



NYS Forward COVID-19
Reopening Safety Plan

Little Lukes Special Education Services –
SCIS Preschool

Revision Date: August 26, 2020

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Introduction

At Little Lukes Preschool & Childcare Center (hereafter referred to as Little Lukes) our primary commitment is to the students and families we serve. Our priority must be keeping them safe. When the 2020-2021 school year begins, on-campus school will look much different than previous years due to COVID-19 and the health and safety measures that continue to evolve. This School Reopening Plan will define clear guidance for the reopening of our 5 schools and aligns with the regulations developed in collaboration with NYSDOH and the NYS Education Department.

The areas outlined in this plan represent the myriad considerations Little Lukes will address to reopen schools safely and to sustain their safe operation. It is important to note that our plan retains a strong focus on academic instruction to enhance student performance and address learning loss. An emphasis on the social-emotional needs of our students is a priority and therefore have addressed this within our plan.

This plan includes procedures that will be followed in the following schools:

DeWitt Little Lukes – 5820 Heritage Landing Drive, East Syracuse, NY 13057 - (315) 701-1107, opt. 1

Fulton Little Lukes – 706 South Fourth Street, Fulton, NY 13069 - (315) 887-5250, opt. 1

Oswego Little Lukes – 10 Burkle Street, Oswego, NY 13126 - (315) 342-4600, opt. 1

Pulaski Little Lukes – 20 Castle Drive, Pulaski, NY 13142 - (315) 298-5070, opt. 1

Radisson Little Lukes – 8282 Willett Parkway, Baldwinsville, NY 13027 - (315) 857-0800, opt. 1

To be clear, the health and safety of our students, our staff, and their families is our top priority. We have developed a plan that intends to ensure that students and employees feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

It is possible that we may need to alternate between in-person, remote learning and a hybrid model of learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of decision making as we move to open our schools.

Denise McDougall will serve as the company's COVID-19 Coordinator. She will serve as a central contact for schools and stakeholders, families, staff and other school community members and will ensure the school is in compliance and following the best practices per state and federal guidelines.

Of course, as with every plan being developed throughout New York State, this document is fluid and will change as necessary based on guidance from the state, CDC, and NYSED and in consideration of our families and our staff. We strongly believe the services described throughout this plan are in the best interests of our students, families, staff, and community.

Guiding Principles

The development of this plan was guided by and grounded in the following guiding principles:

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

Communication/Family and Community Engagement

To help form our reopening plan, Little Lukes has sought feedback and input from stakeholders, including administrators, staff, parents/guardians of students, local health department officials, local school districts, student transportation companies and county officials. Engagement efforts included online surveys, virtual meetings and one-on-one conversations.

Little Lukes remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff and visitors. The plan is available to all stakeholders via our website at www.littlelukes.com, and will be updated throughout the school year, as necessary, to respond to local circumstances.

As part of its planning for the reopening of schools and the new academic year, Little Lukes has developed a plan for communicating all necessary information to staff, students, parents/guardians, visitors, education partners and vendors. Little Lukes will use its existing communication modes – including our website, social media, email, mailings, distribution of memos, text messaging, telephone calls, virtual meetings, and socially distanced in-person conversations as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic.

Little Lukes Communication Goals:

- To encourage all students, staff, and visitors through verbal and written communication (e.g., signage) to adhere to NYSED, CDC, and DOH guidance regarding the use of acceptable face coverings - a face mask covering the nose and mouth, when social distance cannot be maintained.
- To provide regular updates about health and safety, scheduling, and all other information staff and families should be aware of.
- To provide information to families through a wide array of platforms including mail, email, telephone calls, text messaging, social media and website postings.
- To provide information on how families can receive technical support to assist with telehealth.

Little Lukes developed communication materials accordingly, including the creation of sample messages/letters for COVID-19 cases or potential cases for various school audiences. We will utilize our established communication methods to inform the school community. Information will be dispersed in a variety of platforms that may include:

- Little Lukes website
- Call list
- Email
- SMS Text Messaging
- Online training
- Letters to homes
- Social media accounts used by school
- Town Hall Meetings (Zoom, etc.)

Clear messaging will be prepared and consistently communicated before re-entry, on the first day, during the first week, throughout the first month, and continuously throughout the year. Minimum monthly communication will provide information on the following topics:

- Who to contact with questions, concerns or suggestions. Empower people to make a positive difference and communicate the expectation for them to do so.
- The facts as we currently know them (NYSDOH, CDC).
- The importance of social distancing, monitoring symptoms of COVID-19 and when to stay home.
- Set protocols for entrance (screening) and the review process for staff calling in sick. Constant reminders for staff to stay home if they feel sick.
- Encourage and implement social distancing in bathrooms, therapy rooms, hallways, etc.
- Practice proper hand hygiene. Staff is allowed to use hand sanitizer when soap and running water is not readily available and will then wash with soap and water for at least 20 seconds as soon as soap and running water is available.
- Encourage and practice proper respiratory etiquette (i.e., coughing or sneezing into your elbow if a tissue is not available).
- Encouraging personal responsibility for yourself and your work area.
- Educating the school community on policies/procedures, including how to properly wear (donning and doffing), clean and dispose of a face mask.

Health and Safety

The health and safety of our students, staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) the [New York State Education Department \(NYSED\)](#) and [the Office of Children and Family Services \(OCFS\)](#).

The following protocols and procedures will be in place in all 5 Little Lukes schools for the 2020-21 school year should in-person schooling resume and unless or until new information regarding updated protocols and procedures becomes available. Anyone with questions or concerns should contact our COVID-19 Safety Coordinator at dmcdougall@littlelukes.com or 315-207-2028.

For more information about how health and safety protocols and trainings will be communicated to students, families and staff members, visit the *Communication/Family and Community Engagement* section of our reopening plan.

To ensure employees and students comply with communication requirements, Little Lukes will:

- Post signage throughout the buildings to remind staff to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning/disinfecting protocols.
- Establish a communication plan for employees, visitors, and parents/guardians with a consistent means to provide updated information. This will be accomplished through:
 - Website
 - Email
 - SMS text messages
 - Phone calls or voice messages
 - Social media
 - Print copy memos or mailings
- Maintain a continuous log of every person, including staff, workers, and visitors, who may have close contact with other individuals at the work site, school, or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
- If a worker or staff member tests positive for COVID-19, Little Lukes will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

Facility Entry

- Where feasible, entry and egress in and out of all buildings will be limited to a single location. If applicable, a single point entry and single point egress will be identified to minimize cross traffic. All entry to the buildings will occur through the main entrance to a check-in point at the front desk.

Face Coverings

- A face covering must be worn by all adults in Little Lukes buildings at all times except as otherwise denoted in our plans.

- Proper face coverings include, but is not limited to, a surgical mask or cloth mask and must completely cover the individual's mouth and nose.
- A plastic face shield alone is not an acceptable face covering.
- All individuals may choose to utilize their own face covering, however face coverings can and will be provided by Little Lukes.
- Alternate face coverings that are transparent at or around the mouth may be used for student therapies or intervention that require visualization of the movement of the lips and/or mouth (i.e., speech therapy or hearing impaired).

Personal Protective Equipment (PPE)

- A supply of disposable gloves, disposable masks and eye protection or face shield will be on hand in case of ill children or staff members. Face shield will be worn with a face mask.
- Sick child/staff waiting area in nurse office or director office will be sanitized after use by any potentially ill child or staff member. This will include chair, cot, door handles and surfaces.
- PPE is ordered per guidance requirement for all students and staff (masks, gloves, etc).
- Further guidance on PPE can be found in the Little Lukes childcare reopening plan.

Daily Health Screening

- Prior to entering the classroom areas of any Little Lukes location, all individuals must complete a medical screening questionnaire.
- Staff should complete this screening prior to arriving at work. A front desk chart tracks Daily Staff Screening Questions and a No or Yes answer to allow staff clearance to enter work. This screening includes a temperature check at the center.
- Staff will be required to monitor their own temperatures prior to arrival on campus and throughout the day as needed. Anyone whose symptoms response changes from a NO to YES during the day, must contact their supervisor immediately and await further instruction.
- Students and visitors will be screened for COVID-19 symptoms and temperature at arrival.
 - Parents are encouraged to monitor for temperatures and symptoms prior to sending their student on a bus, however students will be screened at arrival for temperatures and COVID-19 symptoms.
 - Parents will receive the current healthcare policy and exclusion chart for all conditions that require children to stay home from preschool.
 - If a child has any signs of illness, parent or guardian will call the center to report symptoms and absence.
 - Visitors will have their temperature taken upon arrival and complete the COVID-19 health screening log.
- All building staff must punch in and out of each building at the front desk **each** time they enter and exit the building.
- All visitors must sign in and out of each building at the front desk **each** time they enter and exit the building.
- Students will be signed in and accounted for as without fever/symptoms and able to attend school through Brightwheel.
- For multiple individuals entering the building simultaneously, they will be required to maintain social distance until they can be signed in and screened.

- Only after all individuals have been accounted for, cleared through the health screening and wearing proper face coverings, will access to the classroom section of the building be granted.
- Should a person fail the health screening, specific procedures should be followed. Please reference the Suspected or Confirmed COVID-19 Case section for guidance.

Social Distancing

- Proper social distancing is defined as a six (6) foot separation between individuals. When social distancing is practiced, such as in an isolated office or large meeting space, the individuals may remove their face covering. However, in common areas, such as classrooms, breakrooms, hallways or bathrooms, the face covering must be worn.
- Ensure six (6) foot distance between staff, unless safety or core function of the work activity requires a shorter distance. Any time staff are less than six (6) feet apart from one another, staff must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings.
- In-person gatherings will be limited as much as possible and we will use tele- or video-conferencing whenever possible. Essential in-person gatherings, such as meetings or trainings, will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible.
- Arrival and departure times (bus and parent drop-off/pick-up) are staggered based on program start and end time to allow for social distancing at arrival and departure.

Personal Hygiene

Hand washing - Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Little Lukes has planned time in the preschool day schedule to allow for hand hygiene.

- Hand hygiene includes:
 - Signage encouraging hand washing and correct techniques;
 - Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method. This can be accomplished by singing or humming the happy birthday song twice;
 - Adequate facilities and supplies for hand washing including soap and water;
 - Use of paper towels;
 - Use of no-touch trash can where feasible;
 - Extra time in the schedule to encourage frequent hand washing.
- Students and staff should wash hands as follows
 - Upon entering the building and classrooms;
 - After sharing objects or surfaces;
 - Before and after any meals or snacks;
 - After using the bathroom;
 - After helping a student with toileting;
 - After sneezing, wiping, or blowing nose or coughing into hands;
 - Anytime hands are visibly soiled.

- Hand Sanitizer - At times when hand washing is not available students and staff may use a hand sanitizer. In order for the sanitizer to be effective it must contain a minimum of 70% isopropyl alcohol. It should be noted the sanitizers are flammable and students must be monitored and supervised when using these. Using hand sanitizers should include:
 - Signage is placed near sanitizer dispensers indicating soiled hands should be washed with soap and water;
 - Placement of sanitizer dispensers should be located near entrances and throughout common areas.

Sanitize and Disinfect During the Day

- The following items will be sanitized hourly during school hours: Door handles, light switches, sink handles, toilet handles, classroom phones, handrails, Brightwheel iPads and counter tops.
- Cleaning log will be completed at front desk daily to track sanitize and disinfect tasks.
- Each hour the staff member at the front desk will notify each classroom to clean the surfaces listed above. Each class will be notified by either the PA system or an individual classroom phone call.
- Each toy a child plays with will be sanitized before being used again by another individual. Sharing toys will be prohibited.
- Toys that cannot be cleaned will not be used.
- The use of soft classroom items such as stuffed animals and dress up clothes will be prohibited.
- Students cannot bring in items from home.

Visitor and Vendor Practices

- No outside visitors or volunteers will be allowed in our buildings, except for the safety and well-being of students or to ensure the orderly operation of our buildings.
- Parents/guardians will call the front desk upon arrival and not enter the building unless it is for the safety or well-being of their child.
- Essential visitors to facilities will be required to wear face coverings and will have restricted access to our school buildings.

Visitors

- No visitor should enter a building unless absolutely necessary. All meetings should be held outside or via virtual meetings when possible.
- All visitors must be wearing proper face covering prior to entering any building and it must be worn at all times when a six (6) foot social distance cannot be maintained.
 - If a visitor does not have a face covering, one will be provided by Little Lukes.
 - If a visitor refuses to wear a face covering, they will be denied entrance to the building.
- All visitors check in at the front desk for temperature screening and to fill out the COVID-19 health screening log.
- All visitors must sign in and out at the front desk of each building stating their destination at that building for contact tracing.
- All visitors should be accompanied by a staff member.
- Should a visitor become ill while on site, they must alert the staff member they are visiting to report the issue and then immediately seek medical attention as necessary for their symptoms.

Vendor

- All vendors must be wearing proper face covering prior to entering any building and it must be worn at all times.
- All vendors must report to the front desk first for temperature screening and to fill out the COVID-19 health screening log.
- No vendor should enter a building unless necessary for completion of their job. All meetings should be held outside or via virtual meetings when possible.
- All vendors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. All vendors should be accompanied by a staff member.
- Should a vendor become ill while in school, they must alert the staff member they're visiting to report the issue and then immediately seek medical attention.

Training

Little Lukes will train all staff on new protocols and frequently communicate safety guidelines. Training on the precautions listed below will be conducted either remotely or in person. Social distancing and face coverings, when social distancing cannot be maintained, will be required for all participants if training is conducted in person. Training material is designed to be easy to understand and available in the appropriate language and literacy level for all workers.

Little Lukes will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

Additional training will be provided in:

- Prevention and how disease spreads.
- Staying home when they are sick.
- Proper respiratory etiquette, including covering coughs and sneezes.
- Avoiding the use of communal objects. If communal objects must be used, provide information on proper disinfection procedures between use. Examples of communal objects include, but are not limited to, other workers' phones, desks, offices, computers or other devices, other work tools and equipment.
- Provide employees and students with up-to-date education and training on COVID-19.
- Risk factors and protective behaviors (i.e., cough etiquette and care of PPE).

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

Training for Screeners

Little Lukes will identify individuals familiar with CDC and DOH guidelines in each building who will be a trained screener. Screeners will wear appropriate employer-provided PPE, including at a minimum, a face covering and disposable gloves, while conducting health and temperature screenings and utilize social distancing as much as possible. If social distancing or barrier/partition controls cannot be implemented during screening, PPE should be used when within six (6) feet of a student.

Training topics for all staff and substitutes

- Proper hand washing: proper hand hygiene. Promote frequent and thorough hand washing by providing employees, the school community, and visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 70% isopropyl alcohol. Provide training on proper handwashing and hand sanitizer use <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- Proper cough and sneeze etiquette
- Social Distancing
 - Provide training for faculty/staff on how to address close contact interactions with students as part of every day job tasks.<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- Operating procedures (various by building)
 - Entrance into the building
 - Cleaning procedures
 - Sick child pick-up
 - Staff who are sick or suspected to be sick<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Proper cleaning techniques
 - Cleaning and disinfecting<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf
- Personal Protective Equipment - PPE
 - Donning and Doffing face covering for staff and for child
 - Cleaning and sanitizing of the face covering (if applicable)
 - Provide training for staff on wearing, putting on, removing and discarding PPE, including in the context of their current and potential duties<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Signs and Messages

[Signs](#) will be posted in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures pdf icon](#) and describe how to [stop the spread pdf icon](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face cover image icon](#)).

When Students Eat in Classrooms

- Train teachers on food allergies, including symptoms of allergic reactions to food.
- Train all non-food service staff on any meal service-related activities they will be responsible for.

Space Design and Capacities

Employee Office Area

- All computer workstations that are not 6 ft. apart will be separated by a clear plastic barrier.

- When social distancing of 6 ft. cannot be maintained or a clear plastic barrier is not in place, staff will wear a face covering at all times.
- Reduction in tasks requiring large amounts of people to be in one area.
- The use of shared space and equipment use will be limited where feasible.
- Each therapist and teacher has an individual iPad for use.
- Cleaning and disinfection of computer and keyboard will be frequent.
 - Keyboards should be wiped and disinfected before and after each use.
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.
- If in-person meetings are essential, consider limiting meetings to 10 people or less depending on local, state, and federal guidelines.

Conference Rooms

- Will limit in-person meetings (refer to NYS guidance), if virtual meetings are not feasible.
- If meetings are to occur in person, they will be conducted in a quick manner.
- Social distancing among participants will be required.
- Lingering and socializing before and after meetings will be discouraged.

Break Rooms and Lunchrooms

- Breakroom use is discontinued if a minimum of 6 ft. separation cannot be maintained when consuming food or drink.
- Staff are advised to take their lunch and breaks in their vehicles or off campus.
- Staggered break schedules may be utilized to assist with separation concerns.
- If staff wish to take breaks together, they must do so in a large space or outside where at minimum 6 ft. of separation can occur.
- Amenities that are handled with high contact frequency, such as water coolers, will be sanitized regularly.
- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate.

Copier Areas

- Congregating in copier rooms/areas is prohibited.
- Cleaning supplies are provided at copier stations.
- Staff are encouraged to wipe down touch surfaces prior and post use.

Elevators

- One person in an elevator at a time.
- Staff and visitors must wear acceptable face coverings when in common use areas.
- Elevators will be frequently disinfected.

Restrooms

- All bathrooms regardless of size will be limited to one person at a time.
- Individuals must knock before entering a bathroom to ensure there is no other occupant present.

- In special circumstances where a student must be assisted in the use of the lavatory, the adult present must be wearing all applicable personal protective equipment including a face covering and when medically applicable, the student will be wearing a proper face covering as well.
- Signage will be posted on entry indicating one person at a time.

Hallways/Stairwells

- Where feasible hallway traffic may be limited to single flow direction.
- Where single flow is not applicable, bi-direction traffic will be permitted.
- All individuals must also allow for adequate space between when traveling in the same direction.

Classrooms

- Occupancy in each classroom will be determined based on current OCFS regulations and Department of Health requirements.
- Overall class sizes will be reduced to accommodate all safety parameters.
- Each student, teacher and support staff will maintain 6 ft. of separation from others when possible within job duties.
- Additional considerations will be taken into account for space utilized for classrooms and teaching material.
- Teachers and support staff will be required to wear a proper face covering.
- Where possible special teachers and therapy staff will travel to the classroom to provide instruction.
- Restrict items in the classroom to that of obvious use.
 - Remove any unnecessary furniture.

Health Stations and Isolation Rooms

- All students and staff are required to wear appropriate face coverings.
- Each building has a health station.
 - When social distancing cannot be maintained, appropriate PPE including at minimum a face covering will be utilized.
 - Students that receive daily medication will be treated separately from students presenting with symptoms of illness.
 - Students that receive nebulizer treatments will be separately from students presenting with symptoms of illness.
- Isolation Room
 - Individuals presenting with symptoms of COVID-19 should be immediately isolated to reduce risk of transmission.
 - The director office in each center will be utilized for quarantining individuals who present with symptoms representative of COVID-19. This space will allow for at minimum 6ft of separation.

Reception Areas

Reception areas will remain at all entrances of each building.

- They will serve as the primary location for accounting for all individuals entering and exiting the building.
- Polycarbonate barriers have been installed to protect all individuals.

Engineering Controls

- Alcohol based hand sanitizer will be available throughout the building.
- Bathrooms
 - Limited to one occupant at a time.
- Water Fountains
 - To reduce cross contamination the drink spout has been disabled.
 - Automatic/touchless bottle filling equipment will be available.
- Temperature Screening Equipment
 - Cleaned with alcohol wipe between uses

Ventilation

Little Lukes will ensure sufficient ventilation and fresh air to all spaces of occupancy by means of:

- All 5 Little Lukes centers are equipped with Super V air ventilation systems from Healthway Intellipure in Pulaski NY to filter virus and other microparticle material from the air.
 - System exceeds all requirements for ventilation systems in a school setting.
 - Regular maintenance includes cleaning filter portals and changing filters.

Sanitizing & Disinfecting

- Clorox 360 electrostatic spray cleaning in all classrooms and common areas weekly or as needed.
- Bleach-water solution mix for sanitizing and disinfecting surfaces every day. We have consulted with Johnston Cleaning experts to confirm our diluted bleach-water solution is the best option for surface disinfection.

Cleaning and Disinfection

Little Lukes will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include:

- Bathrooms
- Health offices, isolation rooms
- Administrative offices (director office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Kitchen
- Classrooms

Students and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.

Little Lukes will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.

- For hand sanitizing: an alcohol-based hand sanitizer containing at least 70% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

Little Lukes will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.

For more information about how cleaning and disinfection information will be communicated to students, families and staff members, visit the Communication section of our reopening plan.

Disinfectants must be [products that meet EPA criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and be appropriate for the surface.

Plans for Illness or Suspected Illness

Proactive Plan for Students Who Are Sick

The proactive plan for children who are or may be sick includes:

1. Student exhibits symptoms without a positive COVID-19 test
2. Student tests positive for COVID-19
3. Student without symptoms in close contact with someone who has tested positive for COVID-19
4. Student returning to school after testing positive for COVID-19

Student Exhibits Symptoms Without a Positive COVID-19 Test

- People with these symptoms or combinations of symptoms may have COVID-19:
 - Fever (greater than 100.0°F)
 - Cough
 - Shortness of breath or difficulty breathing

Or at least two of these additional symptoms:

- Chills
- Muscle or body aches / pain
- Headache
- Sore throat
- New loss of taste or smell
- Fatigue
- Congestion or runny nose
- Nausea or vomiting

- Diarrhea
- If a student is exhibiting fever or two or more of the additional symptoms listed upon arrival, the student will not be accepted into school. The student will require a doctor's note returning them to school AND a negative COVID-19 test to return to school AND symptom resolution.
- If student is exhibiting fever or two or more of the additional symptoms listed while at school, the student will immediately be sent to the isolation area with appropriate supervision by a staff member wearing appropriate PPE and the family will be notified and are to pick the child up immediately. The student will require a doctor's note returning them to school AND a negative COVID-19 test to return to school AND symptom resolution.
- Each child's temperature and symptom check may be completed again during the day or immediately prior to leaving school at dismissal.

Student Tests Positive for COVID-19

- Little Lukes will contact and coordinate with local Health officials.
- The classroom in which the individual with the confirmed case of COVID-19 is in will be immediately closed off. Windows and doors will be opened to circulate fresh air.
- We will communicate with families and staff that a Positive COVID-19 case has been determined in the center.
- The building will be closed for a deep cleaning.
- The building will be cleaned with disinfecting methods approved by OCFS and EPA.
- Little Lukes will work with the county health department, OCFS and other community officials to determine a reopening date.
- Little Lukes will stay in communication with families and staff about reopening.

Student Without Symptoms in Close Contact with Someone who has Tested Positive for COVID-19

If a child comes in contact with someone who has tested positive for COVID-19 they will need to stay home and quarantine until 14 days after last exposure and be symptom free before returning to school.

Student Returning to School after Testing Positive for COVID-19

- A student with confirmed COVID-19 may return to school when he or she has met ALL the CDC criteria for discontinuation of home isolation listed below:
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath) *AND*
 - At least 10 days have passed since symptoms first appeared. *AND*
 - At least 2 days (48 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications.
- OR Test-based strategy. A student with confirmed COVID-19 who had symptoms may return to school when he or she has met ALL the CDC criteria for discontinuation of home isolation listed below:
 - Resolution of fever without the use of fever-reducing medications *AND*
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath) *AND*
 - Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive upper respiratory swab specimens collected at least 24 hours apart.

- A student with confirmed COVID-19 who has not had any symptoms may return to school when:
 - At least 10 days have passed since the date of their first positive COVID-19 viral test *AND*
 - Have had no subsequent illness *AND*
 - Are exhibiting no signs of illness

Proactive Plan for Employees Who are Sick

The proactive plan for employees who are or may be sick includes:

1. Employee exhibits symptoms without a positive COVID-19 test.
2. Employee tests positive for COVID-19
3. Employee without symptoms in close contact with someone who has tested positive for COVID-19
4. Employee returning to work after testing positive for COVID-19

We follow NYS guidelines and Executive Orders including those relating to people who travel to states with high infection rates. Review all local, state and federal guidelines before traveling.

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

Employee Exhibits Symptoms Without a Positive COVID-19 Test

- People with these symptoms or combinations of symptoms may have COVID-19:
 - Fever (greater than 100.0°F)
 - Cough
 - Shortness of breath or difficulty breathing

Or at least two of these additional symptoms:

- Chills
 - Muscle or body aches pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Fatigue
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- If employee is exhibiting fever or two or more of the additional symptoms listed at home they will not report to work. The employee will require a doctor's note returning them to work *AND* a negative COVID-19 test to return to work *AND* symptom resolution.
 - If employee is exhibiting fever or two or more of the additional symptoms listed while at work, the employee will immediately notify their direct supervisor and be sent home. The employee will require a doctor's note returning them to work *AND* a negative COVID-19 test to return to work *AND* symptom resolution.

Employee Tests Positive for COVID-19

- Little Lukes will contact and coordinate with local Health officials.
- The classroom in which the individual with the confirmed case of COVID-19 is in will be immediately closed off. Windows and doors will be opened to circulate fresh air.
- We will communicate with families and staff that a Positive COVID-19 case has been determined in the center.
- The building will be closed for a deep cleaning.
- The building will be cleaned with disinfecting methods approved by OCFS and EPA.
- Little Lukes will work with the county health department, OCFS and other community officials to determine a reopening date.
- Little Lukes will stay in communication with families and staff about reopening.

Employee Without Symptoms in Close Contact with Someone who has Tested Positive for COVID-19

If an employee comes in contact with someone who has tested positive for COVID-19 they will need to stay home and quarantine until 14 days after last exposure and be symptom free before returning to work.

Employee Returning to Work after Testing Positive for COVID-19

- An employee with confirmed COVID-19 may return to work when he or she has met ALL the CDC criteria for discontinuation of home isolation listed below:
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath) *AND*
 - At least 10 days have passed *since symptoms first appeared. AND*
 - At least 2 days (48 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications.
- OR Test-based strategy. An employee with confirmed COVID-19 who have symptoms may return to work when he or she has met ALL the CDC criteria for discontinuation of home isolation listed below:
 - Resolution of fever without the use of fever-reducing medications *AND*
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath) *AND*
 - Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive upper respiratory swab specimens collected at least 24 hours apart.
- An employee with confirmed COVID-19 who has not had any symptoms may return to work when:
 - At least 10 days have passed since the date of their first positive COVID-19 viral test *AND*
 - Have had no subsequent illness *AND*
 - Are exhibiting no signs of illness

Suspect or Confirmed COVID Cases

- *Emergency Response* - Students with symptoms of illness must be sent to the isolation area. Proper PPE will be required anytime a staff member may be in contact with a potential COVID-19 patient. Staff with symptoms of illness are sent home immediately.

- *Isolation* - Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may also be in this isolation room if they can be separated by at least 6 feet. If they cannot be isolated in a separate room from others, facemasks (e.g., cloth or surgical mask) will be provided to the student if the ill person can tolerate wearing it and does not have difficulty breathing, to prevent the possible transmission of the virus to others while waiting for transportation home. Students should be escorted from the isolation area to the parent/guardian. The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center; Other considerations include:
 - Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
 - Opening outside doors and windows to increase air circulation in the area
 - Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
 - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
 - Once the area has been appropriately cleaned and disinfected it can be reopened for use.
 - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- *Notification* - the NYS and local health departments will be notified immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff and visitors.

Contact Tracing

Public Health Officials assume the task of contact tracing, once notified.

Facilities

In order to prevent the spread of COVID-19 infection, facility operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly.

Emergency Response Protocols & Drills

The 2020-2021 school year may include hybrid models of the traditional school day. Emergency response drills, including evacuation and lockdown drills, may be spread across the different student populations dependent on the day each population is present the day the drills are scheduled.

Emergency Response Protocols

- Fire evacuation drills and lockdown drills will be held in accordance with state requirements with attention to social distancing requirements.
 - Staggered schedule of classrooms evacuating separately will be used to keep distance between groups during fire evacuation drills.
 - Staggered fire evacuation drills will include all classrooms within 1 school day but separated by 15-minute increments to allow for cleaning of door handles and other high touch surfaces.
 - Lockdown drills will be conducted without “hiding” children, but staff will educate children on how to shelter or “hide” in classroom.

Child Nutrition

Meals Onsite

For students on site, meals will be provided while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

Food Prep & Meal Service

- Little Lukes meal service is overseen by the Child and Adult Care Food Program (CACFP) and all of their requirements will be maintained.
- Each meal will be prepped and prepared in the center kitchen by one designated staff member.
- Little Lukes maintains a current allergy list for all students in each classroom as well as at the front desk and in the kitchen. Staff will ensure that allergy lists are consulted prior to serving food.
- All meals will be served in the classroom.
- Each classroom will prep for meals by disinfecting tables, chairs and countertops before and after each meal.
- Staff and students must wash hands before and after each meal utilizing proper hand washing.
- Children will be spaced out 6 feet apart when possible at each table when seated to eat their meals.
- Meals will be served by a designated staff member. Children will not touch serving utensils.
 - There will be no sharing of food items by children.
- All staff members will serve meals with gloves on.
- All food is served using disposable plates and cups and disposable eating utensils.
- All students and staff will wash hands before and after meals.

Transportation

Little Lukes does not provide transportation to any student. It is the responsibility of the county to transport SCIS preschool students or alternately for the parent to transport SCIS preschool students.

- Upon arrival of each SCIS preschool child, a staff member, following all safety guidelines and using appropriate PPE, will perform our COVID-19 health screening protocol including taking the child’s temperature.

Social Emotional Well-Being

Our work is grounded in our beliefs the most equitable opportunities for educational success relies upon the comprehensive support for students and families provided in our schools with our professionals and the systems of support we have built. These supports include academics as well as the social and emotional well-being of our students.

We are committed to prioritizing social emotional well-being - not at the expense of academics, but in order to create the mental, social and emotional space to access academic content with confidence. Support for teachers, families and students are available through our team of School Psychologists, Program Directors and Human Resources staff.

We will focus on education for students, families and staff on recognizing any social emotional or mental health issues and offering supports by community agencies. In addition, targeted interventions to create emotionally and physically safe, supportive and engaging learning environments promoting all students’ social and emotional well-being and development will be utilized.

School Schedules

SCIS Preschool for Special Needs	Monday - Friday
Parent Choice of In-Person Learning	In School
Parent Choice of Remote Learning	Remote Learning
Hybrid: If building closed for 2+ days for deep cleaning or region closed due to Covid	Remote Learning
Hybrid: Alternating Cohorts in each Classroom	-Blue Group will have in-person learning and services on week A and remote learning and services on week B. -Yellow Group will have remote learning and services on week A and in-person learning and services on week B.

For information about how school schedule information will be communicated to students, families and staff members, visit the *Communication section* of our reopening plan.

Technology and Connectivity

Access to technology is essential for the successful roll-out of this plan.

1. Little Lukes gathered data and asked teachers and families to identify their level of access to devices and high-speed internet from their residence. Respondents indicated their ability to participate in teletherapy and home-based learning for preschool. Over 95% had the technology, but not every parent & child is able or willing to participate in teletherapy due to a number of personal circumstances.
2. Little Lukes has purchased teletherapy software accessible with an internet connection allowing for parents to help child participate in online learning.
3. Training for teachers and therapists has been provided in using the teletherapy software and in delivering high quality teletherapy services.
4. Little Lukes has a partner “Helpdesk” system for staff or parents to report technical issues that might be experienced during remote learning. Staff will assist a parent to get remote helpdesk assistance to access online learning.

Little Lukes will provide all students with access to learning materials and resources in multiple formats when possible. Little Lukes will support teachers through professional development and coaching on pedagogical methods that enable students to participate in multiple ways. In the event students do not have sufficient access to devices and/or high-speed internet, Little Lukes will provide the students with alternate methods to access materials and instruction, i.e. pick up materials at school, etc.

Teaching and Learning

In an effort to assure high-quality teaching and learning, a continuity of learning plan has been developed for the 2020-21 school year. This plan considers and plans for teaching and learning in-person, remotely, and through hybrid models of instruction. Our plan assures that Instruction is aligned with the New York State Learning Standards and assures equity as well as quality for all learners.

Equity is at the heart of all school instructional decisions. All instruction in our schools will be designed so that whether it is delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear, comprehensive, and accessible learning opportunities for all students. Such opportunities will be aligned with IEP goals. Our teaching and instructional plan outlines routine, scheduled times for students and families to interact and seek feedback and support from their teachers and therapists. Our plan is centered on Instruction and academic programming that includes regular and substantive interaction with an appropriately certified teacher or therapists regardless of the delivery method (e.g., in person, remote or hybrid).

As we enter the new school year, teachers will be encouraged to spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette at developmentally appropriate levels.

PRESCHOOL INSTRUCTION

Preschool services for children with special needs in the Special Class in an Integrated Setting (SCIS) will continue either in-person, remotely or using a hybrid model based on the region's health conditions and guidance.

- SCIS preschool programming for children with special needs is based on a child's IEP and school district referral.
- Child's home school district will have input on child's participation of in-person versus remote learning, and ability to request only remote learning for any period of time.

IN-PERSON LEARNING & THERAPY SERVICES

- Little Lukes will offer in-person learning and therapy services for all preschool children in the SCIS program as much as possible to promote inclusive learning.
- In-person instruction is prioritized for these students based on age and special needs.
- SCIS preschool programming will operate for either 2.5 hours or 5 hours per class based on the IEP.
- The maximum class size is limited to 15 children based on the ability to maintain all guidelines as set forth by the CDC, DOH, SED and OCFS for childcare centers and social distancing guidelines.
 - Each classroom will have 1 Special Education teacher, 1 Lead teacher and 2 Teacher Assistants.
 - As outlined on the IEP classrooms may also have 1:1 aides and nurses.
- If a parent decides to change from in-person learning and therapy services to remote learning and therapy services, this will require a written request to the Program Director with at least a 2-day notice to begin to schedule teletherapy services and pause transportation.
- Staff with a high-risk condition or family member at high risk may contact HR at hr@albertsgroup.net with details of request for accommodations.
- Little Lukes does not participate in any field trips.
- All congregate events (i.e., preschool graduations, holiday parties, etc) will be suspended during the COVID-19 pandemic.
- There will be no extracurricular activities or programs during the COVID-19 pandemic.

REMOTE LEARNING & THERAPY SERVICES

- If regional health needs or other factors determine that remote learning and therapy services are required for all preschool children, Little Lukes will provide remote teletherapy services based on the services as outlined in the child's IEP.
- Little Lukes will accommodate parent request for remote instruction and learning for preschool children enrolled in SCIS preschool program.
 - Parents may elect to keep children home due to medical issues or other at-risk family member(s) in the household.
 - Parents of children enrolled in SCIS program must communicate this decision with the Program Director of the center and sign parental forms as requested.

- Therapy staff, Program Directors and Program Coordinators will document parent conversations regarding their decision to participate in programs remotely or in-person at the center. Documentation will be saved in child's file.
- For parents deciding to keep SCIS preschool children at home during this time, Little Lukes will offer teletherapy for special education and any related services (speech therapy, occupational therapy and physical therapy) listed in child's IEP.
 - Parents will participate in scheduling teletherapy and a responsible adult will be present during all teletherapy sessions to keep child(ren) engaged.
 - Provider and parent will discuss available household items and children toys such as playdoh, cheerios and puzzles to incorporate into teletherapy sessions.
 - Parent requests for teletherapy scheduled after 4pm will be reviewed by the Program Director but requests for evening therapy sessions may not be possible.
 - To change from remote to in-person services will require at least a 7-day written request notice to the Program Director. Bus transportation as provided from the county will begin as soon as possible.
- If our centers are closed temporarily (example for cleaning or quarantine) for more than 2 school days, Little Lukes will temporarily switch to teletherapy services until the group can return to the preschool classroom.

HYBRID LEARNING & THERAPY SERVICES

- If regional health needs or other factors determine that a hybrid model of learning is required for all preschool children, Little Lukes will provide a combination of in-person and remote teletherapy services based on the services as outlined in the child's IEP.
- In a hybrid learning model, preschool children will be split into static cohort groups (Blue and Yellow).
 - Blue Group will participate in in-person learning and services on week A and then remote learning and services on week B.
 - Yellow Group will participate in remote learning and services on week A and in-person learning and services on week B.
- Little Lukes will follow all guidelines set forth in this document during in-person and remote teletherapy instruction and services.
- If parents opt-in to teletherapy instruction and services for remote weeks, preschool services will be scheduled based on the availability of the therapist or teacher.

Special Education

Little Lukes reopening plan provides a framework to ensure that all students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education in the least restrictive environment (LRE). In consideration of the health, safety, and well-being of students, families, and staff, our plan is designed to enable transitioning between in-person, remote,

and hybrid learning environments to ensure the provision of FAPE consistent with the changing health and safety conditions that exist.

Special education programs and services of Little Lukes provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum with access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students. While not all formats allow for maximum benefit to students, these programs and services can be provided in all formats (live-person, hybrid, or remote). Little Lukes will document the programs and services offered and provided to students with disabilities as well as the communications with parents in their preferred language and mode of communication. Little Lukes will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students for in-person services and to the maximum extent possible for remote or hybrid services.

Little Lukes is committed to providing meaningful parent engagement regarding the provision of services to his/her child to meet the requirements of the IDEA. Further, we will maintain regular communication with the parents/guardians and other family members to ensure that they are engaged in their children's education during the reopening process

Little Lukes will plan and support collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

Little Lukes will maintain records to document the implementation of each IEP. The documentation will include meeting all preschool SED regulations.

For information about meaningful parent engagement regarding the provision of services to a child to meet the requirements of the IDEA, visit the *Communication/Family and Community Engagement section* of our reopening plan.

Daycare Services

- Daycare services including preschool curriculum for all ages will continue during this time in-person as allowed by OCFS and DOH. Daycare is not a 4410 program.
 - Daycare is funded by parents and requires parent transportation.
 - Daycare requires parents to drop off curbside and follow health screening.
 - Daycare arrival and departure times are naturally staggered based on parent work schedule and will continue to socially distance.
 - Current daycare regulations allow parent decision for children over age 2 wearing a mask during the daycare day. Masks for daycare children are optional.
 - No children under 2 are permitted to wear a mask per guidance.
- Before & After care programs will operate under OCFS daycare regulations.

Staffing

Certification, Incidental Teaching and Substitute Teaching

All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or education law.

Key References

- [State Education Department Issues Guidance to Reopen New York State Schools](#) July 16, 2020
- [State Education Department Presents Framework of Guidance to Reopen New York State Schools](#) July 13, 2020
- [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health](#) July 13, 2020
- Recovering, Rebuilding, and Renewing the Spirit of New York Schools – Reopening Guidance – NYS Education Department - July 13, 2020

Additional References

- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency](#). June 26, 2020
- [New York State Department of Health Novel Coronavirus \(COVID-19\)](#)
- [New York State Education Department Coronavirus \(COVID-19\)](#)
- [Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)
- [Occupational Safety and Health Administration COVID-19 Website](#)
- Regulatory Flexibility for the Reopening of Schools NYS Education Department - July 13, 2020
- Symptoms of Coronavirus – CDC - July 2020
- School Reopening FAQs July 2020

Appendix A: Preschool Health Screening

Child Name _____ Date _____

1. Does your child have a temperature of 100°F or above today?
 No Yes
2. Has child or anyone at home had a fever of 100°F or greater, a new cough, new loss of taste or smell or shortness of breath within the past 10 days?
 No Yes
3. In the past 10 days, has your child or anyone at home tested positive from a COVID-19 test or are waiting for results of Covid-19 test?
 No Yes
4. In the past 14 days, has your child or anyone at home been in close contact with anyone while they had Covid-19 or waiting for Covid-19 test results?
 No Yes
5. In the past 14 days, has your child or anyone at home visited a state with a Covid-19 New York State Travel Advisory?
 No Yes

If Yes to any of the above, child must stay home today and contact doctor and center director before child can return to school. Contact center director for details on healthcare policies.

Parent Signature _____