

## **The Dillon Child Study Center Re-Opening Plan 2020-2021 for the New York State Education Department (NYSED)**

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

- The school has engaged with administrators, the St. Joseph's College Board of Trustees, teachers, parents, local health departments and colleagues from the Brooklyn Early Childhood Director's Association (BECDA) to make this plan, in accordance with guidelines from the CDC, DOHMH and NYSED.
- Our plan for communication includes training of staff in infection control, including proper hand and respiratory hygiene and the recognition of symptoms of COVID-19, signage outside and within the school building, a webpage on the school's site, emails to staff and families, and engagement through the app HiMama, which will allow teachers and parents/guardians to be in touch with one another on a daily basis.
- All students will be taught how to follow COVID-19 protocols, including but not limited to hand hygiene, proper face covering wearing, social distancing, proper disposal of PPE and respiratory hygiene.
- There will be verbal and written communication to adhere to the CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings.
- Communications in the language(s) spoken at home will be provided, and written plans will be accessible to those with visual and/or hearing impairments.

### **II. Health and Safety**

- The following factors were considered when determining the resumption of in-person instruction: 1) ability to maintain appropriate social distancing; 2) PPE and face covering availability; 3) availability of safe transportation; and 4) assurance from the NYC DOHMH that we could open.
- We will open in-person on September 14<sup>th</sup>, 2020 with 10 students in each classroom (a total of 50 students in the school), and 15 staff members, including an educational director, an assistant director, a school nurse, at least one head teacher per room, and at least one assistant teacher per room. All class pods will be kept separate from other class pods, including both students and teachers.
- The school has engaged with administrators, the St. Joseph's of College Board of Trustees, teachers, parents, local health departments and colleagues from the

Brooklyn Early Childhood Director's Association (BECDA) to make this plan, in accordance with guidelines from the CDC, DOHMH and NYSED.

- We have created communication plans for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.
- Staff have been trained to recognize the symptoms of illness, and all students and staff will be assessed by the school nurse in a dedicated isolation area where students are supervised, prior to being picked up, if they have fever or other symptoms of COVID-19 that are not explained by a chronic health condition. The school nurse will follow up before the child returns to school.
- Every child and staff member will complete a mandatory health screening each day before entering the building. This will include the answering of a list of questions, as well as a touchless temperature check. We will maintain records to confirm that individuals were screened, as well as pass or fail results of the screening.
- Parents will not be allowed in the school building once school starts, nor will any volunteers or delivery persons. If work needs to be done in the building, workers will be required to submit to the health screening and the work must be done before or after school hours, whenever possible.
- Parents have been instructed to observe for signs of illness and to keep their child home if he/she is demonstrating them.
- Staff and students will be trained in proper hand and respiratory hygiene, and there will be signage throughout the building regarding hand and respiratory hygiene, as well as to keep the social distance of 6 feet whenever possible, and how to handle and dispose of PPE properly.
- A new HVAC system has been installed, and whenever possible, windows will remain open to allow for air circulation.
- Classroom furniture will be set up to provide social distancing.
- Rest mats will be set up at least 6 feet apart, and the students will be arranged head-to-toe, so that no two children are facing one another.
- The hallways and staircases will be designated as one-way to prevent cross-contamination.
- All staff areas in the building will be set up to allow for social distancing, or limited to one person at a time when social distancing cannot be provided.
- Equipment that must be shared (e.g. the copier) will require a disinfecting protocol in between uses, and materials to conduct the disinfection will be stored by the equipment, along with a cleaning log.

- All staff have agreed to wear face coverings whenever they are with children, and when they are not with children, they will wear them if they cannot maintain a social distance of at least 6 feet from another staff member.
- Every staff member has been provided with two sets of scrubs that will be left at school, and washed/dried at school each day.
- The Plant Office of St. Joseph's College will provide adequate PPE supplies, and there will be extra face coverings for those who forget their masks.
- Students will wear cloth masks during the mandatory health screening each morning, when in the public spaces of the school building, during circle time, and when singing will take place.
- Cloth masks for students and staff members will be washed and dried at school each day.
- Portable hand sanitizer stations will be on each floor, and each classroom will have its own hand sanitizing product, as well as access to its own sink with running water, soap and paper towels.
- If a student or teacher in a pod tests positive for COVID-19, all persons in that pod will be notified according to FERPA guidelines, and all must quarantine for 14 days before returning to school. During that time, instruction will revert to remote.
- If a close contact of a student or teacher tests positive for COVID-19, but the child or teacher does not test positive, the pod in total will not have to quarantine, although the student or staff member in question must quarantine for 14 days before returning to school.
- If there are multiple positive cases of COVID-19 in the school building affecting more than one pod, and/or the DOHMH, the mayor or the governor of New York closes schools, instruction will revert to remote.
- Remote instruction will include bi-weekly video phone calls to each family, daily live Zooms, and bi-weekly teacher-made videos of classroom activities housed on YouTube. All instruction will be aligned with the outcomes in the New York State Early Learning Standards, and all head teachers responsible for remote instruction will be NYS certified.
- The classrooms, public spaces, bathrooms, and classroom materials will be cleaned and disinfected according to CDC guidelines. Cleaning logs will be maintained.
- Staff have been provided with a face shield and have been instructed to wear it when they are mixing the bleach and water solution that will be used to clean and disinfect classroom surfaces and materials.

- School Safety Drills will be conducted with modifications to ensure social distancing.
- The school nurse has been designated as the COVID-19 Safety Coordinator whose responsibilities include continuous compliance with all aspects of the school's re-opening plan.

### **III. Facilities**

- We will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code and the State Energy Conservation code. It is understood that such activities may require building permits and review by local municipalities and/or code enforcement officials.
- The school will follow all guidance related to health and safety, fire code compliance, DOHMH inspection and lead testing.

### **IV. Child Nutrition**

- We are not a Food School Authority (FSA) and do not provide food service.
- Students bring their lunches, and eat in their classrooms, which will be sanitized before and after lunch.
- Students will perform hand hygiene before and after eating, and food will not be shared.
- Staff members will perform hand hygiene when they assist children with their food.
- Social distance will be observed during eating activities.

### **V. Social Emotional Well-Being**

- Staff will provide resources and referrals to parents/guardians to address mental health, behavioral and emotional support services and programs, as necessary.
- Staff will be trained on how to talk with and support students during and after the on-going COVID-19 public health emergency as well as to provide supports for developing coping and resilience skills for students and staff.

### **VI. School Schedules**

- Assuming that the New York City DOHMH, the governor and the mayor allow us to do so, the school will be open starting on September 14, 2020. This will be an ease in week, where children attend for two hours on the first day, three hours on the second day, four hours on the third day, five hours on the fourth day, and six hours on the fifth day.

- The first full day of school will be on September 21, 2020. Children and their parents/guardians will already have had at least one Zoom visit with their teachers in August, and then an in-person visit to the school (with no other children present) the week prior to the first day of school.
- The After Care program has been discontinued for the 2020-2021 academic year due to its potential for transmission of the virus.
- Student drop-off and pick-up will take place outdoors, and will be staggered, and three different entrances will be used to minimize gatherings of children and their caregivers for the mandatory health screening and the sign in/sign out protocol.
- If a student or teacher in a pod tests positive for COVID-19, all persons in that pod will be notified according to FERPA guidelines, and all must quarantine for 14 days before returning to school. During that time, instruction will revert to remote.
- The educational director or school nurse will immediately notify the DOHMH of any disease reportable under the public health law.
- If a close contact of a student or teacher tests positive for COVID-19, but the child or teacher does not test positive, the pod in total will not have to quarantine, although the student or staff member in question must quarantine for 14 days before returning to school.
- If there are multiple positive cases of COVID-19 in the school building affecting more than one pod, and/or the DOHMH, the mayor or the governor of New York closes schools, instruction will revert to remote.
- Remote instruction will include bi-weekly video phone calls to each family, daily live Zooms, and bi-weekly teacher-made videos of classroom activities housed on YouTube. All instruction will be aligned with the outcomes in the New York State Early Learning Standards, and all head teachers responsible for remote instruction will be NYS certified.

## **VII. Attendance and Chronic Absenteeism**

- Regardless of the instructional setting, attendance will be collected and reported daily.
- Human Resources has made provisions to track staff attendance.

## **VIII. Technology and Connectivity**

- We will survey the parents/guardians, as well as staff members, on their level of access to devices and high-speed internet in their places of residence.

- We will work with the NYC Department of Education to provide devices and internet access to students and staff members who do not have sufficient access.
- We will provide multiple ways for students to participate in learning and demonstrate mastery of the NYS Learning Standards in remote or blended models, especially if students do not yet have sufficient access to devices and/or high-speed internet.

### **IX. Teaching and Learning**

- We will provide continuity of learning, with plans to implement in-person learning when possible, and to provide remote learning if necessary.
- The educational program will be aligned with the New York State Early Learning Standards regardless if instruction is in-person or remote.
- There will be regular, substantive instruction between teachers and students whether delivered in-person or remotely.
- Equity will be at the heart of all school instructional decisions. Clear opportunities for instruction will be available to all students, and these opportunities will be aligned with State standards and will include routine scheduled times for students to interact and seek feedback and support from their teachers.
- Parents/guardians can contact the school and teachers with questions about their instruction and/or technology via the app HiMama, by phone and/or by email.

### **X. Special Education**

- We will address the tenets of FAPE, regardless of whether we are delivering in-person or remote education, consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.
- We will document the programs and services offered through EasyTrac, session notes, and communication logs, and will communicate with parents on a daily basis through the app HiMama.
- Parents will be engaged in their preferred language or mode of communication regarding the provision of services to meet the requirements of the IDEA.
- We will collaborate with CPSEs, CSEs and program providers representing a variety of settings where students are served to ensure that there is an understanding of the provision of services consistent with the recommendations on IEPs, plans for monitoring and communicating student progress, and commitment to sharing resources.



- We will provide access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

**XI. Certification, Incidental Teaching and Substitute Teaching**

- All teachers hold valid and appropriate certificates for their teaching assignments except where allowable under the Commissioner's regulations or Education law.