



**Eden II Programs Early Childhood Center  
Little Miracles Preschool  
regulated by NYCDOH (article 47) and NYSED (4410 and 853)**

- **309 St. Paul's Avenue**
- **663 Manor Road (St. John's Lutheran site- see addendum)**

## **Reopening Plan Development and Introduction**

This reopening plan was developed through collaboration with families, staff, and other key stakeholders. Parents were surveyed multiple times in relation to the school building reopening and staff was in daily contact with families since our physical buildings were first closed in March 2020. Additionally, weekly meetings of the Education Committee of the Interagency Council of NY provided invaluable information as the council communicated with various staff in the Department of Education and State Education, brought to them stakeholders' questions, and reported back to the participating agencies. Several members of Eden II Programs' leadership also participated in the Council of Autism Service Providers Reopening Task Force. This task force met weekly and was made up of schools providing services to children with autism across the United States. Little Miracles Preschool participated in a Staten Island Preschool Provider Committee with meetings scheduled monthly. 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. This plan is subject to modifications as new information and guidance is made available.

Guidance from the following was considered and used in the formation of this plan:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- [https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K\\_to\\_Grade\\_12\\_Schools\\_MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf)
- <http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>

A link to the Reopening Plan will be posted onto the Eden II Programs website for public viewing and will also be sent via email to our parents. A link to this plan is also provided below. A physical copy will be hung in the entrance to the school. Parents are instructed to ask if they need any communication translated into any other language or if they have any accessibility needs.

Link @ <https://eden2.org/wp-content/uploads/2020/08/Preschool-EC-309-St.-Pauls-and-Manor-Reopening-Plan.pdf>

## **Program Overview**

Eden II is currently offering a fully in-person teaching model while allowing staff and students to return to the building in a safe manner while considering appropriate social distancing, PPE and face covering availability, the availability of safe transportation, and local hospital capacity as reported by NYCDOH.

While this is the current model chosen, Eden II is 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.

**As of October 4, 2021, 309 St. Pauls Avenue staff members are in 100% compliance with the vaccination mandate as ordered by NYC DOE.**

If a classroom is closed with the approval of Department of Health and the NYCDOE Situation Room., each student will have an individualized remote learning plan, based upon needs and level of participation. At the beginning of the school year, an Eden II email address and individual Google Classroom will be created for each student. An informational packet will be given to each family, which includes email and password details, a hard copy instruction pamphlet on navigating and using Google Classroom, as well as a video link for further Google Classroom explanations. Families will also be given hard copies of The Learn at Home Early Childhood Instructional Resources Guide, Guidance from the DOE on Remote Learning, and The Family Routine-Based Support Guide. School staff will also send out educational materials, including customizable schedules and pictures that could be used as a visual aid, communication boards, and different programming information with corresponding data sheets as needed.

The classroom teacher is in charge of posting student-specific material, monitoring progress, supervising the teacher assistants (TAs) that may be working with the student, and communicating daily with the parents. Further, if students do not sign onto their Google Classroom at the start of each day, and staff was not informed of an absence, teachers reach out and call parents to inquire about participation. As needed, weekly video conferences are held with parents, teacher, and teacher assistants.

A teacher assistant (TA) is assigned to each student, available to families every day from 8:30 – 3:30, and is responsible for completing daily student programming. This entails providing direct support to the student and family member throughout the day, by means of commenting on specific programming, providing support for behavioral challenges and redirection measures, answering any questions the family may have, and being available for 1:1 live video instruction (via Google Meet). The teaching assistant fills out a student-specific daily checklist throughout the day and comments on completed work submitted through Google Classroom. TAs also attend all live classroom groups, accompanying their student.

At minimum, 3 hours per day are scheduled for live groups for activities such as gym, music and movement, art, story time, song play, as well as groups for academic programming. Links to these groups are posted every day on the student's individual Google Classroom.

Speech & Language services will be provided either in-person or via teletherapy (or a combination of the two) according to the students mandate on their IEP. Counseling services will be provided via teletherapy at this time.

Eden II intends to switch to fully remote instruction in the event the school is closed due to a snow or other environmental emergency. Eden II is participating in the NYC DOE Snow Pilot Program.

## **Timeline of Program Updates**

\*\*\*Effective March 2020, Little Miracles Preschool/ Eden II School went fully remote for instruction.

\*\*\*Effective July 2020, Little Miracles Preschool/ Eden II School had a 3-week period where parents were given the option of having their child attend (i.e. hybrid 2-3 days per week versus fully remote).

\*\*\*Effective September 2020, Little Miracles Preschool/ Eden II School continued the parental option to have their child access instruction (i.e. hybrid 2-3 days per week versus fully remote).

\*\*\*Effective November 16, 2020, Little Miracles Preschool/ Eden II School closed for in-person services due to the increasing numbers on Staten Island which posed a safety concern for students and staff. The agency decided to move to remote services for all students while monitoring the daily data on the NYS COVID-19 Dashboard. In-person services resumed 12/7/2020. Student cohorts changed to 2 days/week in-person and 3 days/week remote at this time. Wednesdays, no students were in the building.

\*\*\*Effective April 5, 2021, Little Miracles Preschool/ Eden II School went fully remote for the week, allowing all students and all staff to get a PCR COVID-19 test in order to return on April 12, 2021.

\*\*\*Effective April 19, 2021, parents who wished were allowed to start 5 days/week full-time in-person instruction as staffing allowed. Parents were also allowed to continue with hybrid (3 days/week in-person), or continue with fully remote instruction.

\*\*\*Effective September 2021, Little Miracles Preschool/ Eden II School went back to full-time instruction on site as the only option for students. The only exception would be when remote instruction is provided when students are quarantining with the approval of Department of Health and the NYCDOE Situation Rom.

\*\*\*Effective January 3, 2022, due to the amount of positive COVID-19 cases and exposures, Little Miracles Preschool/ Eden II School was remote for 3 days to allow staff and students to get negative rapid or PCR COVID-19 tests to return to the building safely.

## **Communication/ Family and Community Engagement**

Eden II Programs engaged with school stakeholders and community members when developing this reopening plan. Administrators, faculty, staff, students, parent/legal guardians of students, local health departments, local health care providers, and affiliated organizations were involved and engaged throughout the planning process.

All staff must complete a mandatory site-specific, safety plan training that includes all topics included in this reopening plan. Parents/ Guardians will be given a written list of site-specific policies and procedures and will have to sign off that they have read them and agree to follow the policies in place for in-person services. Monthly email newsletters will continue to be sent to all parents/guardians to update them with any new information or change to policies and procedures. Plans will also be posted on the eden2.org website under the COVID-19 tab, and will be updated as changes occur. Teachers will continue to have daily contact with families.

Signage of policies and instructions including DOH and CDC guidelines has been posted at all entry points and around the building, as well as throughout the space at multiple key places (hallways, doors, bathrooms, etc.), to communicate with all individuals stationed in or visiting the physical building. Child-friendly signage is also posted where students can see them. All students, faculty, staff and visitors will be encouraged to follow all signage. Daily checks of compliance with these guidelines will be made by the Safety Officer for the site. Additionally, a hand-washing reminder will be played over the school's intercom system every half-hour during the school day.

Hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene programming will be included in all students' instruction to the greatest extent possible. 3-ply child-sized surgical masks were purchased to use while training students to tolerate and wear PPE appropriately, specifically face coverings.

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

Eden II Programs created a COVID-19 Committee with Deputy Executive Director Eileen Hopkins as COVID-19 Safety Coordinator. She can be reached at [ehopkins@eden2.org](mailto:ehopkins@eden2.org). Any requests for accommodations from students or staff who are high risk or live with a person at high risk should be made to the program director and/or the Human Resources Department who will share the request with the COVID-19 Committee. Accommodations, in accordance with ADA regulations will be considered. Additionally, each site will have a COVID-19 Safety Monitor (and a back-up monitor identified) who will do checks on supplies and PPE, mask-wearing adherence checks, and social distancing adherence checks.

## **Health & Safety**

The following procedures were developed in collaboration with the agency's school health professionals. 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.

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

All Eden II employees must wear a face-covering (that covers the nose and mouth) when outside of their private office or workspace. Administrative staff may wear 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 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 the program management at a minimum of one approved mask per day.

Additional PPE may be provided to staff as required, based on assessment of risk. If staff feels that a specific workplace condition increases the risk of transmission of COVID-19 or if their healthcare provider has informed them that they have an increased risk of developing severe illness from COVID-19, they can inform program management and/or the HR Department and they will make a determination on a case-by-case basis, consulting with the agency's COVID-19 Safety Coordinator as necessary. Program directors will assess program needs for the month ahead and make requests via email to the COVID-19 Inventory Manager; if supplies are unexpectedly and urgently needed, arrangement of delivery of those supplies will be made as quickly as possible.

Face shields/ goggles will be distributed to all staff to wear in accordance with their 3-ply surgical mask when in direct physical contact with a student who is not wearing a mask. They should also be used for toileting. An adequate supply of PPE is detailed and maintained through the COVID-19 Officer of Eden II and program management will communicate any needs of the program to the COVID-19 Officer. Staff also has an option to fill in any specific PPE needs on their *Pre-Shift Employee Self-Health / COVID-19 Risk Assessment Google Form* (see section below). School personnel are instructed to inspect their individual work areas to ensure they have enough supplies each day (tissues, face coverings, hand hygiene supplies, cleaning supplies, etc.

Note that given the challenges of mask-wearing for many of our students, program management will work with staff to implement programs/activities to teach students to wear masks/increase time spent wearing masks to the fullest extent possible. Child-sized surgical masks are available for daily use and extras are available if needed. A mask and a disposable Ziploc bag to store it in will be in the student's individual cubby. Student masks should be disposed of at the end of each day or if it becomes soiled. A new one will be given to replace it.

Students will be allowed to take mask-wearing breaks. For students who tolerate wearing masks for an extended period of time, they will be given mask breaks for 5-10 minutes at specified times of the day. While engaged in a mask break, students must be socially distant from peers and staff, however staff should continue to wear their masks and students should be supervised at all times according to their specific needs.

\*\*\*As of 3/25/2021, all staff were instructed to wear double face coverings, consisting of a 3-ply disposable surgical mask and a cloth face mask on top of it. Staff who are working with students must also wear a face shield/goggle.

\*\*\*As of 6/1/2021, all staff were instructed to wear a 3-ply disposable surgical mask. Staff who are working with students must also wear a face shield/goggle.

\*\*\*As of October 4, 2021, face shields are not mandated for staff working in the classrooms with students, however staff may continue to wear them if they choose.

\*\*\*As of January 3, 2022, staff were instructed to wear double-masks and shields when working in the classrooms with the students and double-mask at other times while in the buildings.

**Discarding Used PPE/Cleaning PPE:** Disposable PPE worn by staff and participants (such as surgical masks and gloves) should always be discarded in a sanitary manner in accordance with program protocols. PPE should be discarded after exiting the building in a garbage can located in the parking lot. If not possible, PPE may be discarded in any garbage can with a lid. PPE meant for longer-term use, such as goggles and face shields, must be cleaned in accordance with program protocols that you will be trained in - which are based on CDC guidance.

## **Student Temperature Checks:**

**Upon Arrival When Dropped Off By The Parent:** Students will arrive at staggered, pre-arranged times. Parents will park on the street, walk up the ramp, and wait on marked spots 6 feet apart with their child. No parents will be allowed to enter the lobby. Staff will be called to the lobby (wearing appropriate PPE) at the arrival of their assigned student(s). Parents will have to answer questions prior to the student coming into the school building each day as part of their health screening. Parents will be asked to contact the Director if they need the questions translated into another language. Parents are encouraged to have their child wear a mask upon entering the building if they can tolerate one.

Students must have their temperatures cleared by a trained staff suited in appropriate PPE before leaving the facility entrance (vestibule) and going to their classrooms. If the student has a fever of 100°F or higher, he/she will not be allowed to enter and must go home with their parent. Student temperature checks will be recorded as Pass/Fail. Staff using the no-contact thermometer must clean it with an anti-bacterial wipe between students. Staff accompanying the student should wash their hands as well as prompt the student to wash their hands upon arrival in the classroom. Mid-day temperature checks will be done by the Isolation Protocol Staff at the door of the classroom, and also recorded as Pass/Fail.

**Upon Arrival When Arriving Via School Bus:** The Department of Education Office of Pupil Transportation (OPT) will provide safe transportation of students from their homes to the school building as per their IEP. Parents will have to fill out a Pre-Arrival Screening Google Form prior to their child leaving their house as part of their health screening. Parents will be asked to contact the Director if they need the form translated into another language. A reminder phone call will be made to the parent before students depart buses if a response has not been recorded on the Google Form by that point.

Parents are instructed on the form itself that if they respond YES to any of the screening questions, they should not send their child into school and that the nurse will contact them for further information. A school nurse will review the answers daily and communicate any issues or positive responses to the program director. Students will be brought by their staff one at a time to wait at marked spots 6 ft. apart outside of the building. Staff should be wearing appropriate PPE. Students must have their temperatures cleared by a trained staff suited in appropriate PPE in the vestibule area before entering the lobby.

If the student has a fever of 100°F or higher, he/she will not be allowed to go to their classroom. The front desk staff will notify one of the Isolation Protocol Staff to come to the lobby wearing his/her required PPE ensemble. The student will be brought directly to the Isolation Room #1 (the Nurse's Office). Isolation protocols must be followed (see below).

If the student is cleared, staff will accompany them to the classroom, doff their gloves, and wash their hands as well as the student's hands. The no-contact thermometer will be cleaned with an

anti-bacterial wipe between students. Mid-day temperature checks will be done by the Isolation Protocol Staff at the door of the classroom, and also recorded as Pass/Fail.

## **COVID-19/ Isolation Protocols if a Student has Symptoms During the School Day:**

These procedures were written in collaboration with the program's health professionals and COVID-19 Committee. Part of staff training will be to stress that staff must be extremely observant of any possible signs of COVID19-related illness in participants and know that individuals with COVID-19 have had a wide range of symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Individuals with these symptoms may have COVID-19, based on the current list on the CDC website:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

\*\*Note that this list does not include all possible symptoms, and the CDC continues to update this list as we learn more about COVID-19.

*If a participant starts to show any signs or symptoms of COVID-19 (listed above) while at program,* staff should immediately call program management at x1500 and/or the nurse. The nurse (or program management in consultation with a nurse) will decide as to the next course of action. If COVID-19 is suspected, the student will be immediately and directly escorted to the nurse's office (or other designated sick area, as instructed by program management) and 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/classroom 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 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).

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/classroom 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 Coordinator/COVID-19 Committee and the local health department and OPWDD will be informed as/when required.

### **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 and be performed by the testing site and NOT Eden II staff.

### **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, weekly updated sites are published on the Borough President's webpage at <https://www.statenislandusa.com/covidtesting.html> .

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).

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.



## **Timeline of Testing Protocols:**

\*\*\*As of November 30, 2020, Eden II began mandatory randomized bi-weekly testing of 20-25% of all staff and participants receiving in-person services as the school building moved to a yellow zone. Due to Little Miracles Preschool being housed within a school-aged program building, preschool students are required to follow the same guidelines. Because this serves as surveillance testing, Eden II is able to accept the rapid test as well as the PCR test. If a parent does not consent to get their child tested, the student is moved to fully remote services until testing can be completed. A running record is uploaded onto the COVID-19 Dashboard by Eden II.

\*\*\*As of January 4, 2021, Eden II will require all staff to be tested each month (50% bi-weekly). 20% of all students attending in person will be randomly chosen bi-weekly to get tested as well. In the event Eden II moves to an orange or red zone, we will continue to mandate random testing as per the guidance given.

\*\*\*As of April 5, 2021, all staff and students needed a negative PCR COVID-19 test to return to the building April 19<sup>th</sup>, 2021.

\*\*\*As of April 19, 2021, all Eden 2 employees that are fully vaccinated, are to be tested every other month. Employees are considered "vaccinated" from 2 weeks after the 2nd dose of Moderna/Pfizer/ Johnson & Johnson. Employees that are not vaccinated, will need to be tested every other week. Either PCR or rapid tests are allowed for surveillance testing. All students attending in-person learning must be tested monthly with a PCR COVID-19 test.

\*\*\*As of September 13, 2021, all staff and students needed a negative PCR COVID-19 test to return to the building September 13<sup>th</sup>, 2021.

\*\*\*As of September 27, 2021, all staff who are vaccinated will not need surveillance testing moving forward. Students must be tested twice monthly and the parents must send the results to the school nurse (either PCR or Rapid).

\*\*\*As of January 3, 2022, all staff and students needed a negative rapid or PCR COVID-19 test to return to the building.

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 Coordinator. 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.

All new students and staff must have a negative COVID-19 test finding prior to coming into the building.

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

## **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/ NYC DOE Situation Room 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 15 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. 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 Coordinator 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 coordinator 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: Educational Services (including Preschool and School sites):**

In the event there is a positive case (staff or student) in a classroom, the classroom will be closed for 10 calendar days and all students and employees will be directed to self-quarantine and asked to pursue COVID-19 testing.

The school building will only be closed when it is determined by NYC DOHMH that there is widespread transmission in the school.

\*\*\*As of January 3, 2022, the NYC DOE implemented a "Test to Stay" program. However, according to this policy, "for students in Pre-K, the quarantine period will remain the same, meaning that any Pre-K student who was in close proximity to a positive case will still have to quarantine for 10 days. For all other students in our Eden II Programs, although programs are in place to teach compliance, the students do not always tolerate wearing masks at all indicated

times and may not be able to maintain social distancing rules; they do not meet the criteria to participate in the “Test to Stay” program.

## **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 Programs** (i.e. not the employee’s physician, the CDC, SED, OPWDD, DOL, the DOH, or any other party) 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.

The COVID-19 Committee will coordinate the person’s return to the school building with the local health department.

**Employee Travel:** 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 Coordinator and/or 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 they self-isolate at home to ensure they are symptom-free before being approved to return to any Eden II worksite.

## **Arrival at Work/ Pre-Work Screening/ Signing In for Staff:**

**Arrival at Work:** Staff must be wearing a face covering so that they can cover their mouth and nose before entering the worksite and have hand sanitizer that contains at least 60% alcohol and clean their hands before touching common surfaces. Each employee will be given a personal PPE bag with a cloth mask and sanitizer to use each day for their arrival. 3-ply surgical face masks, and sanitizer will also be provided to them at their worksite for use during the work day (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 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.** If a staff person forgets their mask or needs a replacement, they must call the front desk or a supervisor while maintaining a safe social distance from others.

**Pre-Shift Employee Self-Health / COVID-19 Risk Assessment Google Form:** Each day that staff will be physically reporting to a worksite, prior to reporting to work (e.g. on the computer at home or on their phone before leaving their vehicle), staff must complete and submit a *Pre-Shift Employee Self-Health / COVID-19 Risk Assessment Google Form* which will be provided by Eden

II. This health assessment requires staff to take their temperature *before* entering the worksite. If they do not have a working thermometer at home, a non-contact thermometer will be available for staff to self-check and report their temperature on their form if needed. Anti-bacterial wipes must be used after each use.

If staff answer YES to any of the questions on this Google Form (i.e. if you have any possible symptoms or any concerns about potential exposure to COVID19), **they are prohibited from entering any Eden II facility.** They must contact their supervisor/program director *immediately* to report and discuss.

All staff will receive an email with the link to the Google Form. Staffs who are not reporting to a work site for that day do not need to fill it out.

**Signing In/ Signing Out:** Staff will be required to use the side door (off of the parking lot) to enter or exit the building, regardless of whether they park in the lot or on the surrounding streets. There will be one door where all staff must enter each morning, where they will have markings on the ground indicating 6 ft. of distance between each other while they wait for their sign-in. Staff will be signed in virtually each day by program administration after being checked in at the side door. Use the digital finger scanner is prohibited at this time. After being signed in, staff must walk across the gym and *UP* the staircase that leads to the lobby to reach their assigned classroom. The staircase off of the parking lot is designated as a *DOWN* staircase only. Staff will be signed out virtually by the administration at the end of your shift and must exit through the side door that they came into the building through in the morning.

Staff must do their best to ensure that ONLY approved Eden II employees enter the worksite; employees are trained in the COVID-19 prevention policies and protocols which will help keep all safe and well. If staff sees someone they do not recognize trying to enter the building as they enter, they must inform them that only Eden II employees are permitted in the building. If he/she does not comply, they must inform someone in charge as quickly as possible.

**If Staff Starts to Feel Sick During the Work Day:** If staff starts 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 must hand supervision of their assigned student(s) to a colleague in your cohort and immediately inform a supervisor or someone else in charge (via phone). Staff must ensure that they continue wearing their face mask. A supervisor/other person in charge will help 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. The program director will follow up with staff afterwards to determine the next course of action.

### **Visitors and Vendors:**

At this time there are no visitors permitted in the building. On-site parent training and other meetings will not occur until further notice but can be held virtually/ via phone. Executive employees must approve any vendors/visitors and they must follow the same infection control protocols as employees: e.g. vaccination status, self-health checks, use of face coverings, use of hand-sanitizer, and social distancing. The person who is meeting with the vendor is responsible for ensuring that adhere to our safety plan (including wearing a medical grade face mask at all times when in the facility). If a vendor or delivery person does not have a 3-ply surgical mask, one will be provided to them by the reception staff.

**Deliveries:** The front desk staff will be assigned to receive deliveries. Postal workers may not enter Eden II facilities without supervision and without following all infection control procedures listed above. At sites without mailboxes, containers must be placed outside the facility for deliveries and postal/delivery workers are instructed to inform the front desk staff that they are leaving mail/packages in the container (there is a sign in the window asking them to knock). Exceptions are to be approved only in consultation with the Facilities Director, site director, and COVID-19 Coordinator.

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, staff must provide the food vendor with their personal cell phone number and pay in advance when possible. Food deliveries should be instructed to go to the side door (without entering the building) to meet staff.

### **Social Distancing in the Workplace:**

Non-essential physical contact with colleagues and students, such as hand-shaking, wrestling, hugs, etc. is prohibited in the workplace at this time. While we realize that staff will at times have to work within 6 feet of students, they should 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 as needed.

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 on-site work at reduced building occupancy rates. Additionally, most employees are currently restricted to working at only one worksite.

Floor markings and signs are posted around the building to indicate social distancing protocols, hand-washing protocols, temperature checks, etc.

**Stairs and Foot Traffic:** No more than one employee (with one student) is permitted to use the hallway at any given time. Hallways and rooms must be entered with caution. Hallways have directional markings and are split down the middle. When walking through the facility, staff are instructed to do their best to stay to the left and/or as close to the walls /away from others as possible and follow any social distancing signage/prompts. As stated previously, staff must always wear a 3-ply surgical face mask that covers the mouth and nose. Staff are encouraged to always be sensitive to the fact that some of their colleagues might be in the COVID-19 high-risk category and be both extremely anxious about being around others, and at heightened risk of very serious illness if affected by COVID-19. The front stairway (off the lobby) will be for going **UP** and the back stairway (off the parking lot) is for going **DOWN** stairs only. This applies to both staff and students.

Hallways will have markings to reduce bi-directional foot traffic using tape or signs with arrows in narrow aisles, hallways, or spaces, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed.

The Nurse's Office will be designated as Isolation Room #1. The staff lounge will be off-limits to staff and designated as Isolation Room #2. Isolation Room #2 will be for healthy students to obtain medications and nursing treatments.

**Classroom Set-Up:** Classrooms have been rearranged to maximize space and social distancing. Students have individual bins for their personal belongings, reinforcers, and materials. Student breaks are limited to their cubby areas (with a mat if appropriate). Physical barrier options such as impermeable dividers or partitions will be used in the classroom to mark off social distancing lengths within the classroom. The number of people in a room will be in accordance with SED and NYCDOH guidelines. Students will be in their individual workstations as much as possible and not share workstations. Cloth floor-chairs for teachers are not to be used at this time. Edible reinforcers are to be in individual "candy stores" only. Edibles for reinforcement during the school day should be put on a plate or given to students on a plastic spoon (one per student). Each student area will have its own tissue box. Backpacks and jackets will be stored in large re-closable Ziploc bags in the classroom's closet. Individual "Treasure Chests" are available for each student if appropriate. Parents are discouraged from sending in personal reinforcers and toys. If a student comes into school with personal reinforcers or toys, they will be wiped down with an antibacterial wipe and sent home each day with the student for washing. Students will eat within their own cubby area covered with disposable paper changed after each meal. Soft lunch bags are discouraged. Lunch should be sent in a disposable Ziploc bag or a brown paper bag each day. Each student area will have its own tissue box. Backpacks and jackets will be stored in large re-closable Ziploc bags in the classroom's closet.

All area rugs have been removed from classrooms. No-touch pedal garbage pails have been placed around the building. Use of water fountains is prohibited at this time and they are taped off.

Air purifiers are in every classroom and office.

Focus for physical education will be on activities with little or no physical contact and sports that involve less physical closeness over sports that are close-contact or involve shared equipment and gear that cannot be cleaned and disinfected between uses will be encouraged. At this time, gym will be streamed into the classrooms and students will participate from their individual cubby areas. Students will be assigned time to also go outside to the Eden II Playground on the premises.

Students will be assigned to one staff for the school day. Breaks will be covered by another staff within the classroom's cohort who must follow our safety plan guidelines. Employees may leave the building during their lunch break or for a short break but must adhere to infection control protocols when returning (wear a face covering and sanitize hands upon re-entry).

**Student Arrival:** Students will arrive at staggered times (i.e. Early Childhood @ 8:45am, Preschool @ 9:00am). Parents will park on the street and walk up the ramp and wait on marked spots 6 feet apart. No parents can enter the lobby. Staff will be called to the lobby (wearing a 3-ply surgical mask and face shield) at the arrival of their assigned student(s). Parents will have to

answer questions either in-person or via a Google Form prior to the student entering the school building each day as part of their health screening. Parents are encouraged to have their child wear a mask upon entering the building if they can tolerate one. Hand sanitizer will be available in the vestibule.

**Student Dismissal:** Students will dismiss at staggered times (i.e. Early Childhood @ 2:30pm, Preschool @ 2:10pm). Classroom staff will receive a call that their assigned student's parent or bus is waiting outside the facility and they will bring the student outside and immediately hand them off to the parent or bus matron waiting outside in a line (parking is on the street). Staff must then return immediately to their classroom.

**School Safety/ Fire Drills:** School safety and fire drills have been modified to allow for social distancing. Staff will be trained on the modifications (see Training section below) and logs will be modified.

**Use of Common Areas:** During our agency's initial reopening phases, use of common congregating areas such as the staff break room is not permitted. The staff lounge will be designated as Isolation Nursing Room #2 for healthy students and injuries. Common areas are to be avoided as much as possible. Seating in the lobby has been reduced to maintain social distancing guidelines.

Staff is encouraged to bring their own lunch as opposed to ordering out each day. See below protocols in place for the use of shared classroom appliances such as the refrigerator and microwave.

**Microwave / Refrigerator Procedure:**

- Each classroom will have a refrigerator and a microwave for use of the students and staff of the classroom ONLY.
- Staff must wear gloves when handling students' food.
- The microwave must be cleaned with a disinfectant wipe after every use.
- The microwave must be cleaned again at the end of the day.
- Staff must follow the same glove and cleaning procedure when using the microwave for their own food.
- Staff and students' lunches, as well as reinforcers are allowed to be stored in the refrigerator.
- Refrigerators must be cleaned and emptied at the end of every day.
- Staff and students will be encouraged to use ice packs or a thermos to keep items cold/hot.

**Use of Bathrooms:**

- There should never be more than 2 people (or 2 staff with their students) waiting for the bathroom at a time.
- Staff should use social distance markers to ensure appropriate distance when in the hallway.
- There is never to be more than 1 person per bathroom at a time (or 1 staff and 1 student).
- You must knock on the door to ensure it is empty before entering.
- Be sure to always wear a mask when in the hallways.
- All staff and students MUST wash their hands before exiting the bathroom.
- Staff should use a paper towel to open the door when exiting the bathroom.

**Staff Mailboxes:** Mailboxes located within the staff lounge will not be available. If staff has any mail, it will be brought to the staff's assigned classroom by the assigned Coordinator. There are also mailboxes on the outside of all classroom doors.

**Copy Machine:** Copies can only be made before or after the students are in the building. Only one person can use the machine at a time. There is no waiting on line. Masks should be worn by all staff. Staff should wash their hands after touching the machine. Classrooms on the first floor should use the copy machine by the front offices and Classrooms on the second floor should use the copy machine in the Mezzanine.

**Staff Lunchroom:** The staff lunchroom will not be accessible. Single-seating tables set up 6ft apart will be available for sitting outside by the parking lot entrance, and moved inside if there is inclement weather.

## **Facility Cleaning & Disinfecting (Sanitizing):**

These protocols and guidelines for program management were developed by the QA Department & the Facilities Department in coordination with the Director of Nursing and program directors. Recommendations published by the CDC, the EPA, and other public health agencies and oversight agencies were referenced.

### **Overview:**

The virus that causes COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. Per the CDC, it is also possible that COVID-19 transmission can occur if you touch a surface or object that has the virus on it and then touch your face. Frequent and thorough sanitization of surfaces in the worksite, using approved products, dilution methods, and application methods is therefore essential. It is also important to understand the difference between cleaning and disinfecting; sanitization is the result of a combination of proper cleaning and disinfecting:

- Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to wipe/scrub and physically remove germs from surfaces. This process does not necessarily kill germs.
- Disinfecting works by using chemicals to kill germs on surfaces or objects. These chemicals are often sprayed on surfaces and left to dry (i.e. no wiping/scrubbing). This process does not necessarily clean dirty surfaces or remove germs, but by killing any germs remaining on a surface after cleaning, it can further lower the risk of spreading infection.



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 a staff touches a common surface (e.g. countertop, doorknobs, light switch), they avoid touching their face, then wash their hands with soap and running water and/or use hand sanitizer.

### **Daily Cleaning & Disinfecting - by Cleaning Crews**

On Mondays through Fridays, after participants and staff have left the facility, cleaning and disinfection of the facility will occur nightly, as arranged by the Facilities Department via contracted cleaning crews. Products approved by the EPA to kill the COVID-19 virus will be used. Surfaces in classrooms and offices, including table & desk tops, chairs, window sills, door handles, light switches, and other high touch areas will be cleaned and disinfected. Bathrooms will be cleaned and disinfected, including mirrors, sinks, toilets, faucets and other high-touch fixtures. High-touch surfaces in common areas will also be cleaned and disinfected. Program management should be informed of any questions or concerns related to the responsibilities of cleaning crews or the completion of their required duties.

### **Additional Daily Cleaning & Disinfecting – by Eden II Staff**

Given that cleaning crews will be cleaning & disinfecting after each program day, additional routine cleaning should not be necessary - only if an area is visibly soiled. To clean obviously dirty/soiled surfaces while participants are present, staff can use warm water and soap with paper towels. Staff will have a pre-mix of regular dish soap (e.g. Dawn) with water in spray bottles for staff's use, and plenty of paper towels.

Classroom staff is responsible for cleaning the classrooms at least three times per day: before lunch, after lunch, and upon dismissal of all students.

If a surface becomes soiled/potentially soiled with potential pathogens/COVID while participants are present, cleaning with soapy water alone will be insufficient. In this case, EPA-approved disinfecting wipes are preferred for disinfecting surfaces if those are available but have participants move back from the surface being wiped until it is dry.

When using disinfectants, staff should consider opening windows or doors whenever possible (that is, if windows/doors are not already open to improve ventilation, as is recommended). Staff should of course adhere to universal precautions when cleaning and disinfecting, and be provided with gloves. Other PPE (e.g. goggles, gowns, etc.) will be provided as required, depending upon the extent of the task and the product being used. Staff must always wear their masks while at work.

To prevent the need for disinfection of surfaces after consumption of food, programs will be placing fresh exam table paper on those surfaces before lunch and snack-time. After use, soiled paper should be carefully folded and discarded in a disposal container with a lid.

Examples of surfaces that should be routinely disinfected inside the classroom include flat surfaces, desks, tables, chair arms, counters, light switches, railings, doorknobs/handles, microwave buttons, fridge handles, toilet handles, faucets, student materials, etc. These areas should be cleaned and disinfected with cleaner provided by management at the end of the day after students are not in the building. Staff must log the cleaning and initial areas cleaned in a provided data sheet.

Routine disinfecting of common areas (such as hallways and stairways) may occur while participants are in the facility, but only while participants are in their class/group rooms.

Staff will be instructed to not bring in their own cleaning/disinfecting products since some products are not effective against the COVID virus. Some products (such as bleach and ammonia) can even result in serious harm or death if used incorrectly or used together. A review of sanitizing products approved for use in Eden II facilities, and guidelines for use of these products, is provided in the section below.

## **Disinfectants Approved for Use at Eden II & Guidelines for Use**

### **Bleach Solution**

Per the CDC, bleach (sodium hypochlorite) diluted at the proper concentration effectively kills the COVID virus on surfaces after one minute dwell time (meaning the amount of time the chemical has to sit on the surface before being wiped off). Since many products that are currently available in bulk require a dwell-time of between 5 to 10 minutes, the use of bleach solution in spray bottles for disinfection is recommended. It is essential that program management and staff strictly adhere to the following protocols for use of bleach solution.

Diluted bleach degrades very quickly (after 24 hours). Diluted solutions must therefore be discarded daily, with fresh batches made daily for staff's use. Bleach solution must be labeled, with the date of each day's batch written on the label.

Different brands of bleach contain different percentages of the key ingredient (sodium hypochlorite). Most bleach sold in the US contains within 5 to 6% sodium hypochlorite but some bleach is more concentrated or less concentrated.

Safety Monitor staff are assigned to discard and prepare bleach solution daily, and provide staff with required containers and measuring tools.

If bleach solution is used to clean items that students may mouth, the item must be washed/wiped with water/wet paper towels after the required dwell time.

### **75% Alcohol Wipes**

Per the CDC, ethanol or isopropyl alcohol can kill the COVID virus. Eden II has 75% alcohol wipes available for use by programs to sanitize electronic and digital items (e.g. computers, cell phones, other mobile devices, desk phones, keyboards, thermometers, elevator buttons, microwave buttons, etc.). The benefit of alcohol is that it evaporates quickly and leaves no residue, which prevents damage to electronic and digital devices; however, it is also important to note that alcohol has a required dwell time of anywhere from one to 5 minutes. As such, it is important to take time to wipe surfaces carefully (i.e. lightly wipe multiple times in circles and ensure that the wipe is moist enough so that the surface can be sufficiently wetted).

### **Disinfecting Spray and Disinfecting Wipes**

Disinfectant spray in cans (such as Lysol, Certo, or Simoniz) or disinfecting wipes provided to programs from our agency's supply inventory are EPA-approved for use against the COVID virus.

All staff must be aware that spray disinfectant, and other disinfectants, should be used carefully as the fumes can irritate the airways/can be toxic and should therefore be used when participants are not present.

### **Deep-Cleaning After a Confirmed COVID Exposure:**

If there is a confirmed COVID case/exposure in the building, the area(s) that may be contaminated must be restricted (e.g. use caution tape or otherwise physically cordon off) and immediately report it to the COVID Coordinator. Deep-cleaning and disinfection of the area in coordination/consultation with the COVID Coordinator and Facilities Department will be made.

### **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 fridge-freezers and microwaves. Equipment will be sanitized at twice 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. Staff should always use hand sanitizer to thoroughly clean hands after using shared equipment.

Staff is permitted to only use appliances that are in their own assigned classrooms. Classroom fridge-freezers 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.

### **Handwashing/Sanitizing & Respiratory Hygiene:**

Signage has been placed in every classroom, at the entrance of every floor, in common areas, and in every bathroom regarding appropriate mask wearing, handwashing, and coughing etiquette. An announcement over the intercom system will be made every 30 minutes to remind staff and students to wash their hands at the classroom sink, one at a time.

**Staff:** Staff should never touch their face with unwashed/un-sanitized hands. Eden II Programs 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 your worksite and we recommend that staff sanitize often. Staff should cover all surfaces of their hands with enough sanitizer to keep hands wet for at least 20 seconds and keep rubbing hands together until they 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.

At minimum, staff should be washing their hands or using hand sanitizer with at least 60% alcohol:  
Upon arrival

Before and after work sessions  
Before and after handling/ preparing/ eating food  
After bathroom use  
After prompting a student to use the bathroom  
After blowing your nose, coughing, or sneezing  
After touching garbage  
After touching common areas like copy machines, staircase railings, etc.  
After exposure to bodily fluids

With regard to respiratory hygiene, even though a face mask 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 is responsible for ensuring that students wash their hands multiple times a day. At minimum, students should be washing their hands or using hand sanitizer with at least 60% alcohol:

Upon arrival  
Before and after work sessions  
Before and after handling/ preparing/ eating food  
After bathroom use  
After blowing nose, coughing, or sneezing  
After touching garbage  
After touching common areas like doorknobs, staircase railings, etc.  
After exposure to bodily fluids

Classroom sinks can be used as well as student bathrooms. Staff must log student handwashing on the sign-off sheet provided by management.

With regard to respiratory hygiene, even though a face mask will help prevent the spread of respiratory droplets, we recommend that whenever possible staff also try to instruct students to distance from others or at least turn their head away from others when sneezing/coughing.

**Toileting:** Staff is responsible for prompting and assisting students with their toileting needs. Appropriate PPE (gloves, chucks, diaper bags, etc.) will be in every bathroom. The student should have their own individual wipes and diapers that are stored in their individual bin in their cubby area. Only 1 staff and student will be allowed in the bathroom at a time. Staff (and student, if able to tolerate) should keep their 3-ply surgical masks on during the toileting process. Face shields should be worn by staff if they choose. Diapers and used baby wipes should be discarded in a disposable diaper bag and put into the pail marked "*Diapers Only*". Students and staff must wash their hands after bathroom use. A paper towel should be used to open the bathroom door to exit. Staff must log the student's handwashing and bathroom use on the designated data sheets kept in the classroom.

## **Training**

All school staffs who are returning to work onsite have been trained in the Eden II Programs COVID-19 Safety Plan and site-specific policies and procedures. Staff is expected to do their utmost to keep themselves, their students, and their colleagues, healthy and safe. Any changes as we enter new phases and/or update our agency practices and protocols will be made accordingly.

Staff is encouraged to feel free to bring any questions or concerns to the attention of their supervisor, director, or the COVID-19 Coordinator.

Training will be done on the following topics by specified staff before in-person student services occur:

- PPE- donning and doffing
- Hand Washing
- COVID-19 facts, sign and symptoms
- COVID-19 refresher of numbers, transmission, rates of transmission
- Social Distancing
- Arrival/ Dismissal Procedures
- Fire/Safety Drill Procedures
- Traffic Flow in Hallways and on Stairs
- Bathroom Use Procedure
- Refrigerator and Microwaves Use Procedures
- Student Temperature Check Procedures
- Classroom Cleaning Procedures

## **Facilities**

No changes or additions were made to the physical school building. No new construction, renovations, alterations, or major repairs in excess of \$100,00.00 were made.

## **Child Nutrition**

Eden II Programs is not a School Food Authority. Students with allergies will eat in their classroom, in their individual cubby area. Signs will be posted regarding any allergies and staff will be in-serviced. Students will be prompted by their assigned staff to wash their hands before and after eating. There are sinks in every classroom. Student cubbies/ desks are 6 ft. apart from one another and separated by dividers. A disposable paper covering will be put on the desk prior to eating.

## **Transportation**

Eden II Programs does not use its own private transportation. It is provided by the NYC Office of Pupil Transportation (OPT). Procedures for drop-off and pick-up of students by their parents, or arrival and dismissal via bus were documented previously in this plan.

## **Social Emotional Well-Being**

Eden II Programs will establish a culture that supports and emphasizes mental health services available for faculty, staff, students, and families. Key responsibilities here include, but are not limited to, the following considerations:

- Educating staff, parents, and students on symptoms that identify mental health needs
- Promoting social-emotional learning competency and building resilience
- Helping ensure a positive, safe school environment
- Teaching and reinforcing positive behaviors and decision-making
- Encouraging and helping others
- Encouraging good physical health
- Helping ensure access to school-based mental health support

Staff and families will be told that they can consult with a school counselor, nurse, or administrator and with the student's parents if needed. Staff are also referred to the Employee Assistance Program (EAP) as needed by the Human Resources Department.

New York State Mental Health Assistance Hotline 1-844-863-9314 or 1-888-NYC-WELL (1-888-692-9355) <https://omh.ny.gov/omhweb/covid-19-resources.html> will be given as a resource if needed.

Staff at this site was trained in NYCDOH Mental Health First Aid in January 2020 as part of staff training.

## **School Schedule**

All staff and families will be given a written school schedule 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 on an attendance card daily. Parents will also be able to record attendance on the student's Google Classroom if they are remote. Any attendance issues will be reported to the student's CPSE or 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 blended model. The program director will continue to publish avenues to access technology in monthly newsletters.

## **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 blended 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 Preschool and School

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 and Art will continue to be provided whether students attend in a blended model or are fully remote. Speech and Language Therapy and Counseling services will continue whether students attend in a blended model or are fully remote.

### **Certification, Incidental Teaching, and Substitute Teaching**

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. Teachers that are not fully certified have written study plans with a supervising teacher, licensed in the subject area as their mentor.