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Williamsburg Infant & Early Childhood Development Center

# REOPENING SAFETY PLAN

JULY 2020

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## Introduction

We at Eis Laasois look forward to welcoming back our staff and all students after mandatory school closure due to the Covid-19 pandemic. A comprehensive reopening plan was created to ensure compliance with all DOHMH and NYCDOH regulations, which will minimize the risk of Covid-19 transmission at school. The reopening plan was created in collaboration with the Board of Directors, School Administrator, Principal, School Nurse, parents and local health care providers.

## Cleaning/Disinfecting

Additional cleaning personnel were hired so that classrooms can be disinfected frequently throughout the day. All frequently touched surfaces, such as light switches, doorknobs, bathrooms, sinks, railings, phones, tables etc. will be disinfected at least twice a day. Disinfecting logs will be placed in each area, indicating time and scope of disinfection. Additionally, disinfectant wipes and spray will be widely available throughout the school building, to be used as necessary by the staff. After school hours, a cleaning crew will be present, to thoroughly clean and disinfect the building.

## Environmental

Before reopening of school, all faucets were run for a minimum of ten minutes, starting from the faucet farthest from the water main. A log is located in the main office.

To increase ventilation with outside air, windows in hallways and classrooms will be left open if possible. 13 MERV air conditioning filters replaced the standard filters that were in place.

## Covid-19 Monitoring

The school nurse is the designated individual responsible for all Covid-19 related matters and monitoring. Signs are posted in each room with instructions to contact her with any questions/concerns related to Covid-19.

The DOHMH website will be checked frequently to monitor local activity and metrics of Covid-19, and assess whether it is safe for school to remain open.

Should any staff member or student present with symptoms of Covid-19 during non-school hours, they are to notify the school nurse and not report to work. If symptoms develop during school hours, the individual will be assessed by the school nurse. Should Covid-19 be suspected, staff will be sent home immediately. Students will be placed in isolation in the vision therapy room (which is currently not in use), until they will be picked up by the parent. Staff member supervising the child is required to wear a gown, surgical mask and face shield.

The area which was used by the individual suspected of having Covid-19 will be closed off. If possible, it will be left for 24 hours before being cleaned and disinfected, after which it may reopen. Should an individual test positive for Covid-19, the DOHMH will be notified by the school nurse, and Eis Laasois will comply with all regulations regarding possible closure, contact tracing and disinfection requirements.

After screening positive for Covid-19, individuals cannot return to work without the following:

1. Doctor's note clearing them for attendance
2. Negative Covid-19 test
3. Symptom resolution for at least 3 days
4. At least 10 days since start of symptoms

After testing positive for Covid-19, the individual must submit a release from isolation signed by a physician, before returning to school

Local Covid-19 testing centers include:

1. ODA  
423 Bedford Ave., Brooklyn, NY
2. Chai Urgent Care  
735 Bedford Ave., Brooklyn, NY  
3808 14<sup>th</sup> Ave., Brooklyn, NY
3. Crown Heights Urgent Care  
555 Lefferts Avenue, Brooklyn, NY

Staff were made aware of the symptoms of Multisystem Inflammatory Syndrome in Children, which is associated with Covid-19. The nurse will be immediately notified should a child exhibit these symptoms: fever, abdominal pain, vomiting, diarrhea, neck pain, rash, bloodshot eyes or extreme lethargy.

## Screening

As recommended, staff, students, vendors/contractors and all building visitors are required to submit a health screening and temperature check. The 4 questions included in the screening are:

1. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive or who has had symptoms of Covid-19?
2. Have you tested positive for Covid-19 in the last 14 days?
3. Have you experienced any symptoms of Covid-19 in the last 14 days?
4. Have you travelled internationally or to a state with a high rate of transmission of Covid-19 in the last 14 days?

No record of temperature will be kept, but a temperature clearance is required.

Staff may complete the screening online prior to coming to work, through the school portal. If they do not have internet access, they can complete the screening at the school entrance.

Prior to boarding the bus, parents must fill out the screening provided by the matron. If a child is dropped off at school, the parent will be met outside the building by a staff member, who will provide the health screening.

Visitors will be strongly discouraged, however, if necessary, will be allowed entry after submitting the health screening at the door.

Employee who will be doing temperature checks and health screenings will be wearing an overcoat, gloves, surgical mask and face shield. A contact-less thermometer will be used, so

changing of gloves between individuals is not necessary. Thermometer will be cleaned with alcohol wipes between each use.

## School Closure

School may be subject to closure in response to an uptick of Covid-19 cases in the area, a positive case at school, or by regulation of the DOHMH. Should the need arise, classes and therapy will resume by Zoom sessions. Tablets will be provided if the student or staff member does not have access to a device at home.

## Communication

Notifications to staff and parents will be sent via multiple modalities: text messages, email, written notices, phone calls and an update on the school phone system. Prior to school reopening, parents will receive the health and safety reopening plan. Plan will be provided in alternate languages if necessary.

Signage is placed throughout the building, indicating proper use of PPE, reminders for proper hand and respiratory hygiene, and reminders about social distancing.

## PPE

PPE will be provided near the entrance of the building. Overcoats, which are to be changed when soiled, and at minimum every day, will be provided. Employees and visitors must wear face coverings at all times when in common areas and when social distancing cannot be maintained. Students are to wear face coverings if they are physically and developmentally able. Staff may wear their own cloth face covering if desired. The school will also provide surgical masks or cloth face coverings. Staff was trained on the proper usage and disposal of face coverings. Gloves should be worn when handling food, or when in contact with bodily secretions.

The required amount of PPE will be available on site at all times.

## Hand Hygiene

All staff have been trained on proper hand hygiene protocols prior to resuming school. Hand washing is required upon entering the building, before and after handling food, after using the restroom or assisting students with toileting, after using shared objects, after coughing or when hands are visibly soiled. Staff are instructed to supervise/assist student handwashing for all these circumstances. For all other instances, alcohol based hand sanitizer may be used. Dispensers are strategically placed throughout the building and in each classroom. Signs near the dispensers indicated that sanitizer may not be used when hands are visibly soiled.

## Respiratory Hygiene

Proper respiratory hygiene indicated to cough/sneeze into a tissue if available, or the inside of the elbow/sleeve. Tissue should be disposed of immediately, and hand hygiene should then be performed.

Staff were trained, and instructed to teach and assist students in proper respiratory hygiene if possible.

Signs were placed in hallways and classrooms indicating proper respiratory hygiene.

## Social Distancing

Staff and students should remain six feet apart when possible. In situations where social distancing cannot be adhered to, a face covering is required.

To assist with foot traffic, bi-directional markers are placed on the hallway floors and stairs. Six foot markings are placed in all common areas, such as the lobby and bathrooms.

All shared spaces, such as bathroom and elevators, will be used at 50% capacity. Staff break room and computer room are closed.

## Classrooms

There will be no more than ten students per class. Each class will remain a cohort; student and staff should not be entering other classrooms. Because Eis Laasois is an approved preschool for special class, we do not enroll more than 10 students per class. Therefore, students will be able to attend school on a regular schedule.

During nap time, cots will be placed in a head to toe pattern, spaced at least six feet apart. Sheets will be washed at the end of the day, and cots will be stored in a fashion that there be no touching of the cot surfaces.

Students will be using the restroom one at a time. The toilet will be disinfected between each use. Sensory materials will be provided in individual bins for each student, no sharing is allowed. Toys will be disinfected between uses. All cloth and soft toys may not be used.

## Buses Arrival/Dismissal

The matron and bus driver will be wearing masks. Students are required to wear masks if they are physically and developmentally able. If a student cannot wear a mask, they should be seated at least six feet away from other children (every second row). Students should be seated starting from the back of the bus. Before boarding the bus, students will be required to have a completed health screening.

Buses will be disinfected once daily by the bus company.

When arriving to school, buses will be unloaded once at a time, and social distancing will be maintained between students. Buses will be loaded via the same procedure during dismissal.

## Mealtime

Meals will be served in the classrooms. Should a student have food allergies, suitable accommodations will be made in collaboration with the teacher and school nurse. Students will be seated on only one side of the table, spaced apart. The table surface will be disinfected before and after mealtime.

Food will be served in individual portions, and food sharing will be strongly discouraged. Staff will wear gloves when handling food items.

Students will perform hand hygiene before and after mealtime.

## Employee Training

Staff training will be done via Zoom. Training will be given on the proper use of PPE, hand and respiratory hygiene, and on the reopening plan. Staff are required to sign that they had been trained. The fingerprint clock in system will not be used. Staff may sign in on the portal, or when entering the building.

All staff members must stay in their assigned classroom.

## Students

Parents will receive the reopening plan in the mail or through email prior to the beginning of school. Parents will need to sign that they have read and understood the policy, and agree to abide by it.

## Therapy

The therapist is not required to maintain social distancing with the child being treated. However, anyone not part of the session must stand at least six feet away. A proper face covering must be worn throughout the session. The student being treated is not required to wear a face covering.

To facilitate social distancing between therapists, empty classrooms may be used for sessions.

Therapists should not enter the classrooms. When picking up/dropping off students, therapists should remain at the classroom door.

## Aerosol Generating Procedures

Suctioning, nebulizer treatments, and peak flow meters are considered AGP's. Should they be required, the nurse must wear gloves, gown, surgical mask and face shield. Treatment should be done in an empty room, and if appropriate, nurse should leave the room for the duration of the treatment.

Metered dose inhalers should preferably be used instead of nebulizer treatments, as they are not considered to be AGP's.

## Outdoor Yard

Classes may use the yard only at their designated time slot. Yard equipment will be disinfected between each class by cleaning personnel.

## Safety Drill Procedure

Safety and Fire drills will be conducted in a staggered schedule, one class at a time. During evacuation, appropriate distance will be kept between students. Staff and students will be reminded that during a true emergency, safety is priority and maintaining social distancing may not be possible.

## Special Education

Irrespective of the learning model, Eis Laasois is committed to continue to provide FAPE in the least restrictive environment as per each student's IEP mandate. Teachers & therapists are expected to complete progress reports & update the IEP goals on a quarterly basis. Progress reports will be mailed to the parents and the CPSE providing them with clear data on their child's achievements. Communication with CPSE administrators will be maintained throughout the year. In an event that a service cannot be provided, Eis Laasois will collaborate with parents and CPSE administrator to ensure a plan that includes necessary adjustments, modifications and/ or accommodations to the IEP. Students will have access to all necessary modifications and accommodations including but not limited to supplementary aids and assistive technology to ensure FAPE.

Eis Laasois recognizes that ongoing collaboration and communication with parents are critical components of Special Education services. Therefore, Special education teachers and service providers will communicate regularly with parents/guardians despite the mode of instruction or services (hybrid or remote). Teachers and service providers will document communication with parents detailing the length and content of the conversation. Teachers will maintain communication logs throughout which will be monitored by the Educational director on a monthly basis.

As a special education, self-contained preschool, Eis Laasois will make every effort to allow our students to attend school in-person. When in-person learning is not recommended, accommodations for tele-therapy/ online learning will be provided. Teachers will interact directly with students every day in one of several ways. In an event that a student is not attending live sessions and/or remote learning sessions, the teacher will reach out to the parents to offer support and problem-solving. The phone number and email address of all teachers, related service providers and supervisory staff will be shared with parents. Parents will be encouraged to reach out to their child's provider or classroom supervisory staff with any questions, concerns or feedback they have.

Instruction will be guided by current curricular materials and units that are aligned with NYS Standards. Curriculum Coordinator will derive instruction in collaboration with Special education

teacher. Curriculum coordinator will review lesson plans and facilitate change when needed. In an event of school closure, Eis Laasois will provide loaner tablets with high speed internet to all students.

Eis Laasois is committed to ensuring that all teachers, related service providers and directors hold valid and appropriate New York State licensing/ certification. Substitute teachers will not be allowed during the 2020-2021 school year in order to limit exposure from outside sources. In order to cover for staff absences, Eis Laasois will hire floater teachers and aides.

Eis Laasois will operate on a typical 10- months school year calendar. The anticipated first day of school will be September 8th.

## Online Learning

Preschool children thrive in the in-person classroom environment. Here at Eis Laasois we will make every effort to allow out students to come to school. In the event of school closure, or to accommodate a student who is high-risk, the school will provide accommodations for tele-therapy and online schooling. Teachers will keep an attendance record of online classes. The majority of our student body does not have internet access, due to religious reasons. Eis Laasois will provide tablets with cellular service to all employees or students who do not have access to a device.

## Mental Health

The stress of the pandemic is felt by children and adults alike. The school social worker will be available to work with parents, employees or students should the need arise. Classroom teachers will be on the lookout for any students who are struggling emotionally or behaviorally, so they can be referred to the social worker. The school social worker will also provide an in service training to classroom teachers on how to support students during this difficult time.