

# Safe Return To In-Person Learning For The 2021-2022 School Year

## Clear View School Day Treatment Center

**BEDS Code:** 661401997756

**Address:** 480 Albany Post Road, Briarcliff Manor, NY, 10510

**Program:** School in an integrated day treatment setting

- 1 class 4410, Therapeutic Preschool class
- 13 853 classes, Therapeutic K-12 classrooms
- All on the same campus

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***Introduction: It is the goal of these preparations to provide a plan for a safe, full in-person day treatment program. We consider full-time, in-person services to be the bedrock of effective day treatment and critical to establishing the emotional stability needed for our students to remain constructively engaged in learning and with their families, at home and in the larger community. These health and safety precautions are developed in the context of ongoing guidance from federal and local agencies (CDC, LDOH, NYSED, AAP among them) applied in consideration of the needs of our day treatment community. Central to our preparations is to build in precautions that minimize the potential for a community spread so that continuity of services is preserved. That principle begins with attention to health and safety and relies on establishing strong communication among partners in the treatment community -- Staff, students, and families.***

### Unique Considerations

#### POPULATION

Our program is an integrated school and day treatment program for children and adolescents ages 3-21. Students in our care are designated severely emotionally disturbed and unable to be served in a less restrictive school environment. Our plans of service, therefore, accommodate a high needs, behaviorally unpredictable population in terms of social distancing guidelines and all health and safety considerations related to this COVID-19 crisis and in terms of what is needed to be responsive to their mental health and learning needs, within the context of safety. All plans have been developed to maintain the all-important elements of academic learning and therapeutic contact and have been informed by the health and safety standards put forth in the most up-to-date guidance from the CDC, NYSED, and NYSDOH. Within these general parameters, student-specific plans are necessarily developed in consideration of individual developmental, academic and mental health assessments.

## **GUIDING PRINCIPLES**

### **Pillars of opening safely**

- **Hygiene:**  
**Hand washing/ Hand sanitizing**  
**Respiratory etiquette**  
**Staying home with any symptoms**
- **Assessment**
- **Social Distancing**
- **Masks**

These guiding principles have been integrated into the development of all plans presented. On-going assessment of the safety of the environment for our students, families, and staff is paramount and is the foundational principle upon which we will assess our ability to maintain a safe, in-person program. As has always been the case in providing a high-quality and responsive program, direct communication with and involvement of our families in their child's program is key. Each family has a therapist on staff with whom they have at least weekly contact. In addition, any family is able to make an appointment to discuss the program with the members of their child's treatment team at any time.

### **Building Provisions and Procedures**

#### **CLASSROOMS**

- All non-necessary furniture has been removed from individual classrooms to maximize usable space and facilitate cleaning.
- Students are grouped into classroom-based cohorts.
- Seating will be placed six feet apart, as much as is possible, and not closer than 3 feet at any time. Students will typically all face in the same direction. The area will be taped out around each desk to ensure students have a clear idea of distancing parameters where such support is needed.
- Staff will also have areas marked allowing for appropriate distancing. However, may need to spend time-limited periods in closer proximity to students in order to perform core functions.
- Ventilation will be maximized. Windows will be open before students arrive, remain open throughout the day and for several hours after students leave.
- Individuals and groups of individuals will not be permitted to mix. Activities will be designed so as to maintain the integrity of cohorts.
- Classes will be held outside when possible with consideration given to the temperature sensitivity of students and the impact of environmental allergies.
- Students will be provided duplicate sets of necessary supplies such as pencils, crayons, manipulatives, etc. as is required in order to limit the amount of equipment sharing. These items will be stored in students' individual storage containers.
- Each student will be given access to a dedicated computing device while they are in the classroom. These devices will be sanitized daily by the teacher after the cohort leaves and before the next cohort arrives.

- All Students and staff will be expected to wear masks inside, covering face and nose, unless there is a time-limited circumstance for which a plan for no-mask has been approved. Such breaks will be taken outside. Masks may be lowered outside, as directed by the staff, and when distancing can be ensured.
- If a student is unable to medically tolerate a mask for any part of the day's session, mask alternatives, such as specialized hats may be provided for use during that interval.
- Provision and support for practicing healthy habits, such as thorough hand washing/hand sanitizing routines, respiratory hygiene (e.g. coughing and sneezing etiquette), staying home when ill, and non-touch acknowledgment of each other, will be an integrated part of the classroom environment and culture. Sinks, soap, sanitizer, and paper towels will be available in ample quantities in each classroom. Habits will be modeled and directly instructed.

### **ADDITIONAL CONSIDERATIONS FOR PRESCHOOL CLASSROOM**

- Each student will have individual bins of most used toys in addition to supplies like crayons, etc., Individually marked as theirs. Students will not share these items.
- Each student will have their own, marked changing mat that is wipeable. Diaper supplies will not be shared.
- Students will have a change of clothes in a sealed plastic bag stored in individual bins. Clothes may not be shared.

### **LUNCH PROVISION**

- All persons are to wash their hands before and after they eat.
- All persons will remain at their desk/designated area, placed at an appropriate social distance (*strictly at least 6 ft*) from each other, when eating. Eating schedules may be staggered.
- Masks will be lowered only while eating or drinking. Students may opt to wear a shield when eating, which is provided by the classroom.
- Food shall be provided individually from home and should require no refrigeration. Pre-packaged items may be heated in the microwave by a teacher only and following microwave protocols. Leftovers are not permitted.
- Water and milk will be available. Persons may bring their own drink. Food may not be shared.
- For students, limited breakfast and lunch items will be available in the classroom. These items will be single serving and will be prepared/served by designated teacher.
- Disposable plates, cups, and utensils will be provided for single-use purposes and disposed of by the users at the end of the meal.
- The eating area is to be cleaned after the meal is complete and before resuming the learning activity.
- Eating will be arranged outside, maintaining proper distancing, as weather and individual tolerance permit.

### **USE OF BATHROOMS**

- Where possible, students will use the bathroom located in the classroom.
- Hall bathrooms are for single use only. Students waiting to use the hall bathroom will line up six feet apart on designated floor markings as monitored by hallway staff.

## **HALLWAYS**

- Movement about hallways will be restricted and proper spacing monitored by designated staff.
- Hallways and pathways will be designated “one way” where possible and especially during arrival and departure hours. Staff will be assigned to monitor distancing/hall traffic.
- Shared indoor program areas, such as auditorium, all-purpose room, upstairs conference room are available for limited use by individuals or individual cohorts. Capacity will be determined by the size of the space to ensure proper distancing between individuals and individual cohorts. There will be 15 mins left between uses and staff will clean and disinfect high touch surfaces upon leaving the area.

## **CAFETERIA AND CLASSROOM KITCHENS**

- The cafeteria will be closed to patrons, to be assessed in an ongoing fashion with respect to current guidance. Food available to students through the lunch program will be individually packaged and delivered to classrooms.
- Food eaten or prepared in classroom kitchens must be self-contained (in its own wrapper or disposable plate). Food may be heated in a microwave by a designated adult following protocols. Special arrangements for dietary needs will be made on a case-by-case basis and provisions will follow health and safety protocols established for these purposes (maintaining the single-use standard).

## **SPECIALS**

- Specials will be in person, cohort-based classrooms. Cohorts can be mixed, utilizing distancing between cohorts, outside when weather conditions permit and inside only in program areas that can accommodate spacing. Masks are worn by all at all times inside and, for unvaccinated individuals, outside as well. Hands and equipment are washed immediately before and after each activity.
- Playground equipment in the enclosed yard may be used by one cohort at a time. All students wash their hands immediately before and immediately after using the playground. Teachers will monitor and support adequate distancing requirements and masks will be worn by all at all times.
- Larger outside areas (field, blacktop, etc.) may be shared by more than one cohort maintaining distancing between cohorts.

## **OFFICES**

- Offices that do not have access to ventilation from outside or a ductless A/C unit fitted with enhanced filtration will not be available for program use by students or families.
- Offices being used for therapy sessions must be arranged to allow for the distancing of six feet between therapist and student and/or family member. Family members can sit in closer proximity. Window(s) shall be open before arrival, during a session, and for a period of time after a session. Similarly, enhanced A/C units shall be turned on prior to arrival and remain running during a session and for a period of time afterward.
- Appointments may be held outdoors when weather conditions allow and where considerations for privacy can be met.
- All frequently touched surfaces will be sanitized after each session and before a new session begins.
- Use of shared equipment such as games, toys, etc., will be restricted. Students will have their own storage bin where toys designated for their use only are kept.
- All toys, etc will be sanitized after each use.

- Students and families will not be permitted to enter administrative offices such as the records office, transportation office, financial office.
- Administrative offices will be arranged so as to allow six feet of space all around for each staff member working. Masks will be worn in shared offices.

## **RECEPTION AREAS**

- Clear polycarbonate screens will be in place at the reception desk and at the health screening areas at the entrances to each building.
- All seating is removed from these areas. There will be no indoor waiting area.
- Markings will be placed at 6-foot intervals leading into each building entrance to assist in proper distancing while waiting to be admitted to the building.

## **SCHOOL HEALTH OFFICES**

- School Nurses' office will be fully operational.

## **Arrival and Departure**

### **STAFF**

- Staff are expected to fill out and submit Daily Health Assessment forms prior to arrival but must still present themselves for a temperature check before entering the work area.
- Maintenance staff who must arrive earlier than 7:30 will only enter premises after filling out the Health Assessment form including temperature. They will present themselves for an additional temperature check by 8:30.
- No one may enter any of the buildings, through any other entrance, or without participating in a health assessment.
- Staff who feel ill will stay home and will be trained to recognize signs of illness in themselves to facilitate this function.
- Once cleared to enter a building, staff will report directly to work locations. Staff will not congregate in classrooms/offices other than where they are assigned.

### **STUDENTS, FAMILIES, AND ESSENTIAL VISITORS**

- All vehicles transporting students will be met by designated staff as they arrive to ensure an orderly process of disembarking, maintaining distancing requirements, and avoiding a funneling of students at any given entrance.
- Students who arrive on school buses will remain on buses until designated staff receives them to line up for health assessment to ensure proper distancing is maintained.
- Students who arrive on parent transport are to be driven into the bus circle and await staff to receive students. No student is to be dropped off until received by staff.
- Students who need to travel between buildings to access their classroom will be greeted at bus circle and escorted, using the upper outside pathway marked one way, to line up for health assessment at the entrance of the building where their classroom is located. Staff will ensure distancing requirements are maintained.

- Once a student has been cleared by the health assessment to enter the building, designated staff will ensure they move directly to the classroom where teachers will be waiting to start their day.
- Students and families will be encouraged to stay home when they are feeling ill.
- All parents or work people who need to enter the school building must present themselves at the front entrance of building one and participate in a health assessment.
- The receptionist will maintain a sign in -- sign out log.
- Non-essential visitors will not be permitted in the buildings. Deliveries will be dropped off at the designated drop-off area. Delivery personnel will not be permitted to enter the building.
- Bus Drivers and Bus Monitors are not permitted in the school building.
- At the end of a session, students will be dismissed from their classrooms as their transportation arrives. Designated staff will facilitate and monitor numbers of students in the hall at one time as well as distancing requirements to avoid dismissal crowding.
- Parents who are picking up their child for dismissal will do so from the queue in the bus circle.
- Parents or caregivers arriving to pick up their sick child will park in the designated 'pick up' area in front of building one and remain in their car. They will call the front desk to announce their arrival and their child will be brought to their vehicle by the appropriate staff. A staff member will confirm sign-out with the Receptionist.

## USE OF BUILDING

- Use of building by all outside groups is suspended at this time and will be re-assessed in consideration of data on local community spread.

## Health Assessment Protocol

- *Everyone* will enter the buildings through one of the two designated checkpoints where symptom status will be evaluated through the use of a questionnaire and temperature (using a non-touch thermometer) check. Students, staff, family members, and essential visitors who are unwilling to complete the health assessment will be denied building entrance.
- Parents will be encouraged to remain alert for signs of sickness in themselves and their children, communicate these changes in health status immediately, and keep their children home when they are ill. Materials and live support will be available to aid them in this assessment function. Families will submit required health assessment information daily for students who are attending in person on any given day. Families who do not communicate the health assessment information by 7:45 will receive a personal call in order to ensure that the critical information on the health assessment questionnaire is received and assessed in advance of student's arrival thereby facilitating an orderly entrance for students when they arrive. Students will still need to present themselves for a temperature check once they arrive in order to enter the program area.
- Staff will be trained to recognize signs of illness in themselves and in their students, communicate these changes in health status immediately, and bring them to the attention of the Program Health and Safety Team for assessment.
- Individuals who have a fever of 100.0 degrees or above or other signs of illness will not be permitted entrance to the school program.
- When an individual presents with fever or other signs of illness they will be sent directly to designated isolation areas until transport can be arranged. Assessment for return to the program will include clearance by their health care provider, and, if determined necessary, a negative result on a PCR COVID test. Individuals who present a negative COVID test result must still be symptom-free for 24hrs to return.

- All students who are awaiting transport will remain under visual supervision.
- If an individual tests positive for the COVID virus, they will quarantine and return after the required number of days symptom-free and with the presentation of a negative virus test. Discharge from quarantine and return to school will be conducted in coordination with local health departments.
- Program Health and Safety assessment team will be informed of all COVID-related health concerns and will be responsible for reporting information and coordinating with local and state health officials in support of contact tracing.
- Exposed individuals -- that is an individual who has had close contact as defined by CDC guidelines and LDOH -- shall get a negative result on a PCR COVID test and shall not have developed symptoms before returning to the in-person program. Discharge from quarantine and return to school will be conducted in coordination with the local health department.
- When a student is in a quarantine situation, all instruction and services will be available remotely for the student to continue uninterrupted where practicable.

## **USE OF OUTREACH TRANSPORTATION**

- Outreach transportation services will be provided to ensure equitable opportunity for families to participate in family therapy, as scheduled, in-person where it is agreed that such a modality is best practice in terms of the individually assessed mental health needs of a given student or family.
- Families utilizing outreach transportation services as a means for accessing site-based therapy will participate in a health assessment, including a non-touch temperature check, before entering a vehicle. No one will be permitted to ride on outreach transportation for these purposes without participating in the health assessment protocol.
- Families will be encouraged to be alert to signs of illness and to stay home when feeling ill.
- If a family member presents with fever or other signs of illness, they will not be permitted on the transport vehicle and will not be brought in for an in-person session. The session may be rescheduled as a tele-health session in such cases if appropriate.
- Outreach transportation services will be available to transport home a student or family member who has presented with fever or other signs of illness if no alternative transportation is available to that student or family.
- All vehicles used for outreach transportation will be fitted with a clear barrier behind cabin seating to protect against the forward spread of the virus. Passengers must sit in rear seating, behind the barrier. Masks will be worn.
- Vehicles used to transport individuals presenting possible symptoms of illness will be taken out of use until they can be thoroughly disinfected.
- Outreach transportation for a missed bus will be available with limited resources triaged accordingly.

## **Personal Protective Equipment (PPE)**

### **MASKS**

- Disposable masks will be available for all students, staff, families, and necessary visitors.
- Individuals may bring face coverings from home but must cover the nose and mouth and be approved by the medical team as meeting the standards for health and safety.
- Masks will be worn inside by all, at all times, regardless of vaccination status. Masks may be lowered outside, as directed by staff and when proper distancing can be ensured.
- If a student is unable to medically tolerate a mask for any or all of the specified time, mask alternatives, such as specialized hats, may be provided for use during that interval.

## **OTHER PERSONAL PROTECTIVE EQUIPMENT**

- Staff supervising a student in an isolation area will be provided appropriate PPE (e.g. gloves, mask, and face shield).
- In the event that a student becomes seriously dysregulated posing a threat of harm to self or others, it may be necessary for a staff member to intervene physically. During such episodes staff responding to an acute crisis situation will have available appropriate protective gear including gloves, mask, and face shield.
- Staff may need, at times, to come in closer proximity (<3 ft.) to a student for a period of time in order to support learning and/or avert an escalation in behavior. At such times staff will have a face shield available to use in addition to the mask.
- Following any contact that exceeds the social distancing requirements, PPE used will be properly disposed of in provided receptacles, and hands (or any affected body area) will be washed before returning to duty.
- The goal is to maintain a three-month supply of necessary PPE and paper towels at all times.

## **Hygiene and Cleaning/Disinfecting Protocols**

### **HYGIENE**

- Sinks, soap, and paper towels are available in every classroom. Regular hand washing will be required and proper method instructed and modeled daily. Non-classroom staff will use sinks in bathrooms for hand washing.
- Hand sanitizing stations will be in each classroom, near copiers, at entrances, and other strategic locations around the school.
- Signage shall be placed near sanitizers and sinks displaying proper use/procedure.
- Instruction and modeling of respiratory hygiene will be part of the daily routine. Signage in the classroom and strategically around the building will also illustrate respiratory hygiene.
- Receptacles for disposal of soiled items will be in each classroom, bathroom, entrance, exit, and strategically placed throughout the school. Signage illustrating proper disposal will be located near each receptacle and instructed directly through training for staff and families and in-class instruction for students.

### **CLEANING**

- All hard surfaces that are soiled (visibly dirty) will be cleaned first with soap and water before the disinfectant is applied to maximize the effectiveness of disinfecting.
- All soft surfaces that become soiled will be cleaned with appropriate cleaner for such surfaces.

### **DISINFECTING**

- Frequently touched hard surfaces in classrooms, halls, and offices in use will be disinfected using EPA-approved disinfectant daily, at the conclusion of the cohort session, in accordance with instructions for use on the product label. Room staff will have the discretion to use disinfectant wipes more frequently on hard surfaces.
- Electronic Equipment used by students will be disinfected daily, after the cohort session concludes, using disinfecting wipes or alcohol-based wipes containing at least 70% alcohol.
- Classrooms and offices in use and frequently touched surfaces, such as handrails and doorknobs, floors, bathrooms, will be cleaned and disinfected daily by the maintenance staff. As conditions require (i.e. if there is an outbreak), affected program areas will be fogged using FS Amine Z which is a disinfectant, sanitizer, and virucide.

- Individuals using shared copiers will use available hand sanitizer before and after using the copier, or, alternatively, wear disposable gloves also available near copiers and throughout program areas. Frequently touched areas of copiers (lid, screen, the paper draws) will be wiped down at the conclusion of the day by maintenance staff.
- Bathrooms in use will be cleaned and sanitized by maintenance personnel, every 2 hours, on a rotating schedule, during the school day and deep cleaned and disinfected each evening.
- School transportation vehicles will be cleaned thoroughly after each run and closed off and deeply disinfected when used to transport a sick person.
- Isolation rooms will be closed off for a period of 24 hours and thoroughly cleaned and disinfected after being used by a sick person.
- If an individual who has been on-site tests positive for COVID-19, the affected program area(s) will close for the amount of time necessary to have them professionally deep cleaned. All instruction for affected individuals will be delivered remotely during this period. Assessment protocol for notification of affected individuals and for reopening in-person learning following such an event will be conducted by the Health and Safety Team in consultation with state and local health departments.
- Cleaning and disinfecting logs will be maintained that include the date and time of cleaning and/or disinfection.

## **VENTILATION AND HVAC CONSIDERATIONS**

- All program areas where students or parents are being served will have access to outside ventilation (i.e. open doors and windows) in a manner that maximizes airflow and/or is equipped with enhanced filtration systems described below.
- Roof-mounted and ductless A/C units in buildings will be fitted with the highest level of filtering available to those units (MERV 13). Some units are too old to handle such a high grade of a filter. Those units will have been fitted with the Global Plasma Solutions (GPS) Needlepoint Bipolar Ionization System (NPBI). Building heating is self-contained, steam radiators, not forced air.

## **Continuity of Learning**

### **Instructional and Therapeutic Program Considerations**

## **ACCESS TO BROADBAND AND TECHNOLOGY NEEDS**

- In order to conduct in-person learning safely, each student will use a dedicated device while on the grounds. These requirements will overstress our current capacity for broadband use. As such, our capacity will need to be increased by 100% minimally.
- The school will need to purchase additional devices in order to provide a dedicated device to each student. Some students will require a device for school and a device for the home. Districts who can supply a device to their students for use will be asked to do so in order to supplement school inventory. School expects to purchase as many as sixty additional devices to effectively deliver services to students in-person and to be prepared in the event that a COVID outbreak, in the school or the larger community, results in a partial or full shutdown of in-person services. All of those devices need to be portable (Chromebooks) and need to have a camera and audio capability.
- A list of students who do not currently have a dedicated device to use while at home will be compiled and updated regularly. Devices for home use will be secured, either through referring districts or from the school's inventory, for those students who would otherwise need to share devices at home.
- The school will need to purchase cameras with microphones for staff desk computers that are not equipped with that capability so as to ensure seamless delivery of remote education and therapeutic services while the staff is on-site. A minimum of 32 external cameras are needed.

- In order to maximize the use of the campus area, including outdoor areas, for instruction, a minimum of 5 more WiFi hubs will need to be installed.

### **SUPPORT SERVICES (OT, PT, S/L)**

- All support services are now in person.

### **INDIVIDUAL AND FAMILY THERAPY**

- Individual therapy with students will be held in person.
- Parent and family therapy sessions will be held in person unless the needs of the family require special arrangements such as home visits or telehealth options.
- Day treatment aspect of the program extends to 5:00 pm unless individual arrangements are made for sessions outside of time parameters in order to accommodate family schedules.
- 24-hour crisis intervention by phone is an integral aspect of our mental health program and services.

### **CURRICULUM CONSIDERATIONS**

- Academic intervention to address gaps and deficit skills will be integrated into an in-person education plan for each individual student as ongoing assessments indicate.
- Where it is necessary to mix class groups for course instruction to be effective, 'mixing' will be accomplished using tele-education platforms. If it is practical, distancing cohorts in outdoor or large program areas can also be utilized.
- Limited Off-campus work placements will resume. Students and staff are required to wear masks when working indoors at an off-campus placement.
- Meeting of under 20 people can be held in-person and inside providing proper distancing is possible. Masks shall be worn.
- Meetings that are over 20 persons but under 50 can be held in person in the Auditorium. Masks and physical distancing observed.
- School day hours of operation for instruction will be from 9:30 am - 3:00 pm daily, in-person only.

### **EMERGENCY DRILLS**

- All safety drills required by Education Law 807 will be conducted with the modifications necessary to ensure safe distancing.
- Classrooms will exit directly to outside using classroom back doors and move directly and orderly to designated areas. Areas will have markings for each class to be distanced and for individuals w/in the class to be distanced. Teachers will ensure adherence to distancing requirements.
- The lockdown procedure will be conducted as a simulation w/o sheltering.
- Care will be given to the trauma induced by so many emergency provisions, including a staggering schedule of introducing this highly vulnerable, reactive student population while remaining in compliance with the parameters of the law.
- Students will be instructed that should there be an actual emergency, social distancing requirements would not apply until we are safe.

## Staffing Considerations

### ADDITIONAL STAFF NEEDED

- Two Health Assessment Protocol (HAP) screeners will be required daily to administer health assessments effectively and efficiently. One each assigned to the points of entry. An additional staff member will be needed to be trained to assist each screener during high volume entry times.
- Increased maintenance staff may be needed during in-person hours as well as after hours in order to maintain cleaning and disinfecting protocols.
- Staff will be designated to facilitate safe distancing in hallways, monitoring bathroom use, and facilitating arrival and departure.
- Additional crisis personnel will stand ready to respond to any student who requires de-escalation or physical intervention to prevent harm to self or others.
- Teaching and teaching assistant staff on-call list will be maintained and utilized as needed to facilitate the smooth operation of simultaneous delivery of in-person and remote instruction and services. All staff on the on-call list will be trained in new protocols and health and safety provisions along with the full-time staff.
- It is anticipated that, in some class grouping, the staff-student ratio may need to exceed IEP recommendations to effectively support student function under the COVID restrictions. It is anticipated that the program may need to hire additional staff on a full-time basis to meet these staffing needs.
- Our ability to provide a safe in-person, class-based program is dependent on our ability to keep our staff and students healthy. If at any point, staff illnesses outpace our ability to maintain a stable, capable professional staff on-site, we would have to return, temporarily, to remote only learning in the affected program(s) until such time as we could again fully staff the program.

### Communication/Community Engagement

- All families at the Clear View School have regular, at minimum, weekly contact with the student's treatment team. This already established open channel for communication is the most meaningful way to engage families around the issues and concerns presented by the current circumstances and will be utilized for these purposes as issues arise.
- Simultaneously, all staff -- direct care, administrative, and support staff -- have been and will continue to be engaged in ongoing planning concerns through both staff meetings as a group and individual, face-to-face meetings with administration to discuss factors that influence implementing a safe in-person program.
- Clinical Director, School Director, and Executive Director of the program review guidance as it evolves from oversight agencies and from the CDC and LDOH, to inform ongoing planning and provisions.
- Staff, districts, and families will receive regular communication by email to keep them informed of how the program operation is developing in response to the real-time information received from constituents.
- In preparation for fall planning, each family has been contacted by a family therapist to discuss the plans for reopening fully and in-person safely. Families will then be scheduled to have fuller, in-person, meetings with their student's treatment team -- therapist, teachers, class supervisor -- to discuss anticipated issues and concerns specific to their child's adjustment and family needs so that Individual planning/modifications can be made where possible. On-going assessment of the need to individualize a given student's plan is embedded in our process.

### Coordination of Safe Reopening

- Program Health and Safety Assessment Team consists of a school psychiatrist, who is the Clinical Director of the program, in consultation with the Administrative team. They will continue to be

primarily responsible for monitoring CDC and SED and local DOH guidance and assessing the health and safety of the program activity which will, in turn, be the basis for directing safety protocols going forward.

- Treatment teams along with students and families will identify areas of concern and develop individualized plans, within the context of the in-person program parameters, in consideration of developmental, academic, and mental health assessments within the context of health and safety requirements.
- Signage communicating health and safety information is placed in all classrooms, bathrooms, entrance areas, and strategically around the school buildings.
- Staff will be trained in all necessary safety procedures and any new protocols, such as but not limited to, hygiene practices, proper use of masking, sanitizing surfaces and equipment in classroom/offices, and proper disposal of PPE and trash items used to clean and sanitize.
- Students and families will receive ongoing information and training regarding health and safety procedures.
- Feedback from families, districts, teachers, and therapists will inform planning within the overall context of health and safety as assessed by the medical team.
- Families have several ways to communicate directly with the program through treatment team members with whom they have a rapport and at least weekly contact. Families can also and are encouraged to reach out directly to administration if they have questions or concerns,
- Districts will receive regular written communication about general programmatic information and communication as requested about child-specific questions.

### **Procedure for On-going Assessment of Scale of Operations/Closure of In-Person Services**

- The Program Health and Safety team will assess the need to reduce the scale of in-person operations and will subsequently assess the safety of each expansion of the in-person operation.
- The Program Health and Safety team, in consultation and cooperation with local and state departments of health, will aid in tracking and tracing positive cases that arise in our community helping to inform the ongoing safety of our program operation and need to scale back in-person programming or return to remote only programming.
- If an individual who has been on-site tests positive for COVID-19, the affected area(s) will close for the amount of time necessary to have them deep cleaned. All instruction to affected individuals will be delivered remotely during this period to ensure continuity of learning and therapeutic service. Assessment protocol for notification of affected individuals and for reopening in-person learning following such an event will be conducted by the Program Health and Safety Team in consultation with state and local health departments.
- Return to remote only services for a specified period of time will be indicated if the incidence of positivity within the school community is not clearly contained to one cohort or program area, signaling community spread. Such a determination will be made by the Program Health and Safety team, in consultation and coordination with state and local health departments.

**Revised 9/1/2021**

**\*\*This plan will be revised in an ongoing manner to reflect the most up-to-date science and guidance by oversight agencies or substantive changes in the delivery of services.**