential in global development. Our entire staff is committed to ensuring our school remains one that is focused on development, growth, and safety.

An increased element of risk is present all around us now, everywhere we travel and with every interpersonal interaction, including attending school. In response, Sunshine Developmental School has revised our safety procedures and protocols to minimize risk while continuing to provide students with an individualized, transdisciplinary experience.

Our students cannot be expected to stay home without loss of critical learning so we believe it is essential for students to return to school as soon as possible. We recognize families and staff may have concerns, but here at Sunshine Developmental School, you can rest assured that everyone has been health screened every day; there are consistent, small student groups, supervised by knowledgeable, caring staff; and meticulous cleaning procedures are in place.

## Conditions for Opening Sunshine Developmental School, Inc (SDS)

SDS is dedicated to providing a safe and dynamic space for students to learn and explore, and the health and well-being of our school community is our top priority. The conditions for opening prioritize safety above all, taking into account all governing guidelines.

The Plan is designed to be flexible, so that we can adapt and refine our response as needed. SDS relies on guidance from the New York State Education Department, New York State Health Department, orders from the New York State Governor's office, and the CDC. SDS is taking every step necessary to enforce compliance with all COVID-19 preventative measures, and policies and practices may be modified as new guidance is published.

The Directors, Pauline Sfakianos, MEd, SAS and Amalia Athanasopoulos, PsyD, SAS are responsible for the continuous compliance with all aspects of the school's reopening plan, as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels. The Directors can be contacted at [directors@sunshineschool.org](mailto:directors@sunshineschool.org).

The participants involved in the reopening plan's creation included the Executive Director, the Executive office, the Directors, Human Resource (HR) and Educational/Clinical Supervisors. In addition, surveys were sent to staff and our student families in order to obtain input regarding re-entering the building to assist in the reopening plan. Any future revisions will include the aforementioned group and additional surveys will be sent to staff and families. Moving forward the reopening plan, and any changes to the plan, will be consistently communicated to Parents/Legal Guardians, Staff and Visitors through SDS's website, [www.sunshineschool.org](http://www.sunshineschool.org), email, written communication sent home, and postings throughout the building.

In order to ensure all families understand the reopening guidelines or any future changes to the reopening plan, our website will direct families to contact staff who communicate in their preferred language. In addition, individuals with visual and/or hearing impairments will be contacted by a SDS supervisor who will ensure the reopening plan is communicated.

### *External Factors*

- Stay at home orders are lifted
- New York State permits our educational and support services to open
- Local health department gives clearance to open schools.
- Mitigation efforts in local communities continue to result in declining cases, hospitalizations, and metrics in all seven categories of the New York Forward Plan

### *Internal Factors*

- Staff are trained and prepared to operate under new operating guidelines and care for our students effectively
- Program areas and school spaces are ready to support physical and social distancing, as required
- Cleaning and sanitizing operating procedures are in place and adequate supplies are available to properly and continually execute

- Adequate PPE supplies are available for staff and visitor use
- All sanitizer stations are full and sanitizing wipes and spray are available in all spaces used

### *SDS Commitment*

- Extensive student and staff health history is completed prior to return to school
- Regular monitoring of student and staff health is in place
- Education materials are prepared to teach all students proper sanitizing procedures. This includes but is not limited to:
  - Hand hygiene
  - Proper face covering wearing
  - Social distancing
  - Respiratory hygiene
- Signs are posted throughout the facility to aid in compliance with all safety procedures mandated by the CDC and DOH.
  - Required 6 feet social distancing
  - Proper Face Covering
- All staff members and visitors are required to follow all policies and procedures to support a healthy community. Links to the CDC and DOH will be posted on SDS website.
- Implementing a COVID-19 resource to our staff and community which include the Directors\_ [directors@sunshineschool.org](mailto:directors@sunshineschool.org) as well as, HR [moberoi@sunshineschool.org](mailto:moberoi@sunshineschool.org) for staff and classroom social worker for families [SW@sunshineschool.org](mailto:SW@sunshineschool.org).

# Sunshine Developmental School Overview

## *Student Screening*

- Pre-return health and history questionnaire
- Daily at home health screenings by caregivers
- Daily arrival symptom screening and temperature checks
- Health monitoring throughout the school

## *Staff Screening*

- Pre-return to work health and history questionnaire
- Daily arrival symptom screening and temperature checks
- Health monitoring throughout the school
- Personal Protective Equipment required

## *Cleaning and Disinfecting*

- Increased cleaning and disinfecting protocols by professional cleaning team
- Repeated cleaning and disinfecting of each bathroom by a dedicated staff member
- Cleaning and disinfecting of all activity areas, equipment, and supplies between each group use
- Designated activity supplies for each class group's exclusive use
- Use of EPA-approved soaps and sanitizers

## *Handwashing*

- Mandatory handwashing and sanitization protocols between each activity period
- Hand sanitizing stations located in every activity area and common use space
- Consistent hand hygiene lessons and reinforcement throughout the day

## *Reasonable Contact Reduction*

- Safe social distancing practices will be maintained between groups
- Face coverings and masks will be worn according to CDC guidelines

## *Symptom Management*

- Health and Wellness staff will assess all persons with possible COVID related symptoms
- Quarantine area established for any persons experiencing symptoms prior to departure from school
- Strict symptom management, including isolation, communication, contact tracing, and post illness protocol will be enforced.



## Student Screening Process

Prior to the return of each student, a *pre-return health and history questionnaire* will be completed and reviewed with the Directors. This screening is designed to identify possible areas of exposure to COVID-19 and minimize the risk of a student returning to school before it is safe to do so. Below is the process and procedure to obtain approval to return by the Directors.

In an ongoing effort to minimize the risk of a student coming to school with new symptoms, caregivers will be required to complete a *daily at-home health screening*. A copy of the health screening form is included at the end of this document. This form is designed to be completed with the student, when possible, to help them understand the symptoms they may experience that are risk factors for COVID-19. Self-advocacy is a pillar of our education process, and the form is designed to help students learn to understand the symptoms and inform their caregiver and staff when they are experiencing a possible related symptom. If the student is experiencing any of the symptoms from the checklist, the caregiver is required to keep the student home until they are able to consult with their physician for clearance to return and approval by the Directors.

### *Student Daily Screenings*

All students will have temperature and wellbeing checks when in school as directed by the guidelines.

Upon entering the building, students must have their temperature taken daily by a staff member and the following questions answered by caregiver prior to arrival handed in once a week:

1. Have you traveled out of the country in the past 14 days?
2. Have you been exposed to a person under investigation for COVID-19 infection or person with confirmed COVID-19 infection in the past 14 days?
3. Have you had any of the following symptoms in the past 14 days: fever >100.0, dry cough, sore throat, nasal congestion, body aches, fatigue, loss of smell and taste, or GI symptoms.
  - If all 3 answers are NO and temperature is within normal limits (WNL) <100.0, student will be allowed to attend school.
  - If any answers are YES or temperature is >100.0, the Directors should be consulted immediately and students may not start class until seen by their physician
  - **Anyone with a temperature 100.0 or higher will not be permitted to attend school, and must obtain a medical clearance from a healthcare provider and the Directors in order to return.**

Students already in school will continue to have twice-daily temperature checks by staff. Any abnormal findings will be addressed as stated in Illness Response (referenced below).

### *Screening Protocol for Students Returning to School*

**Step One:** 24-48 hours before day of arrival

Pre-questioning via telephone prior to arriving at the school.

Parents should be made aware during the prescreening telephone call that the protocol listed below is the manner in which the student will be reintegrated into the school.

## Questions

1. Has the student or the family traveled to a country for which the CDC has issued a Level 2 or 3 travel designation within the past 14 days?
2. Has the student or family had contact with any Persons Under Investigation (PUIs) for COVID-19 within the last 14 days OR with anyone with known COVID-19?
3. Do you have any symptoms of a respiratory illness (i.e., cough, fever, sore throat, trouble breathing)?

### Option 1:

- If the student/family has answered “Yes” to the first two screening questions:
- And “No” to Question 3 →Advise the family to self-quarantine the student for 14 days.
- (Clearance step) If the answer to Question 3 is still “No” after 14 days, the student maybe readmitted providing that they meet the remaining recommended guidelines.

### Option 2:

- “Yes” to All three questions →Advise the family to contact their healthcare provider/health department to receive testing for COVID-19.
- (Clearance step) The student will be allowed back after he/she is asymptomatic with a note from their healthcare provider stating that they have met the quarantine requirements based on their situation.

### Option 3:

- If they respond no to all three questions, or if they completed the clearance steps of the previous two options, they may return to school.

## Staff Screening and Protection

Prior to the return of all staff, a pre-return health and history questionnaire will be completed and reviewed with the Directors. This screening is designed to identify possible areas of exposure to COVID-19 and minimize the risk of a staff member returning to the school building it is safe to do so. Below is the process and procedure to obtain approval to return by the Directors. A copy of the health screening form is included at the end of this document.

### *Staff Daily Screenings*

All staff will have temperature and wellbeing checks when in the school building as directed by the CDC guidelines.

Upon entering the building, staff must have their temperature taken and must answer the following questions:

1. Have you traveled out of the country in the past 14 days?
2. Have you been exposed to a person under investigation for COVID 19 infection or person with confirmed COVID 19 infection in the past 14 days?
3. Have you had any of the following symptoms in the past 14 days: fever >100.0, dry cough, sore throat, nasal congestion, body aches, fatigue, loss of smell and taste, or GI symptoms.
  - If all 3 answers are NO and temperature is within normal limits (WNL), staff will be allowed to work.
  - If any answers are YES or temperature is above 100.0 the Directors should be contacted and the staff member will not be permitted to work and must obtain a medical clearance note from their PCP or NYC DOH.

### *Personal Protective Equipment (PPE)*

Sunshine Developmental School takes its responsibility to keep our staff and students as safe as possible during the COVID-19 pandemic seriously. This ongoing responsibility and vigilance are further reinforced by our NYS Governor in an Executive Order. In addition to the other safety measures we adhere to, all staff ***must*** wear masks when:

- with students; and/or
- within 6 feet (approximately 2 arms lengths) of another person in the school building.

To properly wear a mask:

- Ensure it fits snugly and completely covers the nose and mouth.

Change it frequently and launder when soiled or wet. Do not become complacent with other protective measures.

- Do not touch the cloth covering or face.
- Continue to be vigilant with thorough and frequent handwashing with soap and water, or use alcohol-based hand sanitizer of 60%+ alcohol.
- Practice respiratory etiquette and cover your coughs or sneezes.

- Practice physical distancing – even when wearing masks.
- Adequate supplies of cloth face coverings/masks for staff, as well as other PPE, will be available for staff if needed and purchased as needed.

Any staff member not wearing a mask per this practice will be asked to leave immediately or refrain from returning to work the next day. Far from being harsh, this practice supports the law, our community, and the safety of those around us.

### *Additional Information*

- All staff assigned to the Jamaica building will be required to work for 5.5 hours. Remainder of work hours can be conducted remotely outside of building in order to reduce contact. If you choose to leave after 5.5 hours, and your typical day is 7.75, you must log 1.75 hours of remote work. If your typical workday is 8 hours, you must log 2 hours from home. Lunch will be taken between leaving the building and before you begin remote work hours.
- Any staff member that would prefer to work their entire workday in the building may choose to do so. Please let your supervisor know.
- Common hours later in the day (i.e. after 2:30) will be assigned by supervisors to staff to ensure necessary meetings are conducted. If you are unable to commit to those common hours you will be required to complete your work hours in the building.
- Staff choosing to work 5.5 hours and the remainder work hours remotely are not permitted to leave the building for any reason. All staff can have food delivered, not during class hours, only if prepaid.
- Staff are not to eat their lunch with the children.
- Staff working entire workday in the building will seek supervisor approval prior to leaving the building before end of workday.
- Offsite staff will adhere to Head start building policies
- Cell phones should be put away and not taken out when working with the children. Phones should not be used as clocks or cameras, as this will eliminate cross contamination.

## Cleaning and Disinfecting

Sunshine Developmental School has implemented stringent cleaning and disinfecting protocols which are implemented by a professional cleaning team, maintenance staff and all school personnel. Maintenance supervisor will obtain a log to ensure the below is completed daily. In addition, each staff member will complete a daily checklist in order to inspect their work area. Maintenance supervisor will ensure the school has sufficient supplies every day (i.e., face covering, tissues, hand hygiene supplies and cleaning supplies, etc.).

The following is an outline of the state required protocols with additional detail outlining the Sunshine Developmental School procedures.

### *Routine Cleaning*

As part of standard infection control practices, routine cleaning should be rigorous and ongoing, and time should be allocated for individuals to routinely clean. Surfaces touched most frequently should be prioritized for routine cleaning because these surfaces can be reservoirs for germs and an exposure pathway for transmission to people through contact with these surfaces. Examples of priority areas for routine cleaning include:

- High contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills
- Regular cleaning and laundering of linens
- Classrooms, common spaces, offices

Identify and routinely clean and disinfect high-risk locations even before a confirmed case of COVID-19 occurs. Examples of high-risk locations include:

- Health Office/Isolation Room:
  - Clean and disinfect health cots regularly (after each use)
  - Cover treatment furniture
  - Discard or launder coverings after each use
- Restrooms:
  - Clean and disinfect all restroom surfaces, fixtures, door knobs, push plates, and switches (at least once daily)
- Staff Lounge for Dining Breaks

- Clean and disinfect counters, tables, and chairs regularly (at least once daily)
- Other Frequently Touched Surfaces
  - Clean and disinfect frequently touched surfaces on a periodic schedule as operational considerations allow, which may range from at least daily to up to 72 hours

### *Cleaning and Disinfection Procedure*

Cleaning removes germs, dirt, and impurities from surfaces or objects. Disinfecting kills germs on surfaces or objects. When cleaning and disinfecting, individuals should use protective equipment (e.g., gloves) as recommended on product labels. Carefully read and follow all label instructions for safe and effective use.

**Step 1: Cleaning:** Always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs and viruses. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. Clean surfaces using water and soap or detergent to reduce soil and remove germs. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use.

**Step 2: Disinfection:** Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product. Use the DEC list of products registered in New York State identified as effective against COVID-19. This list corresponds those identified by the EPA.

- Label directions must be followed when using disinfectants to ensure the target viruses are effectively killed. This includes adequate contact times (i.e., the amount of time a disinfectant should remain on surfaces to be effective), which may vary between five and ten minutes after application. Disinfectants that come in a wipe form will also list effective contact times on their label.
- For disinfectants that come in concentrated forms, it is important to carefully follow instructions for making the diluted concentration needed to effectively kill the target virus. This information can be found on the product label.

**Step 3: Disposal:** Place all used gloves and other disposable items in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water should be used if hands are visibly soiled.

## Facility

Many adjustments have been made to the school building in order to address an increase in air ventilation.

- Doors that do not have automatic closure mechanisms and/or are not fire-rated will be in an open position to increase air flow.
- Offices and Classrooms without windows will have one or two wall mounted fan(s) in order to circulate air.
- All shared space have dividers separating staff members work areas.
- Hand Sanitizer dispensers have been installed in every hallway accessible to all staff and visitors and in every classroom.
- Drinking fountains cannot be used by mouth contact. They can use it to obtain water straight into a container.
- The HVAC system filters have been replaced and an UV light air purifier/disinfectant was installed into the system.

## Handwashing

One of the best ways to help prevent the spread of COVID-19 is regular and thorough handwashing. Sunshine Developmental School has implemented the CDC's recommendations for handwashing. Clean hands and not touching your face with soiled objects (hands) is one of the best ways to protect yourself and others from illnesses.

Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs and viruses can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

The CDC recommends that you wash your hands with soap and water for at least 20 seconds:

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

If you are not able to wash your hands, using hand sanitizer is an appropriate, temporary alternative.



## Reasonable Contact Reduction

All classes and activity group sizes are limited to a specific number of children and staff for each classroom and play area according to the CDC, NYSED, and DOH guidelines. This varies for each classroom and a specific number can be given upon request from the Directors. This is a critical step to minimizing the exposure of members of our community to multiple individuals. Safe physical distancing practices will be maintained between groups, ensuring all groups are at least 6 feet apart if not utilizing separate spaces. To ensure proper physical distancing, the following maximum capacity limits have been placed on the larger gathering spaces within the building:

- Lobby: 4
- Copy Machines: 2
- Staff Lounge: 5
- Sensory Gym: 4
- Sensory Hallway: 4
- Indoor Gym: 15
- Outdoor gym: 15

## Travel Advisory

*New Immediate Advisory:* Governor Andrew M. Cuomo has announced new guidelines allowing out-of-state travelers to New York to “test out” of the mandatory 14-day quarantine. Travelers from states that are contiguous with New York will continue to be exempt from the travel advisory; however covered travelers must continue to fill out the [Traveler Health Form](#). Essential workers will continue to be exempt as well. The new protocol is effective Wednesday, November 4.

For any traveler to New York State from out of state, exempting the contiguous states, the new guidelines for travelers to test-out of the mandatory 14-day quarantine are below:

- For travelers who were in another state for more than 24 hours:
  - Travelers must obtain a test within three days of departure from that state.
  - The traveler must, upon arrival in New York, quarantine for three days.
  - On day 4 of their quarantine, the traveler must obtain another COVID test. If both tests comes back negative, the traveler may exit quarantine early upon receipt of the second negative diagnostic test.
- For travelers who were in another state for less than 24 hours:
  - The traveler does not need a test prior to their departure from the other state, and does not need to quarantine upon arrival in New York State.
  - However, the traveler must fill out our traveler form upon entry into New York State, and take a COVID diagnostic test 4 days after their arrival in New York.

Local health departments will validate tests, if necessary, and if a test comes back positive, will issue isolation orders and initiate contact tracing. The local health department must make contact with the state the traveler came from, to ensure contact tracing proceeds there as well. All travelers must continue to fill out our traveler form upon arrival into New York State to contribute to New York State’s robust contact tracing program.

The travel guidelines require all New Yorkers, as well as those visiting from out of state, to take personal responsibility for compliance in the best interest of public health and safety.

On September 28, 2020, Governor Cuomo signed an executive order reminding international travelers entering New York from Level 2 and 3 countries to quarantine and fill out the [NYS Department of Health traveler health form](#) to further prevent the spread of COVID-19 as countries across the globe experience alarming second waves of the virus.

The Commissioner of Health will expand his Emergency Health Order which authorizes the imposition of civil penalties if individuals refuse to fill out the required form.

Since March 2020, New York State has required a mandatory quarantine for any traveler entering New York from a Level 2 or Level 3 country - that's all but 31 countries on the globe.

*Resulting SDS Change:* As a result of this mandate, SDS will not allow any visitors from any of the states or countries on the advisory, unless above protocol is followed. Please also be advised that any staff member who travels to any of these areas may not return to work without following the above protocol. Should any staff choose to travel to any of the aforementioned states or countries, at any time until further notice, they will be required to use regular PTO time and will not be eligible for payment under FCCRA. If regular PTO is not available, the time off for quarantine will be unpaid.

## Visitors

Visitors will be limited to prescreened admissions tours for prospective families. All tours will be limited to two individuals with up to two members of the admissions team. Tours will not enter any space where a class or activity is currently in progress. All visitors will complete the same health prescreening the staff completes, be required to wear school provided gloves and mask upon request and follow all building entry procedures the students and staff complete.

### *COVID-19 Visitation Policy*

The COVID-19 visitation policy applies to parents, legal guardians, and child services agencies with a two-person visitor limit per visit.

Visitors of students may visit SDS for physical distancing visits.

- Visits are only permitted outside the classroom to observe their child when necessary.
- Visits are by appointment only.
- Visitors are not permitted to use the bathrooms, so please use the restroom before your arrival into the building
- Masks and gloves must be worn by visitors during the entirety of the visit.
- Visitors will be accompanied by a staff member and proper physical distancing measures will be taken.
- For the safety of the school community, if visitation parameters cannot be followed, this policy will be retracted for that student

Visitors (which can include vendors) will have temperature taken in lobby and answer prescreening questions provided by the CDC prior to entering the school. Visitors may not come into the school building without this prescreening being completed.

## Symptom Management and Testing

The guidelines and requirements for managing a member of our school community with symptoms will be provided by New York State and New York City Department of Health. The below plan is based on CDC guidelines and New York State guidelines issued by the Office of Child and Family Services for emergency care. This section will be updated when edits to the official guidelines are provided by New York State and local government.

SDS's Health and Wellness Staff, which consists of Directors, HR, Department Supervisors and School Nurse have been extensively trained and are able to assess all persons with possible COVID related symptoms. If the student is experiencing COVID-related symptoms prior to arrival at school the parent/caregiver should inform the teacher immediately.

### *Daily Screening*

- All staff will be trained in recognizing signs and symptoms of communicable diseases.
- Testing protocols developed based on the state and county guidelines

### *Communication*

- Follow all reporting guidelines published by the Department of Health
- Alert families and staff members immediately of any potential exposure per guidelines, and in accordance with confidentiality requirements

### *Symptoms and Tracking*

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19. This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

- Cough
- Fever or chills
- Shortness of Breath or difficulty breathing
- Muscle or body aches
- Sore Throat
- New Loss of taste or smell
- Headache
- Fatigue
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- All staff interacting with students will be tracked on a daily basis for symptom tracking purposes.

### *Childhood Inflammatory Disease Related to COVID-19*

The State Department of Health is investigating several cases of severe illness in children and child deaths that

may be related to COVID-19. Children are experiencing symptoms similar to Kawasaki disease and toxic shock-like syndrome possibly due to COVID-19.

At the Governor's direction, the State Department of Health has issued an advisory about this serious inflammatory disease to inform healthcare providers of the condition, as well as to provide guidance for testing and reporting. Healthcare providers, including hospitals, are required to report to the Department Health all cases of pediatric multisystem inflammatory syndrome potentially associated with COVID-19 in those under 21 years of age.

The following symptoms are associated with Childhood Inflammatory Disease and should be treated the same way as COVID symptoms:

- Prolonged fever (more than five days)
- Difficulty feeding (infants) or is too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Trouble breathing or is breathing very quickly
- Racing heart or chest pain
- Decreased amount of frequency in urine
- Lethargy, irritability or confusion

An isolated room has been established for any persons experiencing symptoms to ensure they are monitored, supported, and cared for prior to departure from school. A symptomatic student will be brought to the space prior to departure from school.

- Strict symptom management, including isolation, communication, tracing, and post illness protocol will be enforced.

### *Symptom Management Plan*

*What happens when a student or staff member develops COVID-19 like symptoms while at school/work?*

- Persons with possible COVID-19 symptoms will be directed to the isolated room where they will be further assessed and monitored by Health and Wellness Staff while awaiting proper transport home. Notification to the Directors must be made when a student is being sent home.
- Staff that self-transport who are physically able to drive may be escorted to their car with proper PPE worn by both the ill staff and escort. Notification to the Head of HR must be made when a staff member is being sent home.
- Persons who have been sent home due to possible COVID-19 infection may return to school when they provide a negative COVID-19 antigen test AND symptoms have resolved or quarantine for 10 days from onset of symptoms with no further symptoms. All clearance must go through the Directors and HR including a medical clearance note.

*What happens when there is a COVID-19 Positive Diagnosis?*

If a student or staff member reports they are COVID-19 positive, SDS will maintain the confidentiality of the individual at all times while mitigating the situation. The case will be reported to the proper health authorities

and all families/caregivers and staff of the individual's group or contact will be notified immediately. All facilities that the individual came in contact with will be deep cleaned and disinfected per CDC guidelines. We expect that all students and staff who came in close contact with the infected individual will be required to quarantine for 14 days and that any persons classified as having a proximate exposure would be required to self-monitor for symptoms for the same 14-day period. CDC guidelines for handling exposure and mitigating risk of exposure will be strictly followed.

Persons who test positive for COVID-19 may return to the school building when:

The answer to the following questions is **YES**:

- Has it been at least 14 days since you first had symptoms?
- Have you been fever-free for three days (72 hours) without any medications for fever reduction?
- Has it been three days (72 hours) since your symptoms have improved?

OR

The answer to ALL of the following questions is **TRUE**:

- Have you had resolution of fever without the use of fever reducing medications?
- Have you had improvement in respiratory symptoms (e.g., cough, shortness of breath)?
- Have you had TWO negative COVID-19 tests more than 24 hours apart?

*What is the definition of a "Close Contact"?*

The CDC defines close contact as interactions within 6 feet from an infected individual within a shared space.

*What is the definition of "Proximate Exposure"?*

A proximate exposure is defined as interactions greater than 6ft from an infected individual within a shared space.

## Pick-up and Drop-off Procedures

As SDS reopens, we will be prepared for more families to elect to provide their own transportation to and from school, and bus transportation will begin to resume from districts over time. To allow for proper screening to happen upon arrival, the following procedures will be in place:

1. Parents must drop off/pickup in rear entrance and practice proper social distancing
  - Parents and caregivers should remain in the lobby and wear a face covering when dropping off and picking up their student(s).
  - Only two parents and two children allowed in the lobby at one time.
  - Two children will be taken from the lobby at a time until all children have been received.
2. Transportation
  - bus attendants should remain in their vehicle and wear a face covering when dropping off and picking up their student(s).
  - Upon arrival by bus, SDS will have two entries into the building located on 91<sup>st</sup> avenue. Two busses will be unloaded at a time. One staff member will bring in two children at a time off the bus. As the children are walked into the building the staff members will remain 6 ft apart.
  - At dismissal two classes at a time will load the children while maintaining 6 ft apart. Once completed the next two classes go and so on until dismissal is complete.
3. On-Site Health Screenings
  - Temperature checks and health screenings of all students will be completed by SDS Staff each day.
4. Hand Sanitizing Stations and Cleaning Wipes
  - Students or staff will sanitize their hands and wipe down their personal belongings prior to joining their group for the day.
5. Dedicated Meeting Locations for each Class
  - Students will be escorted to their classroom following proper completion of the above steps by a staff member wearing proper PPE.

If a student is not cleared to continue with the day, or does not complete the steps above, they will be sent home. If a student comes in on a bus, the bus will not be able to transport the student back home. Buses are only allowed to transport students at the set times.

## Daily Meals and Snacks

### *Breakfast/Snacks*

Breakfast and/or Snacks are available to all students. All food for breakfast/snacks are required to be obtained through a designated staff member assigned to distribute to all classrooms. (Absolutely no snacks or food of any kind should be given to a student if it has been brought in by a staff member.) No student should be bringing food from home unless cleared with the classroom teacher. There is absolutely no food sharing and appropriate hand hygiene will be promoted before and after serving/eating. Food allergies are posted in each classroom. All families will receive the Breakfast/Snack procedure (listed below) in English, Spanish, Bengali, and Hindi.

### *Breakfast/Snack Procedures*

1. All students must wash their hands prior to eating their breakfast/snack. Hand sanitizer can be used during this time as needed.
2. Students will eat in their classrooms and a limit of students per table will be enforced based on 6 feet distance. In addition, table top dividers will be placed at breakfast/snack time.
3. A staff member will distribute breakfast/snacks. Masks and hand sanitizing prior to touching any breakfast/snack is required.
4. Staff members will rotate breakfast/snack times to ensure the students are eating properly and observing physical distancing procedures during this time.
5. Staff members are not to eat their lunch with the children.
6. Staff will assist the students in discarding waste after breakfast/snack time in the proper receptacles.



## BUDGET AND FISCAL

Due to the increase need for personal protective equipment and materials to ensure social distancing, SDS's internal budgeting and expense reporting has been adjusted and expanded to forecast, track and account for COVID-19 related expenses. While SDS works toward full enrollment, there are pre-school age non-educational support contracts available from NYS which we may take advantage of to meet the added expenses related to meeting COVID-19 additional costs. SDS maintains a discretionary benefit to our staff which provides us with the flexibility we need to adjust our budget accordingly if tuition reimbursement is insufficient to meet the additional costs. Moving forward, SDS's mission is to continue communication with all New York City CPSE administrators, as well as early childcare agencies, on a consistent basis to ensure the communities are aware of our openings for enrollment. In addition, we will maintain an environment that meets the NYSED guidelines for COVID-19 reopening that potential parents will feel comfortable in order for them to choose SDS when making the decision on their child's placement.

## Class and Activities

### *Small Group and Class Sizes*

Students will be organized into small educational groups and have limited exposure to 15 students or less throughout the academic day. In addition, the small group will include minimal overlap of teachers, teacher's assistants, and therapists. This will minimize the risk of spread should one member of the group be asymptomatic but carrying COVID.

Adequate supply of cloth face coverings/masks for students, as well as other PPE, will be available for students if needed and purchased as needed.

Class hours have been reduced in order to address the needs of staff to incorporate a blended model of in-school instruction and remote learning. In addition, class sizes of 12 or more will alternate with a Week A/Week B schedule for in-building instruction.

SDS's scheduling decisions and instructional models promote equity and access a priority for all, including English language learners, those experiencing homelessness and students with disabilities.

Staff will be accommodated with less in-person presence to promote social distancing. Staggered schedules will be created to reduce congestion in hallways.

Designated classroom spaces will be restricted to a particular group and common spaces used will be cleaned according to the cleaning protocol between each group entering and exiting a space.

### *Student's Academic Return*

Teachers will work closely with clinical staff to ensure, first and foremost, that students' mental health needs are met. Regression is expected in all students due to the long absence from in-person classes. Students will be assessed in all academic areas to determine where a student is currently functioning. Teachers will then work to fill in academic holes that have developed during remote learning. If students require amendments to any goals or objectives, a team meeting will be held in order to address these concerns.

### *Class and Activity Period Checklist*

- All students and staff members must wash/sanitize hands when they arrive and depart from each class and activity.
- Cleaning and disinfecting will be completed on all equipment and supplies before being used by another group.
- One group scheduled for each activity at a time.
- Small group and center time will focus on skill-building and drills to limit contact as much as possible
- Commonly touched surfaces including switches, sink knobs, tables, desks, benches, and handles will be wiped down after each class/activity.
- Staff members will increase spacing and physical distancing with students when possible. Masks are required at all times when a staff member is working with a student.
- Classrooms are modified for each student to have 6 ft distance. Therefore, students will be given numerous opportunities throughout the day to take a "mask break."

- Staff will engage in physical distancing with other staff and must wear a mask if they are less than 6 feet from that staff member.
- All supplies will be designated to a particular class or group where possible. Any common-use supply should be thoroughly cleaned and disinfected after use.

### *Personal Belongings*

To reduce the number of personal belongings that travel between the school and home, the following new procedures will be implemented:

- All personal belongings should be labeled and placed in a clear plastic bin or bag. Personal items must be able to be wiped down with a disinfecting wipe at any time.
- Clothing should be sent in a clear plastic bag, clearly labeled, and will be returned once worn.

## Teaching and Learning

SDS students will receive Free Appropriate Public Education (FAPE), regardless of the service delivery model they are participating in. In the event state or local conditions warrant (including, but not limited to public health concerns, severe weather, loss of heat/water in the building, etc.) a change in moving to/from in-person, blended and/or all remote instruction the level of continuity of learning will remain consistent for all students. In addition, instruction, regardless of the modality used, will remain aligned with the outcomes in the New York State Learning Standards. SDS offers three models of learning; In-Person Instruction, Blended-Learning, and Remote Learning Only.

*In-Person Instruction:* All students are entitled to in-person instruction. The 8:1:2 CA and 10:1:2 CA programs can be offered this daily. Staffing will remain the same as per the IEP ratio and class times will be reduced to allow for proper disinfection and reduce the capacity of individuals in the building. The 12:1:2 CB and half-day Integrated (IB) programs will also be offered this daily. There will be no reduction in class hours and staffing will remain the same as per the IEP ratio. All students will be receiving their mandated therapy services.

*Blended-learning:* Students who opt in for in-person instruction and are mandated a 12:1:2 CA or full-day Integrated (IA), as per the IEP, will be offered a blended-learning model. The children will be split into Week A and Week B groups which offers in-person instruction every other week for the group. Staffing will remain the same as per the IEP ratio and class times will be reduced to allow for proper disinfection and reduce the capacity of individuals in the building. The group at home will receive live remote instruction throughout the day and scheduled therapy sessions.

*Remote- Learning Only:* Students that choose remote learning only will receive remote instruction throughout the day and scheduled therapy sessions.

In order to ensure success for all three models the below will be implemented and communicated in the family's preferred language:

- SDS will promote equity by making sure that all students have opportunities to access routinely scheduled instruction, interaction, feedback and support from teachers and clinical staff.
- All students will have opportunities for regular and substantive contact with qualified instructional personnel regardless of the delivery method (remote, blended, in-person).
- Families will be engaged in the teaching and learning process through weekly contacts with teacher and therapist, as well as participants in the remote video lessons.
- Social workers will be available to families to address the specialized needs of students whose educational experiences in 2019-2020 were disrupted due to school closures and who now require additional social, emotional, or academic support to be successful.

- Team meetings will be held weekly for staff members to share information about individual needs and each student's responses to blended, in-person and/or remote learning.
- Quarterlies and annual progress reports will continue to be sent to districts and families utilizing diagnostic assessment to determine each student's academic, social, and emotional needs.
- There will be a balance of screen time and authentic learning experiences during remote learning periods.
- Professional development for teachers and parent training, via video conferencing, will be conducted in order to inform/facilitate high-quality remote instruction.
- Parents/Caregivers will have the choice of in-school instruction, blended model learning or remote only instruction. Parents can move to any model at any point in the school year.
- SDS will continue to make all models as inclusive and culturally-responsive as possible.
- All necessary accommodations, modifications, supplementary aids and services and technology (including assistive technology) will meet the unique disability of the student.
- CPSE will be notified in the event of intermittent or extended school closures

## ATTENDANCE AND CHRONIC ABSENTEEISM

SDS will ensure that all children enrolled in our program receive a consistent and high-quality education while making certain that the child's Individualized Education Plan (IEP) is implemented. Staff members will be reminded periodically of their responsibility as mandated reporters to contact the Department of Social Services if they suspect child abuse or neglect. In order to ensure this, the following will be addressed:

- SDS staff will collect, document, and report daily teacher/student/family engagement or attendance regardless of the instructional setting (in-person or remote).
- The social work and psychology departments, along with teaching staff, will continuously develop/sustain positive relationships with students/families to promote attendance and participation.
- A student's family is called within one hour of not arriving to school. After two consecutive absences and no contact from the family by the teacher, the social work department is then notified. If the social worker cannot reach the family (via phone or email) a letter is sent home. The social work department will ensure every outreach effort to make contact with the student/family is in their preferred language.
  - The CPSE administrator will be notified on the 6<sup>th</sup> day of absence if the family has yet to contact the school or be reached by SDS.

## School Safety Drills

### *Fire Drills*

Fire Drills will be conducted according to the NYSED required schedule. Students and staff will be required to evacuate the building following their assigned route of egress wearing proper face coverings and maintaining 6 ft apart.

### *Lockdown Drills*

Lockdown drills will be conducted according to the NYSED required schedule. Students and staff will be required to remain in their assigned room wearing proper face covering and maintaining 6 ft apart.

## STAFFING

SDS staff hold valid certification/license appropriate to their service assignment. Staff certifications and licenses will be verified by the school using the internet-based tools made available by NYSED. During the COVID emergency period SDS anticipates staff shortages in educational personnel. Any teaching staff not fully credentialed will be on an approved study plan.

Substitute teachers will have an important role to play upon reopening, especially if there are extensive or protracted staff absences or in certain staff intensive instructional models that blend remote and in-person learning. 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.



## Health and Wellness Procedure

All minor injuries such as bumps, bruises, cuts, and scrapes that may occur during the course of the program will be treated under the care of the staff member assigned to the student and school nurse.

### *Isolation Room*

Persons with possible COVID-19 symptoms requiring medical attention to be further assessed by the Health and Wellness Staff will report to the isolation room.

- Student and Staff members will be evaluated in the isolation room by School Nurse.
- Health and Wellness staff will have available PPE in good supply for additional use in the isolation room.
- Health and Wellness staff will immediately call the parents/caregivers to share that a student visited the isolation room and discuss next steps as necessary
- School leadership will receive notification of a student and/or staff member requiring evaluation in the isolation room and the outcome of the evaluation (cleared to return to activities/work or further evaluation is required prior to returning to activities/work).

### *Illness Response*

Please be aware that human temperatures vary within 97.7 – 99.5. While common and such temperatures will not always be criteria of an illness response, Health & Wellness staff may advise restricted or limited program activities as a precautionary step.

Any student who develops respiratory symptoms while at SDS will be taken to the isolation room and parents/caregivers will be called to pick up the student. The Directors and Health & Wellness staff will be notified.

If deemed to be a possible Coronavirus infection or other urgent medical concern, 911 will be called; Parents/guardians and SDS directors will be notified.

- A. The Department of Health will be contacted should the student meet the criteria to be tested for COVID-19.

## Mental Health and Clinical Support

Upon arrival back at school and work, students and staff alike may need additional support. An advisory council which will include families, community members, professionals and staff members to share in decision-making and future planning regarding: sustaining a positive school climate; mental health; initiatives to promote social/emotional wellness; trauma-responsive care; restorative practices; social/emotional learning (SEL). Professional Development will be included in order to enable personnel to best support students, families, and staff during and after the COVID-19 public health emergency while developing coping and resilience skills in students and staff. The advisory council and these trainings communicate to our community that social emotional well-being is a priority for our school.

Emotional reactions to coming out of quarantine may include:

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

Students may react, in part, to what they see from the adults around them. When parents/caregivers and staff react calmly and confidently, they can provide the best support for their student.

Symptoms to watch for may include:

- Excessive crying or irritation
- Returning to behaviors they have outgrown (e.g., bedwetting, toileting accidents)
- Excessive worry or sadness
- Unhealthy eating or sleeping habits
- Irritability and “acting out” behaviors
- Poor school performance or avoiding school
- Difficulty with attention and concentration
- Avoidance of activities enjoyed in the past
- Unexplained headaches or body pain

SDS has an advantage to other educational programs in that all students have access to daily observations by School Psychologists and Social Workers in order to assess their behaviors in the classrooms. This at-least-daily contact precludes the issue of children with symptomology avoiding detection for a protracted period of time and, in turn, not receiving necessary services. This is in addition to the implementation of Second Step, a weekly social emotional program incorporated in the preschool curriculum by the teachers.

The outbreak of COVID-19 has led many individuals to feel afraid, anxious, and stressed. Here are some tips from the New York State Department of Health to help students, staff, and families manage stress and anxiety

levels during this uncertain time. Our staff utilizes these approaches and more to empower our students to identify their emotions wherever possible and utilize constructive approaches to handle them. These same approaches can be utilized by staff and their families to take ownership and control of those areas they can to stay safe and healthy. The list below is only a sampling of the approaches individuals can take to reduce stress and remain resilient during this uncertain time.

- Reduce anxiety by reducing risk including practicing good hygiene and creating a plan in case one's regular routine is disrupted.
- Monitor your anxiety levels.
- Understand and appreciate that these are stressful times, and it is normal to feel stress particularly given reduced social contact and stay at home restrictions.
- Practice good self-care by exercising, eating healthy foods, practicing mindfulness, sleeping enough at night, and going outside when permitted.
- Virtually reach out to different types of support networks, such as family, friends, colleagues, and faith-based communities.
- Take advantage of Zoom and other similar safe avenues of interaction to remain in 'live contact' with those in your social and familial network.
- Find meaningful tasks and roles within your support network to channel your anxiety.
- Take a day off from hearing the news on COVID-19.
- Find or create spaces that are not focused on COVID-19.
- Savor small positive moments; amplify positive stories; and stay optimistic.
- Take an opportunity to practice mindfulness when managing anxiety. Mindfulness tools like grounding exercises, sensory modulation, and deep breathing may be helpful.
- Ensure that you have a meaningful and individual exercise plan to keep your body and mind healthy and relax.
- Be mindful of the wellness and safety of your off-site activities to keep our community safe by following the health and wellness protocols employed on campus (i.e., handwashing, mask wearing, physical distancing and more.)
- Reach out to your supervisor and/or Human Resources should you need help, have concerns, or otherwise need support.

## Staff COVID Medical Policy

### *Returning to Work*

The following reflects the current guidance from the State of New York on employees returning to work. As employers slowly begin to return employees to the workplace, diligence must be paid to the health and safety of employees, especially for those employees that previously tested positive for COVID-19 or had close or proximate contact with a person with COVID-19 for a prolonged period of time. Employers and employees should take the following actions related to COVID-19 symptoms or exposure:

- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 14 days of isolation from the onset of symptoms or 14 days of isolation after the first positive test if they remain asymptomatic.
- If an employee 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 employee may return to work upon completing at least 14 days of isolation from the onset of symptoms.
  - 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.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine.
  - However, if such an employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination and consultation by their supervisor, the Head of Human Resources and the Directors with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:
    - Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 99.7 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 under the supervision of their employer's occupational health program.
    - Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure.
    - Physical distance: The employee must continue physical distancing practices, including maintaining, at least, six feet of distance from others.
    - Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.

- Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.
- If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.

### *Applicable Policies*

As noted, SDS has numerous policies and protocols in place to support the health and safety of our community. In addition to our EEO and related policies, PTO and leaves to name a few, we published the following policies related to Communicable Diseases and COVID-19. As is required, we will update and publish policies as needed.

### *Communicable Diseases and COVID-19*

SDS's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus) and tuberculosis. SDS may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

SDS will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. SDS reserves the right to exclude a person with a communicable disease from the workplace facilities, programs, and functions if the organization finds that, based on a medical determination, and/or other direction by governmental authorities, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

SDS will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases. (This supplements our Equal Employment Opportunity Policy, discussed above.)

### *Response to COVID-19*

In response to the COVID-19 pandemic, legislation has been passed to assist employers and employees to navigate this unprecedented crisis. SDS continues to monitor these updates, implement our current policies,

as well as provide policy enhancements in accordance with the terms and conditions of this evolving new legislation.

### *Families First Coronavirus Response Act (FFCRA)*

FFCRA includes the Emergency Paid Sick Leave Act (EPSLA) and the Emergency Family and Medical Leave Expansion Act (EFMLEA). FFCRA's paid leave provisions are effective on April 1, 2020, and apply to leave taken between April 1, 2020, and December 31, 2020. A summary of the law is provided in the following poster, which also is displayed in the HR office:

[https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf) FFCRA provisions supplement our current policies, and are available to qualifying, eligible employees. The following is a summary of the Act's provisions.

### *Emergency Paid Sick Leave Act (EPSLA)*

**General.** The EPSLA provides up to two (2) weeks of paid sick leave to all employees for certain covered purposes related to the Covid-19 virus under specified circumstances. The law provides full-time employees with up to 80 hours of paid leave and part-time employees with a number of hours of paid leave that would equal the hours that such employee works, on average, over a 2-week period. Employees will have access to this leave regardless of how long they have been employed by SDS. SDS may not require an employee to use other paid leave provided by SDS before the employee uses the paid sick time under the Act.

**Covered Employees.** Covered employees may use this paid sick leave for the following reasons, to the extent they are unable to work or telework during the period in question:

1. if they are subject to a federal, state, or local quarantine or isolation order related to the Coronavirus;
2. if they have been advised by a healthcare provider to self-quarantine due to concerns related to the Coronavirus.
3. if they are experiencing symptoms of the Coronavirus and are seeking a medical diagnosis.
4. if they are caring for an individual who is subject to a federal, state, or local quarantine or isolation order related to the Coronavirus, or who has been advised by a healthcare provider to self-quarantine due to concerns related to the Coronavirus;
5. if the employee is caring for their son or daughter if the school or place of care of the son or daughter has been closed, or their childcare provider is unavailable, due to Coronavirus precautions; and/or
6. if they are experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

**Pay Caps:** The Emergency Paid Sick Leave Act, as enacted, includes caps of the amount of pay employees are entitled to receive during a covered leave period as follows:

- If employees take leave for reasons (1), (2), or (3) above, the emergency paid sick leave pay provided must be no less than the employee's regular rate of pay (under the FLSA), up to a maximum of \$511 per day and \$5,110 in the aggregate.
- If employees take leave for reasons (4), (5), or (6) above, the emergency paid sick leave pay provided must be no less than two-thirds of the employee's regular rate of pay, up to a maximum of \$200 per day and \$2,000 in the aggregate.

## *Emergency Family and Medical Leave Expansion Act (EFMLEA)*

**General:** The Emergency Family and Medical Leave Expansion Act amends the federal Family and Medical Leave Act (“FMLA”) to provide a new type of covered public health emergency leave. Eligible employees will be able to take up to 12 weeks of FMLA leave if the employee is unable to work (or telework) due to a need for leave to care for their son or daughter under 18 years old if the child’s school or place of care has been closed, or the child’s child care provider is unavailable, due to a public health emergency with respect to COVID-19 declared by a Federal, State, or local authority.

**Eligibility:** To be eligible, a covered employee must be employed by the employer for at least 30 calendar days (as opposed to the eligibility criteria typically applicable under the FMLA for other covered reasons, which require that employees be employed for at least 12 months and have worked a certain number of hours).

Public health emergency leave would be a new category of leave added to the already existing categories of leave under the FMLA (for example, leave due to an employee’s serious health condition). As such, the total available amount of time for all FMLA reasons combined would remain 12 weeks over a 12-month period, although employees eligible for public health emergency leave may not meet the eligibility criteria for other bases for FMLA leave.

The first 10 days of public health emergency FMLA leave may be unpaid, but employees may elect to substitute accrued paid leave during this time, including paid sick leave pursuant to the Emergency Paid Sick Leave Act (discussed above).

**Pay Caps:** Following the first 10 days of public health emergency FMLA leave, employers will be required to provide paid leave in an amount not less than two-thirds of an employee’s regular rate of pay (as defined under the Fair Labor Standards Act (“FLSA”)) for the remainder of the period of public health emergency FMLA leave period, up to 12 weeks (as needed). However, the two-thirds payment benefit is capped at \$200 per day and \$10,000 in the aggregate.

As under the existing provisions of the FMLA, employees taking public health emergency FMLA leave are entitled to be restored to their same or an equivalent position upon their timely return from leave.

**FCCRA Supporting Documentation:** Prior to taking paid sick leave under the EPSLA or expanded family and medical leave under the EFMLEA, employees are required to provide the following documentation/information to their employer: (i) the employee’s name; (ii) dates(s) for which leave is requested; (iii) qualifying reason for the leave; and (iv) an oral or written statement that the employee is unable to work because of the qualified reason for leave.

Employees planning to take paid sick leave for four of the six qualifying reasons must provide additional documentation.

- Employees subject to a quarantine or isolation order must provide the name of the government entity that issued the quarantine or isolation order.
- Employees advised by a healthcare provider to self-quarantine must provide the name of the healthcare provider.
- Employees caring for an individual must provide either (1) the name of the government entity that issued the quarantine or isolation order to which the individual being cared for is subject; or (2) the

name of the healthcare provider who advised the individual being cared for to self-quarantine due to COVID-19-related concerns.

- Employees caring for a son or daughter must provide: (1) the name of the child being cared for; (2) the name of the school, place of care or child care provider that has closed or become unavailable; and (3) a representation that no other suitable person will be caring for the child during the employee's leave period. An employee seeking leave for this reason may need to explain why a teenaged child is in need of care.

Employers may ask employees to provide additional material that will support the employer's request for tax credits pursuant to the FFCRA. If an employee does not supply the employer with sufficient documentation, the employer is not required to provide leave.

**Leave Notice:** While advance notice is not required, employees are encouraged to notify SDS of their request for EPSLA or EFMLEA leave as soon as practicable. Employees planning to take EFMLEA leave should follow reasonable notice procedures as soon as practicable after the first workday for which leave is taken in order to continue to receive such leave. It is generally reasonable for SDS to require oral notice providing sufficient information in order to determine coverage under the EPSLA or EFMLEA, and SDS should allow employees who fail to give proper notice an opportunity to provide required documentation before denying the request.

**Telework:** Employees should speak with their manager about whether his/her work can be performed via telework. Many roles are direct services roles which can only be performed in the school building.

**What Does It Mean to Be Unable to Work or Telework under FFCRA?** You are unable to work if SDS has work for you and one of the COVID-19 qualifying reasons set forth in the FFCRA prevents you from being able to perform that work, either under normal circumstances at your normal worksite or by means of telework.

Additionally, if you and your manager agree that you will work your normal number of hours, but outside of your normally scheduled hours (for instance early in the morning or late at night), then you are able to work and leave is not necessary unless a COVID-19 qualifying reason prevents you from working that schedule.

**Intermittent Leave:** Employees may take EPSLA and EFMLEA leave intermittently only upon the agreement of SDS and employee. While no written agreement is required, SDS will seek to memorialize any agreement in writing (i.e. an email) for clarity. This applies equally to employees who are teleworking. The amount of leave actually taken should be counted toward the employee's leave entitlements.

Employees who are not teleworking must take paid sick leave for qualifying reasons related to COVID-19 in full-day increments. EPSLA leave cannot be taken intermittently if it is being taken because the employee is: (i) subject to a federal, state or local quarantine or isolation order related to COVID-19; (ii) advised by a healthcare provider to self-quarantine due to concerns related to COVID-19; (iii) experiencing symptoms of COVID-19 and seeking a medical diagnosis; (iv) caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19; or (v) experiencing any other substantially similar condition specified by the Secretary of Health and Human Services. Unless an employee is teleworking, once the employee takes EPSLA leave for one or more of these qualifying reasons, he/she must continue to take paid sick leave each day until (1) the allotment of paid sick leave is exhausted or (2) the qualifying reason is no longer in effect. If the employee does not use the full amount of paid sick leave prior to cessation of the qualifying reason, and



another qualifying reason arises prior to December 31, 2020, the employee may use the remaining paid sick leave time for that reason.

SDS may agree to enter into an arrangement with an employee working at their normal worksite to utilize EPSLA leave intermittently to care for a child whose school or place of care is closed or whose childcare provider is unavailable.

### *NYS Coronavirus Response Bill*

Under the NYS bill, employees can receive job protected sick leave in the event they are subject to a mandatory or precautionary order of quarantine or isolation issued by the state of New York state or local health department, or any other governmental entity due to COVID-19. The bill also expands NY Paid Family Leave and NY statutory disability benefits to provide additional measure of salary continuation during such periods to certain qualifying employees.

**General:** Employers would be required to provide this quarantine-related sick leave in addition to any sick leave an employee has already accrued. Employers would also be required to restore employees to positions they held prior to their leave, with the same pay and other terms and conditions of employment and would be prohibited from discriminating or retaliating against employees for taking such leave.

**Exceptions:** Employees who are asymptomatic or not diagnosed with any medical condition while in quarantine and who are physically capable of working while under the quarantine order, whether remotely or through other means, would not be eligible to use this sick leave. In addition, employees would not be eligible for the paid sick leave or other statutory benefits described above if they are under a mandatory or precautionary quarantine order due to returning to the US or New York State after non-business travel to a country which the CDC has issued a level two or three Coronavirus-related travel advisory, so long as the employee was provided notice of the travel advisory and these limitations on benefits prior to such travel. Employees returning from such travel would be able to use any accrued employer-provided leave during their quarantine period, or if no such leave is available to them, unpaid sick leave for the duration of the quarantine period. This policy shall apply to all travel within the United States to an area which falls under Mandatory Quarantine per then current Laws, Regulations, or Executive Orders.

**Paid Family Leave and Disability Benefits During the Quarantine Period:** New York Paid Family Leave benefits would be available to employees during an otherwise unpaid period of leave taken by an employee due to a covered mandatory or precautionary order of quarantine or isolation, or to provide care for a minor dependent child of the employee who is subject to such an order (following the use of any paid sick leave benefits as set forth above). Paid family leave benefits would be available in the amount otherwise provided under the law (presently, 60% of the employee's average weekly wage), capped at \$840.70 per week.

New York State disability benefits also would be concurrently available to employees as of the first unpaid day of a period of leave where the employee is, as a result of a quarantine or isolation order, unable to perform the regular duties of their employment or the duties of any other employment which an employer may offer. Such weekly benefit would be the difference between the maximum weekly paid family leave benefit (discussed above) and the employee's total average weekly wage, up to a maximum disability benefit of \$2,043.92 per week.

**Interaction with FCCRA:** The benefits provided under the NYS bill would only remain available to the extent that it provides benefits in excess of that provided under FCCRA. In that case, employees would be eligible to receive the difference between what FCCRA would provide and what would be available according to NYS law.

Should you have any questions regarding the applicability of these provisions, please reach out to your supervisor and/or Human Resources.

# INTRODUCTION OF STUDENTS INTO SUNSHINE DEVELOPMENTAL SCHOOL BUILDING DURING COVID-19 OUTBREAK

*Prescreening Phone Call* (To be done 24-48 hours prior to the student arriving at the school)

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date/Time Student Due to Return to School: \_\_\_\_\_

Staff Member Obtaining Information From: \_\_\_\_\_

Date and Time of Conversation: \_\_\_\_\_

1) Has the student or any of the family residing with the student traveled to a country which the CDC has issued a Level 2 or 3 travel designation within the past 14 days?

NO/YES

2) Has the student or any of the family had contact with any Person Under Investigation (PUI) for COVID-19 or with anyone with known COVID-19 during the past 14 days?

NO/YES

3) Does the student have any symptom of a respiratory illness (cough, fever, sore throat, trouble breathing)?

NO/YES

OPTION 1:

If the student/family has answered "Yes" to either of the first two screening questions and "No" to the third screening question, →Advise the family to self-quarantine the student for 14 days.

*Clearance step:* If the answer to the third screening question is still "No" after 14 days, the student may be readmitted providing that they meet the remaining recommended guidelines.

OPTION 2:

If the student/family has answered "Yes" to either of the first two screening questions and "Yes" to the third screening question, →Advise the family to contact their healthcare provider or local health department to receive testing for COVID-19.

*Clearance step:* The student will be allowed back after he/she is asymptomatic with a note from their healthcare provider stating that they have met the quarantine requirements based upon their situation.

OPTION 3:

If the student/family has answered "No" to all three screening questions or if they have completed the clearance steps of either of the two previous options, they may proceed to campus as scheduled for the next step in the screening process for readmission.

Staff Performing Prescreening: \_\_\_\_\_ OPTION: (CIRCLE) 1 2 3

*STAFF SCREENING*

PLEASE COMPLETE AND RETURN BY August 26 2020

Staff Name: \_\_\_\_\_

Date of Anticipated Return to School Building or Offsite location:  
\_\_\_\_\_

Please answer the following questions:

1) Have you or any of your family residing in your home traveled to a country for which the CDC has issued a Level 2 or 3 travel designation within the past 14 days?

NO \_\_\_\_\_ YES \_\_\_\_\_

2) Have you or any of your family had contact with any Person Under Investigation (PUI) for COVID-19 or with anyone with known COVID-19 during the past 14 days?

NO \_\_\_\_\_ YES \_\_\_\_\_

3) Do you currently have any of these symptoms of COVID 19 or other respiratory illness?

Please answer YES or NO

Dry Cough \_\_\_\_\_

Fever \_\_\_\_\_

Sore throat \_\_\_\_\_

Congestion \_\_\_\_\_

Shortness of breath \_\_\_\_\_

Loss of taste/smell \_\_\_\_\_

Diarrhea/Nausea/Vomiting \_\_\_\_\_

Body aches/Fatigue \_\_\_\_\_

4) Do you have any current health conditions which put you at high risk of complications due to COVID-19 or other infectious diseases?

NO \_\_\_\_\_ YES \* \_\_\_\_\_

\*If the answer to question 5 is YES, please contact HR for further details.

NOTE: ALL INFORMATION PROVIDED WILL BE KEPT CONFIDENTIAL.