



## Education Department Reopening Plan: Fall 2020

This document is intended to communicate specific information of the Saint Anne Institute school plans and preparations for reopening in September, 2020. The reopening plan informs families, districts, and students how instruction will occur based on the COVID-19 regional needs. Saint Anne Institute school will continue to provide ongoing monitoring of all practices to ensure the health and safety of everyone.

Many individuals have been involved in the development of this document, including, but not limited to staff, administrators, students, and families. The health and safety of everyone is paramount, hence providing opportunity for everyone to have a voice is necessary in the formulation of a strong plan.

The Saint Anne Institute School has developed a Hybrid Model for opening in September due to the uncertainty of where the COVID-19 infection rate may be at any given time. In the event of the infection rate going above 9% on a 7-day average, the Saint Anne Institute School will move to a Remote learning plan. The school is planning on following a phased opening leading to a return to full in-person operations by the third semester in February 2021.

- **In-person Instruction:** Saint Anne Institute will plan on a return to their regular full in-person school operations by the beginning of the third quarter, February 2021, providing the DOH and NYSED have given assurances of safety in regards to the COVID-19 pandemic.
- **Hybrid Model:** Saint Anne Institute will remain in planned student cohorts limiting student movement and transitions as well as limiting exposure to staff as best as possible while delivering the students educational needs in a manner in accordance with all NYS and Department of Health guidelines. Day Service students will be added into residential student cohorts and will return to school 5 days per week. Day Service students families will be given the option of remote learning if they are not comfortable having students return to school. Any students sent home or to the units for illness or quarantine will participate in remote learning as well.

- **Remote Model:** If the guidance from the New York State Governor's office dictates that schools will continue with remote learning only the following plan will be followed. All students will receive instruction in a remote fashion using Chrome Books and Facetime conversations as well as worksheets and packets. Hence, providing a variety of platforms for learning to address various learning styles.

## **Guiding Principals**

There are many challenges to be faced upon reopening our school at Saint Anne Institute and in the return to in-person instruction as fully as possible. While facing these challenges we have been following the following guided principles:

1. Safeguarding the health and safety of our students and staff
2. Allowing all students the opportunity to return to school starting in the fall while maintaining preparations for remote learning as the need arises
3. Monitoring our school, students and staff as well as our region, and the regions we serve, for levels of COVID-19 - If the rate reaches greater than 9% and/or as directed by the Department of Health, cancelling in person schooling until it is safe to re-open again.
4. Maintaining enhanced cleaning and sanitation practices for all school facilities, supplies and equipment
5. Emphasizing equity, access, and support to all students and families
6. Fostering comprehensive, consistent, and frequent two-way communication with our partners in education including families, educators, staff, districts, community partners and other agency personnel
7. Factoring into decisions about reopening the challenges to the physical safety, social emotional well- being, and the mental health needs of our students when they are not in school.

## **Considerations and Priorities**

Keeping in mind our guiding principles, we designed our Reopening Plan with the following considerations

### **School Schedule**

- Prepare three different models to respond to changing circumstances
- Allow families of our Day Services population to opt out of in-person schooling at this time

**Communication:** Provide transparent, compassionate, timely and proactive communication

- Communicate with families, staff, districts, Board of Directors, transport providers, counties and all other Agency personnel
- Seek input from stakeholders throughout the emergency
- Utilize multiple communication avenues
- Share plans, expectations and resources
- Collaborate with stakeholders
- Connect stakeholders to resources

**Health and Safety:** The health and safety of our total community is the utmost concern. Our preparations for our school venues and environments must always keep safety at the forefront.

- Preventative actions- health screening
- Enhanced cleaning and disinfecting
- Containment and isolation of ill persons
- PPE (Inventory and training)
- Student/staff interactions

**Buildings, Supplies and Facilities:** School buildings and facilities will be modified as needed to meet the safety requirements; supplies have been put in place in preparation to implement safe and effective in-person programming

- Physical Distancing
- Ventilation
- Pedestrian traffic- flow
- Enhanced cleaning
- Execute emergency response exercises

**Nutrition:** Saint Anne Institute will ensure safe delivery, storage and access to nutrition whether in person or remote

- Enhanced sanitation in food preparation areas
- Reusable tableware when possible

### **Transportation**

- Collaborate with transportation providers and districts
- Proactive communication
- Flexibility in arrival/dismissal

**Social Emotional Well- Being:** Compassionately supporting students, staff, families and community through communication, shared resources, and proactive measures

- Assess and respond to students readiness to learn
- Provide additional supports to students as necessary to ease back into school
- Provide resources to staff, families and communities

**Educational and Related Services:** Our unique students require holistic planning that is attentive to education, therapy and social emotional wellness

- Classroom schedule
- Related services
- Nursing
- Transitions
- Special area subjects (Physical education, Art, Music, Cooking, Life skills)

**Attendance and Chronic Absenteeism:** We have a responsibility for the accurate collection and reporting of daily attendance for both in-person and remote schooling

- Attendance monitoring in school
- Quality contacts with students and their families engaged in remote learning

**Technology and Connectivity:** We will work to provide equitable access to technology for students and staff. We will assess the need for additional supports by communications with families and staff

- Continued connectivity and devices for students when needed
- Ensure staff connectivity

**Equity:** It is critically important that we look at our policies and practices with the lens of racial and economic equity. We understand that we must be responsive to all.

- Promoting equal access to technology
- Connect families to economic supports
- Address language barriers

**Human Resources:** Healthy staff are crucial to the highest quality education of our students

- Health screenings for all adults entering the building
- In accordance with NY State policies, exclusion from work after travel to areas with significant positive COVID cases
- Reasonable accommodations for staff with health conditions considered high risk for COVID-19
- Mandated personal protective equipment for all staff
- Attendance policies that support ill staff staying home

## School Schedule

| <b>Model of Instruction</b> | <b>Full In-Person</b><br>February 2021 if feasible   | <b>Hybrid</b><br>September 2020 if Feasible  | <b>Remote</b><br>If Governor deem- it unsafe to open schools or students choose/need to stay remote   |
|-----------------------------|--|--|---|
|                             | <ul style="list-style-type: none"> <li>• 5 days of direct in-person instruction per week</li> <li>• Attendance is taken as per our normal attendance procedures</li> <li>• Students will follow a 7 period a day schedule where they move throughout the building</li> </ul> | <ul style="list-style-type: none"> <li>• 5 days of direct instruction for those who are not able or do not desire to learn remotely</li> <li>• Students will follow a 7 period day where they are grouped according to cohorts</li> <li>• Student movement will be limited to particular areas of the building as best as they can with no interactions between Cohorts</li> </ul> | <ul style="list-style-type: none"> <li>• Students are provided work by chrome book as well as packets if needed.</li> <li>• Teachers will provide direct contact with each student via chrome book</li> </ul> |

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| <p>Teaching and Learning requirements</p> | <ul style="list-style-type: none"> <li>• All courses meet NYSED standards of learning</li> <li>• IEPs will be implemented with fidelity</li> <li>• Classroom instruction to include whole group, small group and individual support</li> <li>• Classes maintain the 6:1+1 ratio.</li> <li>• Desks will face one direction with six feet between students</li> <li>• Students will be provided with 12 feet spacing for activities that include voice projections or heavy breathing such as in PE classes or choral responses in music class</li> </ul> | <ul style="list-style-type: none"> <li>• All courses meet NYSED standards of learning</li> <li>• IEPs will be implemented with fidelity</li> <li>• Classroom instruction to include whole group, small group and individual support</li> <li>• Classes maintain the 6:1+1 .</li> <li>• Desks will face one direction with six feet between students</li> <li>• Students will be provided with 12 feet spacing for activities that include voice projections or heavy breathing such as in PE classes or choral responses in music class</li> </ul> | <ul style="list-style-type: none"> <li>• All courses meet NYSED standards of learning</li> <li>• IEPs will be implemented with fidelity</li> <li>• Remote instruction will be provided by teachers making a minimum of two contacts to each student per week to assist with school work and provide engaging conversation to promote positive social emotional health and well being.</li> </ul> |

## Plans

The following sections address specific strategies Saint Anne's will implement to maximize the health and safety of all students and staff during the COVID-19 pandemic.

**Communication Plan:** Compassionately and proactively engaging all stake holders including families, staff, districts transportation providers, and community members with a commitment to respect and understanding. Provide communication s to parents/guardians in their preferred language and mode of communication to ensure that they have equitable access to critical information regarding their child's education.

| Mandate/Concern                        | Strategy   |
|--|--|
| Clear consistent communication         | Educational Specialist designated as responsible party for point of contact communication  |
| Mandated posting of plan               | Plan to be posted on Saint Anne website:   |
| Stakeholder engagement                 | Planning and problem solving conducted with administration and staff as well as input from parents, medical personnel etc...   |
| Outreach to parents                    | Contact with Social workers, teachers and clinicians as required<br>Information distributed regarding health and safety precautions and student expectations                           |
| Outreach to students                   | Contact with Social workers, case managers and teachers. Signage and materials regarding safety measures distributed   |
| Outreach to staff                      | Communication to staff has been consistent throughout the pandemic and school closing; This will continue as school reopens  |
| Staff training before reopening        | Staff were informed of mandatory health screening, travel restrictions, mask requirements and physical distancing. Enhanced cleaning procedures  |
| Outreach to component school districts | Communication with the CSE chairs of the different school districts to coordinate and plan for the Day Service students we serve. This will be done through our residential CSE person |

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| Outreach to transportation providers | Our residential CSE chair will work with the districts we serve to coordinate with their transportation departments to make sure our students are brought in according to the Board of Health and State Ed recommendations    |
| Signage                              | Posters are places at all entrances and throughout hallways and in classrooms reflecting the CDC guidelines on social distancing and mask wearing as well as handwashing, etc. Health screening posters are available as well |
| Visitors                             | Visitors are allowed in if they are pre scheduled and only 1-2 people at a time. They are in designated visiting areas and undergo health checks when entering the building. All visitors must wear masks.                    |
| Outreach to community                | Saint Anne's has a strong community based program and are communicative with the outside community through telehealth as well as in person contact  |

### Health and Safety Plan:

| Mandate/Concern                | Strategy   |
|--------------------------------|--|
| Designated Responsible Parties | COVID-19 Safety Coordinator: COO Teresa Gabriel<br>COVID-19 Resource Person: Beth Assini RN<br>Designated responsible parties will work with school personnel including: Principal, Educational Specialist and other staff . All staff are responsible for observing students and other for signs of illness and notifying the clinic to make a determination on whether the student should be sent home |
| Health Checks                  | Parents/families and staff will be given instructions in advance regarding mandatory daily health screenings including   |

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|                               | <p>temperature checks, travel ban information, health and hygiene expectations, quarantine protocol and return to school criteria.</p> <p>Staff are required to notify their supervisors if/when they develop COVID 19 symptoms</p> <p>Families are required to notify the school if child develops COVID 19 symptoms. They can call the main office at (518)437-6578</p>                           |
| Screening                     | <p>Health screenings including temperature checks are required for students, staff and visitors when they enter the building. The daily screening questionnaire will reflect current health guidelines, travel restrictions and executive orders.</p> <p>Parents will be asked to attest to health screening questions at home before a child can return to school and periodically thereafter.</p> |
| Health hygiene practices      | <p>In advance to returning to work/school staff will receive training on hygiene expectations. Families will receive information in the return to school packet regarding proper hygiene</p>  |
| Hand hygiene                  | <p>Students will be taught and supported in proper handwashing techniques. Signs and posters will be hung in bathrooms and kitchen areas with age-appropriate directions.</p>   |
| Respiratory hygiene           | <p>Students will be taught and reminded to use proper respiratory hygiene practices.</p>  |
| Vulnerable populations        | <p>If a student s family chooses to have their child remain home due to health concerns, we will continue to remote teach that child</p>  |
| PPE-<br>Face Coverings, masks | <p>Protocols and procedures for the wearing of PPE are in place for students, staff, and visitors. Training and communication of expectations for staff will be provided before re-entering the building. Adults are required to wear masks and/or face shields unless they are in an office alone or eating. Staff who have an underlying condition</p>  |

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|                            | <p>preventing mask-wearing will be required to submit a doctor's note to that effect to Human Resources and their supervisor. Instructions and expectations will be sent to families before re-opening concerning student mask-wearing protocol. Students will be expected and encouraged to wear a mask. Students will be taught how to safely don, wear, and remove masks. The ability to wear/tolerate a mask is NOT a requirement of students in order to return to in-person schooling. We understand that our students have unique needs and we will individualize instruction to help those who are medically able to wear a mask learn to tolerate doing so.</p>  |
| <p>Additional PPE</p>      | <p>Additional PPE will be provided to nurses and staff for situations in which there is a high risk of exposure to bodily fluids. Masks may be brought in from home; however, Saint Anne will also provide them and maintain an adequate inventory.</p>   |
| <p>Physical Distancing</p> | <p>Pursuant to NYSDOH Guidance and the NYSED School Reopening FAQ issued on July 22, 2020, physical distancing of six feet will be required throughout the campus unless safety or the core activity requires a shorter distance. We recognize that this will be difficult for some students or in some learning situations. In these cases, PPE will be used to maximize safety. Face-to-face interactions will be minimized through the use of floor markings, room dividers, and signs to reduce bi-directional traffic flow. Students will move through the hallways less frequently; clinicians and teachers of specials will provide services in classrooms. Student belongings will be separated from each other by 6 feet. Meetings (CSE, CPSE, BIP, Parent Teacher Conferences, Program Recommendation, Clinics) will take place virtually. Shared</p> |

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|  | spaces will follow occupancy rates per the DOH, furniture will be adjusted to maintain appropriate space between users, desks will be turned so occupants face opposite directions, and barriers will be used to minimize face-to-face interactions. When physical distancing is not possible, PPE will be used. |
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**Buildings, Facilities, & Supplies Plan:** It is vitally important that when students and adults return to our school buildings for in-person instruction, the physical spaces they occupy are configured and maintained in a way that provides the maximum possible protection from spreading the coronavirus. Many items were considered including ventilation, square footage per person, physical distancing, and appropriate use of polycarbonate or wooden barriers. It is also essential that a sufficient amount of supplies such as disinfectants/cleaners are in stock. The school building will be cleaned thoroughly on a daily basis with frequently touched surfaces disinfected multiple times a day for the safety of all.

| Mandate/Concern                            | Strategy  |
|--|---|
| Proactively acquire supplies               | The School secretary will work directly with the Purchaser to monitor inventory and proactively reorder supplies. Hand sanitizer, gloves, cleaning equipment, masks, hallway tape, signs, cones, advanced PPE for certain job roles, thermometers, etc..    |
| Physical distancing for pedestrian traffic | Hallway traffic will be one way as indicated with posters, signs and floor stickers. Arrival and dismissal traffic flow will be one way, clearly indicated with cones, signs and personnel directing traffic.   |
| Common and shared staff equipment          | Equipment including vending machines, time clocks, computers, copiers, refrigerators are assigned to specific individuals for scheduled cleaning. In addition, supplies are provided so that users can clean after use. Signs with instructions are posted. |
| Enhanced Cleaning                          | School staff and cleaning service personnel will implement enhanced cleaning frequency and procedures during the day and after  |

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|                | <p>program hours to ensure that classrooms, therapy areas, nursing offices, restrooms, common areas, play spaces, shared spaces and touch points are disinfected. Adults will be responsible for cleaning any shared items after use when students are not in the area. Items should not be shared without sanitization. All areas of school have been assigned to staff for end-of day cleaning and disinfecting . Cleaning staff will walk around throughout day disinfecting high touch point areas (Doorknobs, punch clock, bathrooms etc...)</p> |
| Hand Sanitizer | <p>There is an abundance of places for people to wash their hands in sinks in the school buildings; however, hand sanitizer is provided to staff in dispensers located in adult-only areas, near time clocks, copiers and some staff lounges.</p>   |
| Signs          | <p>Signs will be posted on exterior doors limiting non-essential visitors and informing others of our health screening requirements. Age appropriate signs and visual reminders including taped markers will be displayed as reminders for social distancing. "STOP THE SPREAD" posters will be posted prominently in bathrooms, break rooms, and hallways with instructions for hand hygiene, respiratory etiquette and social distancing</p>  |
| Safety Drills  | <p>The required 8 evacuation and 4 lockdown exercises will be conducted in compliance with New York State Department of Education regulation for all students. Each cohort of students will participate in the required number of exercises. There will be modifications to egress routes to maintain physical distancing requirements unless safety requires closer proximity. Classrooms will be given instruction about ensuring physical distancing during all emergency exercises and responses.</p>   |

## Nutrition Plan

| Mandate/Concern                  | Strategy  |
|----------------------------------|---|
| Food Service                     | Students eat within Cohorts. They receive breakfast and lunch products daily. Multiple lunch periods are provided to accommodate social distancing . All food is individually wrapped.                            |
| Families facing food instability | Saint Anne Institute has a backpack program in place to assist with Day service students that face food instability. The Social Workers work closely with the families to help provide food and resources to all. |
| Cleaning procedures              | The Cafeteria is cleaned frequently throughout the day  |

## Transportation Plan

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| Residential Students  | All residential students are already within the same building as the school. They will be walked to their cohort area by staff at staggered intervals to avoid hallway interactions                     |
| Day Services students | All Day Service students are bussed in from their home districts. Parents are encouraged to screen students before they get onto the school bus. Students will be screened again upon arrival to school |

## **Social- Emotional Well- Being Plan**

- As a Trauma Informed School, The Zones of Regulation and TCI are consistently practiced to support and de-escalate individuals as needed throughout the day. Additionally, we utilize components of Restorative Practices, Sanctuary Model and Positive Behavioral Supports and Interventions to enhance accountability and relationships among staff and students.
- Related services are offered in-person while maintaining social distancing and following all CDC protocols.
- TA support is provided in each classroom.

**Attendance and Chronic Absenteeism:** Saint Anne is required to have systems for tracking and reporting attendance for all students regardless of whether they attend in person or remotely.

- The families of students who are absent will be contacted on the day of the student's absence to obtain information related to the absence. This will be done on an ongoing basis in an effort to address frequent and unnecessary absence from school. Protocols will be followed to ensure all students are engaged in the educational process in school.
- All student attendance will be kept in ALMA, our school record keeping program. If they are present or participatory in online learning they will be marked Present. If they are too ill due to COVID to attend school or participate they will be marked Absent/Excused. If they are just absent or not participatory they will be marked Absent Unexcused.

### SAI Preschool Reopening Plan: Fall 2020

This document is intended to communicate specific information as to how the Saint Anne Institute preschool plans for reopening in September, 2020. The reopening plan informs families and districts on how instruction will occur based on the COVID-19 regional needs. Saint Anne Institute preschool will continue to provide ongoing monitoring of all practices to ensure the health and safety of everyone.

The individuals that have been involved in the development of this document, include, but are not limited to staff, administrators and families.

The Saint Anne Institute Preschool has developed an in-person instruction Model for opening in September. In the event of the infection rate going above 9% on a 7-day average, the Saint Anne Institute Preschool will move to a virtual learning plan.

- **In-person Instruction:**

- Prekindergarten Schedule
- School Day: 8:30am- 3:00 pm (Additional time added in the morning for staggered arrival)
- Implemented when classes need to be separated into two cohorts:
- 8:00-8:45 Arrival and health screening through a separate entrance. Wash hands. Grab and go breakfast in designated classroom.
- 8:45 Music and Movement
- 9:00-10:00 Instructional time
  - Cohort A: Teacher/TA: circle time: community building, morning message, read aloud, movement activity, ELA/Math lesson; small group instruction
  - Cohort B: Teacher/TA: Centers with objectives that promote skill sets based on explicit instruction aligned to the unit theme
- 10:00- 10:20 Clean up, wash hands
- 10:25- 11:00 Large Motor-
  - Cohort A: 30 minutes on playground or in gym - planned activity
  - Cohort B: 30 minutes with equipment/online, smartboard activity (6 minute work out, Choosy, GoNoodle, Tabatas)- alternate days (ex. Cohort A: Wk 1: M,W, F; Wk 2 Tu, Th)

- 11:05-11:15 Wash hands/ prepare for lunch
  - 11:15- 11:45 Lunch Rest rooms/ wash hands
  - 11:45-12:45 Rest
  - 12:45- 2:00 Instructional time
    - Cohort B: Teacher/TA: circle time: community building, morning message, read aloud, movement activity, ELA/Math lesson; small group instruction Cohort A: Teacher/TA: Centers with objectives that promote skill sets based on explicit instruction aligned to the unit theme
  - 2:00 – 2:15 Clean up and Wash hands
  - 2:15 - 2:30 Closing circle
  - 2:30- 3:00 Staggered dismissal outside when weather permits
- **Virtual Instruction: In the event that there is a mandatory 2 week quarantine at the preschool or the necessity for virtual learning for a longer duration**
    - In consideration of developmentally appropriate practice and limited screen time, NAEYC recommends less than 30 minutes daily, prekindergarten students will be provided the opportunity to participate in circle time and additional activities to support unit concepts and skills. Circle Time (building up to 20 min) will occur live at 9am; posted by 10am to teachers' google classroom to be accessed by students and families at their convenience. Circle Time will include the following components: welcome song, calendar and weather, morning message, song/fingerplay, read aloud, focus skill(s) explicit instruction
    - Daily assigned small group google meets Tuesday-Friday (10 minutes) to get to know students, build relationships and sense of community. Each child would be invited to two small groups/week. Shift groupings weekly so that students can meet one another. As times goes on this small group may shift from a social emotional focus to instructional. Small group time could include an engaging activity, game, or music/movement which supports unit standards.
    - Weekly instructional guides, which provide supplemental, standards aligned activities focusing on skills and concept development, will be posted to teacher google classrooms by Monday at 8am. These will also be posted to the district website and Early Childhood Facebook Page.
    - Instructional Guide Template
      - Weekly instructional guides provide a myriad of activities that the family can select from to support learning and time together. Instructional videos, additional read alouds, and additional resources aligned to the pacing calendar and supporting the NYS prekindergarten standards will be posted weekly to the teachers' google classroom. Optional take home materials/packets to be distributed by unit, and as requested

## **Guiding Principles**

There are many challenges to be faced upon reopening our school at Saint Anne Institute and in the return to in-person instruction as fully as possible. While facing these challenges we have been following the following guiding principles:

8. Safeguarding the health and safety of our students and staff
9. Allowing all students the opportunity to return to school starting in the fall while maintaining preparations for remote learning as the need arises
10. Monitoring our school, students and staff as well as our region, and the regions we serve, for levels of COVID-19 – If the rate reaches greater than 9% and/or as directed by the Department of Health, cancelling in person schooling until it is safe to re-open again
11. Maintaining enhanced cleaning and sanitation practices for all school facilities, supplies and equipment as well as supplying all necessary PPE for our staff and students
12. Emphasizing equity, access, and support to all students and families
13. Fostering comprehensive, consistent, and frequent two-way communication with our partners in education including families, educators, staff, districts, community partners and other agency personnel
14. Factoring into decisions about reopening the challenges to the physical safety, social emotional well- being, and the mental health needs of our students when they are not in school

## **Considerations and Priorities**

**Communication:** Provide transparent, compassionate, timely and proactive communication

- Communicate with families, staff, districts, Board of Directors, transport providers, counties and all other Agency personnel
- Seek input from stakeholders throughout the emergency
- Utilize multiple communication avenues
- Share plans, expectations and resources
- Collaborate with stakeholders
- Connect stakeholders to resources

**Health and Safety:** The health and safety of our total community is the utmost concern. Our preparations for our school venues and environments must always keep safety at the forefront. The program administrator will act as the Site Safety Monitor.

- **Daily health screenings of staff and students**
  - Staff – Each staff member will have their temperature taken and submit to 5 screening questions daily before entering the classroom. No staff member with a

temperature over 100 degrees will be admitted into work for the day and will have to submit to a COVID test before returning to work

- Students - Guardians will line up with their children outside the door closest to the preschool (a wireless doorbell has also been installed)
- Preschool staff will take the temperature of each child and ask 5 screening questions to each guardian before bringing the student inside. No student with a temperature over 100 degrees will be admitted into school for the day and will have to be fever free for 72 hours before returning to school
  - Parents will be given 4 time slots to choose from to foster social distancing/efficient time usage during this process
  - Every parent will sign a declaration at the beginning of the school year stating that they will not bring/send their child to school if they have knowledge that their child has a temperature/symptoms or has been in contact with any individual that tested positive or has shown symptoms of COVID-19
- **Face coverings**
  - All staff and students will be required to wear a mask (for students - or a face shield) throughout the day except for during meals and outdoor play. There will be time throughout the day to take mask breaks and during these times, social distancing will occur
- **Hand and respiratory hygiene**
  - All staff and students will be expected practice healthy hygiene practices including frequent handwashing, use of hand sanitizer and covering coughs and sneezes
  - Students will be instructed in these healthy hygiene protocols and these protocols will be practiced throughout the day
- **Enhanced cleaning and disinfecting**
  - Each area/all materials will be disinfected before use by another child
  - Hand sanitizer dispenser will be attached to the wall where staff and students enter
- **Containment and isolation of ill persons**
  - In the event a child falls ill at school, they will lie on a cot in the teacher's office with the door propped and supervised by the program administrator
- **PPE (Inventory and training)**

- All staff will complete a training on how to use and discard PPE properly before reopening
- Disposable PPE will be available to all staff whenever necessary
- **Student/staff interactions**
  - When possible, children will access centers and learning activities while maintaining six feet apart from peers and staff. When this isn't possible, students are required to wear a face covering. Staff are required to wear a face covering whenever they are in the classroom
- Plexiglass has been added to the bathroom counter but whenever possible staff should try to have one child in the bathroom at a time. Face coverings must be worn at all times in the bathroom

**Buildings, Supplies and Facilities:** School buildings and facilities will be modified as needed to meet the safety requirements; supplies have been put in place in preparation to implement safe and effective in-person programming

- Physical Distancing
  - Distancing boxes will be taped to the floor six feet apart to aid in social distancing.
- Ventilation
  - Due to safety in the classroom, windows will be open but no more than 6 inches
- Pedestrian traffic- flow
  - Arrows will be taped to the floor to aid in safe traffic flow
- Enhanced cleaning
  - Cleaning will occur throughout the day by preschool staff, daily by SAI maintenance staff and weekly by a professional company
- Modifications – Soft items removed, no toys from home, no sharing of cubbies, additional signage regarding safe practices

**Nutrition:** Saint Anne Institute will ensure safe delivery, storage and access to nutrition

- Enhanced sanitation in food preparation areas
- Reusable tableware when possible

- Food will be preset on each plate – family style will no longer be used
- Children will eat 6 feet apart whenever possible

### **Transportation**

- Collaborate with transportation providers and districts
- Proactive communication with the bus company and parents/guardians
- As it is anticipated that bus aides will not be able to take a child’s temperature before getting on the bus, the program administrator will encourage all parents to text in their child’s temperature before having them get on the bus
- If possible, thermometers will be provided to parents willing to participate
- Students’ temperatures will be taken outside as they get off the bus and before entering the school
- If a child arrives off the bus with a temperature or symptoms, a cot will be brought outside to the playground pavilion until pick up can be arranged (if the weather is moderate) or the student will go to the teacher’s office and until they can be picked up by a parent/guardian. Program Administrator will supervise
- SAI will not transport ill children

**Social Emotional Well- Being:** Compassionately supporting students, staff, families and community through communication, shared resources, and proactive measures

- Provide laminated social stories to help students understand COVID-19 and the wearing of face coverings,
- Food sent home when necessary so that doesn’t cause additional stress
- Assess and respond to students readiness to learn – meet them where they are
- Provide resources to staff and families

**Educational and Related Services:** Our students require holistic planning that is attentive to education, therapy and social emotional wellness

- Classroom schedule and new social distancing rules should be consistent so that children know what to expect
- Related services should be provided in the manner that is safest for the student and therapist
- Transitions should occur as quickly as possible with the additional cleaning measures and employing transition songs and games should be employed to keep the students engaged

**Attendance:** We have a responsibility for the accurate collection and reporting of daily attendance for both in-person and remote schooling

- Attendance monitoring in school
- Quality contacts with students and their families engaged in remote learning

**Technology and Connectivity:** We will work to provide equitable access to technology for students and staff. We will assess the need for additional supports by communicating with families and staff about their needs

- Continued connectivity and devices for students when needed
- Ensure staff connectivity

**Equity:** It is critically important that we look at our policies and practices with the lens of racial and economic equity. We understand that we must be responsive to all.

- Promoting equal access to technology
- Connect families to economic supports
- Address language barriers

**Human Resources:** Healthy staff are crucial to the highest quality education of our students

- Health screenings for all adults entering the building
- In accordance with NY State policies, exclusion from work after travel to areas with significant positive COVID cases
- Reasonable accommodations for staff with health conditions considered high risk for COVID-19
- Mandated personal protective equipment for all staff
- Attendance policies that support ill staff staying home