



Re-Opening Plans Staff Town Hall

August 18, 2020




SCHOOL SCHEDULE

- All families were surveyed and provided a choice of instructional mode: In- Person or Distance-Learning
- The School will follow a Family Choice Model: We are accommodating each family's choice of mode of instruction for their child.



COMMUNICATION

- Families should contact the school social worker as the liaison between school and home
 - Contact information for all employees is listed on the school website www.sfdesales.org
 - Letters in backpacks
 - Website www.sfdesales.org
 - K12Alert system for Email/Text blasts
 - Virtual Town Halls for families & staff to review new procedures
- 



HEALTH AND SAFETY

- Masks & PPEs
- Social Distancing
- Screening
- Tracking
- Sick at School
- Testing
- Tracing
- Students with Asthma

Masks & PPEs

- The School will provide clear masks to all employees and students
- Students unable to wear masks due to disability and/or IEP classification will not be required to wear one.
- The School will provide additional PPE for employees working with students who cannot social distance including but not limited to masks, facial shields, gloves, eye protection and gowns.
- Students who are required to wear face masks will have face covering breaks included in their daily schedules.
- Employees and students will wear masks throughout the school day in the classrooms, traveling through hallways, and in common spaces throughout the building.
- The School will provide professional development for employees on how to adequately put on, take off, clean (as applicable), and discard PPE.
- The School Nurse will provide educational services to the students on proper hand and respiratory hygiene.
- School Audiologist will ensure that audio-clips will be used to reduce the loss of audiological equipment due to the removal of facial masks throughout the school day.
- Employees are responsible for their visitors and are required to remind visitors to wear their own masks upon entering the building. If the visitor does not have a mask with them, they will be provided with a disposable mask to be worn throughout the time they are in the building.
- Any individual refusing to wear a mask will not be permitted to enter the building.

Social Distancing

- Individuals while on school grounds or in the school building will maintain at least a 6 ft. distance from one another
- Employees, who are working with students who are unable to socially distance due to disability, IEP classification, and/or IEP mandates, will wear appropriate PPEs including but not limited to masks, gowns, facial shields, gloves and eye protection.
- Hallways will be color coded with high contrast tape to mark appropriate distancing and directional flow.
- Stairways will be color coded with high contrast tape to mark appropriate distancing and directional flow.
- Breakfast and lunch will be served in classrooms to ensure distancing.
- Use of the elevator will be limited to the following social distancing guidelines:
 - Non-ambulatory students will use the elevator with one employee who is wearing appropriate PPE.
 - Individuals using the elevator should be wearing PPEs and be limited to no more than 2 people at one time. The individuals should make every effort to face opposite directions.
- Employees are responsible for their visitors and are required to remind visitors of social distancing guidelines.

Screening & Tracking

- Employees, Families and Visitors will be required to complete a daily health screening form online prior to arriving at the school building
- If any employee or visitor has a temperature greater than 100.4°F they will not be allowed entry into the building. That employee or visitor will be given instructions to contact their health care provider and asked to leave the building.
- The School will provide professional learning opportunity for a group of selected employees from the PPS Department to be a part of the Contact Tracing Team.



What Happens if a Student becomes Sick During School?

- Student will be brought to a secondary nurse's office and will be separated from the general school population
- Students will be supervised by a school nurse
- Contact will be made to all individuals who had direct interaction with the student
- Families will be given instructions to contact their health care provider
- Areas visited by student during that school day will be disinfected and cleaned according to the NYS DOH protocols
- If diagnostic test results are positive for COVID 19, the school will immediately notify the state and local health departments
- Individuals described above will be responsible to contact the School with the results of testing.
- The areas/spaces visited by the symptomatic or positively diagnosed individual will be closed and the students and employees will be relocated to an alternate location
- If deemed necessary, the school will close and switch to distance learning mode while the building is disinfected after a COVID-19 positive diagnosis.

What Happens if an Employee/ Visitor Becomes Sick

- School Nurse will assess
- Employee will be requested to leave the building or call 911
- Contact will be made to all individuals who had direct interaction with the employee
- Employee will be given instructions to contact their health care provider / Testing Sites
- Areas visited by employee during that school day will be disinfected and cleaned according to the NYS DOH protocols
- If diagnostic test results are positive for COVID 19, the school will immediately notify the state and local health departments

Contact Tracing

- Employee/Visitor
 - If an employee/visitor has a positive test results, the employee/visitor must contact the PPS Department immediately.
 - PPS Staff will give isolation instructions detailing the number of days to quarantine based on DOH guidelines.
 - PPS Staff will gather information regarding all Contacts.
 - The employee or visitor will be informed that the information gathered will be shared with the DOH.
 - DOH will be provided information gathered regarding the individual and their Contacts.
 - PPS Staff will provide Contacts with Quarantine information to the Contacts as per DOH guidelines.
 - The employee or visitor will not be allowed into the building until they provide a medical clearance note from a Healthcare Provider based on DOH guidance for total days of quarantine.

Contact Tracing

- Students
 - If a student has a positive test result, the Parent/Guardian must notify the PPS Department immediately.
 - PPS Staff will give isolation instructions detailing the number of days to quarantine based on DOH guidelines.
 - PPS staff will immediately gather information about the student's Contacts.
 - Parent/Guardian will be informed that the information gathered will be shared with the DOH.
 - PPS Staff will gather information about In-School and Bussing Contact Information.
 - Quarantine information will be given to the Contacts as per DOH guidelines.
 - PPS Staff will provide Contacts with Quarantine information to the Contacts as per DOH guidelines.
 - The student will not be allowed into the building until they provide a medical clearance note from a Healthcare Provider based on DOH guidance for total days of quarantine.



Testing

- The following information will be provided to an individual who
 - display symptoms of COVID -19 during the school day
 - are screened at the school and display a temperature greater than 100.4°F
- Information:
 - Return home and contact their health care provider
 - Contact the NYSDOH to find testing sites
 - call 1-888-364-3065
 - website at <https://coronavirus.health.ny.gov/find-test-site-near-you> to enter a zip code for testing sites in that area.
- Testing Sites near the school



Asthma

- Nursing staff will wear PPEs, while administering asthma treatments.
- Students who have trouble breathing due to asthma will not be required to wear masks
- Students sent home after experiencing an asthma attack during school will be required to provide a note by their health care provider clearing them to return to school.

Hygiene, Cleaning and Disinfection

- The School follow the hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and New York State Department of Health (DOH) and maintain logs.
- The Daily Cleaning logs can be found in the slop sink closets on each floor (east and west ends of each floor) for that section of the building.
- The School will train all students and employees on proper hand and respiratory hygiene.
 - Professional Development will be provided for employees
 - School nurse will educate the students
- The School will provide and maintain hand hygiene stations, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Hand sanitizers will be place in convenient locations such as classrooms and entrances/exits
- Hand hygiene stations at entry points of the building.
- Receptacles will be placed around the school for disposal of soiled items, including PPE.
 - Drinking directly from water fountains will not be allowed. Employees and students will be encouraged to use personal water bottles or disposable cups.
 - Ventilation: Classroom and offices should increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols, particularly for younger students.
 - Restrooms
 - Barriers were installed between toilets and sinks when 6-feet of separation was not possible
 - Paper towel dispensers are monitored and immediately replenished
 - Full PPEs will be used for employee members who toilet students
 - Disinfecting and cleaning schedules of the restrooms follow the requirements from the Centers for Disease Control and Prevention (CDC) and New York State Department of Health (DOH)
 - Hand sanitizers with at least 60% alcohol content are provided throughout the building. All classrooms, offices, therapy rooms & common spaces have hand sanitizer with 60% alcohol which is effective in preventing the spread of COVID-19.
 - Hospital grade disinfectant wipes (Sani-Cloths) are provided throughout the building. All classrooms, offices, therapy rooms & common spaces have Sani-Cloths. They are used by employee only to clean classroom surfaces and high frequency touch points such as, doorknobs, keyboards, etc.
 - Soap at all sink locations are monitored and immediately replenished.



Arrival/ Dismissal

- Designated areas for pick up and drop of students will be marked to reduce contact with and entry of families into the school building
- All student will enter through Handicap Accessible door with awning
- Employees with appropriate PPE supervise the students through the sanitation area, hand washing station, sanitizing shoe mats and guide the students into the building
- Students will exit buses in a staggered fashion to maintain social distancing and avoid crowding at the entry to the school.
- The School will provide transparent face masks to the students upon their arrival
- Families will complete and submit daily health monitoring forms for each student online
- Any student, who arrives to school without a health monitoring form completed by their family, will wait in the secondary nurse's office for pick up by the family or until online form is completed.
- Designated paths will be marked for "well" students going to classrooms (Main hallways and staircases B, C and D)
- Alternate path will be designated for symptomatic students to go to the quarantine room. (staircase A)
- At the end of the school day, students will remain in classrooms until their school bus has arrived. Students will be escorted to the bus by employees (classroom staff, related service providers, support staff or administration).

Breakfast & Lunch

- All meals will be served in classrooms
- Meals will be provided by Red Rabbit in prepackaged containers
- School cook will prepare the prepackaged food for each classroom
- Each classroom will have a specific cooler bag (hot and cold) to transport the food to the classroom e. Members of the Maintenance Team will be responsible for transporting the food to classrooms
- Food bags will be left outside of the classroom door. Maintenance team will not enter classrooms.
- When meals are complete, the bags should be left outside the classroom doors for the maintenance team to pick them up to clean and disinfect prior to the next meal.
- Students that need full assistance with eating/drinking and those with feeding therapy services will receive these services by employees who will be full PPEs.



Instruction

- All instruction is aligned with both NYS Learning Standards and IEP goals and objectives
- Students in K-8 classrooms will sit at individual desks.
- Students in preschool classrooms will sit at kidney- shaped or horseshoe -shaped tables with protective dividers and color-coded tape marking 6-feet.
- All desks will be at least 6- feet apart all directions.
- Shared workstations will be limited and if used will be cleaned and disinfected after use by one individual.
- Students will have their own materials and will not share objects or equipment (i.e., laptops, writing utensils, dry erase boards, art materials, touch screens, toys, or papers)
- Due to the alcoholic content, students are properly supervised around hand sanitizers



Specials

- **Physical Education**
 - Weather permitting PE classes will occur outside
 - When PE occurs indoors, individuals must be 12- feet apart in the gymnasium
 - Teacher will be responsible to follow best practices when cleaning and disinfecting equipment between sessions
 - Teacher is responsible for planning appropriately to travel/transport, provide instruction and clean and disinfect between sessions.
 - **Art & Storytelling**
 - Provider will travel to individual classrooms and provide instruction within the classroom
 - Provider will be responsible to follow best practices when cleaning and disinfecting equipment between sessions
 - Provider is responsible for planning appropriately to travel/transport, provide instruction and clean and disinfect between sessions.
-

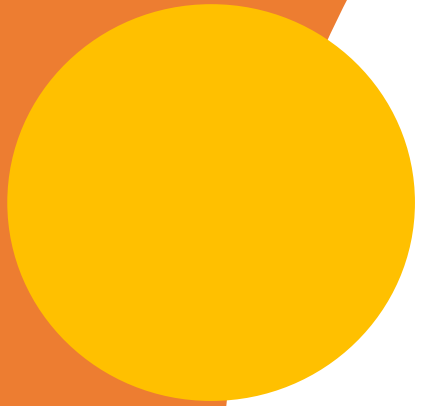
Related Services

- Speech and Language Therapy, OT, PT, TVI, Counseling
 - When appropriate, services can be provided in the classroom if 6- ft social distancing is maintained
 - Students requiring more individualized instruction will be seen outside of the classroom in a nearby room set up for therapy sessions
 - If the cohort will be over 10 people, then push-in will not be allowed and the service must be provided in a pull-out session
 - Therapist are responsible to follow best practices when cleaning and disinfecting equipment between sessions
 - Therapist are responsible for planning accordingly to provide services to students, transport students and clean and disinfect equipment between sessions
- Orientation and Mobility Instruction
 - When appropriate, services will be provided in the classroom if 6- ft social distancing is maintained
 - If the cohort will be over 10 people, then push-in will not be allowed and the service must be provided in a pull-out session
 - Weather permitting service should be provided outside on school grounds or in the community.
 - Instructor is responsible to follow best practices when cleaning and disinfecting equipment between sessions
 - Instructor are responsible for planning accordingly to provide services to students, transport students and clean and disinfect equipment between sessions
 - Guidelines applied to classroom instruction are followed for direct instruction in the Deafblind classroom including social distancing and physical barriers.
- Nursing Services
 - The school nurse will go to the classroom of the students that are seen on a daily basis for medications, health treatment or feeding procedures. If the situation requires privacy, the nurse will escort the student to an appropriate room near the classroom.
 - A second school nurse will be contracted to assist with health screenings, the secondary nurse's office and services needed for the students



Safety Drills

- Students and staff will practice modified plans upon returning to the school building in preparation for the first drills.
- Modifications and accommodations will be adjusted as needed throughout the process of the drills.



Questions?