



# Clarke Schools for Hearing and Speech

New York

2021-2022 Health and Safety-Covid Plan  
September 5, 2021  
Version 1

## Clarke Schools for Hearing and Speech

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Clarke Schools for Hearing and Speech has developed a plan for the health and safety of students and staff for in-person based on the guidance from the New York State Education Department, New York State Department of Health, New York City Department of Daycare, New York City Department of Education, and the Center for Disease Control (CDC). This plan will be revised and updated as needed to adjust to changing public health conditions caused by the COVID-19 virus and all of the new requirements and regulations which may emerge over time.

Clarke's goal is have all students learn in person. Due to the nature and risk of community transmission of COVID-19, a remote or virtual learning model may be needed at various times throughout the year. We know our program must be as flexible and as responsive as possible to the needs of our students, families, and staff members. We will closely monitor the rate of covid in the community and the effectiveness and appropriateness of our plan and make changes as needed. By diligently working together and remaining focused on the outcomes we desire, we can find solutions to the many challenges ahead.

Be assured that nothing has changed our sincere commitment to our students and our determination to provide the highest possible quality of educational programming and related services even during these difficult times. Any suggestions, concerns and/or questions about our plan should be directed to the contact person identified at the beginning of this document or emailed directly to Meredith Berger, Program Director [mberger@clarkeschools.org](mailto:mberger@clarkeschools.org).

### **Notice/Disclaimer:**

Due to the outbreak of the novel Coronavirus (SARS-CoV-2) in 2020, which is known to cause Coronavirus Infectious Disease of 2019 (COVID-19), Clarke is taking extra precautions in an effort to reduce the transmission of COVID-19 at its school(s). These precautions include, but are not limited to, enhanced sanitation/disinfecting procedures, the use of Personal Protective Equipment ("PPE"), student, family, patient and employee screening questionnaires, temperature checks, and other measures in compliance with and based on CDC guidance, the States in which we operate and other local and regulatory agencies. While Clarke has undertaken significant efforts to reduce transmission, no individual or entity can prevent the spread of COVID-19. Accordingly, Clarke expressly states that it cannot guarantee the prevention of transmission of COVID-19 at its facilities and, therefore, makes no warranty, express or implied, to prevent the transmission of COVID-19. Clarke will continue to follow the requirements and recommendations of the CDC, the States in which we operate, and other local and regulatory agencies aimed to reduce the potential transmission of COVID-19 at its facilities

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## A. Communication

Clarke will engage with families to ensure that all are working together for the safety and health of our community. Clarke communicates with families through our website, video conferences/meetings, surveys, email, Blackboard Connect for eblasts and texts, Class Dojo for teacher/therapist/family/class communication, zoom for healthcare for video meetings and Pacific Interpreters to ensure language access to all families. Surveys are shared in English and Spanish, and other languages upon request.

### **Signage**

Signs will be posted throughout the school and similar messages will be regularly shared with the school community, consistent with DOH COVID-19 signage regarding public health protections against COVID-19.

Signage will include reminders for individuals to:

- ⇒ Stay home if they feel sick.
- ⇒ Adhere to social distancing instructions.
- ⇒ Report symptoms of, or exposure to, COVID-19, and how they should do so.
- ⇒ Follow hand hygiene, and cleaning and disinfection guidelines.
- ⇒ Follow respiratory hygiene and cough etiquette.
- ⇒ Visibly soiled hands should be washed with soap and water.

Specific posting of signs will include:

- Entrance doors
- ⇒ Student drop off/pick up protocol
- ⇒ Requirement to wear a mask and where to get a mask if they don't have one
- ⇒ Requirement to complete health screening and temperature check
- Copier- reminders for distance and cleaning
- Restrooms – staff and student – handwashing, use of PPE
- Markers/tape/dots on floor to demonstrate 6 feet spacing in common areas

## B. Health and Safety

The health and safety of the children and adults in our school is the first priority in all planning discussions. Health and safety considerations must always come first in every decision made and every action taken by our school. In order to create as safe an environment as possible, a multilayered approach must be used. Some of these layers occur at school, while others are personal responsibilities each of us-parents/families and staff share. These layers include:

Health Screenings

Staying home when you have symptoms

Masks

Cleaning Procedures

Physical Distance

Frequent covid testing

Avoiding high risk situations, like large gatherings

**Clarke does not have a nurse. A symptomatic person will be sent to/brought to the highest-level administrator onsite.**

Covid-19 Resource Person: Meredith Berger (primary) Jackie Garcia (secondary)

Isolation room location: Speech Therapy Room 4

Covid-19 Onsite Coordinator: Meredith Berger

Covid-19 Coordinator: Kerry Flaherty, Clarke's Health and Safety Manager

### Screenings

1. *Health Screening:* Anyone entering the building is required to complete a health screening questionnaire. The questionnaire is digital and can be completed on a cell phone, tablet or computer. If a parent does not have the ability to answer the questionnaire digitally, arrangements will be made for them to answer the questions by texting or voicemail.
2. *Contact Tracing:* The health screening forms for all visitors will be used for contact tracing in the event that there is an onsite Covid exposure. Copies of screening forms are kept on file as per DOH requirements, in the event that contact tracing is necessary.
3. *Temperature Check:* Prior to entering the building, everyone must have their temperature screened. Entry into the building will be denied if individual answers 'yes' to screening questions, has temperature of 100.0 ° or higher, or if showing any signs of illness.
  - Visitors and children will have their temperature checked at the school entrance.
  - Parents should also check their child's temperature before putting them on the bus.
  - Staff may self-check their temperatures prior to coming to work.

⇒ Staff, families and students MUST stay home if sick.

⇒ Children who arrive on the bus and show signs of illness will be isolated under supervision until a parent arrives to pick them up. **Parents are expected to pick up children within an hour.**

If someone is onsite and they begin to show symptoms or if they develop symptoms outside of school hours, they are required to notify the school.

During the school day, school staff must immediately report any illness of students or staff to an administrator. Illness cases are reported to Clarke's safety and health manager.

#### Parent Completed Health Screening for Students

- Parents receive a reminder text each morning.
- Parents will be required to submit the screening for their child by 7:00 am (before putting the child on the bus or leaving home to come to school)
  - If a child has a covid symptom, has been exposed to someone with covid, needs to quarantine for travel or lives with someone who needs to quarantine for any reason, the child must stay home from school.
- If a child arrives on the school bus who has not had a health screening completed, or who has temperature of 100.0 ° or higher:
  - Parent will be called to do the survey immediately, either over the phone with the staff member or by completing the digital version
  - Staff will isolate and observe the child until the screening is done.
  - If screening or temperature are not normal, the child will remain isolated until the parent picks up the child.

*Note: It takes a significant amount of staff time to monitor and make sure all student's have a health screenings every morning before the buses arrive. When parents/caregivers do not complete the health survey on time, it means staff use precious time calling and emailing the parent to do it. This risks the health of all students and staff and wastes precious time that would be better used helping children come in from the buses and start their day. It is very important that this is done every morning by 7 am.*

#### Masks/Face Coverings

- Masks can be cloth masks, surgical masks, N-95 respirators worn to completely cover a person's nose and mouth. All students 2 years of age or older, personnel, teachers, administrators, contractors, and visitors must wear masks at all times indoors, regardless of vaccination status, outdoors when at the playground or walking in the neighborhood, and on buses.

**The following masks are not permitted:** Masks with an exhalation valve, Bandanas, Neck Gaiters.

- Staff, students and visitors can use their own face covering, if it meets CDC guidelines. Masks with clear fronts will also be available for staff.
- Disposable masks will be available for whoever needs one.
- Reusable masks must be cleaned frequently.
- Masks are to be worn in all shared spaces.
- If adults are eating and less than 6 feet apart from each other, an appropriate barrier between the unmasked adult and other adults must be in place.

#### Masks/Face Covering for Students

Parents can provide reusable masks that are cleaned regularly for their child to use on the bus and in school. Children's disposable masks will be available on site. Masks must fit well.

- Children aged 24 months or younger are not permitted to wear masks.

- Children ages 25 months or older are required to wear masks outside of the building, on busing (provided by the district), on neighborhood walks, and/or if playing outdoors.
- Children ages 25 months or older are expected to wear masks in the building but consideration will be given to supporting children whose unique needs require additional support to do so.
- Children do not wear masks when eating, drinking, or napping. When masks are removed for these purposes, individuals must be spaced six feet apart to the greatest extent possible
- Clarke's teaching staff and related service providers will work with students using developmentally appropriate materials and techniques such as social stories, routines and setting expectations to teach students about the importance of hand hygiene, wearing masks and social distancing. Teachers, assistant teachers, therapists and other staff will plan activities through the day to teach and reinforce social distancing (for example: walk like an airplane)

### Face Shields

Face shields can only be used if also wearing a mask. Face shields are available for staff and for children. Staff working near a child who may be crying or yelling or who is sick will wear a face shield and a mask. All other staff can choose to wear a face shield, in addition to a mask.

### Disposable Gowns, Gloves, and Eye Protection

**Toileting/Changing:** For children who are independent in toileting, the adult will wear gloves, in case the child needs assistance. For children who are not trained, the staff member may also wear a disposable gown, changing between children if soiled.

**Sick Child:** When assisting a sick child or supervising a child being isolated for health-related reasons, the staff member will wear gown, gloves, eye protection, and mask, possibly N95, depending on the illness.

### Physical Distancing and Cohorting

Adults will maintain 6 feet apart from other adults to the greatest extent possible. Clarke will limit in-person gatherings and congestion in hallways/meetings. In order to ensure line of site supervision, it is not possible for adults to be 6 feet apart from children. The greatest distance that allows for safe supervision of children will be maintained between adults and other adults, adults and children and children with other children. Social distancing will be maintained unless closer proximity is needed to maintain supervision of children or to complete core activities and work, such as instruction of students.

Signs will be posted around the building explaining and requiring social distancing, where to wait outside the building, when oncoming traffic is in the hallway, for a bathroom in use, and to enter or exit potentially shared spaces.

### Class size and Cohorts/Pods

Class enrollment size will be based on the approved capacity under the Department of Daycare. There will be minimal contact with other classroom's students and staff. Given the size of the rooms, teacher/student ratios, and the nature of 3- and 4-year-olds, the groups will be the class. Groups will be as static as possible to minimize movement of students or staff from one group to another. The use of shared supplies, if necessary, will be limited to one group of students and

cleaned between use. To the greatest extent possible, related service providers will be assigned to support one cohort per day, to minimize movement.

Activities that cannot be planned with safe distancing or materials will not be used. If adaptations can be made, such as each child using a smaller, individual bin filled with water or sand, the activity will be planned accordingly. To the extent possible, students will be provided with individual sets of materials to avoid sharing of common items. Students will be discouraged from bringing items from homes, having physical contact with other children, for example, partners holding hands, and sharing items.

### Birthdays

To celebrate birthdays, parents will be asked to send in store bought items that are nut free and individually packaged or Clarke will provide the treat for the celebration. Birthday candles will not be permitted. Families will not be able to attend the birthday celebrations in-person but can arrange with the teacher to participate remotely.

### Food Allergies

Current procedures for children with food allergies, such as signs within the room listing known allergies and reactions, training for anaphylactic auto-injectors, maintaining a nut free/nut aware program are unchanged, consistent with Article 47 regulations.

### Drinking Water

Each onsite class will be provided with its own water dispenser to be maintained in the classroom, to limit congestion in the kitchen and pantry.

### Therapy Rooms

OT and PT will use the sensory gym on a staggered schedule or by dividing the space. Speech Therapy and Audiology offices may be shared on a staggered schedule and only with cleaning in between occupants.

### Common Areas

Clarke will reduce access to or close space that do not allow for social distancing. In areas that staff need access where social distancing protocols cannot be adhered to, such as the copy room, Clarke will make hand sanitizer or disinfecting wipes available near such amenities or areas. Signs will be posted with directions to wait before entering and to clean after use.

### Building Wide

Where feasible, Clarke will reduce bi-directional foot traffic by using tape or signs with arrows in hallways, or spaces throughout the school, 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 or people may congregate (e.g., outdoor spaces, libraries, classrooms, cafeterias, health screening stations).

### Visitors

Visitors will be limited to essential visits only. When appropriate, virtual visits will take the place of in-person visits. Parents will not be allowed into the building unless a scheduled in-person meeting is occurring. Parents will not be allowed into the building to use the bathrooms or to take their child to the bathroom. Bus drivers/escorts will not be allowed to use the bathrooms.



### Early Intervention Families

- Only 1 parent or caregiver will be allowed into the building.
- Early arrivers will have to wait outside of the building.
- No siblings will be allowed into the building
- Only visitors with appointments will be allowed in for the specific purpose of their appointment. If late, the appointment will be cancelled.

### Deliveries

- Small packages will be left in the vestibule.

Large, bulky, heavy packages, companies will be delivered into the building, after the delivery person completes the health screening.

### Meetings

Faculty and Staff Meetings will occur using video or teleconferencing for faculty and staff meetings and conferences to reduce the density of congregations, per CDC guidance “Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19).” When videoconferencing or teleconferencing is not preferable or possible, BHSC will hold meetings in open, well-ventilated spaces and ensure that individuals maintain appropriate social distance (e.g., leave space between chairs, have individuals sit in alternating chairs).

### Student Teaching

Clarke will consider student teachers and speech interns on a case by case basis.

### **Good Handwashing and Respiratory Etiquette**

Clarke will follow CDC guidance on hand washing, including training staff and teaching students’ proper hand and respiratory hygiene. Posters will be displayed in various locations throughout the building included classrooms, at sinks and sanitation stations entrances and restrooms

### Handwashing Facilities

Clarke currently has children’s communal bathrooms for 3-4 children each on the first floor and lower level, adult bathrooms on the first floor and lower level, a sink in one classroom on the first floor and a pantry (1st floor) and kitchen (lower level) with sinks. Touchless hand sanitizer dispensers are installed inside the front interior door/lobby and at the bottom of the staircase. Hand sanitizer is available, under supervision, in each class and therapy room.

### Handwashing and Sanitizer

Clarke will teach students and promote practicing hand hygiene throughout the day in classrooms and restrooms as well as using hand sanitizer stations throughout the building.

- Handwashing with warm water and soap for 20 seconds is preferred
- Specific instances for hand washing will include upon entering program, between program activities, before and after using restroom, before and after eating, etc.
- An alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Students will be supervised by an adult to minimize accidental ingestion and promote safe usage when using hand sanitizer.

- Parents/guardians can inform the school that they do not want their child to use alcohol-based hand sanitizers by sending a written notice to the school.

### **Stay Home If Sick**

If a student or an adult demonstrates symptoms of illness upon arrival or any time during the day:

- ⇒ Students will be isolated under observation while their parent is called to pick them up. Parents are expected to pick up their child as soon as possible, but within the hour.
- ⇒ Adults will be sent home immediately
- ⇒ Student illness will be documented on the Daily Health Check form maintained for each child.
- ⇒ The parent of the student or the adult with symptoms will be strongly encouraged to get tested for covid as soon as possible, as this will help with rapid contact tracing and prevent the spread of COVID-19 at school.
- ⇒ If the person is demonstrating emergency warning signs, such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, or bluish lips or face, Clarke will call 911 and notify the operator that the person may have COVID-19

If the parent is also COVID-19 positive, they will be asked to have someone who is not ill come to pick up the child. The child will be released to the approved adult outside of the building. If no other person can pick up the child, the child will be released to the parent outside of the building, without direct contact with the staff member.

### **Return to School**

If symptoms are compatible with covid,

1. PCR test with a negative result must be submitted to Clarke for review  
**OR**  
 Documentation that a lab test diagnosed something else (such as strep throat)  
**AND**  
 The healthcare provider has ruled out covid  
**OR**  
 The person quarantines for 10 days, minimum, because no documentation was provided,  
**AND**
2. The person has no fever, without the use of fever reducing medicines and no other symptoms for 24 hours

A child who has been home sick or who has been home quarantining cannot return to school until Clarke's Health and Safety Manager has approved their return. The amount of time out of school will depend on the illness, symptoms, documentation provided, and other factors. Clarke notifies the bus company not to pick up a child until cleared. If a child is picked up by error, before being cleared by Clarke to return, the parent will be called and will need to pick up the child immediately.

### **Contact Tracing, in Combination with Isolation and Quarantine**

Clarke complies with CDC, NYC DOH and NYS DOH guidance and requirements.

Clarke does not conduct COVID-19 testing of students or staff members. Staff and families will be given resources to locate a site for covid testing.

Clarke will report new diagnoses of COVID-19 to the NYC Department of Health as soon as possible and will, to the extent allowable, notify the teachers, staff, and families of students who were close contacts as soon as possible after they are notified that someone in the school has tested positive (within the same day if possible).

To support contact tracing, Clarke will:

- ✓ Keep accurate attendance records of students and staff members.
- ✓ Ensure student schedules are up to date
- ✓ Keep a log of visitors which includes date, time and where in the school they visited
- ✓ Assist local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program
- ✓ Maintain confidentiality as required by federal and state laws and regulations.
- ✓ Determine who is to be excluded from school based on guidance and direction from the local department of health, CDC guidance, and NYC Department of Daycare health and safety regulations

⇒ PCR testing is required when results are being submitted for Clarke to consider whether it is safe for someone to return to the building. Often antigen or rapid testing is done by a healthcare provider at the same time. Parents and staff should submit those results as well.

## **Quarantine/Isolation**

### Illness

A person who tests positive for covid or who has covid like symptoms but has declined to get tested must remain out of school for a minimum of 10 days from symptom onset or positive result, whichever came first. The person must also be fever free for 24 hours without needing medication and must have resolved symptoms. Clarke's Health and Safety Manager must review the individual case and clear the person to return before they can return.

### Exposure

*A person is considered a close contact of an infected person if they had at least 15 minutes of contact within a 24 hour period, starting from 2 days before the infected person showed symptoms or got a positive test result, whichever comes first.*

Unvaccinated person/students:

- The quarantine period is 14 days, starting the day after the exposure. If the person has no symptoms, and has a negative PCR test between days 5-7, they can return to school after day 10, if all documentation has been submitted to Clarke and reviewed and they continue to have no symptoms.

Vaccinated person:

- People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they do not have symptoms, and wear a mask indoors in public for 14 days following exposure or until their test result is negative

### Travel: Unvaccinated (domestic or international)

- All students are unvaccinated, regardless of whether their parents are vaccinated.
- PCR test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel. (even if test is negative) AND No Symptoms of illness
- If not tested, quarantine for 10 days after travel.

Documentation must be provided to Clarke for review by the Health and Safety Manager before a child will be cleared to return.

Travel: Vaccinated

- If no symptoms, get tested with a PCR test 3-5 days after travel
- No quarantine required.

Special Note about Travel:

*If your family has plans to travel internationally or domestically, you must inform Clarke of dates of travel and follow CDC guidelines for international and domestic travel.*

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-risk.html>

Special Note About Students:

Even if a child is healthy, they must stay home, notify Clarke, and quarantine if:

- Someone the child lives with has covid
- Someone the child lives with has to quarantine because they were exposed to covid or because they are unvaccinated and traveled, even if the child stayed home.

Reporting of Cases

1. Department of Health Notification and Tracing Support 866-692-3641

Entity	Details	How
NYC Department of Daycare	Any positive case	9am – 5 PM 646-632-6305 Other times: 866-692-3641 Email: <a href="mailto:childcareinfo@health.nyc.gov">childcareinfo@health.nyc.gov</a>
NYC 4410 Office	Staff member or student has a positive COVID-19 diagnostic test result	<a href="mailto:4410Oversight@schools.nyc.gov">4410Oversight@schools.nyc.gov</a>

Reporting of Closure

NYC CPSE Administrators	<b>1 if any classrooms or the entire school for any amount of time</b> <b>2 Upon reopen</b>	<a href="https://www.schools.nyc.gov/learning/special-education/help/committees-on-special-education">https://www.schools.nyc.gov/learning/special-education/help/committees-on-special-education</a>
NYC OPT	<b>1 if any classrooms or the entire school for any amount of time</b> <b>2 Upon reopen</b>	<a href="mailto:EarlyChildhoodBusing@schools.nyc.gov">EarlyChildhoodBusing@schools.nyc.gov</a>
NYC 4410 Office	<b>1 if any classrooms or the entire school for any amount of time</b> <b>2 Upon reopen</b>	<a href="mailto:4410Oversight@schools.nyc.gov">4410Oversight@schools.nyc.gov</a> .

Community Notification

Clarke will follow the guidance of NYC Department of Health’s Tracing Unit. Based on their guidance:

- Anyone with close or proximate contact with the infected individual will be notified of the exposure as soon as possible, without sharing the name of the sick person without their consent.
- In the event of a full building closure, the larger community will also be notified.
- Quarantine-the need to quarantine will be based on guidance from the NYC Department of Health and vaccination status.

- The date that the building will be reopened will be determined by the NYC Department of Health.

#### Metrics for Closing

Clarke will close a classroom or the entire building under direction of the Governor, NYSED, NYS Department of Health, NYC Department of Health, NYC Department of Education, NYC Department of Daycare or any other city or state agency with the authority to require a closure.

In addition, Clarke may make the decision to close based on any of the below or a combination:

- ⇒ NYS DOH Early Warning Dashboard on percent positives and availability of hospital beds
- ⇒ NYC Department of Health COVID Data Dashboard regarding percent positives for NYC, percent positive for children 0-4 years, hospital capacity, and local transmission.
- ⇒ If busing is not available for in-person learning due to a DOE closure
- ⇒ Staff absences that impact safely running the program
- ⇒ If there are Covid-related indications a closure may be imminent, in order to allow parents time to plan for childcare
- ⇒ Issues of civil unrest affecting safety of staff or students, either in the building or during their commutes
- ⇒ Due to inclement weather

## **Cleaning and Disinfection**

Clarke follows the CDC guidance on cleaning and disinfection in schools and childcares, which includes the classrooms, restrooms, kitchens, common areas and playground:

- ✓ Throughout the day, staff will clean and disinfect shared objects, materials and high contact touch points and log each time they disinfect a surface. The log will be on the wall, near the door of each room. EPA and CDC approved disinfectants will be used (such as Lysol), alternative such as bleach (1/3 cup of bleach added to 1 gallon of water) or 70% alcohol solutions when other products are not available.
- ✓ Classrooms/Therapy rooms:
  - Toys that cannot be cleaned and sanitized will not be used.
  - Toys that children have placed in their mouths or have otherwise been contaminated by body secretions will be set aside until they can be properly cleaned (cleaned with water and detergent, rinsed, sanitized with EPA registered disinfectant, rinsed again, and air dried).
  - Toys that need to be cleaned will be set aside in a separate container marked “dirty toys”. Washing toys with soapy water is the ideal method for cleaning.
  - Soft or porous materials/cloth toys will be used by one individual at a time or will not be used at all, must be laundered using the warmest temperature setting possible, and then dried completely before being used by another child.
  - Tables: cleaned after each use and disinfected when children are not in the area
  - Nap Matts: disinfected after each use
  - Light switches/Doorknobs/phones: multiple times each day, starting with before children arrive
  - Devices, if used, such as ipads.
- ✓ Children’s Bathrooms:
  - Staff assigned to supervise the children in the bathroom will wipe contact/high touch points, such as doorknob, faucets, and toilets after using the bathroom.
- ✓ Office spaces: High contact touch points, and before or after use.
- ✓ Sensory Gym: cleaned between uses
- ✓ Daily: an electrostatic sprayer is used to clean rooms after students have left.
- ✓ Schoolwide Cleaning: Direct Clean Solutions is the cleaning company that provides cleaning and disinfecting to the building daily. A cleaning crew cleans the facility each day the program is open once the children and staff have left. The focus is general cleaning of the space and in disinfection of high contact touch points and shared spaces, such as all bathrooms, entrance and exit doorknobs, handles, buttons, light switches, etc. using such products as Trushot Disinfectant from SC Johnson and Oliver 16 concentrate for Diversey. Mopping and vacuuming occur daily in all rooms.

## **Cleaning & Disinfection Following Suspected or Confirmed COVID-19 Case**

- Clarke’s routine cleaning is a deep cleaning. The Health and Safety Manager will determine whether that is sufficient, following notification that a sick person was in the building or whether the cleaning company will provide this service, If the sick person has not been in the building for more than 7 days, routine cleaning is done.
- The areas exposed to a sick person may be closed, which may require the whole building be closed, with work/learning transitioned to remote.
- The HVAC company will be notified and will advise if filters need to be changed.

### Monitoring Community Transmission

Clarke will monitor community transmission of covid within the school community and the larger NYC community to support decision making regarding health and safety. Clarke will use the NYC covid data site (<https://www1.nyc.gov/site/doh/covid/covid-19-data.page>) and the CDC tracker (<https://covid.cdc.gov/covid-data-tracker/#county-view>) to monitor transmission rates across NYC.

### Vaccines

Clarke supports opportunities for students, when eligible, families and staff to access COVID-19 vaccination clinics in collaboration with local health partners as needed (e.g., the LHD, local hospitals, private providers, pharmacies, etc.).

NYC Vaccine Site Finder: <https://vaccinefinder.nyc.gov/>

Clarke staff must either provide one-time verification that they are fully vaccinated or provide a weekly record of a negative PCR test as evidence that they are in compliance with the NYS mandate. Clarke does not share the health information of individual staff unless required to by regulation or law.

## **C. Facilities**

### Doors

Most of Clarke's provide safety-either fire code mandated, security of the facility or for keeping young children contained in their assigned spaces. When possible and safe, classroom and therapy doors will be opened to allow for increased air flow and to minimize touches.

Classrooms have baby gates to use in the doorway to allow for increased airflow.

### Dividers/Barriers

At this time, Clarke has not installed barriers or dividers due to concerns about safety and children getting hurt if pulling them down, since most are secured by the weight of the divider or by tape like application or increasing the high touch point areas out of curiosity touching. This continues to be investigated and may change.

### Ventilation and Air Flow

Clarke's HVAC systems, consists of two units, one for each floor, and is maintained by Lane. Lane evaluated the system in preparation for reopening and made recommendations given the capability of the systems, the layout of the facility, and the non-opening windows.

- ⇒ The natural airflow is set to the system's highest level of 20% outside air.
- ⇒ The fan for each unit is set to run continuously instead of automatically.
- ⇒ The filters are changed on schedule and now use MERV 13 filters

### Air Purification Technologies

- ⇒ The HVAC units were fogged to disinfect and sanitize the internal components, such as the coils, pan, condenser, etc.
- ⇒ **UV Light Emitters** are mounted inside each unit's coil/pan area

### Safety Drills

Each year, 8 evacuation and 4 lockdown drills are required to be conducted, varying the day and time of day. These will be done with consideration for social distancing and minimizing the risk of spreading infection. Staff and parents will be informed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining

social distancing in an actual emergency that requires evacuation or lockdown may not be possible and will not be the first priority. Modifications will include:

- Staggering the evacuation time to minimize the number of people in the hallway and at the exit
- Conducting evacuation drills with classes on different days to ensure all experience it but that social distancing can be maintained
- Conduct lockdown drills without sheltering-by turning the lights out, being quiet, and waiting for an announcement

## D. Transportation

Selby Transportation is the bus company assigned to provide transportation for Clarke students. Selby has a contract with the NYC Department of Education and does not work for Clarke.

- Students 2 years of age and older and bus staff are required to wear masks on the bus.
- Parents must complete Clarke’s Daily Health Screening before putting their child on the bus.

## E. School Schedule

Fall 2021

First Day: Thursday 9.9.21

In-person learning

In-person hours:	Arrival: 8:30	Dismissal: 2:00* *Resuming a 2:30 dismissal will depend on changes to current covid related requirements for nap time.
Remote	Emergency plans/schedules will be developed by each class teacher to allow for a quick pivot to remote should the class or school need to shut down the building due to covid.	

Notes:

- Strict daily health screening procedures and rules for attendance continue to apply. Children must stay home if they are not 100% healthy.
- Children who stay home sick or are sent home sick must have all documentation or testing results sent to Clarke and be cleared by Clarke’s Health and Safety Manager before they will be cleared to return to school.
- Nap time will not be scheduled though children who are tired will be offered the opportunity to rest.

### Remote Learning

Clarke is prepared to offer remote learning if an entire class or the whole school needs to quarantine related to covid. A variety of conditions could require a class or the whole school to change to remote learning. **Parents must be prepared for this to occur, possibly with very little warning.**

This could occur:

- If there is a confirmed or suspected covid case in the building
- If staff absences impact the ability of the school to operate safely.



- Under the direction of the departments of health and/or daycare, under NYS Executive Order issued by Governor Cuomo, or as directed by another agency.
- if NYC Department of Education decides to shut down schools for in person learning
- in response to civil unrest or other safety concerns and Clarke's proximity to Gracie Mansion
- if NYC Department of Health or Department of Daycare institute an order to shut down
- To allow parents time to plan for childcare due to a possible, imminent closure

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## **Remote Learning Plan**

### Whole Class

Each teacher will have 3 days of "emergency" remote closure lesson plans completed, including both synchronous and asynchronous activities. If an entire class must change to remote learning, the teacher/school will share the schedule, zoom links, and asynchronous learning activities in a letter to each family as soon as possible via Blackboard Connect and Class Dojo. If the room or building closure is longer than a few days, updated plans and schedules will be shared with parents.

If a child is unable to participate in any real time lessons on zoom or asynchronous sessions, as confirmed by the parent, each day, the child will be marked absent.

### Related Services (Speech, Occupational Therapy, Physical Therapy)

If a class must suddenly change to remote learning, each therapist working with children in that class will send to parents a Doodle Poll that allows parents to sign up for available times each day for the service. Parents will be responsible for selecting a time each day for their child's therapy sessions, with no more sessions per week than the child is approved to receive on their IEP. For example, for a child who receives OT 2x per week, the parent should not select more than 2 sessions for that week's remote schedule.

If a parent is unable to schedule any sessions of an IEP service (Speech, OT, PT), the child will be marked absent.

### Remote Learning Plans for Individual Cases

Individual children may need to quarantine due to a covid exposure, covid or covid-like symptoms, living with someone who is required to quarantine or domestic or international travel. Remote learning plans will not be considered for absences of 5 days or less. If the rest of the child's class is in-person, it will likely be difficult to provide a remote plan for the child therefore individual remote learning plans will be considered on a child by child basis and will consider availability of staff and schedules. There is no guarantee that a remote option will be available.

Options that will be considered:

- A limited plan for remote participation during in-person class activities
- Some therapy sessions, based on availability of providers
- Joining a class of the same type that is also remote

In the event that more than one individual child is quarantined, priority for a remote learning plan will be determined by:

- A child's health/ability to participate
- The anticipated length of the absence
- Whether the absence is due to health (exposure, illness, someone in the home) or choice (family vacation resulting in quarantine).

### Expectations for Families of Children with Remote Learning Plans

- ✓ A parent or caregiver must be with the child for remote learning sessions (class and therapy). A virtual teacher or therapist cannot provide safe supervision of a child who is learning from a different location.
- ✓ A parent or caregiver must be prepared:
  - Know/follow the schedule. Teachers and therapists cannot call repeatedly to remind a parent they are late for the schedule.
  - Sign into zoom and in the waiting room 5 minutes before the scheduled time.
  - Email or call if they can't make a session
  - Communicate with the teacher about completion of asynchronous activities.
  - Communicate with the teacher and therapists about any questions or problems.

## **Arrival and Dismissal Procedures**

Clarke has one entrance and exit, not including emergency egresses. Arrival and departure will be done in a way that reduces the number of people in the lobby and vestibule, including children who arrive or depart on a NYC DOE contracted bus, a Westchester County contracted bus, or by parent/caregiver transport.

### **Bus Arrival Procedures**

1. Buses will be unloaded one at a time. Students will remain on their bus until it is that bus's turn to unload.
2. Clarke staff will go to the door of the bus.
3. Prior to unloading the bus, the driver/escort will be asked if any children are absent.
4. The bus staff will need to remove the children from the bus. Clarke staff will not enter the bus.
5. Children's temperature will be screened upon entering the vestibule.
6. If the child has signs or symptoms of illness or has an abnormal temperature scan, the child will be isolated and rescreened to determine if the temperature scan was a false positive.
7. Children with an abnormal temperature screen or other signs or symptoms of illness will be isolated until a parent can pick them up, if the bus is unable to bring them home.
8. Students will use hand sanitizer upon arriving in the lobby.
9. Students will be escorted to their classrooms as soon as possible to reduce the number of people in the lobby.
10. After unpacking, children will wash their hands in the closest available bathroom.

### **Dismissal Procedures**

1. Children will be dismissed to the buses one bus at a time. The bus's arrival will be announced to the school community.
2. Parent/caregivers who are picking up a student will also have to wait outside of the building. (caregivers must be on the list of approved adults and show identification)
3. Escorts will wait outside the building, taking no more than two children at a time. Staff can help bring additional children to the bus.
4. Although children with IEPs are approved for busing, some parents prefer to transport their child themselves. Parents will be notified that punctuality is critical under the circumstances and their cooperation is required to follow the schedule for their child's arrival and departure, if self-transporting, otherwise transportation will need to be by bus.

### **Communication**

A variety of tools will be used to inform parents of decisions to change or adjust schedules or to fully transition back to all remote. These tools include eblasts, text messaging, postings in Class Dojo and letters home. Messaging will be in Spanish and English, with outreach via phone interpreter in other languages, if needed. Ideally, as much advanced notice as possible would be provided before implementing the changes though circumstances may not allow for it. Staff will be informed of decisions at video meetings or through email, depending on timing and the situation.

## **F. Attendance and Chronic Absenteeism**

Clarke's written procedures for attendance describe how staff are to collect, document and report daily teacher/student/family engagement or attendance regardless of the instructional setting (in-person or remote), through synchronous, asynchronous and individual sessions. Although daily participation will be recorded, it is likely that remote attendance may need to be more flexible, given the reliance on an adult in the environment for participation. Related Services will be documented in Easytrac or CPSE Portal.

For students engaged in remote learning:

- Quality contacts with students and their families engaged in remote learning will be documented.
- Students may be marked present based on attending synchronous activities or for evidence of parent interaction with asynchronous activities. Also, a student may be considered present if they participate in related services.
- If a child is too ill to engage in remote education, the child will be marked absent.
- Per the RDNA requirements, the student's CPSE administrator will be notified of 5 or more consecutive absences or absences totaling 20 or more days in a 4 month period.
- If a child's full related service(s) mandate is offered by Clarke but declined by the parent, the unscheduled sessions will be marked as child absences.

Attendance logs will be reviewed and discussed. Family outreach after consecutive absences or patterns of absence will help to determine the absence reasons and supports the family may need. For families unable to commit to regular attendance or whose child doesn't participate, after parent agreement, the child's team will continue to do weekly outreach to the family to ask about ways to support them and their child, to answer questions, to discuss strategies for carryover at home, etc. If parents are unresponsive to outreach, in their primary language, across different modalities and by different team members, a letter will be sent to the parent and to the CPSE administrator to determine the family's intent. Clarke will work with the CPSE administrator to determine if/when consideration should be given to disenrollment.

## **G. Technology and Connectivity**

Staff are regularly asked to provide feedback on their needs for devices and highspeed internet. Staff have access to equipment and wifi through Clarke, if needed. Staff also alert administration to concerns about home/family access that impedes a child learning remotely. Clarke does have ipads to loan parents. To ensure that students who do not have internet or device access can participate and demonstrate learning, Class Dojo, phone calls, and text messaging will be used to provide parents with support on activities, to share videos of learning opportunities, for parents to share videos or pictures of student work, etc.

Data privacy and security are an important component of remote learning. Parents are provided with information on the risks to data privacy and security with email and remote learning. Secure systems and services are used, along with encrypted email when sharing personally identifiable information, and password required platforms.