



## ***Eden II Programs Re-Opening Plan 2020-2021 School Year***

(JA 2/8/2021)

**853 School Location: 15 Beach Street, Staten Island, NY 10304**

**Primary method of instruction: Google Classroom, Google Hangout, and Google Meet**

### **Plan Development**

This re-opening plan was developed through collaboration with families, staff, and other key stakeholders. Parents were surveyed several times in relation to school re-opening and staff were in daily contact with families since we closed our programs in March. In addition, weekly meetings of the Education Committee of the Interagency Council of NY provided invaluable information. Lastly, several members of Eden II's leadership participated in the Council of Autism Service Providers Re-Opening Task Force. This task force met weekly and was made up of schools providing services to children with autism across the United States. Lastly, this plan relies on data available on the New York State COVID Dashboard with regard to hospital capacity, rates of COVID across the state and other key metrics.

### **Program Overview**

Eden II Programs is currently offering a hybrid teaching model. This model consists of both remote and in-person instruction on a set cohorted A and B schedule. While this is the current model we have chosen, we are also prepared to go fully remote at any given moment, depending on the current health situation in the school and the CDC and NYS guidance.

Students will have continued access to Google Classroom. Teachers and staff will schedule live daily 1:1 session, weekly group lessons, speech services, and counseling services with the families. Teachers will also post assignments and supplemental materials to the Google Classroom for asynchronous learning.

Students and staff must also comply with a bi-weekly 20% random COVID 19 testing mandate. If a parent does not agree to the testing requirement, the child/ children will receive remote only instruction until further notice.

Eden II Programs will be participating in the snow day pilot program that is being rolled out by the NYS Board of Regents. We are fully prepared to go remote at any time and will remain in compliance with the 180-school day requirement.

### **Communications**

#### **Parent Survey Results:**

Parents have been surveyed to determine their preferences for the September school schedule. Parents were provided the option of remote instruction only or a hybrid model of some remote instruction along with some direct face to face instruction. Parents will be allowed to change their minds about the type of instruction their child is receiving at any time.





- 54% of the Beach Street parents chose the three day on, two day off model.
- 33% of the Beach Street parents chose a week on week off model.
- 13% of the Beach Street parents chose to have their child learn in a fully remote setting.

### **Parent Town Hall Meetings:**

Parents and program administration (from executive level down) will participate in parent town hall meetings. These meetings are used to discuss any new guidance for updates from SED, what the plans are for the school program, and to discuss any issues or concerns that parents might have or that need to be discussed.

These meetings can be accessed via Google Classroom, email, Eden II Website, and social media.

### **Staff Town Hall Meetings:**

Staff and program administration will participate in two town hall meetings. These meetings are used to discuss any new guidance for updates from SED, what the plans are for the school program, and to discuss any issues or concerns that staff might have or that need to be discussed.

Parents will receive weekly phone calls from a program administrator to ensure that there have not been any changes in travel or health of family members in the home. Parents have been instructed, however, to notify school immediately if a member of the family has been in contact with a person who has tested positive, tests positive themselves or demonstrates any COVID related symptoms.

Parents/Guardians are instructed to ask if they need any communication translated into another language or if they have any other accessibility needs.

Teachers will continue to contact parents on a daily basis. Each student will be continued to be assigned a staff member and that person is responsible for program implementation both in-person and remotely.

## **Health and Safety**

### **I. Training**

We trust that staff will do the utmost to keep themselves and their colleagues healthy and safe. We will keep staff informed of any changes as we enter new phases and/or update our agency practices and protocols. As previously stated, any questions or concerns should be brought to the attention of their supervisor, director, or the Covid Safety Officer.

- Staff are being trained on the following topics:
  - Required actions if possible COVID symptoms are observed in staff and students
  - PPE- donning and doffing
  - PPE- cleaning and disposal of non- disposable PPE
  - Hand Washing/ Sanitizing
  - Covid 19 facts, sign and symptoms
  - Covid 19 refresher of numbers, transmission, rates of transmission
  - Social Distancing
  - Arrival/ Dismissal Procedures





- Fire Drill Procedures/ Lockdown drills
- Traffic Flow in Hallways and on stairs
- Bathroom Use Procedure
- Refrigerator and Microwaves use Procedures
- Student temperature check procedures
- Classroom cleaning Procedures
- Antecedent Based Strategies to reduce challenging behaviors

## **II. Mask-Wearing Requirement/Personal Protective Equipment (PPE)**

Eden II's policies and practices on the provision of and use of masks and other PPE in the workplace are in line with guidelines provided by OSHA, the CDC, and the Department of Health. In fact, the steps Eden II is taking to keep staff safe often exceed the recommendations provided by those public agencies.

As previously stated, all Eden II employees must wear a face-covering (that covers the nose and mouth) when outside of their private office or workspace. Staff might see some administrative staff wearing cloth masks but since teaching staff are more likely to come into close contact with others, and given that some students might refuse to wear (or might not properly wear) face coverings, all staff working with students must, at a minimum, cover their mouth and nose with a 3-ply surgical mask; these masks are generally considered to be more effective than many cloth face coverings at filtering out pathogens. Masks (and other types of PPE & necessary supplies) will be provided by their program management. If staff see that they are running out of masks, staff are to inform their supervisor immediately, providing sufficient notice whenever possible.

Additional PPE may be provided to staff as required, based on assessment of risk. If staff feel that a specific workplace condition increases the risk of transmission of COVID-19 or if their healthcare provider has informed any them of an increased risk of developing severe illness from COVID-19, they are to inform their program management and/or the HR Department and staff will make a determination on a case-by-case basis, consulting with the agency's Covid Safety Officer as necessary.

Note that given the challenges of mask-wearing for many of our students, masks are not mandatory for students but are highly encouraged. Program management will work with staff to implement programs/activities to teach students to wear masks/increase time spent wearing masks. Child-sized surgical masks are available if these are required. Students will be allowed to take Mask Wearing Breaks. Staff will be trained on signs of possible discomfort in students wearing masks who are unable to effectively communicate this discomfort. For students who tolerate wearing masks for an extended period of time, staff will be given mask breaks for 5-10 minutes. While engaged in a mask break, students must be socially distant from peers and staff.

## **III. Arrival at Work/Pre-Work Screening/Signing In**





**Arriving at Work:** Staff must bring a face covering and hand sanitizer that contains at least 60% alcohol so that staff can cover their mouth and nose before entering the worksite and clean their hands before touching common surfaces. Face masks and sanitizer will also be provided to staff at the worksite - see the PPE section of this plan. Eden II employees are required at all times to wear a face covering or mask (that properly covers the entire mouth and nose area) while in the building unless alone in their own office/work space or while eating lunch in a classroom in a socially distanced manner, in accordance with agency protocols. If staff do not have their own face covering for entering the facility on their first day back at work, staff will speak to their department director.

ONLY approved Eden II employees will be able to enter the facility, as only employees are trained in the COVID-19 prevention policies and protocols which will help keep us all safe and well. If employees see a school bus staff or staff they do not recognize trying to enter with staff as staff open the door with their key fob, they will be informed that they are NOT allowed to enter the building. If the individual attempting to enter does not comply, staff must inform someone in charge as quickly as possible.

**Signing In:** Staff will sign in using the digital finger scanner.

**Required Pre-Shift Health Screening Form:** Each day, prior to reporting to work staff must complete and submit a *Pre-Shift Employee Self Health / COVID-19 Risk Assessment Google Form* which will be provided by the program director via google forms (it is suggested staff bookmark it on their computer or phone as staff will need to complete this each day). This health assessment requires staff to take their temperature *before* entering the worksite. If staff do not have a working thermometer at home, one will be made available at the entry of the building.

If staff answer YES to any of the questions on the form (i.e. if staff have any possible symptoms or any concerns about potential exposure to COVID19), staff are prohibited from entering any Eden II facility. Contact their supervisor/program director immediately to report and discuss.

**NOTE: If Staff Start to Feel Sick at Work:** If staff start to feel sick while at work, it is essential that they stay as far away from others as possible and take precautions to prevent transmission. Staff will hand supervision of their assigned student to a colleague within their cohort and immediately inform a supervisor or someone else in charge at their worksite (via phone). Ensure that staff continue wearing their face mask. Their supervisor/other person in charge will help staff figure out a plan for leaving the facility in a way that eliminates risk to others. Employees who become ill while at work will be directed to leave the facility as soon as possible.

#### **IV. Student Arrival & Dismissal Protocols**

**Student Arrival:** Students will arrive at staggered times. Students will be dropped off in front of the school via an organized drop-off vehicle line - no parents can enter the facility. Staff must be outside (wearing a 3-ply surgical mask) at the designated time for the arrival of their assigned students.

**Student Dismissal:** Students will dismiss at staggered times. When staff receive a call that their assigned student's parent is waiting outside the facility, staff will bring their assigned student downstairs and immediately hand them off to the parent, then return immediately to their classroom.





## V. Student Temperature Checks:

- Student temperatures will be recorded as pass/ fail on a spreadsheet for record retention purposes.

**Upon Arrival:** Students must have their temperatures cleared before leaving the facility entrance and going to their classrooms. After staff retrieve their assigned student from the vehicle, staff will immediately take him/ her to the nurse, who will be stationed at the facility entrance. The nurse will then take the student's temperature. If the student has a fever of 100°F or higher, he/ she will be brought back to the vehicle he/she came in, or if the parents has already left, staff will be directed to bring him/her to the Isolation Room following our Isolation Protocols (see below).

**During the School Day:** If a child starts to show any signs or symptoms of COVID while in the classroom, staff are to immediately call the nurse and program director. The nurse will come to the classroom and take the student temperature. Staff are not to remove the student from the classroom. If the student has a heightened (100 degrees) or higher, staff will be directed to bring directly to the Isolation Room. Isolation Protocol will then be implemented. See Below.

## VI. Isolation Protocols if a Student has Symptoms

**Symptoms Noted Upon Arrival:** If a student arrives at the facility with a heightened temperature or other obvious symptoms staff must immediately bring them back to the car staff arrived in. If the parent has already left, staff are to take him/her to the isolation room – at Beach St. these are the lactation room next to the nurse's office and the Staff Lounge. The nurse will immediately call on the assigned *isolation room staff* to supervise the student (while the staff is wearing a full PPE ensemble). Parents will be immediately called to return to the front of the building to retrieve their child.

**Symptoms Noted During the School Day:** If a student starts to show any signs or symptoms of COVID-19 (listed above) while at program, an employee must immediately and directly escort the participant to the nurse's office (or other designated sick area, as instructed by program management). The nurse (or program management in consultation with a nurse) will make a determination as to the next course of action. If COVID19 is suspected, the program's *Isolation Protocol Staff* will be contacted by the nurse/program management. While awaiting the arrival of the *Isolation Protocol Staff*, the sick individual will be encouraged to wear a mask and should be kept away from others.

Staff and participants who were working with the participant in his/her cohort that day must be especially careful to stay away from other staff and participants (from other cohorts) until further direction is provided by the nurse or program management.

If it is determined by the nurse (or program management in consultation with the nurse) that a student/participant must be sent home, the participant's family/residential provider will be contacted immediately to pick up the sick participant and will be given instructions with regard to required precautions during the pick-up. Family members/caregivers are not permitted to enter the facility - sick individuals will be escorted outside by the *Isolation Protocol Staff* (who will be wearing a PPE ensemble).

When the sick participant's parents/caregivers arrive at the facility, an announcement will be made if necessary (e.g. to keep the hallway clear of staff & participants).





After the individual leaves the isolation room/area, program management will assess the situation and provide additional instructions as necessary. Program management will also arrange for specific areas of the facility that may be contaminated to be aired out (i.e. windows opened), cleaned, and sanitized as required and will provide information and instructions to staff with regard to such precautions.

Staff in the affected cohort and parents/caregivers of participants in the cohort must await further guidance from program leadership with regard to expected actions and restrictions related to leaving their work area, possible quarantine, additional safety precautions, and recommendations for health assessments & testing.

The program will report each case of a sick participant to the COVID-19 Safety Officer/COVID-19 Committee and the local health department will be informed as/when required.

## **VII. Tracing and Tracking of Covid exposure**

### **Covid 19 Testing**

Eden II will provide resources on local and convenient testing locations to all staff and families as needed.

Testing will take place at any one of the many local testing sites (current listing attached for LI and SI) and be performed by the testing site and NOT Eden II staff.

Employees and families will be encouraged to seek COVID-19 testing and report results to the agency if they have had any possible exposures to individuals with COVID-19, have any potential symptoms of COVID-19, have traveled outside the NY, NJ, CT area or had other contacts with people or settings that they feel might put them at enhanced risk, or if they are resuming services/service delivery after a break. Given the lack of governmental funding for a formal and regular testing program, along with the inherent limits of testing utility given timing of results, regular weekly testing of all staff and participants is not part of our COVID-19 safeguards currently. (This is subject to change if additional resources and/or affordable and reliable rapid tests are made available.)

Program directors and/or department nursing staff will report all situations involving sick students or employees which include any possible symptoms of COVID-19 to the COVID-19 Safety Officer. Testing will be generally recommended/requested for any employee or program participant presenting with symptoms or risk factors that suggest the likelihood of COVID-19. While testing may be important to direct appropriate health care, employees and families will be informed that testing is also important to help our agency and the local health department ensure that any others at risk of COVID-19 can be notified and take appropriate action to limit further spread.

Testing is generally NOT required for return to work or school after a 14-day absence (including at least three days without symptoms), unless directed by a physician. Students/participants who display symptoms suggestive of COVID-19 who do not pursue COVID-19 testing will need physician's clearance to return to program.

All positive test findings of employees and students will be shared with the local health department for further guidance and direction as appropriate. This will occur through the program nurse or agency QA office calling/contacting the appropriate health department.





Positive employee or program participant test results will be shared with local health authorities. In the absence of testing (due to access issues or parent refusals), suspected COVID-19 cases will also be reported to local health authorities.

### **Contact Tracing**

Eden II will ensure timely communication with families and employees about exposures to individuals who are positive for COVID-19 or under investigation for potential COVID-19, and will work in conjunction with local health authorities to ensure timely contact tracing.

At the time of the call to the local health department, the Eden II staff member will have available a list of all employees and students (and contact #'s) that the individual with COVID-19 or suspected COVID-19 had close (w/in 6 feet for more than 10 minutes or sharing a household, classroom, or office) contact with while the person was symptomatic, in the three day period prior to symptom onset, or, if date of symptom onset is unknown or person was asymptomatic, testing date (and afterward, if continued contact occurred). This list will include information on the nature of the contact (e.g., shared classroom for three 7-hour school days, administered medication on two occasions, etc.). Information from employee/family COVID-19 risk screening will also be relayed to the local health department when appropriate.

Program leadership, nursing staff, HR, and the COVID-19 Safety Officer will work together to ensure full and accurate information regarding any close contacts is obtained, and all appropriate parties are contacted and provided with guidance, direction, and information on where any concerns/questions should be addressed.

Eden II will notify all employees and parents/guardians of students /program participants who have had close contact with a student, employee or other who is under investigation for potential COVID-19 or has been positively diagnosed with COVID-19. **(See also isolation protocols for symptomatic students/participants).** Notifications to employees and students/program participants by Eden II, in consultation with the local health department when available, will recommend quarantine if indicated and recommendations to follow up with their physician as appropriate.

Program directors and department nurses will communicate with the COVID-19 Safety Officer and executive leadership as investigation of potential cases continues and test results come in. Local health authorities will be informed as needed.

### **Additional Program Specific Protocols:**

If there are one or more suspected or confirmed case of COVID-19 in any classroom within a three week period (employee or student), if the employee(s) or student(s) have been in the classroom or in contact with other employees/students while symptomatic or within 3 days prior to symptom onset (or testing, if asymptomatic), the classroom will be closed for 14 days and all students and employees directed to self-quarantine and asked to pursue COVID-19 testing.

If there are two or more suspected or confirmed COVID-19 cases within a three-week period in the same school but involving different classrooms, generally, the entire school will be closed for 14 days and individual employees and students who are determined to have had close contact with the suspected/confirmed cases will be asked to





quarantine and seek testing. (If investigation determines different sources of exposure which occurred outside the school for all cases, depending on the circumstances the school may re-open, but the classrooms for each individual with COVID-19 must remain closed for 14 days).

We have been informed that city run testing sites will prioritize testing and expedited results for school staff and will guide staff and families to use testing sites with current quick turnaround times whenever possible.

<b><i>Conclusion of Investigation</i></b>	<b><i>During Investigation</i></b>	<b><i>Post Investigation</i></b>
<b>One confirmed case</b>	Close classroom, transition to remote learning	Classroom remains closed for 14 days; students and staff in close contact with positive case quarantine for 14 days
<b>At least 2 cases linked together in school, same classroom</b>	Close Classroom, transition to remote learning	Classroom remains closed for 14 days; students and staff in close contact with positive case quarantine for 14 days
<b>At least 2 cases linked together in school, different classroom</b>	Close School building, transition to remote learning	Classroom of each case remains closed and quarantined for 14 days. Additional school members are quarantined based on where exposure was in the school.
<b>At least 2 cases linked together by circumstances outside of school (ex. acquired infection by different setting and source)</b>	Close School building, transition to remote learning	School opens after investigation, classrooms remain closed for 14 days.
<b>At least 2 cases not linked, but exposure confirmed for each outside of school setting</b>	Close School building, transition to remote learning	School opens after investigation, classrooms remain closed for 14 days.
<b>Link unable to be determined</b>	Close School building, transition to remote learning	Close school for 14 days

Eden II Programs will be monitoring the New York State Covid Dashboard. If local infection rates exceed 8 % on a 7-day rolling average, Eden II will consider going fully remote for a period of time.

**Testing Sites/Guidance:**

The department of health has a COVID-19 testing hotline: 1-888-364-3065. They also have an online application that helps you find a testing site: <https://coronavirus.health.ny.gov/covid-19-testing>

On Staten Island, testing is available at Beacon Christian Community Health Center at 2079 Forest Avenue, 10303. Any Eden II employee or family member needing testing can contact Beacon at 718-815-6560 or text the word BEACON to 64600 to request a testing appointment. Testing is also available at multiple locations across the city, within and beyond Staten Island.







Google also currently has a quick way to find local COVID-19 testing. Just enter “find a COVID-19 testing site near me”.

Please note that if you have symptoms, or have had a recent potential exposure to someone with COVID-19, the testing that should be pursued is COVID-19 testing (not testing for COVID-19 antibodies, which shows if you have had the virus at some point in the past but does not show if you currently have it and might be able to transmit it to others).

### **VIII. Students return to school procedures after suspected/ known Covid exposure**

In most cases of reported illness, students will be initially directed to stay home and keep management informed. The period of time students will be directed to engage in remote learning will depend on their symptom evolution or resolution. In cases where the illness does NOT appear consistent with COVID-19 (based on parent report, physician’s evaluation, or negative testing results), approval to return to school may occur within 7 days. In cases where student illness seems like it may be consistent with COVID-19, in most cases students will be asked to stay out of school for at least 11-14 days, and until they have been without fever for at least one week and their symptoms have greatly improved or resolved completely. Students who report continued coughing after 14 days, even if fever and other symptoms have resolved, will be required to stay out longer.

In all cases, if a student is not able to access in-person services due to Covid related illness or exposure he/she will have access to remote instruction.

### **IX. Visitors and Vendors**

Onsite parent training will not occur until further notice. Parents are able to request virtual observations on a scheduled basis with their child’s classroom teacher. This will ensure that social distancing protocol are being adhered to.

Essential visitors (which may include parents) will be permitted only at the discretion of program directors. Any visitors that are approved must follow the same infection control protocols as employees: e.g. self-health checks, use of face coverings, use of hand-sanitizer, and social distancing. The person who is meeting with the visitor is responsible for ensuring that the visitor adheres to our safety plan (including wearing a face covering at all times when in the facility).

Essential vendors (e.g. equipment repair engineers) may enter Eden II worksites by appointment only, and only with the approval of someone in charge. As with essential visitors, the employee responsible for arranging the vendor’s visit must ensure that the vendor adheres to our safety plan.

**Food/Lunch Deliveries:** Food delivery workers are not permitted to enter any Eden II work site; pick-ups must take place outside the facility. Reception staff will not be responsible for interacting with food delivery workers or for ensuring payment of any employee’s food delivery so if ordering food, please provide the food vendor with your personal cell phone number, pay in advance when possible.





## **X. Handwashing/Sanitizing & Respiratory Hygiene**

- Signage has been placed in every classroom, at the entrance of every floor, and in every bathroom regarding appropriate mask wearing, handwashing, and coughing etiquette.

**Staff:** Staff should never touch their face with unwashed/unsanitized hands. We recommend that staff thoroughly wash their hands with soap and running water for at least 20 seconds as often as possible, but also realize that this may not always be possible. Hand sanitizer will therefore be available throughout their worksite and we recommend that staff sanitize often. Cover all surfaces of their hands with enough sanitizer to keep the hands wet for at least 20 seconds and keep rubbing their hands together until staff feel dry. Program management will have systems in place for monitoring and refilling hand sanitizer, but staff should let management know if hand sanitizer needs to be replenished.

With regard to respiratory hygiene, even though face masks will help prevent the spread of respiratory droplets, we recommend that whenever possible staff also try to distance themselves or at least turn their head away from others when sneezing/coughing. Note that an isolated few sneezes or coughs with no other symptoms would typically not be a concern, but coughing is a well-known symptom of COVID-19 and must be treated/reported as such.

**Students:** Staff are responsible for ensuring that students wash their hands multiple times a day –always upon arrival, every hour on the hour, before and after lunch, after bathroom use, and prior to dismissal. Staff must log student handwashing on the sign-off sheet provided by management.

## **XI. Promoting Social Distancing**

Non-essential physical contact with colleagues, such as hand-shaking or hugs, is prohibited in the workplace at this time. While we realize that staff will at times have to work within 6 feet of students, try to reduce time spent in close contact with students whenever possible and appropriate. This might require staff to take actions that are contrary to pre-COVID19 practices and directions. For example, whereas students may have been encouraged to eat meals sitting closely together around a table in the past, in COVID19-times the risk of crowding would outweigh the benefits of socializing together. Students should participate in activities in smaller groups than usual, and staff should avoid having students engage in activities that require physically prompting for extended periods. Program management will provide staff with further instructions and guidance in this area. Note that to help us adhere to CDC-recommended physical distancing, in facilities with central admin/administrative staff, those staff are being phased back to onsite work at reduced building occupancy rates. Additionally, most employees are currently restricted to working at only one worksite.

## **XII. High Risk Staff and Students**

**Staff:** Staff that are in the high-risk category, whether it is age or other health conditions, will be assessed on a case by case basis by the HR department and the Covid Safety Officer in accordance with ADA and CDC guidelines. Staff is encouraged to communicate with program management regarding all concerns prior to their designated scheduled work time. He/ she will be contacted about needed accommodations and decisions will be made based on all information available. Enhanced PPE (goggles, gowns, face shields, etc.) will be available upon request for high risk staff that are providing in person services.





**Students:** Program administration will communicate with families of students that would be in a high-risk category. Parents and administration will make decisions on a case by case basis regarding any accommodations that a particular child might need, while ensuring continuity of learning across remote and in- person setting. The Covid Safety Officer will also be informed of any decisions that are being made and will be available for consultation to program administration. Accommodations can be made to educational settings, including remote instruction or enhanced PPE (googles, gowns, face shields, etc.) for high risk students that are receiving in person services.

### **XIII. Protocols for Addressing Known/Suspected COVID-19 Exposure in Employees**

Eden II will attempt to reduce the spread of COVID-19 through quick, conscientious, and stringent precautionary actions when employees or participants have a known COVID-19 risk (whether symptoms, history of exposure someone with COVID-19 /suspected COVID-19, or travel to a location with high levels of community transmission).

Given Eden II's obligations to protect its employees and participants and the risk of serious illness and death associated with COVID-19, Eden II will determine when employees are approved to return to work. Eden II will adhere to government issued directives (when/if made available) with regard to staff leaves/contacts/and returns to work as a minimal standard, and take steps we view as reasonable and appropriate given the changing medical understanding of COVID-19, and changing guidance of public officials.

In most cases of reported illness, employees will be initially directed to stay home and keep management informed. The period of time employees will be directed to stay out of work will depend on their symptom evolution or resolution. In cases where the illness does NOT appear consistent with COVID-19 (based on employee report, physician's evaluation, or negative testing results), approval to return to work may occur within 7 days. In cases where employee illness seems like it may be consistent with COVID-19, in most cases employees will be asked to stay out of work for at least 11-14 days, and until staff have been without fever for at least one week and their symptoms have greatly improved or resolved completely. Employees who report continued coughing after 14 days, even if fever and other symptoms have resolved, will be required to stay out longer. In some cases, employees who can work remotely and have COVID-19 but are feeling better and able to work might be permitted to return to remote work after a shorter absence given the lack of transmission risks.

With regard to employee travel, employees must inform their directors of any travel plans outside of the tri-state area (NY, NJ, and CT), and directors must report any known travel plans of employees in their site using the special google form for further review. All travel requests will be reviewed by the COVID-19 Committee and specific precautions will be directed. In most cases, employees who travel to locations where there is current community spread will be required to have two weeks where staff self-isolate at home to ensure staff are symptom free before being approved to return to any Eden II worksite.

### **XIV. Facility Cleaning & Sanitizing**

Enhanced cleaning and sanitizing will take place at the facility. The Facilities Department will ensure that Environmental Protection Agency (EPA)-approved disinfectant is used and the date, time, and scope of cleaning/sanitization will be documented in a log kept at the site.





The after-hours cleaning company will keep a cleaning log of areas that have been cleaned. The log will be located at the front desk. Upon confirmed Covid exposure a deep cleaning of the building will occur.

Commonly touched surfaces and objects in the work environment will be carefully cleaned and sanitized on an enhanced basis, but we recommend that each time staff touch a common surface (e.g. countertop, doorknob, light-switch), staff avoid touching their face, then wash their hands with soap and running water and/or use hand sanitizer.

Staff at Beach St. are responsible for the cleaning of the commonly touched surfaces in their classrooms at least four times per day: Upon arrival, before lunch, after lunch, and upon dismissal of all students. All flat surfaces, chairs, door knobs, light switches, refrigerators, microwaves, etc. must be cleaned and disinfected with cleaner provided by management prior to leaving the building for the day. Staff must log the cleaning in the provided log sheet.

## **XV. Use & Cleaning of Essential Shared Equipment & Student Supplies**

While sharing of equipment is discouraged, certain pieces of equipment will have to be shared, e.g. copy machines and classroom appliances such as refrigerators and microwaves. Equipment will be sanitized at least once daily but since COVID19 (and other pathogens) can be easily transmitted to surfaces, when using common touchpoints, it is recommended that staff use a stylus pen or pencil with eraser or a clean tissue instead of touching the device. Always use hand sanitizer to thoroughly clean hands after using shared equipment.

Classroom IT equipment (iPad, computers, smartboards) will be cleaned using alcohol-based sanitizing wipes. Staff are permitted to only use appliances that are in their own assigned classrooms. Students and staff are encouraged to bring their lunch in brown paper bags. Classroom refrigerators must be cleaned at the end of each day and microwaves must be cleaned after every use, and also at the end of the day. Staff must always wear clean vinyl/nitrile gloves when handling students' food.

Students are not permitted to share any materials with other students in the classroom.

## **XVI. Use of Common Areas:**

**Restrictions on Common Areas:** During our agency's initial reopening phases, use of common congregating areas such as the staff lounge, or the cafeteria, or the café is not permitted. Staff will therefore have to eat lunch in the classrooms or outside of the facility. Employees may leave the building during their lunch break or for another short break outside but must adhere to infection control protocols when returning to the worksite (e.g. wear a face mask and sanitize hands upon re-entry).

## **XVII. Elevators, Stairs, and Foot Traffic**

No more than one employee (with one student) is permitted to use the elevator at any given time. If the door opens and someone starts to enter, staff are to politely ask them to press the elevator call button and wait until it returns to their floor. All staff and student must follow stairway markings when using stairways. Enter hallways and rooms with caution. As stated previously, staff must always wear a face mask that covers the mouth and nose.





Staff will be reminded of the fact that some colleagues might be in the COVID-19 high-risk category and both extremely anxious about being around others, and at heightened risk of very serious illness if affected by COVID-19.

## **XVIII. Safety Drills**

Safety drills will be conducted in accordance with NYSED regulations.

***Fire Drills:*** Eden II will conduct fire drills on a floor by floor basis. Classrooms are assigned specific evacuation stairwells, as well as, specific evacuation points in the parking lot allowing for social distancing.

***Lock Down Drills:*** Eden II will continue to conduct 4 lock down drills per year. Students and staff will be required to stay in their designated classrooms during the lock down.

## **Transportation**

Eden II Programs does not use its own private transportation. It is provided by the NYC Office of Pupil Transportation (OPT). Students are given the opportunity to use the NYC provided bus service or get dropped off and picked up by family members. There is a staggered arrival schedule for students utilizing the bus and students who are being dropped off by families.

Parents are to adhere to the cohort schedule that students have been assigned. If a child arrives to school on a non-assigned cohort day, the bus will be asked to take him/ her home. If the bus does not bring the student home, the child will be brought to the isolation room and a parent will be called to pick up their child.

If this happens three times, the parent will be advised that the student will no longer have access to in-person instruction and will transition to full time remote learning.

## **Social Emotional Learning**

Training will be provided on social emotional learning that will explain the signs and symptoms and changes in the behavior of our students that teaching staff should be looking out for when school reopens in September.

Counseling will be provided to students as per the IEP and any student issues related to COVID-19 and changes to routines will be addressed in sessions. IEP goals will be adapted as needed. Consultation will be provided to teachers to assess any at-risk students who may need further support in their mental well-being during this time.

## **School Schedules**

Parents and staff will receive written schedules in various platforms (email, on their child's Google Classroom, via mail) and be given any updates as changes to the schedule occur.

## **Attendance**

Attendance will be recorded daily on both an attendance card and through a Google Sheet. Students will be coded P for In-person, V for virtual, and A for absent. Parents will also be able to record attendance on the student's Google Classroom. Chronic attendance issues will be reported to the CSE.





## Technology

Teachers will be in daily contact with families to ensure there is no further need for devices and/or internet access in a remote or hybrid model. Parents will be able to access NYC DOE devices through the link:

<https://coronavirus.schools.nyc/RemoteLearningDevices>. This resource will be shared with parents by the program director.

## Teaching and Learning/ Special Education

Student's Individualized Educational Plans (IEP)s will be followed and instruction will be aligned with the outcomes in the New York State Learning Standards whether programming is hybrid or remote. All instruction will be developed so that whether delivered in-person, remotely, or through a hybrid model there are clear opportunities for instruction that are accessible to all students. Consultation and information will be shared with Committees on Special Education regularly. Eden II will continue to ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique related needs of students. Adaptive Physical Education, Dance and Art classes will continue to be provided whether students attend in a hybrid model or are fully remote. Speech and Language Therapy and Counseling services will continue whether students attend in a hybrid model or are fully remote.

## Certification

Eden II Programs employs certified teachers for all classroom assignments. In the event a certified teacher is not available, due to resignation, absence or quarantine, Eden II will use a substitute teacher. Eden II Programs continues to actively recruit to fill all teaching positions.

