

July 20, 2020

Children's Development Group for Speech,
OT, PT, and Psychological Services, PLLC

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Margi Carter, Executive Director

Reopening Plan for 20-21 school year

Communication/Family and Community Engagement

Children's Development Group engaged stakeholders and community members (e.g., administrators, faculty, staff, Essex County health department, and Office of Children and Families Services when developing reopening plans.

- Communication plan for additional training is provided with emails and/or text messages amongst staff and parents
- Students and staff will be taught and trained on how to properly wear and dispose of face coverings, proper hand washing, social distancing, and respiratory hygiene
- Training in the areas of hand and respiratory hygiene, proper face covering, wearing, and social distancing will be provided for all students and staff through in-person instruction.
- Proper use of personal protective equipment will be taught and reinforced through all communication with students, staff, and parents/guardians. Signs will be posted throughout the building.
- As needed, all communication may be translated.

Health and Safety

Children's Development Group has written protocol to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to designated personnel.

- Training and reference sheets will be provided to all staff regarding identifying the signs of potential illness: fever, sore throat, shortness of breath, fatigue, gastrointestinal tract symptoms (primary young children).
- Parents/guardians are being asked to monitor and assume that responsibility. Parents/guardians will conduct temperature checks daily for all individuals. If a child has a temperature 100°F or above, they must stay home from school and seek medical attention. By sending a child to school, the parent/guardian is affirming they have passed the mandatory screening. Faculty and staff will self-screen daily and affirm they have passed the screening as they
- In order to maintain social distancing, the program will have no more than 15 children in the classroom. Play spaces will be designed and marked to promote social distancing.
- The program will maintain regulations given by the Office of Children and Family Services (OCFS) regarding health care screenings. Children who displays any of the symptoms listed by the CDC, of illness, while at preschool, the parent/legal guardian or emergency contact, will be contacted to pick up the child.
- Staff members are Medication Administration Trained (MAT) and will be provided additional training on protocols for daily temperature check and COVID questionnaires.
- Temperature checks and health screenings will be documented daily for children and staff.
- Sick children and/or staff will remain in a separate area designated for sick children and remain out of care/work until they are without symptoms for a 48-hour period or have obtained a doctor's note stating he or she is not contagious.
- To maintain clean, safe environment there will be no visitors or parent programs, such as donuts with dad, muffins with mom, holidays, and celebrations.

- A written protocol for instruction to parents/guardians on what signs of illness in their child requires them to stay home from school is in the parent handbook.
- Signs will be posted inside and outside of the building regarding public health protections against COVID 19. Signage will consist of staying home if sick, discarding/storage of PPE, social distancing instructions, how to report symptoms/exposure, and guidelines for hand hygiene/cleaning/disinfecting.
- Teachers and staff will always wear face coverings when social distancing cannot be maintained appropriately
- Face coverings will be available to children and recommended to be worn. Children will be allowed to remove their face coverings during meals, instruction, and for short breaks. However, due to the program being an integrated preschool program with children who may not understand or react negatively to wearing a face covering. Face coverings will be maintained as appropriate to the child's individual needs.
- To create a safe and manageable way for children to arrive and leave the program, we will be implementing the following protocols during COVID-19 pandemic;
 1. Children will be received at the outside classroom door. The children will be screened before entering the building. Screening entails, wellness check, temperature check, and completion of questionnaire.
 2. The program will adhere to physical distancing when dropping off or picking up children.
 3. Scattered scheduling for drop offs and pick-ups.
 4. Parents will remain outside the classroom in the designated pick-up areas. A staff person will bring the child to the parent.
- The program is limiting the cross contamination by disallowing materials such as back packs, blankets, pillows, toys, etc. The program will provide all materials required.
- Additional protocols will be maintained in sanitizing all areas of the classroom. All efforts will be made to clean the classroom, gross motor spaces and high traffic areas, paying special attention to doorknobs, phones, chairs, handrails, gates etc. In addition to classroom cleaning, a staff member will be hired in the Lewis program to maintain consistent cleaning throughout the day.
- In the event of a confirmed positive case, the center will close for 24-48 hours for cleaning and disinfection of the building.

Additional information is in the Health and Safety Protocol

Child Nutrition

- Family Style dining will be temporarily discontinued. Food will be plated for each child individually by the teacher. There will be extra food available if the children want extra portions.
- Meals will be provided by the agency and children will remain in the classroom during meals to limit cross contamination in other parts of the building.
- Meal areas will be designated and marked to promote social distancing.

Social Emotional Well-Being

Children's Development Group establishes an advisory council, shared decision-making, families, students, board of education, school districts, director of special education, teachers, and other personnel service providers to establish and work on and to advise in the creation of the counseling program plan.

- Parents/guardians will receive a social/emotional questionnaire at the start of the school year for administrators to look and determine if services are needed or warranted and by whom.
- At the start of the school year, staff will be provided with webinars and training about social/emotional professional development which include but is not limited to the following:
 - Speaking about COVID
 - Understanding student and family responses to COVID
 - Managing the social/emotional pieces while still teaching.
 - Teaching coping skills and how to help students learn and use them
 - Teaching resiliency skills and how to help students learn and use them

Teaching and Learning

- Telehealth will be provided if in-person instruction cannot be maintained.
- Determined a continuum of learning that will accommodate and account for in-person, hybrid and remote learning to meet the demands of the situation
- Students and teachers will begin the school year with in-person instruction and will have structured plan for daily contact as the instructional models may need to change.

Special Education

- Students and staff will be required to use PPE when social distancing cannot be kept. Should a student not be able to wear a mask due to that student's special needs, staff working with them must wear one.
- Students IEPs will be followed and programs will adhere to Individuals with Disabilities Education Act (IDEA) and NYS Part 200 Regulations.
- Progress monitoring is completed daily, weekly, bi-weekly or monthly depending on the goal.
- Progress is shared/communicated to parents/families quarterly through progress reports based on IEP goals. Progress may be shared weekly depending on the goal and/or services provided.
- Parents/families are provided with various resources that can support them and their child in learning.
- All students IEPs will be followed in accordance with IDEA and NYS Part 200 Regulations.
- Should students be distance learning, all necessary modifications, aids, services and technology will be provided.

Bilingual Education and World Languages

- Although there are no ELL identified students in the classroom at this time, accommodations will be made on a case by case basis.

Certification, Incidental Teaching, and Substitute Teaching

- Children’s Development Group will make every effort to hire certified teachers for all assignments. When it is not possible, the company shall abide by the Department of Special Education and Office of Children and Family Services.

Health and Safety Protocol

At home before school:

- Parents/guardians screen by taking child's temperature and observing for related signs of illness.



*Guidelines and reference materials will be made available to parents/guardians.

Daily temperature screening of all students:

- Parents will be asked to complete a daily check prior to their child boarding the bus or being dropped off at school;
- Complete a temperature check at home;
- Answer a few questions regarding COVID-19 (Parents will complete form daily):
 - Is your temperature greater than or equal to 100.0 degrees Fahrenheit?
 - Have you come into contact with someone with COVID-19 in the last 14 days?
 - Are you experiencing any of the following symptoms: Cough, Troubled Breathing, Chills, Headache, and/or Shortness of Breath.
- If your child exhibits COVID-19 symptoms, please do not send them to school and take them to your family doctor.
- If we have a positive case, we will follow the Department of Health directions. The DOH takes the lead on any such cases. The district will assist them as required.

Transportation:

- On buses, all students will sit in designated seats, must wear a mask and socially distance to the degree possible.

Upon entering school:

- Students will go directly to their classroom, maintaining the direction of traffic, and social distancing in the hallways. While in the hallways, bathrooms or while moving through their classroom, students must wear masks. Students will not be allowed to congregate in the hallways or classrooms.
- Health officials and their designee will conduct random screenings throughout the day. All measures possible will be taken to maintain confidentiality.

Signage:

- Age appropriate posters will be placed throughout the district that provide guidance regarding social distancing, hand and respiratory hygiene, proper mask wearing and identifying symptoms of illness.

Cloth face coverings:

- Students, staff and visitors will be required to wear cloth face coverings whenever social distancing cannot be maintained.
- PPE will be provided to school health professionals and anyone assisting these professionals.
- Masks will be made available for any student or staff who may have forgotten their mask.
- Students and staff will be trained as to how to wear their face covering to assure its effectiveness.

Hand washing:

- Students and staff will be trained in how to wash hands properly.
- Students will have a schedule and offered sufficient time to wash their hands upon arrival at school, mid-day, before and after lunch, after using the bathroom, upon returning from the playground, outdoors and other times when they may have had contact with surfaces beyond their personal learning space.

Food/Beverage:

- No food or beverage are to be shared between students or staff.
- Students may use a personal water bottle and refill from designated fountain dispensers.
- Water fountains are disabled until further notice.

Protocol detailing how CDG will provide accommodations to all students and staff who are at high risk or live with a person at high risk:

Children's Development Group strives to develop a plan for those students or staff who may be at high-risk or live with someone who is high-risk.

- The classroom director will engage in an interactive dialogue with individual employees who may have a reason for not returning to work in person and notify Margi Carter Executive Director of the need for dialogue.
- Medical documentation will likely be needed.
- By the first day of school, administration will consult with staff to develop a list of "high-risk" situations that are applicable in this situation.
- The classroom Director will keep detailed records of all requests for accommodations by employees.
- The applicable classroom director will keep detailed records of all requests for accommodations by students and coordinate appropriate planning with administration.

Cohort-Contact Tracing

Every effort will be made to contain cohorts/groups of students to limit their exposure by limiting those with whom they come in contact. At the Elementary level, classes will stay together. Special teachers will come to the students rather than the student going to several locations around the school.

A daily log of teachers and staff entering the classroom will be maintained. Student attendance will also be maintained.

Protocol to instruct staff and students in correct hand and respiratory hygiene:

CDG will instruct all staff and students to engage in correct hand and respiratory hygiene:

Hand hygiene protocols: Hand washing is one of the most effective ways to prevent the spread of germs.

- Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.

Respiratory hygiene protocols:

- Cover your mouth and nose with a tissue when coughing or sneezing;
- Use the nearest waste receptacle to dispose of the tissue after use;
- Perform hand hygiene (e.g., hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic handwash) after having contact with respiratory secretions and contaminated objects/materials.

Protocols for social distancing:

Social distancing will be followed in CDG's classrooms and in all areas of our building.

Employees should ensure a distance of at least six (6) feet between personnel when practicable unless safety or the core function of the work activity requires a shorter distance. Any time personnel are less than six (6) feet apart from one another, personnel must wear acceptable face coverings (see Masks section).

Additional social distancing protocols for the classrooms include:

- Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing face coverings (see Masks section).
- Employees are prohibited from gathering in groups, in confined areas, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
- In-person gatherings will be limited as much as possible and tele- or video-conferencing will be utilized whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants

Protocols requiring all students, employees, and visitors to wear a face-covering or mask:

Pursuant to Executive Order 202.17, any individual who is over age two (2) and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance.

CDG will provide employees with an acceptable face covering at no-cost to the employee. The company encourages employees to use any fabric face coverings they may have in their possession, due to comfort and availability of disposable surgical masks at this time. However, masks will be provided by CDG as needed.

Masks or cloth face-coverings must be worn when:

- Any time any individuals are less than six (6) feet apart from one another;
- Upon entry to the building until arriving in your workspace/learning space;
- While in any common spaces (for example, time clocks at start and end of shifts, break rooms for lunches and breaks, supply closets, restrooms, hallways, copiers);
- When in tightly confined spaces occupied by more than one individual at a time;

Masks or cloth face-coverings do not need to be worn when:

- At least six (6) feet of social distance is able to be maintained;
- In-person gatherings when held in an open, well-ventilated space with appropriate social distancing among participants;
- Employees are in their normal workspace while observing social distancing or working alone within a workspace.

All CDG employees reserve the right to wear a mask in a situation when they are not required, whether this plan indicates (or doesn't indicate) a mask needs to be worn in a given scenario.

Employees also have the right to request those adults they are interacting with to wear a mask along with them. All employees should be considerate of those who are wearing a mask and those who request that they put a mask on for their interaction. If another employee or visitor refuses to put a mask on when requested, whether it is a situation where a mask is required or not, the employee should immediately remove themselves from the area and report the incident to their supervisor. If an employee is uncomfortable, they must address the situation directly in that moment.

Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Personal cloth face coverings should be washed frequently. Disposable surgical masks should be discarded in the trash.

CDG frequently monitors and plans for obtaining and maintaining adequate supplies of face coverings/masks for school staff, students who forget their masks, and PPE for use by the directors.

Protocol for actions to be taken if there is a confirmed case of COVID-19 at the Ticonderoga and Lewis sites:

- Isolate Those Who are Sick
 - Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself and others who are sick.
 - Work with school administrators and directors to identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. Employees who are MAT trained should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.

- Clean and Disinfect
 - Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting

Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as **Protocol for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19:**

If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19, they can return to school:

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

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

- It has been at least ten (10) days since the individual first had symptoms;
- It has been at least three (3) days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three (3) days since the individual's symptoms improved, including cough and shortness of breath.

The CDC provides specific guidance for individuals who are on home isolation. The local DOH determines when the isolation may end.

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.

- long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.
- Notify Health Officials and Close Contacts
 - In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA)
 - Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop.

Protocols for cleaning and disinfection practices:

When cleaning and disinfecting, employees should always wear Personal Protective Equipment (PPE) appropriate for the chemicals being used. Additional (PPE) may be needed based on an area of the building and the product used.

Cleaning and disinfecting recommendations from the CDC can be viewed at:
[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.p df](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

Disinfectants must be products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and be appropriate for the surface.

CDG must identify cleaning and disinfection frequency for each facility and area type; and CDG must maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area. Schedule cleaning and disinfecting of touched surfaces during the regular school day.

Cleaning and disinfecting should include frequently touched surfaces (PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies) between uses.

Protocols:

- Ensure safe and correct application of disinfectants ensuring adequate contact times.
- Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.
- Keep products away from children.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, or other methods.
- Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) to children using the facility. Follow NYSDOH and/or local Public Health guidelines.
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease

and other diseases associated with water.

- Soft Surfaces - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.

Frequently touched surfaces in common areas shall be cleaned and disinfected at least daily. Examples include (but are not limited to):

- Door knobs
- Light switches
- Tables
- Countertops
- Desks
- Phones
- Restrooms
- Handrails
- Faucet handles
- Drinking fountains

For frequently touched electronic devices, it is recommended that hand sanitizing stations are provided with directions to sanitize hands before and after use of the device. Examples include (but are not limited to):

- Touch screens
- Copier controls
- Keyboard & mouse

Cleaning/Disinfecting Procedure:

Appropriate cleaners:

- Surface cleaner
 - Spray bottle
 - Bucket
- Soap & water
 - Spray bottle
 - Bucket

Step 1: Clean

- Wear disposable gloves or any other required PPE to clean and disinfect
- Clean surfaces using an appropriate cleaner making sure you produce friction on the surface
- Read all labels and follow instructions (PPE may be required)
- Cleaning reduces the number of germs, dirt and impurities on the surface. Friction action breaks biofilm on any virus allowing disinfectant to contact the area

- Consider changing out cleaning cloths (microfiber) often or use disposable products
- Clean surfaces prior to disinfecting
- Practice routine cleaning of frequently-touched surfaces. Be sure not to miss high touch surfaces (i.e. PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies)

Step 2. Disinfect

- Disinfecting kills germs on surfaces
- Ensure the area or item is cleaned with a cleaning agent before disinfecting
- Then disinfectant can be used
- Take all precautions on the label such as PPE, and safe handling procedures
- Consider changing out cleaning cloths (microfiber) often or use disposable products
- Use EPA-registered disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
 - Keeping the surface wet for the entire contact/dwell time (see product label)
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product
- Diluted bleach solutions may also be used if appropriate for the surface
 - 1/3 cup bleach per gallon of water - highly concentrated solutions may result in adverse health effects, discoloration and residue
 - Bleach solutions should be made fresh and not kept for more than 24 hours
 - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection
 - Unexpired bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation
 - Never mix bleach with ammonia or any other cleanser
 - Leave solution on the surface for at least 1 minute

Laundering: Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely or disinfect with an EPA-registered disinfectant

- Washing face coverings in a washing machine and drying in a dryer is recommended to properly clean a face covering
- If masks are hand washed, prepare a bleach solution of 4 teaspoons household bleach per quart of room temperature water. Soak the face covering for 5 minutes. Rinse the face covering thoroughly with cool water. Air dry, in direct sunlight, when possible. Wash hands for 30 seconds after washing the mask
- Face coverings must be completely dry before wearing
- Wear disposable gloves when handling dirty laundry from a person who is sick
- Dirty laundry from a person who is sick can be washed with other people's items
- Do not shake dirty laundry
- Clean and disinfect clothes hampers according to guidance above for surfaces

- Remove gloves and wash hands right away

Classrooms:

- Teachers may be responsible for general cleaning within the classrooms and should be provided with appropriate cleaning supplies
- Keep cleaning supplies out of reach of children
- Schedule (at least daily) cleaning and disinfecting of touched surfaces during the regular school day. Cleaning and disinfecting should include frequently touched surfaces (PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies) between uses. Consider scheduling this task late morning and early afternoon, ensuring adequate contact time for the disinfection
- In order to facilitate cleaning and disinfection, classroom materials should be removed to the greatest extent possible
- Trained Custodial staff should be responsible for heavier cleaning and disinfecting within classrooms

Suggested Cleanliness and Disinfection Standards

Classroom

- Clean and disinfect high touch surfaces (but not limited to):
 - Classroom desks and chairs
 - Door handles and push plates
 - Bathroom faucets
 - Light switches
 - Shared telephones
 - Shared desktops
 - Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and countertops
- Window in the classroom door is cleaned at minimum once per week
- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect classroom sink and toilet area (if applicable)
- Vacuum carpet daily if applicable
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly

Playgrounds

- Playgrounds should be cleaned per CDC guidance:
 - outdoor areas, like playgrounds generally require normal routine cleaning, but do not require disinfection
 - do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public
 - high touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely

Protocol to conduct required school safety drills:

In the instance where CDG is reopened for students and staff in any configuration, CDG will conduct 8 evacuation and 4 lockdown drills each school year.

- Students should be instructed that if a drill 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.
- Once the evacuation signal is sounded, all students and staff should wear face coverings immediately.
- Students and staff should proceed to follow the standard evacuation procedures posted in each classroom.
- Once 100 foot clearance from the building has been achieved, staff should ensure that classes/groups/cohorts are six feet apart.

