**Reopening Plan**

**20-21 School Year**

**Hayes Day School**

Owned and Operated by

**Cardinal Hayes School for Special Children**

**Introduction:** At Hayes Day School, our primary commitment is to the students their families and our staff. Our priority is keeping everyone safe. This school reopening plan will define clear guidance and aligns with the guidance and regulations of NYSDOH, CDC and NYSED.

As we open, we will continue to monitor both the school and the community at large to determine the safety of students and staff during this time. We realize that we may need to alter our plans as we move forward and should changes need to be made, we will keep everyone notified.

The Director of Education, Dara Russell, will be the school’s COVID-19 Coordinator. She will serve as the central contact for compliance and concerns related to COVID-19.

As has been the situation since the beginning of this pandemic, our plan document must remain fluid and able to change as our circumstances change.

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

1. Safeguarding the health and safety of students and staff
2. Providing the opportunity for all students to access an education and services
3. Monitoring the school, students and staff, and when necessary make modifications as directed by local and state officials
4. Maintaining enhanced cleaning and sanitizing for all buildings and equipment
5. Emphasizing equity, access and support to all students and families
6. Fostering open communication with partners, such as families, staff and administration

**Communication:** In developing this plan, Hayes Day School received feedback and input from stakeholders including families and guardians, students, teachers, therapists, classrooms staff, administration and our local health department.

We remain committed to maintaining open communication with all stakeholders via email, direct contact, group phone messaging as well as written communication.

All students will continue to be involved in teaching programs to tolerate mask wearing, increased effectiveness of hand washing and respiratory hygiene. Teaching protocols are in place.

Through regular communication and posters through out the school we are encouraging staff and students to follow CDC and DOH guidelines in respect to PPE and social distancing.

All plans and communication will be available in our families’ native language.

**Health and Safety:** The health and safety of our students and staff is of utmost importance.

We have secured appropriate PPE for students and staff and continue to monitor with administrative and medical staff weekly and re-order as needed to keep a surplus on hand.

To ensure the safety of all, we will reopen with 50% capacity in each classroom. This allows for students, all who need high levels of support, to receive the staff support needed for social distancing, the support needed for learning and implementing the new COVID safety teaching protocols. This also allows for the time and manpower needed to keep all cleaning protocols in place.

Health checks are provided for all staff, students and visitors entering the building. Staff are checked by the nurse at the main entrance, temperatures are taken, and symptom and travel questions are asked. All staff are given disposable masks to wear each day, these are distributed on a weekly basis. Staff are required to wear a mask at all times, unless in an office where social distancing can be maintained, or while on break and socially distant from others. At any time that a staff may need a small break from the mask, they must first assure their assigned student(s) are properly supervised, then the staff may step outside or to an empty room and remove their mask for a five minute break.

Student temperatures are checked on the bus. Parents complete a daily questionnaire which comes to school with each student. This questionnaire asks symptom, exposure and travel questions. Upon arrival, and various times throughout the day, student will wash hands with staff support as needed. Students are all being exposed to face masks and are encouraged to wear when appropriate. Our RN has determined those students who are not medically approved to wear a mask. Students who demonstrate distress when a mask is presented, are being provided with a teaching program to help them accept and adapt to the mask. Teaching protocols are in place for all students.

Visitors are restricted, no unnecessary visitors are allowed. If a service call or a vendor is required, they will be checked at the door using the same protocol as staff and will be required to wear a mask. All efforts will be made to have vendors and repairs to be done before or after school operation hours when possible.

Any staff or student who becomes ill will immediately be sent to the nurse’s office for an assessment. Students who become ill will have parent or guardian called to pick the child up. The student will remain in the nurse’s office until pick up.

Staff who become ill will be sent home.

Protocols are in place for when to be tested and when to be evaluated by a doctor. See Appendix A and Appendix B

Signage is posted to remind people of social distancing and appropriate PPE.

**Facilities:** Facilities have been maintained during our closure. Increased air flow is supported at the end of each day by opening windows and turning on fans. Air filters are cleaned and changed.

Cleaning protocols and checklists are in place for high touch areas throughout the buildings. Classroom and therapy room protocols and cleaning checklists are in place.

When students leave at the end of the day, all classrooms receive a thorough cleaning. When all staff have left, professional cleaning is done daily.

See Appendix C – Cleaning Checklists

**Nutritional Services:** Hayes Day School is not a School Food Authority. All students are asked to bring their lunch each day. As a school, we will have milk, juice and individual packaged snacks available for all students. Students eat in the classrooms, socially distanced from one another. All dishes and eating utensils are washed in a dishwasher each day as many students use adaptive dishes and utensils for meals. Students will not be allowed to share food.

Students who may be experiencing food scarcity will be given information for assistance through their local school district. Any child who comes to school without a lunch will be provided with an appropriate meal. Every classroom has a full-sized refrigerator with freezer, which have daily temperature readings recorded, to safely maintain all food items.

All staff and students will wash hands before and after lunch. Tables and chairs are cleaned before and after meals as well.

**Transportation:** Hayes Day School does not provide transportation. Each student is transported by their home district. All districts have been contacted and asked for their transportation protocols.

All busses are scheduled to arrive and depart so only one bus loads or unloads at a time. Parents who drop off and pick up will wait in line with busses and the same protocol is followed.

As previously stated, student temperatures will be taken on the bus, student will be sent directly home after parent notification if they show any signs or symptoms related to COVID-19.

**Social Emotional Well-Being:** Families are encouraged to reach out to their school district Social Worker. Information will be provided for families.

Staff have access to and are encouraged to use our EAP, Employee Assistance Program. This includes a 24-Hour Hotline number and information is posted throughout the school and regular reminders go out to staff.

Staff have access to our HR Department to discuss all appropriate employee benefits as regulated by NY Department of Labor.

**School Schedules:** To open in September, we will begin with a 50% student capacity in school at any time. We will continue to monitor the school and community situation and will determine if, and when we can safely increase our capacity. At any time if it is determined by local and/or state authorities that we must close, we will continue with distance learning for all students.

We will have 3 Cohorts, Cohort A, B and C. All families are given the opportunity to choose Cohort C which is to do 100% distance learning.

Cohort A will come to school for Face to Face instruction and therapy on Tuesdays and Thursdays and receive distance learning on Mondays, Wednesdays and Fridays.

Cohort B will come to school for Face to Face instruction and therapy on Wednesdays and Fridays and receive distance learning on Mondays, Tuesdays and Thursdays.

**Attendance and Chronic Absenteeism:** Student attendance is collected and recorded daily. Students are required to return with a note. Any absence due to suspected COVID-19 symptoms will require testing and follow our return to school policy.

**Technology and Connectivity:** Hayes Day School has surveyed all families for their connectivity abilities at home. We will work closely with each school district to provide a device for the student to access at home as needed.

Many of our students do not do well by accessing lessons via the internet. Teachers and therapists provide hands on activities for students that address their goals and academic needs. These will be mailed, personally delivered or sent home with the students regularly.

**Teaching and Learning:** Hayes Day School is prepared to provide services in all situations; face to face; hybrid and total distance learning. As we monitor the internal and external environments, we will continue to determine the best model/models to offer.

Each of our students has an IEP and this drives instruction and services for each student. We will continue to implement each IEP and provide equitable instruction and services regardless of the model we are following.

Communication with families will continue via phone and/or email.

**Certification, Incidental Teaching and Substitute Teaching:** Hayes Day School hires teachers and therapists certified appropriately and will continue to do so.

Appendix A Reopening Plan 2020-2021

Return to Work Policy

Human Resources Director, Nursing Director and Senior Director of Program Operations (Director of Education for Hayes Day School) are the gatekeepers for reviewing all employees returning to work as a result of illness, family member illness, travel or any other return to work decisions during the COVID pandemic and/or until further notice.

**Positive COVID**

Employee who has been absent as a result of a positive COVID test, the first preference is to have a letter clearing employee to return to work from Department of Health.

If DOH letter is not available second preference is to have a letter clearing employee to return to work from treating physician.

**EXCEPTION**

If employee is unable to get note from DOH and Doctor after several attempts, follow the following protocol:

* If staff tested positive and wishes to return to work at least 10 days must have passed since the day the test results came back. In addition, Staff must be symptom free and fever free for 72 hours without the use of fever reducing medications.
* If Staff has been asymptomatic but tested positive and wishes to return to work the above would still apply.

All cases will be reviewed thoroughly and on a case-by-case basis. There may be exceptions based on the risk. The above is a guideline only. We will make the determination based on location returning to and will always make the decision with the health of our individuals and employees as our first priority.

If Staff is returning to a house where use of N95 respirator mask is required, Director of Nursing must be notified to ensure that a fit test can be done at time of entering the residence. (This does not apply to the School.)

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Other

If an employee lives with someone who is waiting for a test result, the employee stays home while family member is waiting on results.

If family member tests positive employee stays home for a period of 7-14 days and will be evaluated on a case-by-case basis.

Returning from vacation

Effective 6/25/2020 NY State Governor issued a travel advisory that requires people arriving from “hot spot” states with high coronavirus rates to quarantine for 14 days. In addition, the CDC recommends anyone traveling internationally quarantine for 14 days.

Any employee who returns from a currently identified “hot spot” state or from International travel will be asked to quarantine for 14 days. This 14-day quarantine will be unpaid. Supervisors and/or employees need to inform Director of HR of travel plans so that communication can occur regarding quarantine.

Because the “hot spot” states may be changing weekly or even daily, please contact HR for updated information if you learn of an employee traveling out of state.

Any employee who is able to work from home will have to get approval from their manager, prior to the vacation.

This policy is subject to change as we continue to learn more about COVID and after review of data if there is any increase in employee or individual positive cases.

We will continue to put policies and practices into place that will maintain the safety and health of our employees and our individuals.

Appendix B

Hayes Day School

Student Illness / Return to School Policy July 2020

Due to the seriousness of COVID-19, as a school we are being extremely careful when students present with illness or are at home with illness. We have a team which includes the Director of Education, the School RN and our Director of Medical, who will together review each case and will make the final decision for a child to return to school.

During this time we ask that each family take this disease seriously. If a family member shows signs of COVID-19, please keep your child home. If you travel to an area on the NY Hot Spot list (this list will be updated weekly to families), please keep yourself and your child home to assure no symptoms appear.

If a child is at school and presents with a temperature of 100 or above; or presents with any symptoms that may be COVID related, the child will be sent home. The parent/guardian will be expected to pick up the child as soon as possible, preferably within one hour. The child will be kept in the Nurse’s office until pick up occurs.

If symptoms give cause to suspect COVID-19 or any other communicable disease, we will require an assessment by a medical doctor. If we have reason to believe the child could possibly have COVID-19, we may require a COVID-19 test be performed. A rapid COVID-19 test will not be accepted.

If a child does test positive for COVID-19, the child must remain home until cleared by a medical doctor to return to school and at least 72 hours symptom free without symptom reducing medication.

If a child is kept home and it is reported that there is fever or COVID-19 symptoms present, we will require clearance by a medical doctor and may require testing.

Appendix C Cleaning Checklists

Cleaning Check list for Buildings Building \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Door Knobs | Staff Bath  Fixtures | Student  Bath Fixtures | Hand Rails | Washer/  Dryer | Open Windows | Close Windows |
| 9:30 am |  |  |  |  |  | n/a | n/a |
| 11:30 pm |  |  |  |  |  | n/a | n/a |
| 1:30 pm |  |  |  |  |  | n/a | n/a |
| 2:30 pm | n/a | n/a | n/a | n/a | n/a |  | n/a |
| 3:15 pm | n/a | n/a | n/a | n/a | n/a | n/a |  |

Cleaning Check list Classroom\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Door Knobs | Sink Fixtures | Counter tops | Fridge/  Stove | Table tops | Chairs | Toys- as needed | A/C Filters  Class 1,2,4 | Open WindowTurn on Fans |
| After morning snack |  |  |  |  |  |  |  | NA | NA |
| After Morning work |  |  |  |  |  |  |  | NA | NA |
| Before Lunch |  |  |  |  |  |  |  | NA | NA |
| After Lunch |  |  |  |  |  |  |  | NA | NA |
| After Afternoon work |  |  |  |  |  |  |  | NA | NA |
| Before snack |  |  |  |  |  |  |  | NA | NA |
| After snack |  |  |  |  |  |  |  | NA | NA |
| End of the Day |  |  |  |  |  |  |  | Fridays |  |

Cleaning Check list for Therapy/ Classroom 6/7 Date\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Time | Mats used | Toys Used | Tables used | Equipment used | Initials |
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