

KIDS IN ACTION OF LONG ISLAND, INC.
POLICY AND PROCEDURE
RE- OPENING PLAN
SCIS PROGRAM
COVID-19 PANDEMIC
Submitted: 8/12/2020

This plan and all updates will be posted on the school website, kidsinactionli.com

AGENCY NAME: Kids In Action Of Long Island, Inc.

BEDS Code: 800000057382

Administrative Address: 252 Islip Avenue, Islip NY 11751

Program Site: South Shore Children's Center of West Islip
350 Higbie Lane, West Islip NY 11795

Program(s) provided at this site:

- 4410 (Pre-School Special Education)
- Special Class in an Integrated Setting
- Related Services center-based
- MDE

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Introduction:

Kids In Action Of Long Island is committed to the children and families we serve. It is our priority to maintain a healthy, safe, and least restrictive environment in which students can receive their educational services. Our first year 2020-2021 providing a special education class in an integrated setting is going to be structured differently than originally planned due to COVID-19. We will continue to update our health and safety measures on an ongoing basis. We will focus on and refer to guidance via the DOH, NYSED, and CDC to ensure our School Re-Opening Plan is carried out in a clear and defined manor.

All updates will be posted on our website: kidsinactionli.com.

recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. It is our priority to maintain the health and safety of the children and families we serve by doing our best to control the level of infection and the spread of the virus in our community.

Xenophon (Zenny) Tsouprakos will serve as our school's COVID-19 coordinator. He will serve as a central contact for schools and stakeholders, families, staff and other school community members and will ensure the district is in compliance and following the best practices per state and federal guidelines.

This document will continue to change according to the best-known public health information and practices at the time of publication. Kids In Action will continue to review any new guidance from NYSDOH, CDC, and NYSED in consideration of our families and our staff. The services described throughout this plan are in the best interests of our students, families, staff, and community.

Guiding Principles

The development of this plan was based on and supported in the following guiding principles:

- 1) Safeguarding the health and safety of students and staff;
- 2) Providing the opportunity for all students to access education in the fall;
- 3) Monitoring schools, students, and staff. When necessary, modifying schedules to appropriately contain COVID-19 spread;
- 4) Emphasizing equity, access, and support to the students and communities that are emerging from this historic disruption;
- 5) Fostering strong two-way communication with partners, such as families, educators, and staff;
- 6) Factoring into decision making the challenges to the physical safety, social emotional well-being, and the mental health needs of our students caused by school closure.

COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT

Kids In Action and our collaborative partner, South Shore Children's Center will provide regular and frequent communication between schools, families, staff, board members and school districts via electronic communications. Kids In Action utilizes an electronic communication system which allows school administrators to quickly and effectively communicate with staff and the families of our students for events such as weather related or emergency school closings. The system will also be used to provide periodic updates regarding these events and to provide both staff and families with other important Kids In Action information.

The re-opening plan will be posted on the Kids In Action website (kidsinactionli.com) as well as a hard copy available at the school to access. Information regarding health and safety issues will be posted throughout the school for staff, students, and visitors.

Training will be provided how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

Training for Screeners

Kids In Action will identify individuals familiar with CDC, OSHA protocols, and DOH guidelines in the building who will be a trained screener. Screeners will wear appropriate employer-provided PPE. If social distancing or barrier/partition controls cannot be implemented during screening, PPE should be used when within six (6) feet of a person.

Training topics for all staff

- Proper hand washing: proper hand hygiene. Promote frequent and thorough hand washing by providing employees, the school community, and visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% ethanol or 70% isopropyl alcohol. Provide training on proper handwashing and hand sanitizer use:
- Proper cough and sneeze etiquette
- Social Distancing: Provide training for faculty/staff on how to address close contact interactions with students as part of every day job tasks;
 - Entrance into the building
 - Cleaning procedures
 - Sick child pick up
 - Staff who are sick or suspected to be sick
- Proper cleaning techniques: Cleaning and disinfecting
- Personal Protective Equipment – PPE
 - Update Hazard Assessment and PPE Selection Worksheet for all identified employees
 - Proper type, use, and size
 - Cleaning and sanitizing of the face covering (if applicable)
 - Provide training for staff and students on wearing , putting on, removing, and discarding PPE.

Before Opening :

- Kids In Action will establish and maintain communication with parents/guardians and local health authorities about the scale and scope of in-person special education services and instruction being offered within the school.
- Kids In Action will protect and support staff and students who are at higher risk for severe illness by considering remote options for telework and virtual learning, if in-person is not feasible at a given time (e.g. staff member is ill, facility is temporarily closed for cleaning and disinfection following a positive COVID-19 case, student's parent or guardian requests remote instruction due to COVID-19 susceptibility);

provided, however, that students receiving special education services and instruction are entitled to the opportunity to receive in-person instruction.

- Kids In Action will continue to consult the most recent federal guidance for school programs, including ongoing mitigation strategies, as well as prevention, support, and communication resources.
- Kids In Action will ensure that appropriate social distancing, personal protective equipment (PPE), hygiene, and cleaning/disinfection protocols are in place.
- Kids In Action will post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.
- Kids In Action will train all faculty and staff (“employees”) on precautions either remotely or in-person, using appropriate social distancing and requiring face coverings for all participants.

Health and Safety:

To ensure employees and students comply with communication requirements, Kids In Action has:

- Maintain a continuous log of every person, including staff, workers, and visitors, who may have close contact with other individuals at the work site, school, or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
- If a worker or staff member tests positive for COVID-19, the school district must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required

Screenings:

- **Staff:**
In accordance with OCFS guidelines, all staff are required to participate in a daily screening process. Any person failing the health screening may not enter the building or return to work until medically cleared. Staff will complete an affidavit attesting to the fact that they will take their temperature every morning and confirm “no” to all screening questions. This affidavit will be kept on file with the Kids In Action COVID Monitor. Kids In Action will send weekly reminders that the affidavit must remain current. Staff must self-disclose any change in status of the screening questions to Kids In Action immediately.
- **Students**
In accordance with OCFS guidelines, parents/guardians will complete an affidavit attesting to the fact that they will take their child’s temperature every morning and confirm “no” to all screening questions. This affidavit will be kept on file with the HLVS COVID Monitor. Kids In Action will send weekly reminders that the affidavit must remain current. The parent/guardian must self-disclose any change in status of the screening questions to HLVS immediately

Arrival by Bus:

- Buses will discharge children in front of the school.
- Students will have their temperature checked upon entering the classroom, as a component of the Daily Health Check.
- Students who have a temperature of 100.4 or higher will be escorted to the director's office where they will be isolated until they can be picked up by a parent/guardian or designee.

Arrival by Car:

- Students whose parents/guardians/caregivers drive them to school will be dropped off at the parent drop-off doors.
- Parents/guardians attest to taking their child's temperature at home, immediately prior to leaving for school and that their child's temperature is not above 100.4
- Students and parents/guardians/caregivers will remain in their cars.
- TA's will take children out of cars and bring them to their classrooms.
- Students will have their temperature checked upon entering the classroom, as a component of the Daily Health Check.
- Students who have a temperature of 100.4 or higher will be escorted to the director's office where they will be isolated until they can be picked up by a parent/guardian or designee.

Visitors/Contractors/Vendors:

All visitors, guests, contractors and vendors will report to the front desk. Each will have their temperature to have HLVS's health screening with includes having their temperature taken. They will also be required to answer the screening questions and provide their contact information as per CDC guidelines.

Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible.

While Operating

- Healthy hygiene practice.
 - Kids In Action will ensure acceptable face coverings are worn by all staff whenever they are within six feet of students or other staff.
 - Kids In Action will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
 - Kids In Action employees must wear a face covering unless they are unable to medically tolerate such covering.
 - Kids In Action employees may use alternate PPE (i.e., face shields or coverings that are transparent at or around the mouth) for therapies or interventions that require visualization of the movement of the lips and/or mouths (e.g. speech therapy). These alternate coverings may also be used

for certain students (e.g. hearing impaired) that benefit from being able to see more of the employee's face.

- Kids In Action will encourage but does not require students to wear acceptable face coverings. Face coverings should not be used by children under the age of 2, or for anyone who is unable to medically tolerate such covering, including students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction.
 - Kids In Action will provide information to staff and students on proper use, removal, and washing of cloth face coverings.
 - Reinforce proper hand hygiene and cough/sneeze covering among all students and staff.
 - Provide and maintain adequate supplies to support healthy hand and respiratory hygiene, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older students who can safely use hand sanitizer), paper towels, tissues, and lined trash receptacles.
- Increase cleaning, disinfecting, and ventilation.
 - Kids In Action requires all employees to adhere to hygiene and cleaning and disinfection requirements from the CDC and NYSDOH and maintain logs on site that document date, time, and scope of cleaning and disinfection.
 - Clean and disinfect frequently touched surfaces within the school at least daily (e.g., equipment, door handles, sink handles, drinking fountains) and shared objects (e.g., games, art supplies) between uses.
 - Ensure safe and correct application of disinfectants registered by the New York State Department of Environmental Conservation (DEC) and keep products away from children.
 - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors, unless they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to students using the facility.
 - Ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown.
 - Kids In Action requires employees to adhere to appropriate social distancing.
 - Ensure at least six feet of distance between individuals, unless safety or core function of the activity (e.g., instruction) requires a shorter distance. However, any time that staff or faculty are less than six feet from one another or students, they must wear acceptable face coverings.

- Ensure that student and staff groupings are as static as possible by having the same group of students stay with the same staff.
 - Restrict mixing between groups and limit maximum student group size to ten in any specific area (e.g. classroom) at any given time, as feasible.
- Post social distancing markers using tape or signs that denote six feet of spacing in commonly used and other applicable areas.
- Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict group size to no more than ten students at any given time, as feasible.
- Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
- Space seating/desks to at least six feet apart
 - Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Close communal use spaces such as cafeterias and auditoriums, if possible; otherwise stagger use between student groups and clean and disinfect in between use.
 - Kids In Action will serve meals in classrooms instead. Serve individually plated meals to avoid sharing of food and beverages and hold activities in separate classrooms and ensure the safety of children with food allergies.
- Stagger arrival and drop-off times or locations or put in place other protocols to limit close contact with parents or guardians and other individuals as much as possible.
- Limit sharing of personal items, objects, and equipment.
 - Keep each student's belongings separated from others' and in individually labeled containers or areas and ensure they are taken home and cleaned and disinfected regularly, as possible.
 - Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
 - Avoid sharing electronic devices, books, and other games or learning aids.
- Identify signs and symptoms of COVID-19.
 - Students or staff cannot come to, or remain at school with the following signs and symptoms of Covid-19.

As of 7/13/2020 the following are listed as the most common symptoms of Covid19:

- Fever or chills (temperature of 100.4 or greater)
- Cough
- Shortness of Breath
- Fatigue
- Muscle/Body Aches (new or worsening)
- Headache
- Loss of Taste or Smell
- Sore Throat (new or worsening)
- Congestion or Runny Nose
- Nausea or Vomiting or Diarrhea

- Instruct staff to stay home if they are sick and encourage parents to keep sick students home.
- Be on the lookout for signs and symptoms of illness in staff and students.
- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day, asking about (1) COVID-19 symptoms in past 14 days, (2) positive diagnostic COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Screening is strongly recommended, but not required of students through their parent or guardian.
 - Perform screening remotely (e.g. by telephone or electronic survey), before the employee or student reports to the workplace, to the extent possible; or on site if necessary.
 - Require employees and parents/guardians – and encourage students – to immediately disclose if and when their or their student’s responses to any of the aforementioned questions changes, such as if they begin to experience symptoms.
- Kids In Action will protect personnel performing screening activities from exposure to potentially infectious employees entering the workplace through the use of PPE, such as a face covering, gloves, gown, and/or face shield.
 - Personnel performing screening activities should be employer-identified individuals who are familiar with CDC, NYSDOH, and OSHA protocols.
- Plan for when an employee or student becomes sick.
 - Prohibit any employee or student who screens positive for any of the above criteria (i.e., symptoms, test, or close contact) to enter the school and send them home with instructions to contact their health care provider for assessment and testing.
- Based upon assessment by a trained screener/classroom teacher, the child may need to be separated and safely monitored by Director/and or TA. Child will remain in separated area until parent/ emergency contact arrives to pick up the student. Kids In Action has a room identified to use for this purpose. Students must be picked up ASAP. If a parent cannot be reached, Kids In Action will call the emergency contact person(s) to pick up the student. Under no circumstances will a child with a fever of 100.4 or greater be transported home on a school bus.
- Kids In Action will refer to CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a student is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:
 - Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
 - If they have been diagnosed with another condition and has a healthcare provider written note stating, they are clear to return to school.
- If an employee or student tests positive for COVID-19, Kids In Action will immediately report the case to Suffolk County Department of Health. Kids In Action will follow the Suffolk County DOH guidance and well as refer:
 - NYS DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure”

Regarding protocols and policies for individuals seeking to return after a suspected or confirmed case of COVID-19 or after close or proximate contact with a person with COVID-19.

- Cooperate with contact tracing efforts, including notification of potential contacts, such as employees or students who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
- Maintain a continuous log of every person, including employees and students, who may have close contact with other individuals at the school; excluding deliveries that are performed with appropriate PPE or through contactless means.
 - Log should contain contact information, such that all contacts may be identified, traced and notified in the event an individual is diagnosed with COVID-19.
- Kids In Action will prepare and have ready a plan for cleaning, disinfection, and temporarily closing (e.g. 1-2 days) in the event of a positive COVID-19 case.

Cleaning and Disinfecting

The Kids In Action's facility will be disinfected several times a day in accordance with CDC guidelines utilizing EPA approved disinfectant products. Cleaning and disinfection procedures for Kids In Action were developed in accordance with CDC and DOH guidance.

- Cleaning Schedules: for common areas/high frequency areas, classrooms, bathrooms, offices
- Daily Logs
- Redeployment of Staff to aid in the cleaning and disinfecting

How to Clean and Disinfect

- Clean
 - Wear disposable gloves to clean and disinfect.
 - Clean surfaces using soap and water, then use disinfectant.
 - Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
 - Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as carts and keypads should be cleaned and disinfected before each use.
 - High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Disinfect
 - Recommend use of EPA-registered household disinfectant external icon.
 - Follow the instructions on the label to ensure safe and effective use of the product.
 - Many products recommend:
 - Keeping surface wet for a period of time (see product label).

- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Cleaning and disinfecting outdoor areas
 - Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
 - Sidewalks and roads should not be disinfected.
 - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

<https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

Facility

Kids In Action along with their collaborative partner SSCC has upgraded their cleaning and disinfecting house cleaning professionals to ensure a safe and healthy environment.

Emergency Response & Drills

The 2020-2021 school year may include hybrid models of the traditional school day. Emergency response drills, including fire drills and lockdown drills, may be spread across the different student populations dependent on the day each population is present the day the drills are scheduled. All Emergency Drills are conducted following the guidelines set by DOH, OCFS and NYS Department of Education. Social distancing will be practiced for all drills.

Nutrition

Kids In Action does not provide food service as part of the school program during COVID-19 pandemic.

Transportation

Transportation of the students is not provided by Kids In Action. The students are provided bus services through individual school districts or through Suffolk County DOH. Parents do have the option not to transport via a bus and may drive/pick up their child.

At this time there is no guidance from the bus companies on the new procedures for the upcoming school year.

Social-Emotional Well-Being

Kids In Action understands that over the course of the past months students and staff may have experienced an extremely stressful, and for many, traumatic experience while isolated from school, friends, and community. Students known to be vulnerable, as well as those not previously on district and school radars, may return to instruction anxious, fearful, withdrawn, grieving, and/or unprepared to self-manage new or exacerbated negative behaviors.

Kids In Action SCIS Program:

- has a psychological services department with support staff available to provide counseling and/or emotional support to students, families, and staff members
- provides resources and referrals to address mental health, behavioral, and emotional support services and programs. Families are encouraged to reach out to our psychologists for support. Additionally, resources will be made available on our website (kidsinactionli.com)
- continues to address professional development opportunities for faculty and staff on mental health topics, and will particularly how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff.

Kids In Action will continue to deliver programs (even in remote models), provide support and teach students coping and resilience skills. Kids In Action will continue to support faculty and staff who might need mental health assistance including developing coping and resilience skills.

School Schedules

To adhere to state and local health and safety guidelines and ensure social distancing practices, Kids In Action will establish a schedule that stagger or alternate classroom staff, office staff and student returns to the school setting.

- Staff Arrival/dismissal:
 - One entrance will be identified for staff arrival along with signs to ensure social distancing.
 - Arrival and departure times of staff will be staggered.
- Student Arrival/dismissal:
 - Multiple staging areas will be utilized for dismissal of children from the building to reduce hallway congestion.
 - Dismissal will begin 15 minutes earlier than usual.

Budget and Fiscal

Kids In Action will continue to meet existing state aid reporting requirements. The 2020-2021 Financial Yearly Budget will include expenses due to the mandated and recommended guidelines due to the COVID-19 pandemic. Additionally, the content of data submissions, such as attendance data, will remain consistent with current practice, except where modified by law, regulation or executive order.

Attendance and Chronic Absenteeism

Kids In Action policy states that daily to attendance will be taken in-person setting, a full remote setting or hybrid setting. Attendance data must be reported in the student information reporting system or SIRS.

Technology and Connectivity

Kids In Action has purchased upgraded laptop for teacher and therapist use for use in virtual meetings and remote teaching.

Parents and teaching/therapeutic staff will be provided a survey to gain information regarding their access to appropriate technology and internet/WIFI services. Kids In Action will work with each family, and their home district or Department of Health, in order to ensure that they have adequate access to required technology and services to fully participate in all facets of our remote-learning plan.

Teaching and Learning:

Instructional Models during COVID-19 This plan utilizes different scenarios depending upon the current situation related to COVID19 as per NYSED, OCFS, DOH, and CDC guidance:

Instructional Plan for full in-person or hybrid models: Utilization of Google Classroom/Zoom technology: In order to ensure a seamless transition to a remote (in case of short or long-term closure) or hybrid environment:

- All students will receive all educational programming and therapeutic services in accordance with their IEP.
- All teachers will be proficient in using Google Classroom and Zoom.
- All therapists will be proficient in using Zoom.
- Teachers will set up and keep their Google Classroom accounts current.
- Therapists will set up a zoom account with all parents.
- Attendance is required and will be taken by teachers and therapists.
- Special area teachers (Adaptive PE and Movement Therapy) will push into classrooms.
- Lunch and snacks will be eaten in classrooms.
- Students in full day classes will be assigned times for the playground, but only one class in a designated area at a time will be permitted (no co-mingling with other classes).
- All staff are required to wear face coverings. Face Coverings for children are optional, based upon parent request and the child's ability to tolerate the face covering.
- Social distancing signs will be posted in hallways, offices and classrooms.
- Staff Arrival:
 - Staff must stay Staff must stay home if ill. (Kids In Action will follow NYSED, CDC, and DOH exclusion guidelines if a staff member arrives to school with a fever above 100.4)
 - Multiple entrances will be identified and assigned for staff arrival.
 - Arrival and departure times of staff will be staggered.
 - All staff will complete an affidavit attesting to the fact that they will take their temperature every morning, are fever free, and confirm "no" to all screening questions. This affidavit will be kept on file with the Kids In Action COVID Monitor. Staff will confirm on a daily basis that their attestation remains accurate.

Kids In Action will send weekly reminders that the affidavit must remain current and the staff member will inform Kids In Action of any changes.

- Social distancing and/or masks and/or barriers will be utilized.
- Hand sanitizers are available throughout the building and Hand sanitizer/Hand washing stations are located throughout the building.

Meetings:

- Staff and Department meetings will be held remotely using Zoom.
- Parent/Teacher conferences will be held remotely through phone calls, but may utilize zoom if desired
- CSE and CPSE meetings will be held remotely using Zoom.

Visitors:

In order to protect the health of the students and staff, and to maintain contact tracing, visiting the building will be discouraged.

- Parents are not permitted in the building, but may drop off items with the security guard.
- If a situation warrants a visitor to enter the building, the following protocols will be followed:
 - Visitors to the building will not be admitted without an appointment.
 - Visitors will be screened for temperatures and screening questions as required by NYSED, DOH, and OCFS. This includes postal workers, vendors and service technicians.
 - Visitors with a temperature at 100.4 or higher will not be admitted into the building.

Communication Plan:

In order to keep all students, Parents/guardians, staff and visitors updated and informed signage will be posted throughout the school. In addition, updated communications will be accomplished through:

- Kids In Action Website
- Email
- Social media
- Print copy mailings
- Voice and/or video messaging

The Kids In Action website will consistently be updated with all information, plans and protocols.

IN PERSON INSTRUCTION:

All information above applies to full in-person instruction (5 days per week).

- All students attend school every day, in accordance with their IEP (full day)
- All educational programming and therapies provided in-person.

HYBRID INSTRUCTION – (Alternating Schedules)

All information above applies to hybrid instruction as well. Additional components of hybrid instruction:

- Students attend school on an alternating schedule.
- Student attendance in the building will be reduced by 50%- 60% each day, creating additional space within the building.
- Empty classrooms will allow for increased social distancing and increased instructional space for students and staff.
- All IEP Mandated Therapeutic Services will be delivered in accordance with the IEP, utilizing a combination of in-person and remote services. Therapists will utilize Zoom/Facetime to support students on days they receive remote therapy.

Scenario 1: Alternate Days of Instruction

- **Cohort A** will attend school and receive in-person instruction on Tuesday and Thursday and alternate Mondays. Remote instruction will be provided on any days the student is not scheduled to receive in-person instruction. Teachers will utilize Google Classroom to support students on days they receive remote instruction. Therapists will utilize Zoom/Facetime to provide remote services on days they receive remote instruction.
- **Cohort B** will attend school and receive in-person instruction on Wednesday and Friday and alternate Mondays. Remote instruction will be provided on any days the student is not scheduled to receive in-person instruction. Teachers will utilize Google Classroom to support students on days they receive remote instruction. Therapists will utilize Zoom/Facetime to provide remote services on days they receive remote instruction.

Scenario 2: Alternate Weeks

- **Cohort A** will attend school and receive in-person instruction on the first instructional week of school and every other week thereafter, when school is in session, in accordance with the Kids In Action school calendar. Remote instruction will be provided on the alternate week that the student is not scheduled to receive in-person instruction. Teachers will utilize Google Classroom to support students on days they receive remote instruction. Therapists will utilize Zoom/Facetime to provide remote services on days they receive remote instruction.
- **Cohort B** will attend school and receive in-person instruction on the second instructional week of school and every other week thereafter, when school is in session, in accordance with the Kids In Action school calendar. Remote instruction will be provided on the alternate week that the student is not scheduled to receive in-person instruction. Teachers will utilize Google Classroom to support students on days they receive remote instruction. Therapists will utilize Zoom/Facetime to provide remote services on days they receive remote instruction.

REMOTE INSTRUCTION – (Buildings/classroom(s)closed)

This level will occur if the closing of the entire school building or individual/multiple classes becomes necessary due to a case of COVID19. This determination will be made by NYSED, DOH, OCFS, and/or CDD mandate, Kids In Action will NOT make this determination.

- All students will receive instruction remotely using Google Classroom

- Teachers provide live, synchronous instruction combined with additional asynchronous assignments (i.e. pre-recorded lessons, worksheets, assignments, activities, etc.).
- Live synchronous instruction will be delivered in large groups, small groups and/or in individual settings, based upon the individualized needs of the students.
- Therapeutic Services (Speech, OT, PT, Counseling, Parent Counseling) will be provided via Zoom/Facetime, in accordance with IEP mandates.

Meetings:

- Staff and Department meetings will be held remotely using Zoom.
- Parent/Teacher conferences will be held remotely through phone calls, but may utilize zoom if desired.
- CSE and CPSE meetings will be held remotely using Zoom.

Kids In Action Related Service Protocols and Procedures:

Prior to the start of Services:

- Parents will be given a Parent Related Service Manual with an additional addendum (Suffolk County DOH form) to address COVID-19 protocol. All procedures will be detailed and parent will sign an acknowledgement form.
- Parent will read/sign and submit the SCDOH Resumption of Face to Face Services (Suffolk County DOH form).
- Parents will read/sign and submit the SCDOH Consent for Teletherapy (Suffolk County DOH form).
- Prior to the start of Each Face to Face Session:
 - Following SCDOH, parent and provider will be required to complete the Health Screening protocol prior and scan/email form to provider by 8:30 AM on the day of session. Parent will be responsible for monitoring health prior to session and updating therapist with any changes. Provider will print form, document their temperature, answer Health Screening questions and sign/date form. Form will be submitted with each session's billing and become part of the child's permanent record. If parent does NOT email provider form, services will NOT be provided. If parent answers YES to any of Health Screening Questions, session will be cancelled and protocol will be followed. If parent/provider has a fever of 100.4, session will be cancelled and protocol will be followed.

Hybrid Model for Related Services On-Site at Kids In Action:

Kids In Action Related Service program will begin the 2020-2021 school year with a hybrid model and a face to face model.

- Between the hours of 8:45AM-2:15PM (during center-based school time)- All frequencies of 2x30 will be provided 1x30 face to face and 1x30 via teletherapy. All frequencies of 3x30 will be provided 2x30 face to face and 1x30 via teletherapy.
- Each therapist will be assigned on-site days and teletherapy days to minimize the number of providers on-site.
- Providers are expected to maintain the scheduled sessions to ensure a fluid transition to face to face when it is deemed appropriate.
- **If a parent declines face to face therapy; services will be delivered via teletherapy.

Face to Face Session Protocols:

- All therapists are required to wear a face covering at all times and children are encouraged to wear a face covering, when possible.
- Teletherapy sessions will be offered during this period if the parent declines face to face services.)

OT/PT and Speech Treatment Areas:

- OT/PT: Therapists will be assigned a section of the gym to work within. Area will be stocked with the equipment/materials for each therapist.
- Therapist is required to wipe down/sanitize all equipment/materials after use.
- Therapist/child should maintain 6-foot distancing from other therapists/children. When possible, therapist and child should maintain appropriate distancing.
- Therapist/child will stay in designated area for the entirety of the session. A few minutes of the child's session time can be utilized for cleaning/disinfecting. If any material/toy cannot be cleaned/sanitized properly before next session, it will be placed in the "dirty bin" and cleaned at the end of the day.
- Speech: Therapist will have a designated plastic labeled material bag for each child. (crayons, markers, scissors, glue, etc.) Session materials will be limited to; materials that can be disposed of or taken home by child (paper/dittos), iPad activities, materials that can be covered with a plastic covering for easy removal after each use or can be easily wiped down with a disinfectant after each use. Prior to the end of each session, all materials will be wiped down, dried and placed back in the sealed, labeled bag. A few minutes of the child's session time can be utilized for cleaning/disinfecting. If any material/toy cannot be cleaned/sanitized properly before the next session, it will be placed in the "dirty bin" and cleaned at the end of the day.
- Upon completion of session, therapist will clean hands at sanitizing station and return the child to the classroom.
- Provider will return to room/gym, sanitize the desk, chair, doorknob, any materials that had not been cleaned and prepare the next child's supply bag.

Kids In Action School Closure Due to COVID-19:

- All services will be offered and provided via teletherapy.

Kids In Action CPSE Department Policy and Procedures

Prior to the start of a CPSE Evaluation:

- Designated CPSE staff person will contact parents to schedule the evaluations and inform the parent that only one adult can accompany a child to an evaluation and no siblings are allowed into the building.
- Parents will read/sign and submit the SCDOH Consent for Teletherapy when applicable. Prior to the start of Each Face to Face Evaluation:
- Following /SCDOH regulations, parent and evaluator will be required to complete the Health Screening protocol prior and scan/email form to designated CPSE staff person by 8:30 AM on the day of the evaluation. Parent will be responsible for monitoring health prior to evaluation and updating evaluator with any changes. Provider will print form,

document their temperature, answer Health Screening questions and sign/date form. Form will be submitted and become part of the child's permanent record. **If parent does NOT email provider form, evaluations will NOT be provided. If parent answers YES to any of Health Screening Questions, evaluation will be cancelled and protocol will be followed. If parent/provider has a fever of 100.4, evaluation will be cancelled and protocol will be followed.**

Hybrid Model for Face to Face Evaluations

- When applicable, developmental checklists will be completed remotely by the parent before the evaluation will be scheduled for psychological evaluations, speech evaluations, and occupational and physical therapy evaluations. Once the checklists have been completed and submitted, they will be assigned to a therapist in a predetermined time slot. This will limit the amount of time that a child/parent will be in the building.
- CPSE Department will also offer parents the option to have the evaluations (Speech, Occupational, and Physical Therapy) conducted in their home. (Home Protocols to be strictly followed.)
- The social history interview and play observation will be conducted by telephone and/or Zoom. Social Workers and office staff will work a combination of remote and face to face in order to be able to solve any problems or answer any questions that arise during an evaluation.
- If a parent declines face to face evaluations, evaluations will be offered by tele-therapy.

Face to Face Evaluation Protocols:

- All evaluators/parents/guardians are required to wear a face covering at all times and children are encouraged to wear a face covering, when possible.
- Gloves will be available for both the evaluator and parent/child and disposed of before leaving the building.
- Only one parent/guardian per child will be permitted in the building. No siblings.
- If an evaluator, parent, or child has a fever of over 100.4, the evaluation will be cancelled and rescheduled.

Evaluation Rooms

- Parent/guardian and child will remain in their car and called by the evaluator at the time of the scheduled evaluation.
- Parent/guardian will enter the building and wait in marked seats in the waiting area. Seats will be measured to provide a 6-foot social distancing space.
- If a child comes in a wheelchair, disinfectant wipes/ spray for the wheelchair will be available. • Evaluator, adults, and children will also have access to hand sanitizer (adhered the walls) upon entering the building and in designated areas of the building. Evaluators will use the hand sanitizers before and after an evaluation is conducted.
- Evaluator will meet parent and child in waiting area and escort them to the gym or evaluation room.
- OT/PT: The evaluator will be assigned a section of the gym to conduct the evaluation. All equipment /materials are required to be disinfected after every use. Therapist/child should maintain 6-foot distancing from other therapists/children.
- When possible, therapist and child should maintain appropriate distancing.

- Speech/ Psychological Evaluations: Evaluators will cover the manuals and other materials with a plastic covering for easy removal after each use or can be easily wiped down with a disinfectant after each use. At the end of each evaluation, all testing materials will be wiped down.
- Upon completion of the evaluation, the parent and child will exit the building through the door closest to the evaluation room.
- Evaluator will return to room/gym, sanitize the desk, chair, doorknob, any materials that had not been cleaned.

Kids In Action School Closure Due to COVID-19:

- All services will be offered and provided via teletherapy Staffing and Human Resources HLVS

Human Resource Department will continue to:

- ensure all teachers, school and district leaders and pupil personnel service professionals hold a valid and appropriate certificate for their assignment
- employ substitute teachers to address staffing needs
- accept students from educator preparation programs to aid in support classroom instruction

Additional Resources:

Higher risk for severe illness

https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F

Guidance for school programs

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Proper use, removal, and washing of cloth face coverings

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Clean and disinfect

https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_schools.pdf

Symptoms

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Interim Guidance for Public Employees Returning to Work Following COVID-19 Infection or Exposure

https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployee_return_to_work_053120.pdf

Supportive Coping and Stress Reduction Practices

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

KIDS IN ACTION

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Policies and Procedures

COVID-19: Reopening

1. Arrival and Dismissal and Screening Procedures-STUDENTS
2. Arrival Policy- STAFF
3. Visitors, Guests, Contactors and Vendors Protocol
4. Cloth Face Coverings
5. Cleaning and Disinfecting Toy/Equipment Protocol
6. Observing Signs of Illness in STAFF
7. Observing Signs of Illness in STUDENTS
8. Suspected Positive case of COVID-19 Procedures
9. Instructional Models during COVID-19
10. Classrooms Procedures
11. Therapy Guidelines
12. Playground Procedures during COVID 19 .

KIDS IN ACTION OF LONG ISLAND

COVID-19: Policy and Procedures Effective Date: September 2020

POLICY: Arrival and Dismissal and Screening Procedures for STUDENTS

PROCEDURE: As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, Kids In Action of Long Island (KIDS IN ACTION) has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

General Information:

- Arrival and dismissal times for Preschool children will be staggered.
- Instructional activities may be delayed upon arrival, to safely monitor the arrival of all students.

In accordance with OCFS guidelines, parents/guardians will complete an affidavit attesting to the fact that they will take their child's temperature every morning and confirm "no" to all screening questions. This affidavit will be kept on file at KIDS IN ACTION COVID. KIDS IN ACTION will send weekly reminders that the affidavit must remain current. The parent/guardian must self-disclose any change in status of the screening questions to KIDS IN ACTION immediately.

Arrival by Bus: • Buses will discharge children in front of the school.

- Students will have their temperature checked upon entering the classroom, as a component of the Daily Health Check.
- Students who have a temperature of 100.4 or higher will be escorted to the director's office where they will be isolated until they can be picked up by a parent/guardian or designee.

Arrival by Car:

- Students whose parents/guardians/caregivers drive them to school will be dropped off at the parent drop-off doors.
- Parents/guardians attest to taking their child's temperature at home, immediately prior to leaving for school and that their child's temperature is not above 100.4
- Students and parents/guardians/caregivers will remain in their cars.
- TA's will take children out of cars and bring them to their classrooms.

- Students will have their temperature checked upon entering the classroom, as a component of the Daily Health Check.

- Students who have a temperature of 100.4 or higher will be escorted to the director's office where they will be isolated until they can be picked up by a parent/guardian or designee.

During the Dismissal Process: • The person picking up the child will be asked to place a card, containing the student's name and the teacher's name, in the right, front, passenger window so that the faculty may readily match the student with the approaching vehicle.

- Kids In Action's classroom has an earlier dismissal time than most students that are in attendance therefore, reducing volume in the hallways.

- At dismissal, students with a temperature of 100.4 or higher will not be permitted on the school bus.

KIDS IN ACTION OF LONG ISLAND

COVID-19: Policy and Procedures Effective Date: September 2020

POLICY: Arrival Policy for STAFF

PROCEDURE: As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, Kids In Action has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

Staff will complete an affidavit attesting to the fact that they will take their temperature every morning and confirm "no" to all screening questions. This affidavit will be kept on file with the KIDS IN ACTION COVID Monitor.

Staff member must bring a copy of the affidavit and present it upon arrival in the building every day.

KIDS IN ACTION OF LONG ISLAND

COVID-19: Policy and Procedures Effective Date: September 2020

POLICY: Visitors, Guests, Contactors and Vendors Protocol.

PROCEDURE: All visitors, guests, contractors and vendors will report to the front desk. Each will have their temperature taken and complete KIDS IN ACTION 's health screening. They will also be required to answer the screening questions and provide their contact information as per CDC guidelines.

KIDS IN ACTION OF LONG ISLAND

COVID-19: Policy and Procedures Effective Date: September 2020

POLICY: Cloth Face Coverings

PROCEDURE: As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, Kids In Action has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

Cloth Face Coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance. All students and staff members must wear cloth face coverings:

- Whenever they are within 6 feet of someone
- In hallways
- In restrooms

KIDS IN ACTION will provide acceptable face covering to employees (and students if they forget their own) and have an adequate supply in case of need for replacement per Executive Order 202.16.

KIDS IN ACTION will allow an employee to wear their own acceptable face covering but will not require they supply their own face coverings.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, so scheduling mask breaks is important. Face coverings should not be placed on:

- Children younger than 2 years old;
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction;
- Anyone who has trouble breathing or is unconscious;

- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

Face coverings are for individual use only and should not be shared. Information and resources to assist schools in instructing on the proper use and cleaning of facemasks are on the CDC webpage on cloth face coverings.

KIDS IN ACTION OF LONG ISLAND

COVID-19: Policy and Procedures Effective Date: September 2020

POLICY: Cleaning and Disinfecting Toy/Equipment Protocol

PROCEDURE: As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, Kids In Action has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

- Classroom, bathroom and therapy toys, equipment (i.e., tables, chairs, strollers, standers, walkers), as well as high touch items/areas within the school, will be regularly cleaned and disinfected using detergent, registered disinfectants identified by the EPA as effective against COVID-19 and disinfectant wipes.
- KIDS IN ACTION will not utilize aerosol disinfectant (e.g., Lysol spray) while students are present in the school.
- All tables/desks will be cleaned and sanitized before and after eating and frequently throughout the school day. All classroom chairs will be cleaned and sanitized between AM & PM classes and at the end of the school day.
- KIDS IN ACTION will minimize use of shared toys/materials/equipment as much as possible.
 - When sharing is necessary, all items will be cleaned and disinfected before use by another student. Toys will be routinely rotated and disinfected after each play time.
 - Any equipment/toys that are mouthed will be removed, cleaned and sanitized with EPA approved products before use by another student.
- All equipment and toys used in the classrooms and therapy areas should be made of materials that can be cleaned and disinfected. Classrooms/therapy areas will remove all toys that need to be laundered. • No plush/stuffed/fabric toys or equipment (i.e., pillows, weighted lap items, weighted and pressure vests) or dress-up clothing will be used in the classrooms or therapy sessions.
 - Toys from home will not be permitted into the classrooms.
 - Toilet rings are not permitted.
 - Diapering surfaces will be disinfected after each use with an EPA-registered product, according to label directions for disinfecting diapering surfaces. All bathrooms will be supplied with toilet paper, soap, and paper towels accessible to children.

- Personal items will be placed in individual cubbies/bins and will be sent home as necessary to be cleaned. Student cubbies will be disinfected at the end of each day.

- Personal items will not be shared between students.

- Lunches/snacks should be brought to school in a lunchbox to keep items hot/cold as necessary. No food will be heated up or placed in a refrigerator.

KIDS IN ACTION procedures regarding cleaning and sanitizing/disinfecting toys and equipment follow procedures set by the CDC, DOH and OCFS and are as follows:

Washing toys by hand:

Step 1. Clean

- Wash and scrub toys thoroughly with soap or detergent and warm water to remove most of the dirt, grime and/or saliva. (This is the most important step in cleaning toys).

- Toys MUST be clean before sanitizing them. Sanitizer kills germs better on clean surfaces.

Step 2. Rinse

- Rinse toys with water to remove the dirt, germs and dirt residue.

Step 3. Sanitize

- Sanitizing the toys reduces the germs from surfaces to levels that are considered safe.

- Spray the toy with an EPA approved sanitizer (or dip the toy in bleach/water solution to cover completely)

- Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.

- Allow toys to air dry overnight or allow to remain wet for 2-minutes before wiping toys dry with a paper towel.

- Chlorine from the sanitizing bleach solution, if used in place of an EPA approved sanitizer spray, evaporates off toys so no residue remains, and further rinsing is not necessary.

The KIDS IN ACTION Cleaning and Disinfecting Log will be completed daily in accordance with the CDC, DOH and OCFS. If the CDC, DOH and/or OCFS change the required cleaning/disinfecting guidelines, KIDS IN ACTION policies will change accordingly.

KIDS IN ACTION OF LONG ISLAND

COVID-19: Policy and Procedures Effective Date: September 2020

POLICY: Observing Signs of Illness in STAFF

PROCEDURE: As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, Kids In Action has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

The current protocol is for staff to call front desk with absences. We track staff absences or when a staff member leaves due to illness. We are only notified if they are diagnosed with a reportable communicable disease, which is then reported via email to the West Islip District School Nurse.

KIDS IN ACTION is committed to providing a safe and healthy environment for staff and children. Staff may not come to or remain at school with any of the following symptoms. As of 7/6/2020 the following are listed as the most common symptoms of Covid-19:

- Fever or chills (temperature of 100.4 or greater)
- Cough
- Shortness of Breath
- Fatigue
- Muscle/Body Aches (new or worsening)
- Headache
- Loss of Taste or Smell
- Sore Throat (new or worsening)
- Congestion or Runny Nose
- Nausea or Vomiting or Diarrhea

In order to minimize potential exposure of illness to others, staff will only be seen by the director in an emergent situation and placed in an isolated area where social distancing will be enforced

. Staff Can Return to Work When:

λ Fever Free for 24 hours without the use of fever reducing medications such as Tylenol or Motrin.

λ Diarrhea or Vomiting: 24 hours after last episode.

KIDS IN ACTION OF LONG ISLAND

COVID-19: Policy and Procedures Effective Date: September 2020

POLICY: Observing Signs of Illness in STUDENTS

PROCEDURE: As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, Kids In Action has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

KIDS IN ACTION is committed to providing a safe and healthy environment for staff and children. If a child becomes ill, the classroom teacher will call the director, and, if directed, teacher assistant or aide will accompany the child to the Director's office. If a child is in therapy, the therapist must call the director and the director who will direct them on either bringing to office or back to classroom.

If the child becomes ill during the school day, the director will determine whether the child is too sick to benefit from school or is contagious to other children and staff. Based upon her assessment, the director may call the parent to pick up the child.

Students or staff cannot come to or remain at school with the following signs and symptoms of Covid-19. As of 7/13/2020 the following are listed as the most common symptoms of Covid-19:

- Fever or chills (temperature of 100.4 or greater)
- Cough
- Shortness of Breath
- Fatigue
- Muscle/Body Aches (new or worsening)
- Headache
- Loss of Taste or Smell
- Sore Throat (new or worsening)
- Congestion or Runny Nose
- Nausea or Vomiting or Diarrhea

Based upon director's assessment, child may need to be separated and safely monitored by director/and or TA. Child will remain in separated area until parent/ emergency contact arrives to pick up child.

Children must be picked up ASAP.

If a parent cannot be reached, KIDS IN ACTION will call the emergency contact person(s) to pick up your child.

Under no circumstances will a child with a fever of 100.4 or greater be transported home on a school bus.

Children can return to school when:

- Fever free for 24 hours without the use of fever reducing medications such as Tylenol or Motrin.
- Diarrhea and or Vomiting: 24 hours after last episode.

KIDS IN ACTION OF LONG ISLAND

COVID-19: Policy and Procedures Effective Date: September 2020

POLICY: Suspected Positive case of COVID-19 Procedures

PROCEDURE: As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, Kids In Action has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

School staff must immediately report any illness of students or staff to the school director. Then follow director's instructions.

If there are several students waiting to see the director, arrangements will be made to have students wait at least 6 feet apart. The director's or other individual assessing or providing care to ill students will follow all precautions which includes the use of appropriate PPE. Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE.

Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet.

If an employee or student tests positive for COVID-19, KIDS IN ACTION will immediately report the case to the Suffolk County Department of Health. KIDS IN ACTION will follow the Suffolk County DOH directives on isolation, closure, cleaning/disinfecting and contact tracing.

According to CDC and NYSDOH recommendations KIDS IN ACTION will:

- Close off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Open outside doors/windows to increase air circulation in the area.
- Wait at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID19, such as offices, classrooms, bathrooms, lockers, and common areas. Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

KIDS IN ACTION OF LONG ISLAND

Instructional Models during COVID-19

Effective Date: September 2020

Instructional Plan for full in-person or hybrid models:

Utilization of Google Classroom/Zoom technology: In order to ensure a seamless transition to a remote (in case of short or long-term closure) or hybrid environment:

- All students will receive all educational programming and therapeutic services in accordance with their IEP.
- All teachers will be proficient in using Google Classroom and Zoom.
- All therapists will be proficient in using Zoom.
- Teachers will set up and keep their Google Classroom accounts current.
- Therapists will set up a zoom account with all parents.
- Attendance is required and will be taken by teachers and therapists.
- Lunch and snacks will be eaten in classrooms.
- Students in full day classes will be assigned times for the playground, but only one class in a designated area at a time will be permitted (no co-mingling with other classes).
- All staff are required to wear face coverings. Face Coverings for children are optional, based upon parent request and the child's ability to tolerate the face covering.
- Social distancing signs will be posted in hallways, offices and classrooms.
- Staff Arrival:
 - o Multiple entrances will be identified and assigned for staff arrival.
 - o Arrival and departure times of staff will be staggered.
 - o All staff will complete an affidavit attesting to the fact that they will take their temperature every morning, are fever free, and confirm "no" to all screening questions. This affidavit will be kept on file with the KIDS IN ACTION COVID Monitor. Staff will confirm on a daily basis that their

attestation remains accurate. KIDS IN ACTION will send weekly reminders that the affidavit must remain current and the staff member will inform KIDS IN ACTION immediately of any changes.

- Social distancing and/or masks and/or barriers will be utilized.
- Hand sanitizers are available throughout the building and Hand sanitizer/Hand washing stations are located throughout the building.

Meetings:

- Staff and Department meetings will be held remotely using Zoom.
 - If a meeting can be held 6 feet apart, then it can occur in person with masks.
- Parent/Teacher conferences will be held remotely through phone calls, but may utilize zoom if desired
- CPSE meetings will be held remotely using Zoom.

Visitors:

In order to protect the health of the students and staff, and to maintain contact tracing, visiting the building will be discouraged.

- Parents are not permitted in the building but may drop off items with the security guard.
- If a situation warrants a visitor to enter the building, the following protocols will be followed:
 - Visitors to the building will not be admitted without an appointment.
 - Visitors will be screened for temperatures and screening questions as required by NYSED, DOH, and OCFS. This includes postal workers, vendors and service technicians.
 - Visitors with a temperature at 100.4 or higher will not be admitted into the building.

Communication Plan: In order to keep all students, parents/guardians, staff and visitors updated and informed signage will be posted throughout the school.

In addition, updated communications will be accomplished through:

- Remind App
- Email
- Print copy mailings
- Voice and/or video messaging

IN PERSON INSTRUCTION:

All information above applies to full in-person instruction (5 days per week).

- All students attend school every day, in accordance with their IEP.
- All educational programming and therapies provided in-person.

HYBRID INSTRUCTION – (Alternating Schedules)

All information above applies to hybrid instruction as well. Additional components of hybrid instruction: • Students attend school on an alternating schedule.

- Student attendance in the building will be reduced by 50%- 60% each day, creating additional space within the building.
- Empty classrooms will allow for increased social distancing and increased instructional space for students and staff.
- All IEP Mandated Therapeutic Services will be delivered in accordance with the IEP, utilizing a combination of in-person and remote services. Therapists will utilize Zoom/Facetime to support students on days they receive remote therapy.

Scenario 1: Alternate Days of Instruction

- Cohort A will attend school and receive in-person instruction on Tuesday and Thursday and alternate Mondays. Remote instruction will be provided on any days the student is not scheduled to receive in-person instruction. Teachers will utilize Google Classroom to support students on days they receive remote instruction. Therapists will utilize Zoom/Facetime to provide remote services on days they receive remote instruction.
- Cohort B will attend school and receive in-person instruction on Wednesday and Friday and alternate Mondays. Remote instruction will be provided on any days the student is not scheduled to receive in-person instruction. Teachers will utilize Google Classroom to support students on days they receive remote instruction. Therapists will utilize Zoom/Facetime to provide remote services on days they receive remote instruction.

Scenario 2: Alternate Weeks

- Cohort A will attend school and receive in-person instruction on the first instructional week of school and every other week thereafter, when school is in session, in accordance with the KIDS IN ACTION school calendar. Remote instruction will be provided on the alternate week that the student is not scheduled to receive in-person instruction. Teachers will utilize Google Classroom to support students on days they receive remote instruction. Therapists will utilize Zoom/Facetime to provide remote services on days they receive remote instruction.

- Cohort B will attend school and receive in-person instruction on the second instructional week of school and every other week thereafter, when school is in session, in accordance with the KIDS IN ACTION school calendar. Remote instruction will be provided on the alternate week that the student is not scheduled to receive in-person instruction. Teachers will utilize Google Classroom to support students on days they receive remote instruction. Therapists will utilize Zoom/Facetime to provide remote services on days they receive remote instruction.

REMOTE INSTRUCTION – (Buildings/classroom(s)closed) This level will occur if the closing of the entire school building or individual/multiple classes becomes necessary due to the pandemic. This determination will be made by NYSED, DOH, OCFS, and/or CDD mandate. KIDS IN ACTION will NOT make this determination.

- All students will receive instruction remotely using Google Classroom
- Teachers provide live, synchronous instruction combined with additional asynchronous assignments (i.e. pre-recorded lessons, worksheets, assignments, activities, etc.).
- Live synchronous instruction will be delivered in large groups, small groups and/or in individual settings, based upon the individualized needs of the students.
- Therapeutic Services (Speech, OT, PT, Counseling, Parent Counseling) will be provided via Zoom/Facetime, in accordance with IEP mandates.

Meetings:

- Staff and Department meetings will be held remotely using Zoom.
- Parent/Teacher conferences will be held remotely through phone calls but may utilize zoom if desired.
- CPSE meetings will be held remotely using Zoom.

KIDS IN ACTION OF LONG ISLAND

COVID-19: Policy and Procedures Effective Date: September 2020

POLICY: Therapy Guidelines

PROCEDURE: As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, Kids In Action has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

All Therapies:

Therapists will wear masks in the hallways and throughout therapy sessions. Therapists may use alternate PPE (i.e., masks that are transparent around the mouth), for therapies or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) that benefit from being able to see more of the employee's face.

Guidelines require that all staff and students maintain a safe distance (at least six feet) from each other in the hallways and therapy areas, unless safety or core function of the activity (e.g., instruction) requires a shorter distance. Due to safety concerns (i.e. possible elopement) this will not be possible when transporting children to and from therapy. Therapists may hold a child's hand while walking in the hallway; therapists must wash their hands after working with each student however, gloves may be worn during these times. Due to the core function of most therapeutic interventions, (e.g., instruction, necessary "hands on" physical handling, etc.) maintaining a six-foot distance may not be possible during therapy sessions; therapists must wash their hands before working with each student, gloves may be worn during these times.

Therapists will maintain the current KIDS IN ACTION policy of picking children up in their classroom or being brought to therapy. (This may be amended if we are on a hybrid model. TA's may be able to assist with transporting children to therapy.) Staff members will wear gloves when moving a child's name on the therapy chart.

Therapists will utilize current log documentation to keep accurate records of students seen each day. This information is required and may be used to assist with contact tracing efforts undertaken by the state and local health departments.

Each student will have a bin of personal materials (i.e. crayons, markers, scissors, play dough, etc.) in their classroom. These materials may be brought to therapy.

Sharing materials will be avoided as much as possible. If there is a need to share any instructional materials, they will be sanitized between children. They must be cleaned and disinfected, following manufacturer's instructions for use of products, after use of these shared materials. Materials in need of sanitizing will be placed in buckets in therapy rooms and designated areas in the OT/PT areas and will remain there until such time they can be sanitized in accordance with

KIDS IN ACTION COVID-19 policy. Therapists will be responsible for sanitizing their own toys/equipment.

If a student uses a dedicated or shared ACC device during therapy (provided by the district, parent, or KIDS IN ACTION) it will be sanitized at the end of the session, prior to returning to class, using disinfectant wipes/cleaners.

Tabletops will be sanitized at the end of each session and before the next student enters the therapy area.

OT/PT Therapy Areas:

OT/PT Therapy areas will be redesigned to increase ability to social distance.

- Swings made of cloth and/ or carpet will not be utilized.
- Mats and other large equipment (therapy balls, scooters, etc.) must be sanitized at the end of each session, before the equipment is used for the next student.
- The gym will be utilized for OT/ PT sessions. Additional tables, chairs, dividers, and materials will be brought in to set up additional work areas if needed.
- Therapists will be required to maintain a six-foot distance and wear masks while in common writing areas.
- Therapists will work collaboratively to develop a schedule to minimize the number of people in the writing areas at any given time, which will include:
 - Therapists will utilize the alternative therapy areas set up in the gym
 - Therapists will have flexibility in their schedules to reduce the number of therapists entering, exiting, and remaining in the building at the same time (i.e. staggered hours, prep time at home, etc.)

Gym/ extra gym space:

- The extra gym area will store adaptive equipment (i.e. standers, walkers, etc.) that are used by students on a daily basis. Classroom staff will pick up and return equipment there, after it has been sanitized. Additional OT/PT equipment will be stored here as well.

KIDS IN ACTION OF LONG ISLAND

COVID-19: Policy and Procedures Effective Date: September 2020

POLICY: Classrooms Procedures

PROCEDURE: As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, Kids In Action has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

Cleaning Supplies/Cleaning

- Sanitize tables/desks if used by more than one child
- Each classroom will be supplied with hand sanitizer, disinfecting wipes along with sanitizing cleaner, soap and paper toweling.
- Areas that are touched often, doorknobs, faucets, light switches will be cleaned/sanitized throughout the day.

Children's Belongings:

- Children will not be permitted to bring in any toys from home.
- Children are required to have at least 2 sets of clothes to be left in school, including a pair of shoes.

Seating:

- Student desks will be six feet apart when possible and facing in the same direction.
- Students sitting at tables will sit on one side of the tables six feet from one another, when feasible.
- Staff will be mindful of social distancing from one another.

Student Materials/ Toys:

- Each student will have their own bin within which to store crayons, glue sticks, scissors, playdough, etc. which will be for their use only.
- Shared sensory materials and bins (i.e. sand, rice, beans, etc.) are not permitted.

- Sharing materials will be avoided as much as possible. If there is a need to share any instructional materials, they will be sanitized using approved sanitizing protocol, after each use.
- If a student uses a dedicated iPad, it will be sanitized using approved sanitizing protocol, throughout the day.
- If a student uses a shared iPad, it will be sanitized using approved sanitizing protocol, after each use. • Toys and materials that are unable to be sanitized (i.e. puppets, soft dolls, doll blankets, dress up clothes, etc.) will be removed from the classroom.
- Any electronic device used for reinforcement must be sanitized following each use by a child/staff member.

Instruction:

- All staff working with children will maintain a safe distance (at least six feet) from each other unless safety (behavioral concerns, elopement, etc.) or core function of the activity (i.e. instruction) requires a shorter distance.
- All staff working with children (i.e. Classroom teachers, therapists, and paraprofessionals) must wear a face covering when within six feet of a student.
- Teachers, therapists, and paraprofessionals working with hearing impaired students and/or staff should be provided with masks with a clear panel for the mouth.
- Classrooms will be redesigned and arranged to allow for large and small group instruction, lunchtime and play centers, to allow for social distancing whenever possible.

Movement/Staffing:

- Students and staff will remain stable as much as is possible so that different groups of students/staff do not intermingle.
- Lunch coverage staff will have permanent classroom assignments. They will cover one room only per day, whenever possible.
- In the event of a staff absence, one substitute (teacher or TA) will be assigned to the room for the entire day, whenever possible. Feeding/Snack/Lunch Procedures for Children:
 - Children will be seated at separate desks 6 feet apart (if possible) for snack and lunch. Desks must all face one way and not face each other. If tables are used, children must sit on only one side of each table.

- All staff working with children during lunch/snack time will maintain a safe distance (at least six feet) from each other unless safety (monitoring food intake/ feeding skills, behavioral concerns, elopement, etc.) or core function of the activity (i.e. instruction) requires a shorter distance.
- Parents/ guardians will provide all snacks and lunch in a lunch box. Snacks and lunch items must be packed in individual snack bags or individual portions.
- Snacks and lunches may not be shared amongst students. Any food given to students must be for that individual child's use.
- Snacks and lunch cannot be refrigerated or microwaved. Parents /guardians must send food in appropriate thermal containers and/or ice packs to maintain safe food temperatures.
- Individual water bottles or juice boxes are recommended.
- All utensils should be brought from home. These utensils must not be shared and will be sent home daily for appropriate sanitizing by parent/guardian.

Personal Hygiene/ Restroom Use:

- Children and staff should wash hands using soap frequently throughout the school day.
- When it is necessary to use a hallway restroom, one student at a time should be in the restroom.
- Students must wash their hands after using the restroom.
- Restrooms will be sanitized periodically throughout the day.

KIDS IN ACTION OF LONG ISLAND

COVID-19: Policy and Procedures Effective Date: September 2020

POLICY: Playground Procedures during COVID 19

PROCEDURE: As per NYS Department of Health guidelines and in coordination with OCFS, Department of Education and the CDC, Kids In Action has implemented the following exclusion policy during the COVID-19 Public Health Emergency.

- Playground times and designated areas will be assigned to each class.
- All frequently touched surfaces on the playground (e.g. handles, handrails, toys, tables, etc.) must be cleaned and disinfected, following manufacturer's instructions for use of products, periodically throughout the day.
- Appropriate hand hygiene will be followed by all staff and children, upon entering and leaving the playground area.
- Children and staff will remain with their class, in their designated area, to maintain static groups and minimize interactions.
- All staff working with children on the playground will maintain a safe distance (at least six feet) from each other unless safety (behavioral concerns, elopement, etc.) or core function of the activity (i.e. instruction) requires a shorter distance.