



School Program Reopening Plan
July 30, 2020

As the consequences of COVID-19 unfold, The Rochester School of the Holy Childhood, Inc. will continue to follow evolving guidance from local and New York State Departments of Health, and other regulatory entities, which will support our policies and practices. We will work diligently to invoke the confidence of all Holy Childhood stakeholders, and have as a primary responsibility the maintenance of the health and safety of every person we serve and our valued staff.

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Overview

On March 16, 2020, pursuant to Executive Order 202.4, school districts, charter schools, and nonpublic schools were ordered to close no later than Wednesday, March 18, 2020 as a result of the outbreak of the Novel Coronavirus (COVID-19) occurring in New York State. As schools and agencies consider re-opening partially or fully in person, the Holy Childhood Re-Opening Task Force has worked to prepare a Re-Opening Plan which has been informed, in part, by input from the educational and human services communities across New York State.

During this time, the School Program Team revisited recommendations, reflected on the changing environment, and utilized the feedback received from surveys and communications to gain parental, familial, and collegial insights. We are mindful of the realities and uncertainties families have been enduring in this challenging landscape.

As we prepare this guidance for re-opening our school, the following principles guide our work:

- The health, safety, and well-being of the children and adults engaged in our school program are paramount.
- We will always keep the issue of educational equity at the forefront of our thinking and decision-making.
- We recognize that one size does not fit all. We will always consider the tremendous diversity that exists amongst our students, families, and school districts.
- We will work with parents, teachers, administrators, and their local communities to develop and deliver workable solutions to the unique needs of our students and school. We will succeed through our collective effort.
- We will proceed with the understanding that planning for schools to reopen is not a one-time event. We will continuously monitor the situation, analyze data, evaluate successes and limitations, and provide updated guidance, policies, and regulatory changes as the situation requires.

This plan includes procedures that will be adhered to in the following schools:

Holy Childhood (main campus):

100 Groton Parkway

Rochester, New York 14623

Holy Childhood (community classroom):

900 Jefferson Road

Rochester, New York 14623

This guidance is intended to address, at minimum, the following:

1. Our governing bodies during the pandemic have identified the need to plan for three possible reopening scenarios: in-person instruction, remote instruction, and a combination of the two, which is being referred to as a hybrid model for equity in education;
2. These core health & safety structures:
 - a. Health Checks/Screenings
 - b. Healthy Hygiene Practices
 - c. Social Distancing
 - d. Personal Protective Equipment & Cloth Face Coverings
 - e. Management of Ill Persons
 - f. Contact Tracing
 - g. Cleaning & Disinfection
3. These educational & instructional structures:
 - a. Equity in education (i.e. in-person, remote, and hybrid model)
 - b. Physical and instructional spaces
 - c. Social Emotional Learning (SEL)
 - d. Attendance & chronic absenteeism
 - e. Technology and connectivity
 - f. Teaching & learning (including but not limited to cohorts for learning)
 - g. Extracurricular activities
 - h. Safety Drills
 - i. Community Classroom
4. These facilities structures:
 - a. Hygiene, cleaning, and disinfection
 - b. Ventilation
 - c. Signage
 - d. Capacity (i.e. to maintain appropriate social distance, personal protective equipment availability, etc.)
5. These communication & training structures:
 - a. Communication plans for students, parents, or legal guardians of students, staff, and visitors
 - b. Development of communication outreach through webpages, text/email/phone groups, and/or social media or posts.
 - c. Communication using signage which adheres to CDC and DOH guidelines regarding the use of safety & health principles.
 - d. Communication of training that is needed for students and staff regarding CDC & DOH guidelines.
6. These transportation structures:
 - a. Transport students to and from school in the safest manner which promotes their ongoing good health.

7. These nutrition structures:
 - a. Time is provided within the school day to have a healthy meal and/or snack which is provided by the family/guardian.

Thank you in advance for your continued support, understanding and feedback in helping Holy Childhood make the best decisions. We are grateful for our students, families & guardians, and colleagues who continue ‘inspiring lifelong success’ while balancing this time of distance.

This document was prepared with the most current guidance from the Center for Disease Control and Prevention, New York State Department of Health, and New York State Education Department.

Health & Safety	
<p>The health and safety of the children and adults in our schools is paramount. Health and safety considerations must always come first in every decision made and every action taken by our school. Whether instruction is provided in-person, remotely, or through some combination of the two, Holy Childhood has an important role to play in educating and communicating with school communities about the everyday preventive actions they can take to prevent the spread of COVID-19. Prevention is accomplished by following the recommendations of health authorities in the following areas:</p> <ul style="list-style-type: none"> • Health Checks & Screenings; • Healthy Hygiene Practices; • Social Distancing; • Personal Protective Equipment (PPE) and Cloth Face Coverings; • Management of Ill Persons; • High Risk Persons; and • Contact Tracing 	
Health Checks & Screening	<p>Holy Childhood defines screening as a measure or procedure put into practice to identify actual or potential cases of illness. Holy Childhood’s screening process will be guided by current information from the Centers for Disease Control and Prevention, New York State and Monroe County Departments of Health or any other regulatory body with oversight of operations for Holy Childhood (i.e. New York State Education Department, New York State Department of Health, etc.).</p>
Health Checks & Screening for Students	<p>As students enter the school building, they will receive screening at designated points by Holy Childhood staff.</p>

When entering the school building a mask or appropriate face covering shall be in place as defined by the most current guidelines on respiratory etiquette; or otherwise noted in the IEP.

Students shall be screened for the following basic identifiers:

- Fever - identified by an appropriate measuring device - ≥ 100.0 degrees Fahrenheit
- Other symptoms suggestive of Influenza-Like Illness or SARS-CoV-2 as defined by the Centers for Disease Control and Prevention or the New York State Department of Health such as cough, shortness of breath, fatigue, headache, new loss of taste or smell, muscle or body aches, sore throat, congestion or runny nose, nausea, vomiting, and/or diarrhea.

Students at a minimum will have their temperature taken entering the building, yet may be asked the following depending on their ability:

1. Have you had COVID-19 symptoms (per CDC) in the past 14 days (i.e. viral respiratory illness such as cough, shortness of breath or difficulty breathing, sore throat, irritated eyes, nasal congestion or runny nose, vomiting, nausea, diarrhea, fever, chills, new loss of taste or smell, headache, body aches or, fatigue)?
2. Have you had a positive COVID-19 test in the past 14 days?
3. Have you had close contact with any confirmed or suspected COVID -19 cases in the past 14 days?
4. Have you traveled internationally, or from within one of the designated states with significant community spread?

Persons who answer yes to 2 or more of the above symptoms in question one with new or unexplained symptoms, and/or have a temperature screen of 100.0 degrees Fahrenheit or greater, will be denied entry into the building or sent directly to the isolation

room prior to being picked up or sent home. Individual will then be advised to contact their healthcare provider, or contact the Monroe County Public Health COVID-19 Hotline at (585) 753-5555 to discuss their situation. Employees should also contact their supervisor for guidance before reporting to work.

All staff will be educated to observe students or others staff members for signs of any type of illness such as: flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, and/or irritability, and frequent use of the bathroom.

Students and staff exhibiting these signs with no other explanation for them should be escorted to the isolation room for an assessment by the school nurse. Ideally a school nurse (Registered Professional Nurse, RN) is available to assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19, but are neither contagious nor pose a public health threat. Anyone who has a temperature of 100.0 degrees Fahrenheit or greater, has a positive response of the screening questionnaire, or a new illness with no other explanation noted must be isolated from others and sent home immediately. Students will be supervised in an isolated area while awaiting transport home. Therefore, families must have updated contact information with emergency contacts on file with the school for the child to be picked up immediately. It is mandatory that this will be done within the hour of the phone call; if a parent/guardian's work or home is located at a distance more than an hour from Holy Childhood, they must inform the school and provide arrival time or arrange for a more timely alternative.

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

<p>Health Checks & Screening for School Program Employees</p>	<p>Employees shall be screened for the following basic identifiers:</p> <ul style="list-style-type: none"> ● Fever - identified by an appropriate measuring device - ≥ 100.0 degrees Fahrenheit ● Other symptoms suggestive of Influenza-Like Illness or SARS-CoV-2 as defined by the Centers for Disease Control and Prevention or the New York State Department of Health such as cough, shortness of breath, fatigue, headache, new loss of taste or smell, muscle or body aches, sore throat, congestion or runny nose, nausea, vomiting, and/or diarrhea. <p>Staff will be given a screening questionnaire aligned with their mode of communication (i.e. words, pictures, sign language, on device, etc.) to include yet not limited to:</p> <ol style="list-style-type: none"> 1. Have you had COVID-19 symptoms (per CDC) in the past 14 days (i.e. viral respiratory illness such as cough, shortness of breath or difficulty breathing, sore throat, irritated eyes, nasal congestion or runny nose, vomiting, nausea, diarrhea, fever, chills, new loss of taste or smell, headache, body aches, or fatigue)? 2. Have you had a positive COVID-19 test in the past 14 days? 3. Have you had close contact with any confirmed or suspected COVID-19 cases in the past 14 days? 4. Have you traveled internationally, or from within one of the designated states with significant community spread? <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Persons who answer yes to 2 or more of the above symptoms in question one with new or unexplained symptoms, and/or have a temperature screen of 100.0 degrees Fahrenheit or greater, will be denied entry into the building or sent directly to the isolation room prior to being picked up or sent home. Individual will then be advised to contact their healthcare provider, or contact the Monroe County Public Health COVID-19 Hotline at (585)</p> </div>
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	<p>753-5555 to discuss their situation. Employees should also contact their supervisor for guidance before reporting to work.</p> <p>Holy Childhood requires that employees immediately disclose if they or their family members responses to any of the screening questions (in-person, self-screened, online screen) indicates the presence of illness or symptoms. Employees who have symptoms suggestive of COVID-19 shall notify their supervisor per Holy Childhood policy and remain out of the workplace. Holy Childhood recommends that sick employees follow the recommendations of the CDC and should not return to work until the criteria to discontinue voluntary home isolation are met and/or in consultation with the employees' health care provider.</p> <p>Holy Childhood shall follow the guidance of the New York State and Monroe County Departments of Health relating to employees returning to work</p> <p>Per NYSDOH, schools are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g. the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g. pass/fail or cleared/not cleared).</p>
<p>Health Checks & Screening for Visitors</p>	<p>Visitors shall be screened for the following basic identifiers:</p> <ul style="list-style-type: none"> ● Fever - identified by an appropriate measuring device - ≥ 100.0 degrees Fahrenheit ● Other symptoms suggestive of Influenza-Like Illness or SARS-CoV-2 as defined by the Centers for Disease Control and Prevention or the New York State Department of Health such as cough, shortness of breath, fatigue, headache, new loss of taste or smell, muscle or body aches, sore throat, congestion or runny nose, nausea, vomiting, and/or diarrhea. <p>Visitors will be given a screening questionnaire</p>

aligned with their mode of communication (i.e. words, pictures, sign language, on device, etc.) to include yet not limited to:

1. Have you had COVID-19 symptoms (per CDC) in the past 14 days (i.e. viral respiratory illness such as cough, shortness of breath or difficulty breathing, sore throat, irritated eyes, nasal congestion or runny nose, vomiting, nausea, diarrhea, fever, chills, new loss of taste or smell, headache, body aches, or fatigue)?
2. Have you had a positive COVID-19 test in the past 14 days?
3. Have you had close contact with any confirmed or suspected COVID-19 cases in the past 14 days?
4. Have you traveled internationally, or from within one of the designated states with significant community spread?

Persons who answer yes to 2 or more of the above symptoms in question one with new or unexplained symptoms, and/or have a temperature screen of 100.0 degrees Fahrenheit or greater, will be denied entry into the building or sent directly to the isolation room prior to being picked up or sent home. Individual will then be advised to contact their healthcare provider, or contact the Monroe County Public Health COVID-19 Hotline at (585) 753-5555 to discuss their situation.

Holy Childhood requires that visitors immediately disclose if they or their family members responses to any of the screening questions (in-person, self-screened, online screen) indicates the presence of illness or symptoms.

Nonessential visitors, volunteers, and large group activities, especially those activities that involve other groups, shall be restricted for the foreseeable future. Refer to the volunteer section for further information regarding: student teachers, student interns, and small volunteer groups.

In some cases for business necessity, small groups

	<p>may be allowed admittance. These instances shall be evaluated on a case-by-case basis by Directors and any visitors will be subject to prescribed screening protocols.</p> <p>Per NYSDOH, schools are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g. the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g. pass/fail or cleared/not cleared).</p>
<p>Additional Information Regarding Health Checks & Screenings</p>	<p>When conducting temperature screenings:</p> <ul style="list-style-type: none"> • Staff members will supervise students who are waiting their turn. While waiting, students must be socially distanced; • Staff members will be trained to perform temperature screenings; • Sufficient supplies for taking temperatures will be available; and • There will be PPE or barriers for staff members conducting the screening.
<p>Parent Assistance for Health Checks & Screening</p>	<p>Prior to the arrival to school, parents/guardians are encouraged to screen their child by:</p> <ul style="list-style-type: none"> • Taking their child’s temperature to confirm temperature is less than 100.0 Fahrenheit. • Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing, or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. <p>If the child exhibits any of these symptoms, the child needs to stay home for the day.</p>
<p>Transportation Health Checks & Screening</p>	<p>School districts & various agencies transporting students to school may have additional health checks & screenings that need to be adhered to prior to the arrival at Holy Childhood. It is recommended that parents, guardians, and families contact your transportation provider to know further information regarding screening and social distancing while on the bus or vehicle.</p> <p>As part of the hybrid (phased-in) model, students will return to the building and following local</p>

	<p>health department guidelines community based activities will be phased back into the school routine. Vans will be limited to two students to accommodate social distancing to the fullest extent. Staff will adhere to van cleaning protocols for disinfection before and after vehicle use.</p>
<p>Administration of Health Checks & Screening</p>	<p>How to conduct health checks & screenings:</p> <ul style="list-style-type: none"> • Upon arrival, proper hand hygiene practices will be conducted by screeners. Their hands will be washed with soap and water for 20 seconds. If soap and water are not available, hand sanitizer with at least 60% alcohol will be used. • Staff will don an acceptable face covering or mask and gloves at minimum. Eye protection (goggles or disposable face shield that fully covers the front and sides of the face) or gown <u>may</u> also be included. • Screener to maintain social distance when possible. • If an individual presents with <u>or</u> screener observes two or more of the CDC listed symptoms of COVID-19 while performing screening questionnaire, individual must be denied entry into the facility or sent directly to the isolation room prior to being picked up or otherwise sent home. • However, if individual has answered “N” or No to previous questions, screener may then check the individual, student, staff, visitor, and contractor etc. temperature using a touchless infrared thermometer. Point the thermometer directly at the center of the forehead without touching the thermometer to the forehead. (Ask individual to push any hair on their forehead out of the way before obtaining the temperature reading). If temperature reading with forehead used is low (i.e.: below 95.0 degrees Fahrenheit; check temperature again by holding thermometer behind the ear of the individual, student, staff, visitor,

	<p>contractor, etc.) Take the higher reading as the temperature.</p> <ul style="list-style-type: none">• Clean the thermometer with an alcohol wipe between each person.• If disposable or non-contact (temporal or infrared) thermometers are used and there was no physical contact with an individual, you do NOT need to change gloves before the next temperature check.• However if the gloves become visibly soiled, screener is to remove and discard gloves. Then use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 second. Then put on a clean pair of gloves.• If temperature is greater than or equal to 100.0 degrees Fahrenheit the individual must be denied entry into the facility or sent directly to the isolation room prior to being picked up or otherwise sent home.• Screener will note an “N” or no in the temperature column.• If temperature is less than 100.0 degrees Fahrenheit screener is to note a “Y” or yes in the temperature column.• Screener is to document a “P” or “F” (Pass or Fail) on the health screening questionnaire in specified column then sign their initials.
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Healthy Hygiene Practices

Healthy hygiene practices should be taught and re-taught in school settings for both students and staff.

Holy Childhood will provide instruction to our school community in hand and respiratory hygiene, along with providing adequate supplies and time to allow for frequent hand hygiene.

Additionally, Holy Childhood will post signs throughout the school and will regularly share messages with the school community.

Signage will remind individuals to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of, or exposure to, COVID-19.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

Holy Childhood will post signage in highly visible areas such as:

- Entrances
- Restrooms
- Locker rooms
- Gymnasium
- Pool
- Lunchroom
- Classrooms
- Administrative Offices
- Multi-Purpose Room
- Life Skills Room
- Library
- Art room
- PAES room
- Custodial & staff areas

	<p>Teaching healthy hygiene practices will be accomplished in person, by videos, announcements, and posters or signs. Some of the healthy hygiene practices that will be taught through multiple modalities are:</p> <p>For students:</p> <ul style="list-style-type: none"> • Proper handwashing • Proper mask-wearing • Respiratory hygiene • Social distancing • Visiting the health office • Arrival & Dismissal • How to greet a peer, friend, or teacher/therapist • Lunch etiquette • Moving through the hallways <p>For families:</p> <ul style="list-style-type: none"> • Appropriately remaining at home <ul style="list-style-type: none"> ○ Holy Childhood will educate families and staff in their native language about when they should stay home or refrain from attending school, school programs, work programs, and other Holy Childhood activities. Conversely, this guidance will include education as to when return to regular activity within the school or program is acceptable. Such a decision to remain home from work, school, program, or other activity associated with Holy Childhood can be made without fear of reprisal. <p>For faculty & staff:</p> <p>Including some student & family trainings, in addition to:</p> <ul style="list-style-type: none"> • Cleaning and disinfection • Appropriate slow the spread etiquette • Understanding the continuum of health diagnoses & assisting with mitigation • Relias trainings (an online professional development/training system) including but
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	<p>not limited to:</p> <ul style="list-style-type: none">○ Infection Control-Airborne precautions○ Transmission based precautions○ Preparing for Pandemic Influenza <ul style="list-style-type: none">• See additional trainings under trainings section. <p>These are some of the trainings that will be conducted for our students, faculty, and staff; as we will continue to evaluate our needs for our students, faculty/staff, population, and building.</p>
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Social Distancing

Social Distancing also called “physical distancing” means keeping a six foot space between yourself and others. Holy Childhood will implement and enforce social distancing in all school facilities and on school grounds. Holy Childhood will ensure that student groupings are as static as possible by having the same group/cohort of students stay together.

Holy Childhood will make every reasonable attempt to maintain social/physical distancing by instituting:

- Staged entry into the location
- Stagger dismissal from homeroom and other transition times when large numbers of people may be in common areas such as hallways
- Limiting trips outside of the classroom
- Alternate seating and/or desk/table configuration to promote and maintain six feet separation
- Placement of carrels or other appropriate divider/barrier to limit droplet exposure
- Signage throughout common areas of the building and other visuals to assist with distancing 6 ft. apart when in classrooms/workrooms

Staff will adhere to appropriate social distancing by maintaining at least six feet of distance between students unless the safety or core function of the activity or instruction requires a shorter distance. At all times when staff must be within six feet from one another or students, they must wear acceptable face coverings.

Staff will ensure that student groupings remain as static as possible by having the same group of students stay with the same staff groups throughout the day. Further, Holy Childhood will restrict student mixing between groups and limit the maximum number of student groups in any specific area, as feasible.

	<p>Seating and desks shall be arranged to promote social distancing. Desks will be turned to face in the same direction (rather than facing each other) or have students seated at only one side of tables, spaced more than six feet apart from each other.</p> <p>The sharing of instructional items, objects, and equipment shall be limited. As much as possible, students shall be provided with items needed for instruction or activity on an individual basis. Such items needed for instruction or activity shall be cleaned after each use and subject to the same cleaning/disinfection policy noted within this plan. Individual belongings shall be separated from others and placed in containers that are individually labeled and stored in areas so as to be easily identified and located for the purpose of returning them home to be cleaned and disinfected.</p> <p>Holy Childhood has established adequate supplies to minimize the sharing of high-touch items to the extent possible or limit the use of supplies and equipment to a single cohort group of students with cleaning/disinfecting to take place between uses.</p> <p>Items such as electronic devices, books, games, learning aids that cannot be cleaned or disinfected shall not be shared between students.</p>
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Personal Protective Equipment (PPE) & Cloth Face Coverings

For students, faculty, staff, and others:

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

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

Holy Childhood will provide acceptable face covering to employees (and students if they forget their own) and have an adequate supply in case of need for replacement per Executive Order 202.16. Holy Childhood will allow an employee to wear their own acceptable face covering but may not require they supply their own face coverings.

Face coverings may be challenging for some students to wear in settings such as school, so scheduling mask breaks is important. Face coverings should not be placed on:

- Children younger than 2 years old;
- Students where such covering would impair their physical or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction or otherwise noted in the IEP;
- Anyone who has trouble breathing or is unconscious; or
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
- Employees with healthcare provider documentation stating they are not medically able to tolerate face covering cannot be required to do so.

	<p>Holy Childhood will inform students, parents/guardians and staff on the importance of masks, and will instruct students/staff on:</p> <ul style="list-style-type: none">• The proper way to wear face coverings;• Washing hands before putting on and after removing their face covering;• Proper way to discard disposable face coverings;• The importance of routine cleaning of reusable face coverings; and• Face coverings are for individual use only and should not be shared. <p>Students and staff may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the staff member.</p> <p>Generally speaking, staff shall use respiratory protection/face coverings at all times unless they are in a designated “safe space” or the sole occupant of an individual workspace. Respiratory protection may include standard surgical-style masks or cloth face coverings, which Holy Childhood will provide. Face shields/safety goggles will be made available for staff working with students where spitting is common.</p> <p>Students/Individuals who can medically and behaviorally tolerate a mask or face covering should be encouraged <i>but not required</i> to wear one. Face coverings will not be used for anyone who is unable to medically or behaviorally tolerate such covering or where such covering would impair their health or would present a challenge, distraction, or obstruction to educational services and instruction.</p> <p><i>Health Office Staff</i> The CDC recommends that school-based health personnel use Healthcare Facilities: Managing</p>
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	<p>Operations During COVID19 Pandemic Updated June 29, 2020 guidance when providing care to ill persons as part of infection control protocols:</p> <ul style="list-style-type: none">• Licensed healthcare professionals must utilize standard precautions at all times;• Transmission- based precautions will be used when assessing persons suspected of having COVID-19;• Holy Childhood will have adequate supplies of PPE for use by school health professionals to assess and care for ill students and staff members;• Such PPE includes, but is not limited to:<ul style="list-style-type: none">○ face masks (disposable surgical masks)○ respirators (N95) masks that are fit tested○ eye protection or face shields○ gloves○ disposable gowns <p>For optimal protection, when worn, the face shield must be used with a face mask and:</p> <ul style="list-style-type: none">• Extend below the chin distally;• To the ears laterally;• There should be no exposed gap between the forehead and the shield’s headpiece;• Only be worn by one person per shield;• Be cleaned between use; and• The wearer should wash their hands after removing the shield and before putting it on.
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Management of Ill Person(s)

Students and staff with symptoms of illness must contact the health office where the nurse can triage and determine if a nurse needs to come to the location or student/staff member needs to go to the isolation room. Holy Childhood will have two rooms for school health personnel - one room for healthy students who have injuries or need their medications or nursing treatments, and another room for assessing and caring for ill students and staff. Both rooms require a supervising adult to be present and should have easy access to a bathroom and sink with hand hygiene supplies.

Ideally a school nurse (Registered Professional Nurse, RN) is available to assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat. If a school nurse is not available, persons who answer yes to 2 or more of the COVID-19 symptoms per CDC and/or have a temperature screen of 100.0 degrees Fahrenheit or greater, individual will be denied entry into the building or sent directly to the isolation room prior to being picked up or sent home. Individual will then be advised to contact their healthcare provider, or contact the Monroe County Public Health COVID-19 Hotline at (585) 753-5555 to discuss their situation.

Administrators will work collaboratively with school nurses to determine if additional staff is needed to assist with non-nursing tasks such as:

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

Returning to School

Holy Childhood must follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider

	<p>(physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:</p> <ul style="list-style-type: none">• Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;• If they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school. <p>If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:</p> <ul style="list-style-type: none">• It has been at least ten days since the individual first had symptoms;• It has been at least three days since the individual has had a fever (without using fever reducing medicine); and• It has been at least three days since the individual’s symptoms improved, including cough and shortness of breath. <p>The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings. CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.</p> <p>Holy Childhood will follow Education Law § 906, which provides [w]hensoever...a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a</p>
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	<p>significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. Elizabeth Hopkins, Director of Quality & Compliance and Safety Coordinator shall immediately notify a local public health agency of any disease reportable under the public health law. The director of school health services, or other health professionals acting upon direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff. School staff must immediately report any illness of students or staff to the school nurse or other designated school staff. Such reports should be made in compliance with FERPA, and Education Law 2-d.</p> <p>Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet. Following CDC and NYSDOH recommendations Holy Childhood will:</p> <ul style="list-style-type: none"> • Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred; • Opening outside doors and windows to increase air circulation in the area. • Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible; • Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas. <ul style="list-style-type: none"> ○ Once the area has been appropriately cleaned and disinfected it can be reopened for use. ○ Individuals without close or proximate contact with the person
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	<p>suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.</p> <ul style="list-style-type: none"> ○ Refer to DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” for information on “close and proximate” contacts. ○ If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.
<p>High Risk Population</p>	<p>Many students at Holy Childhood are medically fragile; therefore, considered vulnerable. Families in consultation with their doctor may choose to have their child continue with remote learning. Students who cannot remove a mask, or have a medical reason to be exempt from mask wearing will have additional safety measures in their environment including staff wearing face masks.</p> <p>Vulnerable staff working directly with students may have additional PPE. Work at home can be an option for some but not all staff.</p>
<p>Contact Tracing</p>	<p>Refer to Holy Childhood Agency protocol for confirmed COVID cases in school.</p> <p>Questions should be directed to Elizabeth Hopkins, Director of Quality & Compliance and Safety Coordinator at ehopkins@holychildhood.org</p> <p>Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.</p>

Educational & Instructional Structure

Per the New York State Education & Health Department guidance, Holy Childhood needs to address a combination of in-person instruction and remote learning to facilitate a hybrid (phased-in) model, which may be necessary at various times throughout the 2020-2021 school year. In cases when in-person instruction is not feasible, hybrid (phase-in) models of education will need to be considered based on educational or other needs and must balance this with equity, capacity, social distancing, PPE, feasibility, and learning considerations.

In accordance with the Governor’s guidance, after August 1, if the regional infection rate using a 7-day average is over 9%, Holy Childhood will need to close our buildings and return to 100% of students receiving the Remote Learning Plan.

In-person, Hybrid (phased-in), and remote instruction models will be reviewed every 10 weeks to determine if we need to adjust to a less or more restrictive model for our student population.

<p>In-person instruction</p>	<p>At this time, 5-day a week in-person instruction will not occur at Holy Childhood. We will start with a hybrid (phased-in) approach to our physical buildings. As outlined in guidance from NYSED, NYSDOH, and other guiding agencies, repopulation of school is dependent upon the regional infection rates and in combination with our review of Holy Childhood practices.</p>
<p>Hybrid (phased-in) instruction</p>	<p>In September of 2020, Holy Childhood plans to implement a hybrid (phased-in) approach. We will divide our school program into two cohorts:</p> <ul style="list-style-type: none"> • Cohort #1 <ul style="list-style-type: none"> ○ Monday, Tuesday in person ○ Remote instruction on Wednesday, Thursday, & Friday • Cohort #2 <ul style="list-style-type: none"> ○ Thursday, Friday in person ○ Remote instruction on Monday, Tuesday, Wednesday <p>Wednesday being utilized to:</p> <ul style="list-style-type: none"> ○ Remote instruction ○ Clean & disinfect our classrooms/building ○ Professional learning, training, and planning for our instructional staff <p>Refer to the chart below for further information regarding Cohorts.</p>

<p>Remote instruction</p>	<p>In September of 2020, Holy Childhood plans to implement remote instruction on days that students are not physically in the school building.</p> <ul style="list-style-type: none"> • Cohort #1 <ul style="list-style-type: none"> ○ Remote instruction on Wednesday, Thursday, & Friday • Cohort #2 <ul style="list-style-type: none"> ○ Remote instruction on Monday, Tuesday, Wednesday <p>In the event that Holy Childhood has to close, remote learning will resume 5-days a week via the Google Suite Platform.</p> <p>Refer to chart below for further information regarding Cohorts.</p>
<p>Assessment of in-person, hybrid (phased-in), and remote instruction models</p>	<p>In-person, Hybrid (phased-in), and remote instruction models will be reviewed every 10 weeks (or sooner based on need) to determine if we need to adjust to a less or more restrictive model for our student population.</p>

Overview of equity of education (i.e. in-person, hybrid, and remote instruction)

Hybrid (Phased-In) Instruction

Holy Childhood Hybrid Learning Model Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort 1					
Cohort 2					

Cohort #1—Monday, Tuesday	Cohort #2—Thursday, Friday
Time: 8:30-2:30	Time: 8:30-2:30
Wednesday, Thursday, Friday—remote	Monday, Tuesday, Wednesday—remote
Specific classroom schedules will be provided to staff and families/guardians under separate cover.	Specific classroom schedules will be provided to staff and families/guardians under separate cover.

It is important to identify that significant time will be dedicated to re-introduction to a structured program. With this model, we are able to provide in-person instruction two-days a week for our students.

The schedule for the day will be forthcoming; however, specific times have been scheduled for the following:

- Related Services will be scaffolded between in-person & teletherapy.
- During this model, students will receive instruction in physical and health education. There will be no swim instruction until we return to full in-person instruction, 5-days per week, or at a 10 week review period.
- Snacks and beverages will need to be provided by families and will not be provided by Holy Childhood
- Scheduled days/times for cafeteria/lunch
- Scheduled days/times for playground
- Scheduled days/times for push-in art instruction

As part of our hybrid (phased-in) instruction, Holy Childhood has a remote instruction component for three days a week for our student population.

Cohort #1 will have remote instruction on Wednesday, Thursday, and Friday between the hours of 9:00-11:00 AM.

Cohort #2 will have remote instruction on Monday, Tuesday, and Wednesday between the hours of 9:00-11:00 AM.

The premise is that K-6 has at least an hour of instruction a day (combination of face to face & materials) and 7-12 has at least two hours of instruction a day (combination of face to face & materials).

Teachers have the flexibility, dependent of their classroom roster, on their instructional delivery model.

Remote Instruction

The following model for instructional delivery have been developed in case in the event of a need for a 5-day a week remote instruction model due to complete closure.

<p>1--hour group lesson weekly 1--half hour individual session weekly</p>	<p>3--45-60 minute group lessons weekly (2 hours and 15 minutes to 3 hours weekly) 1--half hour individual session every two weeks (2 hours weekly--4 individual sessions weekly) (or 2 hours & 45 minutes to 3.5 hours per student)</p>
<p>3- 60 minute group lessons weekly 2-20-30 minute instructional videos posted weekly</p>	<p>5-- 60 minute group lessons weekly</p>

All teachers will be online daily for at least 30 minutes during remote instruction days. When a specific lesson is not scheduled, teachers need to have daily office hours for 30 minutes. If no one shows after 15 minutes the teacher will leave the session. This time can be regarding a specific task, additional intervention time, conference with a family member, etc.

Teacher Assistants/Aides will have designated times during remote instruction for students during the week to work on: counting, basic math facts, letter identification, reading aloud (by either teacher or student), etc. This will be 15-30 minute session.

Related Service Providers will schedule their caseload in collaboration with the family for teletherapy services & will provide additional materials to supplement services & provide resources for families to implement at home.

As part of this model, we will provide access to educational resources despite levels of participation.

Physical & Instructional Space

The health and safety of the children and adults in our schools is paramount. Health and safety considerations must always come first in every decision made and every action taken by our school program. Whether instruction is provided in-person, remotely, or through some combination of the two, Holy Childhood has an important role to play in educating and communicating with school communities about the everyday preventive actions they can take to prevent the spread of COVID-19. Therefore, some changes have been determined during this time.

Pool and associated locker rooms	The pool and associated locker rooms will remain closed at this time until in person instruction returns full time.
Library	The library will remain closed for classroom instruction at this time until in person instruction returns full time. The space may be repurposed as a meeting space or area for remote learning.
Lunchroom	The lunch room will open for high school and transition classrooms based on a designated schedule to allow for social distancing. Hand hygiene for students will occur before and after eating. The lunchroom will continue to adhere to appropriate allergy protocols. The classroom will be responsible for following cleaning protocols following the use of these spaces.
Life Skills Room	The Life Skills room will be open for staff use only. Classroom use of this space will be on pause at this time due to health and safety concerns. The Life Skills room will be utilized at capacity as regulated by regional health directors with appropriate physical distancing signage in place. Staff will be responsible for following cleaning protocols following the use of these spaces.
Classrooms	<ul style="list-style-type: none"> • Classrooms will have signage posted for appropriate physical distancing, hand washing, and mask wearing. • Classrooms have been equipped with individual desks for each student. Desks will be arranged in a fashion to face one direction, while maintaining physical distancing. • Students will be assigned individual cubbies for personal belongings to limit cross contamination. • Each student will be provided with individual classroom supplies to limit use of shared materials. • All classrooms will be equipped with adequate and appropriate PPE and cleaning supplies to meet the needs of each staff member and student occupying the space.

Therapy Rooms	<ul style="list-style-type: none"> • Therapy rooms will be labeled with appropriate signage to maintain physical distancing, hand washing, and mask wearing. • Physical Barriers are in place in shared therapy spaces to promote physical distancing. • All therapy rooms will be equipped with adequate and appropriate PPE and cleaning supplies to meet the needs of each staff member and student occupying the space.
Shared Office Space	Shared office spaces have been equipped with physical barriers to provide protective barriers and promote physical distancing.
Hallways	The hallways have physical distancing signage in place every 6 feet to promote physical distancing.
Gymnasium	The gymnasium has physical distancing signage in place in hallway to promote physical distancing when awaiting entrance into the gymnasium. The gymnasium will be engineered to allow for social distancing at 12 feet between individuals when receiving instruction and during activities that involve heavy breathing per NYSED guidelines.
Playground	Playground use will be encouraged to promote physical exercise in an outdoor setting. Classrooms will be assigned a scheduled time for allotted playground usage in order to allow for physical distancing and reduce the number of people in which a student comes in contact with.
PAES Lab	<ul style="list-style-type: none"> • PAES lab will be utilized as the primary means of delivering work development and hands-on learning to replicate real-world work experiences. • A PAES lab schedule will be created to promote students within the same classroom to work at the same scheduled time in order to reduce the number of people in which a student comes in contact with. • PAES lab will be equipped with appropriate signage for physical distancing, hand washing, and mask wearing. • The PAES lab will be equipped with adequate and appropriate PPE and cleaning supplies to meet the needs of each staff member and student occupying the space.

Art Room	The Art room will be closed for student instruction at this time. Art will be performed as a push-in to each classroom, taking careful consideration to limit the use of shared supplies.
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Arrival & Dismissal

School Districts and agencies are responsible for student transportation. Understanding the requirements outlined by the Department of Health, arrival and dismissal times may result in longer periods of time due to use of larger vehicles and buses as well as screening procedures needing to take place prior to entry to the building.	
Entry of Students to Building	Staff will be assigned to arrival or dismissal times to assist with escorting students to and from the building. Additional staff (clinicians, social workers, and teachers of specials) may be called upon to assist with arrival and dismissal routines.
Dismissal of Students from the Building	Students will remain in their homeroom classroom for Dismissal. There will be assigned staff to lead the dismissal procedures. Position of buses in the loop will determine order of dismissal. Buses will be announced to the school program via overhead announcement or electronic method. Students in the Green Hallway will exit the building through the main lobby (Entrance 1). Students whose classrooms are in the Yellow Hallway will exit the building using the side door (Entrance 2). Students requiring medical support prior to leaving will dismiss from the Medical Office using the Grey Hallway (Entrance 6).
Signage	Visuals are prominently displayed throughout Holy Childhood and at entry points. Staff will remain with students while waiting for screening procedures to be conducted. Arrival flow will be one way through Entrance 1, Entrance 2, and Entrance 6.
Screening Procedures	Refer to screening procedures in the Health & Safety section.

Cafeteria & Life Skills Room

Vending Machines	There are two vending machines at Holy Childhood both of which will remain “out of service” and not available for use by any person at Holy Childhood. All students and staff must plan for their own refreshments.
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Water Fountains	None of the water fountains in the facility will be utilized to prevent spread of infection.
Food Service	There is no food service at Holy Childhood. All students and staff are required to plan for and/or bring their own lunches and snacks. Meals will be eaten in the classroom for Primary and Intermediate classes. High School and Transition classes will have the opportunity to eat in the lunch room based on a designated schedule to allow for appropriate social distancing. It will be the decision of the classroom whether they utilize the lunch room or remain in the classroom for lunch time.

Related Services

Related services continue to be an integral part of our student programming. Holy Childhood is committed to providing quality therapeutic services while addressing the changing needs during this time of pause.

- Related services will be implemented per the IEP with a combination of teletherapy and in-person services provided per the student’s individual needs. Flexibility remains with delivery of services (i.e. mode of delivery, group size, frequency, duration, location, and individual vs group) throughout the COVID-19 pandemic. Related services (PT, OT, Speech, Counseling, Music therapy) will be provided as a push-in service as applicable to limit transitions in hallways and exposure to other areas of the building.
- Related Service Providers will maintain social distancing to the extent possible when providing therapy services to students. When social distancing is not possible to complete a therapeutic activity, staff will wear appropriate PPE as provided by Holy Childhood. When indicated per the student’s individualized needs, Speech and Counseling services will be provided in the location of the therapist’s individual office. Physical Therapy and Occupational therapy will be provided in their respective therapy rooms as needed, with physical barriers to divide shared work spaces and promote social distancing. Music Therapy will be provided as a push-in or pull-out session as indicated by the needs of the individual students and group size to maintain appropriate social distancing. Per NYSED guidelines, a physical distance of 12 square feet, masks/face shields/goggles, or physical barriers must be used during singing.
- All Related Service Providers will reduce the use of shared materials and appropriately sanitize any shared materials between uses. When transitioning students to a separate therapy space, related service providers will remain in the hallway and allow staff to transition students to the door to limit classroom traffic and exposure. When scheduling group sessions, Related Service Providers will, with reasonable attempt, to group students by classroom to minimize the number of people with whom the students may come into contact.
- All departmental related service meetings and parent meetings will be performed via an online platform to limit large group gatherings and promote social distancing.

Specials (Art, PE, Swim, PAES)

Art, Physical Education, Swim, and PAES provide physical and creative outlets for our students during the school day. It is important that we continue to provide these programs with appropriate social distancing and reduced number of people in which students comes in contact.

<p>Art/Woodworking</p>	<ul style="list-style-type: none"> • Art instruction will occur in the students classrooms to reduce the sharing of materials between students • Students will use their individual supplies or materials specially prepared to be dispensed for the purpose of the project. No materials will be shared by students. • Materials and supplies will be disposed of or disinfected after use • Woodworking will be suspended until further notice.
<p>Physical Education</p>	<ul style="list-style-type: none"> • Students/staff will be required to wash hands or sanitize prior to entry to the gymnasium • Physical education will be conducted in the gymnasium, classrooms (as necessary) and/or outdoors weather permitting. • The gymnasium will be engineered to allow for social distancing at 12 feet between individuals when receiving instruction and during activities that involve heavy breathing per NYSED guidelines. • For remote learning, live physical education classes and/or instructor recorded lessons/activities will be available via Google suite classroom and Dropbox • All equipment will be sanitized between classes or removed and stored appropriately for cleaning prior to use later the same day.
<p>Swim</p>	<ul style="list-style-type: none"> • The pool and locker rooms will be closed for the first 10 weeks of school. Based on school re-opening plan and attendance rates; the pool may be opened at a future date. • Students and staff will follow guidelines for proper hand hygiene prior to entering the pool.

	<ul style="list-style-type: none"> • Staff who assist with changing and toileting needs will have disposable gowns, goggles and/or face shields at their disposal. • Social distancing will be monitored by staff • When the pool fully re-opens under the direction of the School Program Director and CEO, individual student goggles will be provided as no personal items are shared. • Swim laundry and other school laundry will be provided given the machine operator(s) don gloves and face masks when handling the dirty laundry and practice hand and respiratory hygiene when folding laundry.
PAES	<ul style="list-style-type: none"> • Students and staff will follow hand hygiene and respiratory guidelines outlined in this plan prior to entry; unless exceptions are properly documented. • Materials will be disinfected between classes and not shared during classes. If disinfection cannot be achieved immediately, they will be set aside to be cleaned later the same calendar day. • Scheduling will be created in blocks/units to reduce the amount of vocational tasks being accessed by students.

Social Emotional Learning (SEL)

It is unrealistic to expect that students will return to instruction as they left it months ago. Students have experienced an extremely stressful, and for some, traumatic experience while isolated from school, friends, and community.

Some students have had positive experiences during school closures, learning, growing, and discovering new identities as activists, caregivers, and leaders in their communities. Holy Childhood will support and nurture new skills and mindsets. Students known to be vulnerable, as well as those not previously on our radar, may return to instruction anxious, fearful, withdrawn, grieving, and/or unprepared to self-manage new or exacerbated negative behaviors. And some students have thrived in a remote environment, as school anxiety has lessened.

Should additional periods of remote learning be required, Holy Childhood will be prepared to meet students where they are, regardless of the circumstances in which they find themselves.

At Holy Childhood, we are focusing on utilizing the [Zones of Regulation](#) to support the development of self-regulation in children. All the different ways children feel and the states of alertness they experience are categorized into four colored zones. Children who are well regulated are able to be in the appropriate zone at the appropriate time.

De-Escalation and Physical Management Techniques

- Holy Childhood adheres to Safety Care, which structures behavioral supports in a manner that emphasizes de-escalation, and **only** intervenes with physical interventions if the student is in immediate danger of self-injury. In the event that physical intervention is absolutely necessary, the following COVID-19 protocols must be implemented:
 - Staff must wash hands or use hand sanitizer before and after physical interventions
 - No physical interventions are to be implemented with anyone wearing a mask. The mask must be removed as it increases health risks and interferes with monitoring the student's health status.
 - Safety shields, safety glasses, and/or gowns will be worn in the need of a physical restraint. If clothing or PPE is soiled with bodily fluids during an intervention appropriate discarding of PPE and packaging of clothing for laundry must be followed.
- Holy Childhood will provide visual aids and tools to support staff and student return to program after a long absence. Our school administration, school social worker, school nurses and behavior therapists will facilitate communication to promote a healthy and positive return to the school building. Visual aids, social stories, videos and resources will be distributed to families and staff and posted to educate on the importance of de-escalation, emotional regulation, and other behavioral strategies and supports.
- Holy Childhood strongly recommends the use of masks, some students may object to wearing of a mask which adversely impacts their overall social/emotional/behavioral well-being.
- Holy Childhood will continue to provide professional development to staff regarding de-escalation, self-regulation, and physical management techniques.

Attendance & Chronic Absenteeism

It is critical for Holy Childhood to use a variety of creative methods to reach out to students and their families who did not engage in remote learning.

The following are some mandatory attendance & chronic absenteeism requirements:

- Holy Childhood is responsible for developing a mechanism to collect and report daily teacher/student engagement or attendance regardless of the instructional model being utilized.
 - Holy Childhood will utilize a newly implemented system, SchoolTool, to take attendance.
- Flexibility should be considered when monitoring attendance in a remote model. Parent schedules, availability of technology or other barriers may preclude students from connecting with teachers at a certain time;
- Assign each student an "ally" – an adult who is responsible to check in on the student every day, whether instruction is in-person, remote, or online

The following are the responsibilities of students, families, faculty & staff of the school program:	
Administration	<ul style="list-style-type: none"> • Administrators will work with staff to implement documentation of attendance absenteeism for Holy Childhood guidelines and procedures. • Administrators will follow Holy Childhood procedures and protocols and document per Holy Childhood guidelines. • Administrators will assign or designate staff to connect with cohort of students daily and report any significant attendance concerns. • Administrators will monitor the attendance reporting system or SIRS. • Administrators will continue to connect and meet with students and families of those with chronic absenteeism and poor attendance.
Faculty & Staff	<ul style="list-style-type: none"> • Staff will take attendance starting at the beginning and throughout the day following program protocols. • Staff will report student information to the attendance reporting system. • Staff will communicate significant attendance concerns to administration daily. • Staff will communicate weekly attendance to families. • Staff will continue to document daily attendance during virtual learning.
Students	<ul style="list-style-type: none"> • Students will maintain regular attendance in-school or during virtual learning and communicate with their program staff. • Students will meet with staff and/ or administration when there are attendance concerns.
Families	<ul style="list-style-type: none"> • Families will reinforce regular attendance for in-school and remote learning and maintain consistent communication with their school program. • Families of those with attendance concerns will communicate/meet with staff and/or administration to address the attendance concerns.

Technology & Connectivity Structure

The effective use of digital technology can assist educators in differentiating and personalizing learning; provide flexibility in scheduling and pace; and provide multiple entry points for students to engage in learning. As schools plan for reopening, technology and connectivity must remain essential areas of focus. Regardless of whether in-person, remote, or hybrid (phase-in) models are utilized, schools should seek to provide students and teachers, for use in their places of residence, with access, to the extent practicable, to:

- A computing device, such as a laptop, desktop, Chromebook, iPad, or full-size tablet, for their exclusive use; and
- Consistent, reliable access to high-speed internet at a sufficient level to fully participate in remote/online learning will connect students to local school districts or sites within their community for Wi-Fi access

Student Devices	<p>Starting in September of 2020 and rolling out through the Fall, Holy Childhood will provide student devices of either a Chromebook or iPad, dependent on grade/age-level.</p> <p>These devices will allow access to remote learning through a Holy Childhood email and account for the following:</p> <ul style="list-style-type: none"> • Outlook Mail • Google Suite including the various extensions and services (i.e. Google Classroom, Google Meet, etc.) <p>If student computers are delayed for technology distribution prior to September due to supply chain delays, we will continue with our current technology implementation of using personal computer devices and/or working with component school districts for continuation of technology, until the new devices are available.</p>
Staff Devices	<p>Starting in July of 2020 and rolling out through the Fall, Holy Childhood will provide laptops to all teachers and clinicians.</p> <p>These devices will allow access to remote learning through a Holy Childhood email and account for the following:</p> <ul style="list-style-type: none"> • Outlook Mail • Google Suite including the various extensions and services (i.e. Google Classroom, Google Meet, etc.)

	<ul style="list-style-type: none"> • SchoolTool <p>Other software will be accessed through active directory usernames and passwords.</p>
Instructional Technology Platforms	<p>The following instructional technology platforms will be utilized at Holy Childhood:</p> <ul style="list-style-type: none"> • UNIQUE Learning Systems (n2y.com) • Google Suite & Extensions • Dropbox • YouTube <p><i>Note: WebEx will be discontinued in September as an instructional technology platform.</i></p>
Training	<p>Starting in July of 2020 and rolling out through the school year, Holy Childhood will continue to provide “Screencastify” sessions to create a video library on tech tutorials for student, teacher, and family technology use.</p>
IT Support	<p>Holy Childhood IT department will continue to provide direct support to Holy Childhood students, faculty, and staff. IT department is responsible for routine maintenance of school owned-devices. IT support for families will include a combination of training videos & administration support with consultation of members of the IT department of Holy Childhood.</p>

Work-Based Learning	
<p>Upon the start of the 2020-2021 school years, all school program Work Based Learning community programs will remain on pause.</p> <p>The Work Based Learning Coordinator and Job Coaches will assess each community partner’s policies and health requirements. COVID-19 has dramatically changed guidelines and workplace procedures for programs of this design; we anticipate major barriers will exist for students to engage in this instructional activity for the foreseeable future.</p> <p>The Work Based Learning Team at Holy Childhood will inform the re-opening committee once research is conducted and information gathered to reassess including Work Based Learning into the educational program. This will likely be aligned with the reopening of the school program to a full, 5-day in-person schedule. Recognizing that students are onsite for only 2 days each week gives priority to academic instruction and related service provision.</p>	
Work Based Learning Activity and Instruction on-site at Holy Childhood	<p>We recognize the importance of exposing students to work and employability skills and will seek opportunities to provide this education on site at Holy Childhood.</p>

	<p>Use of the PAES lab will be the primary means of delivering work development and hands-on learning to replicate real-world work experiences. PAES lab has the ability for small groups of students and staff to adhere to safety and health guidelines while exploring work areas.</p> <p>PAES lab schedules will be determined by the end of September once students' instructional and related services schedules are in place. Participation in the PAES lab will be communicated to families at that time.</p>
Student Café	<p>Holy Childhood is proud of the student run café that occurs twice each week. An important component to Work Based Learning, the café offers a unique on-site learning experience that serves as a foundation for gaining employability skills. The activities of café require close contact with other students and staff and exist in an area where social and physical distancing is not possible. When Holy Childhood re-opens in Fall 2020, the café will remain on pause to ensure compliance with healthy and safety standards and protocols.</p>
Life Skills Center	<p>Use of the Life Skills Center will be restricted to staff use only. Instruction for students will not occur in the Life Skills Center at the time of re-opening. The physical space of the Life Skills Center, sharing of equipment and food preparation make this a high risk activity that cannot comply with healthy and safety guidelines.</p>
Student Enterprises	<p>At this time for the health and safety of our students, faculty, and staff, all student enterprises (i.e. popcorn, café, coffee cart, etc.) will be suspended until we are on a 5-day a week in-person schedule.</p>

Extracurricular Activities

During the COVID shutdown students were unable to engage in and enjoy these social activities that are part of the fabric of any school program. At this time, all extracurricular activities are suspended. Attention will be paid to bringing back activities that can be conducted in a safe environment with appropriate social distancing protocols.

Community Based Instruction (CBI)

Community Based Instruction (CBIs) is an important component of our instructional delivery.

The following are some action steps that we will take as we move forward:

- All community based instruction outings (CBIs) are suspended at this time and School Administration and CEO will assess the likelihood of re-opening this opportunity given data from the surrounding community and guidance from local health officials.
- When the decision to re-open CBIs is made it will be contingent upon the ability for a student to don and wear a face covering for the duration of the trip.

Volunteers

Nonessential visitors, volunteers, and small group activities (i.e. those activities that involve other groups), *shall be restricted for the foreseeable future.*

Holy Childhood School Program will reassess the volunteers in accordance with **guidance from the Center for Disease Control and Prevention, NYS Department of Health, NYS Education Department monthly** to determine appropriate re-opening of the building to these additional program opportunities.

Student Teaching

At this time, student teaching as defined as by the Commissioner's Regulations Section 52.21(b)(1) (xvi) as follows *will be permitted: Student teaching means a structured, college-supervised learning experience for a student in a teacher education program in which the student teacher practices the skills being learned in the teacher education program and gradually assumes increased responsibility for instruction, classroom management, and other related duties for a class of students in the area of the certificate sought. These skills are practiced under the direct supervision of the certified teacher who has official responsibility for the class.*

Safety Drills

Education Law § 807 requires that Holy Childhood conduct 8 fire drills and 4 lockdown drills each school year. When planning drills, Holy Childhood will modify their drill procedures to minimize risk of spreading infection. Conducting drills is an important part of keeping students and staff safe in an emergency, however, steps will be taken to minimize the risk of spreading infection while conducting drills. Therefore when conducting drills in the 2020-21 school year, we will be using procedures that are different to assist with mitigation of the spread. Regardless of the modification used when conducting a drill, students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

Fire Drills

Starting in September of 2020, Holy Childhood will conduct fire drills as per their typical schedule.

Due to the hybrid (phase-in) model, we will conduct duplicative drills for Cohort #1 & #2 during the same week as much as possible.

We will implement a schedule of a staggered evacuation for the classrooms starting with classrooms furthest from the doors to the closest.

Cohort #1 will have the following staggered evacuation (starting from 1 then to the next consecutive number): teacher assigned later*

Green Hallway	
Exit to Entrance #1	1. Teacher 2. Teacher
Exit to Entrance #5	1. Teacher 2. Teacher

Yellow Hallway	
Exit to Entrance # 2	1. Teacher
Exit to Entrance # 3	2. Teacher

Purple Hallway	
Exit to Entrance # 4 or PE exits	1. Teacher
Exit to Entrance # 4 or PE exits	1. Teacher

Related Services	
Exit to Entrance # 6 or closest exit	Dependent on location of delivery of services

Cohort #2 will have the following staggered evacuation (starting from 1 then to the next consecutive number): *teacher assigned later

Green Hallway	
Exit to Entrance # 1	1. Teacher 2. Teacher
Exit to Entrance # 5	1. Teacher 2. Teacher 3. Teacher

Yellow Hallway	
Exit to Entrance # 3	1. Teacher 2. Teacher

	Purple Hallway	
	Exit to Entrance # 4 or PE exits	1. Teacher
	Exit to Entrance # 4 or PE exits	1. Teacher
	Related Services	
	Exit to Entrance # 6 or closest exit	Dependent on location of delivery of services

Community Classroom

The Community Classroom, located at the Rochester Regional Market (900 Jefferson Road), will have similar precautions as the main campus building. It is important to note that this is located concurrently with private businesses and that the following precautions are being put in place for our students:

- North end of the building will have two spaces blocked off in front of the doors for easy egress in and out of the building as well as safety measures for transportation
- North end of the building will have signage that signifies one way in and one way out
- North end of the building will have signage on the elevator that indicates no more than 2-people per ride
- North end of the building will have signage in stairwells to identify which side to walk (i.e. keep to the right)
- Bathroom on the third floor will have signage regarding appropriate hand-washing
- Entrance to classroom on third floor will have signage regarding appropriate mask-wearing
- Entrance to the classroom will entail the same screening process of temperature check and questionnaire.

Transportation

School Districts & various agencies transporting students to Holy Childhood may have additional health checks & screenings that need to be adhered to prior to the arrival at Holy Childhood. Parents, and guardians, and families should contact your transportation provider to inquire further information regarding screening and social distancing while on the bus or vehicle. The school bus is an extension of the classroom; therefore, many of the recommendations like social distancing and frequent cleaning should be applied to the school bus.

Based on student placement and the hybrid (phased-in) model, a bus schedule has been developed and will be disseminated in a future communication.

As part of the hybrid (phased-in) model, students will return the building and following local health department guidelines community based activities will be phased back into the school routine. Vans will be limited to two students to accommodate social distancing to the fullest extent. Staff will adhere to van cleaning protocols for disinfection before and after vehicle use.

Nutrition

Our local school districts did an incredible job, with tremendous community support, in ensuring that students received nutritious meals while schools were closed this past year. During the public health emergency, meal benefits have been available to many students that may not usually have access to free meals. As school returns, it will be important to understand that these same measures may not be afforded from your local school district depending on the model of instructional delivery.

As our students transition back to our school program, we continue to have no food service at Holy Childhood. All students and staff are required to plan for and bring their own lunches and snacks. There will be no food sharing. Meals will be eaten in the classroom for Primary and Intermediate classes. High School and Transition classes will have the opportunity to eat in the lunch room based on a designated schedule to allow for appropriate social distancing. It will be the decision of the classroom whether they utilize the lunch room or remain in the classroom for lunch time.

Training

The following trainings will be provided to faculty & staff:

- COVID-19 disease symptoms
- COVID-19 transmission
- Maintaining strong immune systems
- Basic safety practices, hand hygiene, respiratory etiquette, social distancing
- Self-monitoring, employee health checks
- Employer responsibilities
- Employee responsibilities
- Transfer of hand sanitizer to smaller containers
- Use of face masks (donning/doffing) (cloth masks vs. disposable masks vs. N95 respirators)
 - PPE Employer/employee OSHA requirements
 - Reuse (sanitizing, cleaning)
- Respirator protection
- Cleaning and disinfection
- Signage and labeling
- Altered work practices during COVID-19 pandemic
- Pre-return to work trainings: Review of all protocols with contract salaried employees
- Training for temperature checks

Cleaning & Disinfection Structure

The health and safety of the children and adults in our schools is paramount. Health and safety considerations must always come first in every decision made and every action taken by our school. Whether instruction is provided in-person, remotely, or through some combination of the two, Holy Childhood has an important role to play in educating and communicating with school communities

about the everyday preventive actions they can take to prevent the spread of COVID-19. Prevention is accomplished by following the cleaning & disinfection structure:

- Cleaning & Disinfection
- Ventilation
- Signage

Cleaning & Disinfection

The CDC provides [Reopening Guidance for Cleaning and Disinfection](#) with specific guidance for schools along with the [Cleaning and Disinfection Decision Tool](#) to aid in determining what level of cleaning and/or disinfection is necessary. School wide cleaning must include classrooms, restrooms, cafeterias, libraries, playgrounds and vans. The guidance provides a general framework for cleaning and disinfection practices. The framework is based on doing the following:

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

High Contact Surfaces

Specific areas of special attention will be high contact surfaces that are touched by many people,

	<p>such as:</p> <ul style="list-style-type: none"> • Tables; • Doorknobs; • Light switches; • Countertops; • Handles; • Desks; • Phones; • Keyboards and tablets; • Toilets and restrooms; and • Faucets and sinks. • High volume traffic areas such as entryways shall be vacuumed. <p>While the heavy cleaning and sanitation which occurs on a daily basis to mitigate spread of infection will be conducted by the facilities staff, it is the expectation that Holy Childhood staff who occupy classrooms, work areas, office spaces, etc. will take responsibility for intermittent cleaning during daily activities using products sanctioned and provided by the agency, so as to target high-traffic, high-use areas.</p>
<p>Health Office Cleaning</p>	<p>School health office cleaning will occur after each use of:</p> <ul style="list-style-type: none"> • Cots; • Bathroom; and • Health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) should be cleaned following manufacturer’s directions. <p>Disposable items will be used as much as possible including:</p> <ul style="list-style-type: none"> • Disposable pillow protectors; or • Disposable thermometers, or disposable thermometer sheaths or probes, and disposable otoscope specula. <p>More information on cleaning health office equipment is on the New York State Center for School Health’s website under COVID-19.</p>
<p>Isolation Area</p>	<p>The following is the task and frequency schedule for cleaning and maintaining isolation area:</p> <ol style="list-style-type: none"> a) If there is a suspected or confirmed case of COVID 19 the area will be closed off. b) Outside doors and windows will be to be

	<p>opened to increase air circulation in the area.</p> <ul style="list-style-type: none"> c) If possible wait 24 hours before the area is cleaned and disinfected. d) Clean and disinfect all areas used by the person to include all offices, program areas, bathrooms, common areas and shared equipment.
Restrooms	<p>The following is the task and frequency schedule for cleaning and maintaining restrooms:</p> <ul style="list-style-type: none"> a) Daily, or more frequently as needed, thoroughly clean and sanitize all restrooms including plumbing fixtures, toilet bowls, urinals, stall partitions, mirrors, hardware and floors. b) Daily, empty and clean all wastepaper baskets and trash containers. Dispose of trash at designated trash pickup locations and replace trash liners. c) Daily, check and restock (if necessary) all towels, facial tissue, toilet tissue, and hand soap. d) Daily, thoroughly scrub toilet bowls and urinals, removing stain marks and scale.
Lobby & Hallways	<p>The following is the task and frequency schedule for cleaning and maintaining the lobby & hallways:</p> <ul style="list-style-type: none"> a) Daily, clean and sanitize all countertops and counter front panels. b) Daily, empty and clean all non-infectious, non-hazardous wastepaper baskets, and trash containers. Dispose of such non-hazardous trash at designated trash pickup locations and replace trash liners. c) Daily, dust or, clean with damp or treated cloth, furniture, fixtures, cabinets, files and counters. d) Daily, clean all interior glass surfaces including glass furniture and glass doors. e) Daily, spot clean all walls, doors, door frames, partitions and wall switches, to remove all fingerprints and/or markings.
Classrooms & Program Areas	<p>The following is the task and frequency schedule for cleaning and maintaining classrooms & program areas:</p>

	<ul style="list-style-type: none"> a) Clean and sanitize rooms with the Clorox 360 machine in accordance with manufacturer recommendations. b) Daily, empty and clean all non-infectious, non-hazardous wastepaper baskets, and trash containers. Dispose of such non-hazardous trash at designated trash pickup locations and replace trash liners.
<p>Additional General Responsibilities for Cleaning and Maintaining the School Building</p>	<p>The following is additional general responsibilities for cleaning and maintaining the school building:</p> <ul style="list-style-type: none"> a) Maintain the janitorial closet by keeping it organized and properly labeled. b) Stock all pertinent areas with hygienic material (soap, hand sanitizer, paper towels, toilet paper, etc.) Report any low stock of these items to the Director of Facilities. c) Ensure cleaning products, sanitizer and disinfectants are kept locked in a secure area and out of reach to prevent misuse d) Report leaking faucets, clogged drains, or any other maintenance type problems to the Director of Facilities. <p style="text-align: center;"><u>Custodial Staff</u></p> <ul style="list-style-type: none"> a) Staff is required to wear a mask and gloves at all times while performing cleaning duties. After sanitizing or disinfecting any gloves, paper towels or other disposable items will immediately be discarded. Used Items to be tied in a trash bag and immediately discarded. b) Staff will be responsible for completing the Cleaning and Disinfecting Log on a daily basis.

<p>Ventilation</p>	<p>When students, faculty, and staff return to their school buildings for in-person instruction, it will be vitally important that the physical spaces they occupy are configured and maintained in a way that provides the maximum possible protection from spreading the coronavirus.</p> <p>The HVAC units in the Holy Childhood facility use make-up air and outside air. This type of HVAC solution pulls in fresh, tempered air from outside the building to replace existing air that cannot be recirculated. Per recommendations, the units have MERV 13 filters.</p>
<p>Signage</p>	<p>When students, faculty, and staff return to Holy Childhood for in-person instruction, signage will be posted in physical spaces to assist with mitigating the spread.</p>

<p>Communication</p>	
<p>The Holy Childhood Communication highlights the valuable needs to connect, collaborate, and communicate with our students, families, faculty, staff, and other stakeholders:</p> <ul style="list-style-type: none"> • Communication plans for students, parents, or legal guardians of students, staff, and visitors • Development of communication outreach through webpages, text/email/phone groups, and/or social media or posts. • Communication of signage to adhere to CDC and DOH guidelines regarding the use of safety & health principles • Communication of training that is needed for students and staff regarding CDC & DOH guidelines • Communication will be provide in family/guardians’ native language 	

<p>Key Stakeholders</p>	<ul style="list-style-type: none"> • Families (Student) • Students • Staff • Board • Volunteers • Vendors/Visitors • Regulators • General Public • Media
<p>Message Delivery by Stakeholder Group:</p>	<ul style="list-style-type: none"> • Families (Student): Regular Mail, Email, Backpack Mail, Robocall, Social Media • Students: In person communications, signage in and on building, teacher instruction • Staff: Regular Mail, Email, Social Media, Robocall • Board: Regular Mail, Email, Social Media • Volunteers: Email, Social Media • Vendors: Personal communications prior to engaging them and email as necessary • Regulators: Regular mail and/or email as necessary and social media • General Public: Social Media, news outlets when applicable • Media: Email, phone (press release)
<p>Messaging by Stakeholder Group</p>	<p>Families/Caregivers and Students</p> <ul style="list-style-type: none"> • What has been done to clean/disinfect the building and maintenance procedures • How we are implementing social distancing in classrooms, cafeteria, hallways, workplace, etc. • How staff will be trained to manage COVID related issues • Break and lunch changes • Transportation Student • Arrival/dismissal procedures • After-school activities • Reminder for students adults and staff to stay home if they feel sick • Outline supports will be in place for students and staff who need social-emotional support when returning • Outline and list the academic support that are in place for students

	<p>Students</p> <ul style="list-style-type: none"> • Encourage healthy habits: <ul style="list-style-type: none"> ○ Reinforce handwashing routines; allow time for students to thoroughly wash their hands. ○ Discuss coughing and sneezing etiquette ○ Utilization of hand sanitizer ○ Educate students on the importance of not touching their faces or other people. ○ Teach non-touch acknowledgment to show friendship (no more hugs or fist bumps). ○ Discourage students from congregating in large groups. ○ Avoid sharing of community supplies (e.g., scissors, pencils, etc.) ○ Lunch policies and practices ○ Provide reminders about the importance of not sharing food or drinks • Arrival practices and protocols • Dismissal from classroom <p>Staff</p> <ul style="list-style-type: none"> • How are we keeping the staff and everyone safe • Ongoing training on policies and procedures • What PPE is provided and how do they receive it • What to do if you have symptoms • Personal hygiene practices and requirements • Daily cleaning and disinfecting of work areas including classrooms, offices etc. <p>Board</p> <ul style="list-style-type: none"> • How are we keeping anyone who enters the building safe • Protocols for entering the building and mandatory testing requirements • Budgetary considerations • Best practices among similar agencies • Updates regarding staffing
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	<ul style="list-style-type: none"> • Updates regarding positive COVID test results among staff, students or adults served <p>Volunteers</p> <ul style="list-style-type: none"> • Protocols for entering the building and mandatory testing requirements • Updates regarding special events and other volunteer opportunities • Utilization of WebEx to minimize in person visits/meetings <p>Vendors/Visitors</p> <ul style="list-style-type: none"> • Protocols for entering the building and mandatory testing requirements • Utilization of WebEx to minimize in person visits/meetings <p>Regulators</p> <ul style="list-style-type: none"> • Overview of how we are maintaining any guidelines or regulations promulgated by the Governor, New York State Department of Health or New York State Department of Education • How we are conducting our various programs in keeping with mandates and/or guidelines • Utilization of WebEx to minimize in person visits/meetings <p>General Public</p> <ul style="list-style-type: none"> • Information as to how we are maintaining a safe learning and work environment • Guidelines regarding utilization of our grounds and or facilities • Protocols for entering the building and mandatory testing requirements • Other public information as necessary <p>Media</p> <ul style="list-style-type: none"> • Information as to how we are maintaining a safe learning and work environment • Protocols for entering the building and mandatory testing requirements • Other public information as necessary
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Resources

The following resources were utilized to create this document:

- [Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools; Reopening Guidance](#)
- [School Re-Opening FAQs, July 22, 2020](#)
- [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency](#)
- [Reopening New York: Checklist for Pre-K to Grade 12 School Reopening Plans](#)
- Holy Childhood Agency Plan

Thank You

The following contributors need to be thanked for the assistance of creating this plan:

- Holy Childhood School Program Re-Opening Task Force Sub-Committee
- Holy Childhood Re-Opening Task Force
- Holy Childhood Parents & Families
- 853 Coalition
- Non-District RoundTable
- Monroe #1 BOCES
- Superintendents, Administrators, and Local School Districts