



Clarke Schools
for Hearing and Speech

New York

2021-2022 Health and Safety-Covid Plan
February 15, 2022

Clarke Schools for Hearing and Speech

80 East End Avenue
New York, NY 10028
212-585-3500 (main number)
212-585-3300 (fax number)
www.clarkeschools.org

Meredith Berger	Program Director	mberger@clarkeschools.org
Kerry Flaherty	Health & Safety Manager	kflaherty@clarkeschools.org
Denise Nunez	Administrative Assistant	dnunez@clarkeschools.org
Jackie Garcia	IEP coordinator	jgarcia@clarkeschools.org

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.

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

Table of Contents

A. Health and Safety	3
Daily Health Monitoring	3
Illness at School	3
Please see section on quarantine and isolation guidance for additional information.....	3
B. COVID Procedures for Isolation, Quarantine, and Testing	5
Definitions	5
Tests for COVID	5
Quarantine/Isolation for Illness or Symptoms	6
Quarantine for Exposure or Close Contact	6
Quarantine for Travel	7
Contact Tracing and Reporting of Cases	7
Masks/Face Coverings	9
Masks/Face Coverings for Staff and Other Adults	9
Disposable Gowns, Gloves, and Eye Protection	9
Physical Distancing and other Modifications	9
Handwashing and Respiratory Etiquette	11
C. Facilities	11
D. Transportation	13
School Schedule and Remote Learning	13
E. 13	
Remote Learning Plans for Individual Cases	14
Expectations for Families of Children with Remote Learning Plans	14
Arrival and Dismissal Procedures	14
Bus Arrival Procedures	15
Dismissal Procedures	15
F. Attendance and Chronic Absenteeism	15
G. Technology and Connectivity	16

A. Health and Safety

General health and medical policies and procedures are in the Family Handbook and should be referred to in addition to COVID related information in this document. Health and safety considerations must always come first in every decision made and every action taken by our school. To create as safe an environment as possible, a multilayered approach is being used. Some of these layers occur at school, while others are personal responsibilities each of us—parents/families and staff—share.

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

Daily Health Monitoring

Parents are expected to monitor their child's health and to keep them home if they demonstrate any signs or symptoms of illness. Children should also be kept home if a family member has covid or is waiting for covid test results.

NYC Department of Daycare requires parents to notify Clarke that a child will be absent before 7:30 am each school day. Parents must share the reason for the absence. If parents do not share the reason for the absence, Clarke will assume that it is illness/covid and the child will be excluded from school. Parents can:

- send a message through Class Dojo
- Call and leave a message 212-585-3500
- Email dnunez@clarleschools.org.

Children who arrive at school sick or showing signs of illness will be isolated under supervision while their parents are called to pick them up. **Parents are expected to pick up children within an hour.**

Illness at School

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

- ⇒ The student will be removed from their classroom and 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.
 - If the parent has 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.
- ⇒ Adults will be sent home immediately
- ⇒ A sick child or staff member sent home with symptoms that could be covid should take a covid test as soon as possible. This will help with 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

Please see section on quarantine and isolation guidance for additional information.

Return to School After Illness

For all illnesses, Clarke's Health and Safety Manager must review each student's case and determine when the child is cleared to return to school. A child cannot return to school until Clarke communicates to the parents that a child may return. 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. Any information sent to Clarke after 3:30 pm on a weekday will be reviewed on the next school day.

The amount of time out of school will depend on the illness, symptoms, documentation provided, and other factors.

B. COVID Procedures for Isolation, Quarantine, and Testing

Definitions

- Isolation is for people who have symptoms of covid or test positive for COVID-19, regardless of vaccination status.
- Quarantine is for people who were in close contact with someone who has COVID-19.
- Exclusion is the time the child or staff cannot attend the childcare program.
- A close contact is someone who has been within 6 feet of someone who has COVID-19 for a total of 15 or more minutes over a 24-hour period regardless of face mask use.
- Fully vaccinated means two weeks after your single-dose vaccine or second dose of a two-dose vaccine. For information on how to quarantine and isolate, including precautions that should be taken and available resources, visit on.nyc.gov/quarantine-isolation.
- Travel means anytime spent away from home for more than 24 hours and/or sleeping somewhere else other than home.
- Day 0/Day 1:
 - For illness, Day 0 is the day of first symptoms or the day of a positive test result if there were no symptoms and Day 1 is the next day, to start isolation/quarantine
 - For travel, Day 0 is the day the traveler arrived home. Day 1 is the first full day home and the day of quarantine or symptom monitoring starts
- Well-fitted mask: Well-fitting mask means that the mask fits snugly over the nose and mouth and under the chin and there are no gaps around the sides, that the mask does not slip and need to be adjusted, and the wearer leaves their mask on without reminders.
 - Given the age of children in the preschool and the risk to other children who are not yet eligible for vaccines, Clarke will determine if a child meets the definition or if the child will need to follow the 10 day quarantine.

Tests for COVID

The preferred test for determining if someone currently has covid is a PCR test. Rapid tests done by a lab or at home tests may be used if the following procedures are followed. Clarke may request a PCR test, even if a rapid or at home test has been done, in some situations. All information submitted to Clarke after 3:30 on a school day will be reviewed during the next school day.

1. PCR test result-must show the child's name, date test was done, and result.
2. Rapid test: must show the child's name, date test was done, and result.
3. At Home FDA approved antigen test:
 - Must have two tests, taken at least 24 hours apart
 - Non-covid illness: taken at least 24 hours apart
 - Travel: One test on Day 4 or later and one test on Day 5 or later
 - Exposure: One test on Day 4 or later and one test on Day 5 or later
 - Each test must clearly be labeled with the following information: Child's Initials. Date test is being done, start time of test and stop time of test (earliest time result can be read, following the test directions)
 - A picture must be taken of each test result on that day within the time frame the test's directions say that the result is valid.
 - The picture must be sent to Clarke on the day of the test within an hour of the test result being available (the earliest time result can be read). Email: Dnunez@clarkeschools.org or Mberger@clarkeschools.org
 - **Both tests must follow these procedures.**

Quarantine/Isolation for Illness or Symptoms

- 1. Covid Positive or No Test Done:** Children who test positive for COVID-19, or have COVID-19 symptoms but were not tested, may return to the program when all the following are met:
 - It is after Day 10
 - Their symptoms have resolved.
 - They have not had a fever for the prior 24 hours without use of fever-reducing medication.
 - Clarke's Health and Safety Manager has reviewed and cleared the child to return.
- 2. Children who have symptoms of illness that could be COVID-19 and test negative for covid can return when:**
 - They are not also currently excluded due to a recent close contact
 - They have not had a fever in the past 24 hours without fever-reducing medicine
 - Their symptoms resolved.
 - If diagnosed with a different illness, such as strep throat, the doctor has provided a note confirming that diagnosis.
 - They have submitted a negative covid test (PCR, Lab, at-home) result following the procedures for that test.
 - Clarke's Health and Safety Manager has reviewed and cleared the child to return.

Quarantine for Exposure or Close Contact

Parents must report to Clarke if their child or someone their child lives with is identified as a close contact of someone with covid.

Unvaccinated children who are exposed to someone who is covid positive must quarantine whether the exposure happened at school or at home. Parents are required to report outside exposures to Clarke and are required to tell Clarke if someone the child lives with has covid. Unvaccinated Children exposed to someone with covid may return to the childcare program when all the following are met for either a 5 Day Quarantine or a 10 Day Quarantine (see below).

1. Five Day Quarantine:

- It is after Day 5 of the last day of contact with the covid positive person
- They have no COVID-19 symptoms.
- They have submitted a negative covid test (PCR, Lab, at-home) result following the procedures for that test.

*****They have been observed consistently wearing a well-fitting mask at school and on the bus.**

2. 10 Day Quarantine

- For children who are unvaccinated, did not have or did not submit test results, and/or cannot wear a "well fitted" mask.
- It has been more than 10 since the last exposure to someone with COVID-19.
- They have no COVID-19 symptoms, confirmed on day 10.

Fully vaccinated children or children who had COVID-19 in the last 90 days

(documented/verified) do not need to be excluded unless they have symptoms.

They must continue to wear a well-fitting mask. It is also recommended that people who had close contact with someone who has COVID-19 get tested on Day 5 after the last close contact.

Quarantine for Travel

1. Parents notify Clarke of travel plans-where the child/family are traveling to, how they are traveling (car, plane, train, etc.), and when they are returning. If flying, a copy of the child's ticket or other documentation of flight dates are required to be submitted to Clarke to confirm the date of return.
2. All documentation must be submitted by the family and reviewed by the Health and Safety Manager before a child will be cleared to return. Delays in submitting the documentation will delay a child's clearance to return.
3. Documentation submitted after 3:30 pm on a school day, or on weekends or holidays, will be treated as if it were submitted the next school day.

Unvaccinated Travelers

1. 5 Day Quarantine (if PCR/rapid/home test occurs)
 - Documented travel dates submitted to Clarke.
 - Family monitors child and others for symptoms of illness.
 - Negative Covid Test (PCR, Rapid, or At Home) Result from test between Day 3-Day 5
 - Results submitted to Clarke for review by the Health and Safety Manager
 - On Day 5, parent confirms with Clarke that the child nor anyone else in the home have symptoms of covid or tested positive for covid.
 - Day 6: Return to school
2. 10 Day Quarantine
 - Copy of travel documents, such as an airline ticket, are provided to Clarke to confirm travel dates.
 - Family monitors child and others for symptoms of illness.
 - No PCR/rapid test is done, or the results are delayed.
 - On Day 10, parent confirms with Clarke that the child nor anyone else in the home have symptoms of covid or tested positive for covid.
 - Day 11: Return to school

Vaccinated Travelers

1. Vaccinated Domestic or International Travelers:
 - ⇒ Notify Clarke of travel plans; submit any needed documents to confirm travel dates such as an airline ticket.
 - ⇒ No quarantine is required unless the individual has symptoms
 - ⇒ Monitor health for symptoms of covid. If symptoms develop, isolate and get tested.
 - ⇒ Provide information to Clarke if traveler was exposed to covid during trip, travel home or if anyone in the home has covid.

In addition, for **international travelers**:

2. Covid test (PCR, Rapid, At home) between Day 3-Day 5 with a negative result
 - A picture must be taken of each test result on that day within the time frame the Results submitted to Clarke for review by the Health and Safety Manager

Contact Tracing and Reporting of Cases

Clarke complies with CDC, NYC DOH and NYS DOH guidance and requirements for reporting covid cases and contact tracing. 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 when someone in the school tests positive. Clarke will provide directions for quarantine, pending contact tracing/DOH additional directions.

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 CDC definitions for close contacts and any relevant state and city guidance.
- ✓ While waiting for contact tracing to conclude investigations and guidance, Clarke will notify known or suspected contacts to quarantine.

Reporting of Cases

Clarke will report confirmed or suspected COVID cases to NYC Department of Health, NYC Department of Daycare, the NYC 4410 Office, and any other entities as required.

Reporting of Closures

Clarke will report all class or school closures and the pivot to remote learning to NYC 4410 Office, NYC DOE CPSE administrators, NYC Office of Pupil Transportation, and NYSED, if required.

Community Notification

Clarke will follow the guidance of NYC Department of Health's Tracing Unit. Prior to receiving guidance, if delayed:

- 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, and directed to quarantine, if unvaccinated or it vaccinated and symptomatic, Clarke encourages families to test and seek advice from their healthcare provider.
- In the event of a full building closure, the larger community will also be notified.
- The date that the building will be reopened will be determined by the NYC Department of Health, or, in the absence of guidance, based on the end of quarantine dates.

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 will make the decision to close based on any of the below or a combination:

- ⇒ Clarke's own contact tracing and analysis of exposure and risk of spread after identifying that a covid positive person was onsite.
- ⇒ 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

Masks/Face Coverings

Physical Distancing and other Modifications

The recommended distance between individuals is 6 feet. 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.

When children's masks are removed for eating, drinking, or napping, they will be spaced at the greatest distance apart as possible.

Class size and Cohorts/Pods

Class enrollment size is 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. Therapists' caseloads will be planned, to the greatest extent possible, to limit the number of classes a therapist interacts with each day.

Activities and Materials

Activities and materials will be adapted to the greatest extent possible, to increase physical distancing. In some cases, certain activities may be suspended. 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.

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).

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.

Birthdays

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.

Visitors

Visitors to the building during the preschool day must show proof of vaccination to enter the building.

All visitors will complete the Visitor Health Survey, which will also be used for contact tracing.

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. (see additional protocols for EI not included in this plan)

- 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. A grace period of 5 minutes is allowed. If late, the appointment will be cancelled.
- EI parents must show proof of vaccination and pass the health screening to enter.

Meetings

Most meetings will occur virtually. In person meetings will only occur if all participants are masked and participants can maintain an appropriate distance from each other. Video or teleconferencing will be used for full faculty and staff meetings and conferences. When participants who are deaf/hh request increased visual access, the following options will be considered: speaker unmasked if 6+ feet from participants; the speaker using a clear mask; or switch to remote.

Student Teaching

Clarke will consider student teachers and speech interns on a case-by-case basis. All interns and student teachers must comply with current health and safety protocols, including vaccination.

Handwashing and Respiratory Etiquette

Clarke follows CDC guidance on hand washing and respiratory etiquette. Staff are trained on these procedures. Teachers and therapists teach students proper hand and respiratory hygiene. Signs with reminders and information on handwashing and respiratory etiquette are posted 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.

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>) 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/> Any staff working onsite must be fully vaccinated for both preschool and Early Intervention work. 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

Based on CDC guidance, barriers are not used.

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., prior to reopening the building.
- ⇒ 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

Cleaning and Disinfection

Clarke follows the CDC guidance as well as requirements under Article 47 on cleaning and disinfection in schools and childcares, which includes the classrooms, restrooms, kitchens, common areas and playground.

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.

Electrostatic sprayers and an EPA approved covid effective cleaning solution are used at least once a day in each classroom. They are also used in therapy rooms and common spaces.

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.

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.

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. This is monitored by the bus company.

E. School Schedule and Remote Learning

Fall 2021 First Day: Thursday 9.9.2021

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.	

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
- Due to weather conditions that make travel or the building unsafe

Remote Learning Plan

Whole Class

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 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 parents options for scheduling. 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
- Therapy sessions will be offered, based on availability of providers and provided, based on the parents' schedule
- Joining a class of the same type that is also remote

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 can't call with reminders.
 - 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.