The health and safety of the people served and the staff team at the Rochester School of the Holy Childhood ("Holy Childhood") represent our top priority. It is from that foundation that we have built this framework as a guide to assessing and minimizing exposure to illnesses within all areas of the organization.

This plan is the result of thoughtful planning by our leadership team, which conferred with local and state health experts, took guidance from the Centers for Disease Control, and engaged in information-sharing with countless colleagues from the education and human services sectors in our region and across the state.

Recognizing that this protocol represents a shift in procedures that will change how our organization operates, impacting the physical environment, it is our intent to simultaneously protect the health and safety of all, and preserve our attentiveness to the mission of Holy Childhood.
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Concept of Operation and Framework

This framework is designed without regard to a specific disease or pathogen, although the impetus for its formation was the immediate need brought by the 2020 COVID-19 pandemic. This is a baseline framework which will be updated as required. The main body of this document is structured as a high-level overview of the organization’s response, followed by a series of functional annexes which provide detail relative to specific program areas and operational departments and committees.

Communication to Individuals/Families

Holy Childhood strives for complete transparency and will share this plan with all staff and families connected to the school and adult programs and services, as well as all other Holy Childhood stakeholders. Understanding of rationale and protocol will reduce risk and foster confidence in the organization’s plan. Communication of regular updates surrounding Holy Childhood’s COVID-19 response may take place through existing media, including but not limited to:

- Email/electronic mailing lists
- Voice calling automated systems
- United States Postal Service
- Holy Childhood website and/or other social media outlets
- “Back pack” mail specific to the school program

Communication with medical professionals, primary care providers, hospitals and other medical/public health specialists will be conducted in accordance with all laws and regulations governing protected health information.

Accommodation

Holy Childhood will continue to support and protect all persons who are deemed at higher risk of severe illness by continuing to reasonably accommodate work/learning options if in-person work/learning is not feasible at a given time.

Holy Childhood has taken specific means to ensure that appropriate social distancing, personal protective equipment (PPE), hygiene, and cleaning/disinfection protocols are in place. These means are outlined in this document.

Screening

Holy Childhood defines screening as a measure or procedure put into practice to identify actual or potential cases of illness. Holy Childhood’s screening process will be guided by current information from the Centers for Disease Control and Prevention, New York State and Monroe County Departments of Health or any other regulatory body with oversight of operations for Holy Childhood (e.g., New York State Education Department, Office for People with Developmental Disabilities)
Temperature Checks

- Holy Childhood will require daily temperature checks of anyone entering the building. Temperature monitoring shall be accomplished immediately upon arrival at the entrance to the facility. The format of the on-site temperature check may vary.
- Temperatures may be re-taken periodically during the day, at the discretion of the nursing team and/or department supervisors, or at the request of a staff or person served if it appears that there has been an onset of illness.
- If a person’s temperature is higher than 100.0, entry to the facility will be prohibited, and it will be recommended that a person returns home and/or sees their physician.

Questionnaire Completion

- Staff and visitors will be required to complete a screening questionnaire upon arrival at the Holy Childhood facility. This may be accomplished in a number of ways:
  - Optional Online Pre-arrival Screening Tool: All staff, employees, vendors, and those adults over 18 years of age who enter the building are encouraged to utilize an online screening tool prior to arrival and entry into the building in order to do a self-assessment which may guide one’s decision about whether to stay at home.
  - In-Person (live) screening and disclosure of symptoms: All persons who arrive at Holy Childhood will be asked a series of questions on the Holy Childhood screening form. Persons who utilize self-screening will answer “yes” or “no” to the questions on the screening forms.
- Holy Childhood requires that parents/guardians immediately disclose if their response or that of a family member to any of the screening questions indicates the presence of illness, or if they are experiencing symptoms.

Screening Results

- If a person is registering a temperature of less than 100 degrees Fahrenheit, is exhibiting no COVID-19 (like) symptoms, has had no exposure to COVID-19 or someone suspected of having COVID-19, and whose questionnaire answers raise no concerns, the person will be able to proceed into the facility.
- If a person is registering a fever, identified by an appropriate measuring device, of 100.0 degrees Fahrenheit or higher, the person will be required to leave the building and will be sent home with instruction to contact their health care provider for assessment and/or testing.
- A person also will be sent home with instruction to contact their health care provider for assessment and/or testing under any of the following scenarios:
  - Have had a positive COVID-19 test in the past 14 days;
  - Have had close contact with any confirmed or suspected COVID-19 case in the past 14 days;
  - Have traveled internationally, or from within one of the designated states with significant community spread;
  - Have answered “yes” to two or more of the COVID-19 symptoms (per CDC) and shown in Appendix A.
- In the event a person is required to leave the building, but has no ready access to do so, that person shall be quarantined as determined by the health office. Responsible parties will be contacted to immediately pick up the affected person. This includes students in the school program, adults receiving services, and all staff. The health office has established a designated isolation area;
however, this is a short-term solution for preventing spread of illness. There will be strict enforcement of the requirement of arrangements for immediate pick-up of any ill persons.

- If there are any questions or concerns related to the screening results, a Health Office staff member must be contacted.
- Employee self-screening prior to arrival - Employees who have symptoms suggestive of COVID-19 shall notify their supervisor per Holy Childhood policy and remain out of the workplace. Holy Childhood recommends that sick employees follow the recommendations of the CDC and should not return to work until the criteria to discontinue voluntary home isolation are met and/or in consultation with the employees’ health care providers.

**HIPAA**

Information of a HIPAA nature gathered during the screening process will be considered confidential and treated accordingly.

**Adjustments**

Adjustments, as deemed reasonable to accommodate special medical, psychiatric needs or other safety events, shall be made to this screening process.

**Conducting In-Person (live) Screening**

- All persons conducting screening shall remain six-feet away, to all reasonable extent possible, when establishing if a person is symptom-free and without fever.
- Persons conducting screening shall wear a face mask or other appropriate face covering and gloves in an effort to maintain source control (disposable face shields and gowns will also be available if needed). Screening staff shall make all screening interactions as brief as possible by limiting the interaction to screening questions only.
- For those who require an additional screening evaluation or are identified as symptomatic, a member of the Health Office shall be contacted to evaluate.

**Respiratory Protection/Use of Face Coverings**

**Staff**

Generally speaking, staff shall use respiratory protection/face coverings at all times unless they are in a designated “safe space” or the sole occupant of an individual workspace. Respiratory protection may include standard surgical-style masks or cloth face coverings, which the agency will provide.

**Students/Adult Individuals**

Students and adults receiving services that can medically and behaviorally tolerate a mask or face covering should be encouraged to wear one, but are not required to do so. Face coverings will not be used for anyone who is unable to medically or behaviorally tolerate such covering or where such covering would impair their physical or mental health, or would present a challenge, distraction, or obstruction to educational/habilitative services and instruction. The agency will provide face coverings to students and adults receiving services when social distancing of at least six feet is not possible.
Visitors/Others
Anyone entering the facility shall have in place a mask or appropriate face covering as defined by the most current guidelines on respiratory etiquette. This includes, and is not limited to: family members, volunteers, vendors, contractors. The agency will have on-hand a supply of face masks in the event a person does not bring a face covering.

Social/Physical Distancing
Holy Childhood will make every reasonable attempt to maintain social/physical distancing by instituting:
- Staged entry into the location, utilizing multiple points of entry during arrival of students and adults to program.
- Staggered dismissal to minimize the congregation of large numbers of people in common areas such as hallways and the lobby.
- New directive signage promoting social distancing throughout the facility.
- Containing small groups of students or adults by limiting trips outside of individual classrooms, therapy sites or work spaces. New seating and/or desk/table configuration in classrooms to promote and maintain social distancing of at least six feet.
- Placement of carrels or other appropriate divider/barrier to limit droplet exposure.
- Addition of glass partition at reception desk in main lobby to limit exposure to arriving students/adult individuals and visitors.

Staff will adhere to appropriate social distancing by maintaining at least six feet of distance between individuals unless the safety or core function of the activity or instruction requires a shorter distance. At all times when staff must be within six feet from one another or students/adult individuals, they must wear acceptable face coverings.

Social distancing signage and markers using signs that denote six feet of spacing in common areas such as hallways shall be used to help promote social distancing. All staff shall be watchful to maintain appropriate social distancing.

Small spaces will be occupied by only by the minimum number needed for work to be completed with the appropriate level of supervision. When such spaces are occupied, they will do so in accordance with applicable regulatory guidelines.

Non-essential visitors, volunteers, and large group activities, especially those activities that normally involve visiting groups, shall be restricted for the foreseeable future. In some cases, for business necessity, small groups may be allowed admittance but these shall be evaluated on a case-by-case basis by management, and any visitors will be subject to prescribed screening protocols.

Holy Childhood has established adequate supplies to minimize the sharing of high-touch items to the extent possible or limit the use of supplies and equipment to a single cohort group with cleaning/disinfecting to take place between uses. Items such as electronic devices, books, games, learning aids that cannot be cleaned or disinfected shall not be shared.
Conditions Specific to the School Program  
(Please refer to the School Program’s Functional Annex for Details) 
Staff will ensure that student groupings remain as static as possible by having the same group of students stay with the same staff groups throughout the day. Further, Holy Childhood will restrict student mixing between groups and limit the maximum number of students in a group in any specific area, as outlined in Program specific plans, when feasible.

For students, seating and desks shall be arranged to promote social distancing. Desks may be turned to face in the same direction (rather than facing each other) or have students sit on only one side of tables, spaced apart from each other. The agency has replaced all student classroom tables with new individual desks; each student will be assigned a desk to minimize risk of infection by sharing desks/equipment.

In general, the sharing of personal items, objects, and equipment shall be limited. As much as possible, students shall be provided with items needed for instruction or activity on an individual basis. Such items needed for instruction or activity shall be cleaned by classroom staff after each use and subject to the same cleaning/disinfection policy noted within this plan. Individual personal belongings shall be separated from others and placed in containers that are individually labeled and stored in areas so as to be easily identified and located for the purpose of returning them home to be cleaned and disinfected.

Conditions Specific to Partners with Industry and Day Habilitation  
(Please refer to the PWI and Day Hab Functional Annexes for Details) 
Adult individuals receiving services that can medically and behaviorally tolerate a mask or face covering should be encouraged to wear one, but are not required to do so.

Social distancing markers, signage, and educational material shall be prominently posted in all areas of PWI and Day Hab. Distance markers denoting six-feet spacing will be placed in the workspace/program space.

All individuals and staff in PWI will follow the screening process prior to entering the workspace. The screening will be conducted in accordance with the Holy Childhood screening guidelines.

Engineering controls such as dividers appropriate to the workspace will be used for further physical protection to the extent possible without creating additional safety hazards in the PWI workspace.

Health Kits containing personal protective equipment for each individual will be located at their work station. The Kits may have disposable masks, hand sanitizer, tissues, or other items deemed appropriate for the person and work being done.

Facility Cleaning/Disinfecting

Responsibilities of all entering the building
Hand sanitizing stations will be placed at all entrances where people enter the building, and at other strategic places throughout the building. All persons will be required to use proper hand hygiene upon entering, unless a medical or other condition does not make this possible.
Responsibilities of All Staff

**Hand washing** - Hand washing for 20 seconds, lathering with soap, should be done frequently to help prevent the spread of the virus. Hand sanitizer used in lieu of handwashing should contain at least 60% alcohol.

**Work area cleaning** - While the heavy cleaning and sanitation which occurs on a daily basis to mitigate spread of infection will be conducted by the facilities staff, it is the expectation that Holy Childhood staff who occupy classrooms, work areas, office spaces, etc. will take responsibility for intermittent cleaning during daily activities, including at the end of the day, using products sanctioned and provided by the agency. Specific areas of special attention will be high contact surfaces such as tables, desks, file cabinets, keyboards, phones, light switches, handrails, and doorknobs/handles.

**Common devices** - Staff will use one of the following procedures when using common devices such as printers, copiers, time clocks:
- Wash hands with soap and water for 20 seconds before and after using the device
- Use hand sanitizer before and after using the device
- Use provided disinfecting wipes on surfaces to be touched before and after using the device
- Wear gloves while disinfecting

**Responsibilities of the Facilities Department**

Cleaning activities are conducted according to a routine schedule and on an as-needed basis. Records of cleaning activities and sanitation materials used are to be maintained by the Director of Facilities. Products meet or exceed the requirements of each area of the facility based on occupancy and function as outlined by the Centers for Disease Control and Prevention Interim Cleaning and Disinfection Guidance for Primary and Secondary Schools for COVID-19, New York State Department of Health and New York State Department of Education.

When cleaning or disinfecting within the building, janitorial staff will use cleaning products effective against rhinoviruses or human coronavirus approved by the CDC or other regulatory body. Janitorial staff will wash and wipe down the wall and hard surfaces in the classrooms daily. Classroom floors will be vacuumed and mopped daily. All bathrooms will be cleaned daily. Additionally, beyond normal cleaning procedures, all classrooms, health offices, clinical areas and other designated high-risk, high-touch areas will be misted with the Clorox 360 Mister after-hours based on guidance by the manufacturer. Other areas will be misted as warranted.

High volume traffic areas such as entryways shall be vacuumed. High-touch areas such as door handles, handicap accessible buttons, and other identified surfaces will be disinfected at regular intervals throughout the day and after hours to prepare for the next day.
High-Risk Locations

Holy Childhood has identified the health office, student/adult-used cafeteria, staff lunch room, gymnasium/athletic equipment storage, multi-purpose room and other conference rooms as areas of high-risk.

Health Office
Health office staff shall ensure that all areas and equipment used for patient care have been cleaned and disinfected after each use. Cots and treatment tables shall remain covered after cleaning/disinfecting until needed. All coverings and linens used in the health office shall be either disposed of (single person use) or laundered per Holy Childhood policy.

Cafeteria
The lunchroom shall be organized to meet the social distancing section of this plan. The lunchroom shall be cleaned daily, having all lunch tables, chairs and contacted surfaces cleaned after each use. Other frequently touched surfaces such as vending machines (when operational) shall be cleaned after each group leaves the lunchroom. Hand sanitizer and washing stations shall be available.

Training

Appropriately Remaining Home
Holy Childhood will educate families and staff about when they should stay home or refrain from attending school, school programs, work programs, and other Holy Childhood activities. Conversely, this guidance will include education as to when return to regular activity within the school or program is acceptable. Such a decision to remain home from work, school, program, or other activity associated with Holy Childhood can be made without fear of reprisal. Holy Childhood will communicate this to all staff, students, adult individuals, and families.

Staff Training
Staff will be required to take assigned Relias trainings upon return to the workplace and by a deadline stipulated by their supervisor and/or Director of Compliance.

Health and Wellness

Holy Childhood offers a variety of resources to support staff and families during this challenging time:

The Holy Childhood Employee Assistance Program (EAP), offered through Mutual of Omaha, provides confidential assistance to staff in a number of areas, including, but not limited to the following:

- Mental health assistance
- Stress management (work or personal)
- Financial counseling
- Family care resources
- Referrals to counselors or other means of assistance
For those utilizing Holy Childhood’s health insurance via Excellus, there are multiple benefits promoting wellness such as:

- A free mobile app to find doctors, urgent care centers, hospitals and access to your records
- A free 24/7 Nurse call line as well as Telemedicine
- Advanced Care Planning, Blue 365, cost estimator tools, health risk assessments, member care management, a Tobacco Cessation Program, and discount sites such as Active and Fit

Federal CARES Act – employees impacted by COVID-19 can take advantage of changes put in place due to COVID-19. Some of these changes are noted below:

- More flexibility related to HSA and FSA accounts now exists
- Over the counter products are now eligible
- High deductible health plans cover telehealth
- HSAs can cover COVID-19 expenses
- Specific leaves of absence are available that could support staff who experience the following situations
  - Close contact with a COVID-19 case
  - COVID-19 or COVID-19-like symptoms
  - Are required to quarantine or isolate under mandated or precautionary order
  - Have family/caregiver responsibilities

The following websites have useful information:

- NYS Information on Novel Coronavirus: [https://forward.ny.gov/](https://forward.ny.gov/)
- NYS Office of Mental Health - COVID-19 Resources: [https://omh.ny.gov/omhweb/covid-19-resources.html](https://omh.ny.gov/omhweb/covid-19-resources.html)

The Human Resources Department can provide more information on any of the above topics.
Appendices

Certain programs have developed plans to supplement this guidance in accordance with its regulatory bodies. These appendices can be found attached to this plan as indicated below:

Appendix A  Guide to Symptoms, Isolation, Re-entry
Appendix B  School Program
Appendix C  Local Guidance Regarding Students Who Exhibit Symptoms of COVID-19 While at School
Appendix D  Partners with Industry
Appendix E  Day Habilitation
Appendix F  Respite
Appendix G  Facility Cleaning Protocol (including cleaning log)
Appendix H  Communication
Appendix I  Screening Questionnaire
Appendix A
Guide to Symptoms, Isolation and Re-Entry

Symptoms
As indicated by the CDC, people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

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

Isolation
People will be required to self-isolate due to any of the following conditions:

- Have had COVID-19 symptoms (i.e. viral respiratory illness such as cough, shortness of breath, sore throat, irritated eyes, nasal congestion or runny nose, vomiting, diarrhea, fever, chills, unexplained loss of taste or smell, headache, body aches or fatigue) in the past 14 days.
- Have had a positive COVID-19 test in the past 14 days.
- Have had close contact with a confirmed or suspected COVID-19 case in the past 14 days.
- Have traveled internationally, or from within one of the designated states with significant community spread.

Self-isolation will be for a minimum of 14 days from the date symptoms first occur, or the date of suspected exposure, whichever is applicable.

Contact Tracing Protocols
When Holy Childhood has been notified that a staff person/student/individual has tested positive for COVID-19, it will work with the individual and/or the reporting entity, following appropriate regulatory guidelines, to determine close contacts.

Return to Work/Program Protocol
Holy Childhood shall follow the guidance of the New York State and Monroe County Departments of Health relating to employees returning to work.

If a student/adult has a COVID-19 positive person in their household, Holy Childhood will require either a COVID-19 test or automatic 14-day quarantine of the student/adult before we readmit the person to program or school. For staff with a COVID-19 positive person in the household, we will require a test and documentation of the outcome.
As the consequences of COVID-19 unfold, The Rochester School of the Holy Childhood, Inc. will continue to follow evolving guidance from local and New York State Departments of Health, and other regulatory entities, which will support our policies and practices. We will work diligently to invoke the confidence of all Holy Childhood stakeholders, and have as a primary responsibility the maintenance of the health and safety of every person we serve and our valued staff.
Appendix B
School Program Re-Opening Plan
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Overview

On March 16, 2020, pursuant to Executive Order 202.4, school districts, charter schools, and nonpublic schools were ordered to close no later than Wednesday, March 18, 2020 as a result of the outbreak of the Novel Coronavirus (COVID-19) occurring in New York State. As schools and agencies consider re-opening partially or fully in person, the Holy Childhood Re-Opening Task Force has worked to prepare a Re-Opening Plan which has been informed, in part, by input from the educational and human services communities across New York State.

During this time, the School Program Team revisited recommendations, reflected on the changing environment, and utilized the feedback received from surveys and communications to gain parental, familial, and collegial insights. We are mindful of the realities and uncertainties families have been enduring in this challenging landscape.

As we prepare this guidance for re-opening our school, the following principles guide our work:

- The health, safety, and well-being of the children and adults engaged in our school program are paramount.
- We will always keep the issue of educational equity at the forefront of our thinking and decision-making.
- We recognize that one size does not fit all. We will always consider the tremendous diversity that exists amongst our students, families, and school districts.
- We will work with parents, teachers, administrators, and their local communities to develop and deliver workable solutions to the unique needs of our students and school. We will succeed through our collective effort.
- We will proceed with the understanding that planning for schools to reopen is not a one-time event. We will continuously monitor the situation, analyze data, evaluate successes and limitations, and provide updated guidance, policies, and regulatory changes as the situation requires.

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

Holy Childhood (main campus):
100 Groton Parkway
Rochester, New York 14623

Holy Childhood (community classroom):
900 Jefferson Road
Rochester, New York 14623
This guidance is intended to address, at minimum, the following:

1. Our governing bodies during the pandemic have identified the need to plan for three possible reopening scenarios: in-person instruction, remote instruction, and a combination of the two, which is being referred to as a hybrid model for equity in education;

2. These core health & safety structures:
   a. Health Checks/Screenings
   b. Healthy Hygiene Practices
   c. Social Distancing
   d. Personal Protective Equipment & Cloth Face Coverings
   e. Management of Ill Persons
   f. Contact Tracing
   g. Cleaning & Disinfection

3. These educational & instructional structures:
   a. Equity in education (i.e. in-person, remote, and hybrid model)
   b. Physical and instructional spaces
   c. Social Emotional Learning (SEL)
   d. Attendance & chronic absenteeism
   e. Technology and connectivity
   f. Teaching & learning (including but not limited to cohorts for learning)
   g. Extracurricular activities
   h. Safety Drills
   i. Community Classroom

4. These facilities structures:
   a. Hygiene, cleaning, and disinfection
   b. Ventilation
   c. Signage
   d. Capacity (i.e. to maintain appropriate social distance, personal protective equipment availability, etc.)

5. These communication & training structures:
   a. Communication plans for students, parents, or legal guardians of students, staff, and visitors
   b. Development of communication outreach through webpages, text/email/phone groups, and/or social media or posts.
   c. Communication using signage which adheres to CDC and DOH guidelines regarding the use of safety & health principles.
   d. Communication of training that is needed for students and staff regarding CDC & DOH guidelines.

6. These transportation structures:
   a. Transport students to and from school in the safest manner which promotes their ongoing good health.
7. These nutrition structures:
   a. Time is provided within the school day to have a healthy meal and/or snack which is provided by the family/guardian.

Thank you in advance for your continued support, understanding and feedback in helping Holy Childhood make the best decisions. We are grateful for our students, families & guardians, and colleagues who continue ‘inspiring lifelong success’ while balancing this time of distance.

This document was prepared with the most current guidance from the Center for Disease Control and Prevention, New York State Department of Health, and New York State Education Department.

<table>
<thead>
<tr>
<th>Health &amp; Safety</th>
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<tbody>
<tr>
<td>The health and safety of the children and adults in our schools is paramount. Health and safety considerations must always come first in every decision made and every action taken by our school. Whether instruction is provided in-person, remotely, or through some combination of the two, Holy Childhood has an important role to play in educating and communicating with school communities about the everyday preventive actions they can take to prevent the spread of COVID-19. Prevention is accomplished by following the recommendations of health authorities in the following areas:</td>
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| • Health Checks & Screenings;  
• Healthy Hygiene Practices;  
• Social Distancing;  
• Personal Protective Equipment (PPE) and Cloth Face Coverings;  
• Management of Ill Persons;  
• High Risk Persons; and  
• Contact Tracing |

<table>
<thead>
<tr>
<th>Health Checks &amp; Screening</th>
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<td>Holy Childhood defines screening as a measure or procedure put into practice to identify actual or potential cases of illness. Holy Childhood’s screening process will be guided by current information from the Centers for Disease Control and Prevention, New York State and Monroe County Departments of Health or any other regulatory body with oversight of operations for Holy Childhood (i.e. New York State Education Department, New York State Department of Health, etc.).</td>
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<th>Health Checks &amp; Screening for Students</th>
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<tr>
<td>As students enter the school building, they will receive screening at designated points by Holy Childhood staff.</td>
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When entering the school building a mask or appropriate face covering shall be in place as defined by the most current guidelines on respiratory etiquette; or otherwise noted in the IEP.

Students shall be screened for the following basic identifiers:

- Fever - identified by an appropriate measuring device - > 100.0 degrees Fahrenheit
- Other symptoms suggestive of Influenza-Like Illness or SARS-CoV-2 as defined by the Centers for Disease Control and Prevention or the New York State Department of Health such as cough, shortness of breath, fatigue, headache, new loss of taste or smell, muscle or body aches, sore throat, congestion or runny nose, nausea, vomiting, and/or diarrhea.

Students at a minimum will have their temperature taken entering the building, yet may be asked the following depending on their ability:

1. Have you had COVID-19 symptoms (per CDC) in the past 14 days (i.e. viral respiratory illness such as cough, shortness of breath or difficulty breathing, sore throat, irritated eyes, nasal congestion or runny nose, vomiting, nausea, diarrhea, fever, chills, new loss of taste or smell, headache, body aches or, fatigue)?
2. Have you had a positive COVID-19 test in the past 14 days?
3. Have you had close contact with any confirmed or suspected COVID-19 cases in the past 14 days?
4. Have you traveled internationally, or from within one of the designated states with significant community spread?

Persons who answer yes to 2 or more of the above symptoms in question one with new or unexplained symptoms, and/or have a temperature screen of 100.0 degrees Fahrenheit or greater, will be denied entry into
the building or sent directly to the isolation room prior to being picked up or sent home. Individual will then be advised to contact their healthcare provider, or contact the Monroe County Public Health COVID-19 Hotline at (585) 753-5555 to discuss their situation. Employees should also contact their supervisor for guidance before reporting to work.

All staff will be educated to observe students or others staff members for signs of any type of illness such as: flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, and/or irritability, and frequent use of the bathroom.

Students and staff exhibiting these signs with no other explanation for them should be escorted to the isolation room for an assessment by the school nurse. Ideally a school nurse (Registered Professional Nurse, RN) is available to assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19, but are neither contagious nor pose a public health threat. Anyone who has a temperature of 100.0 degrees Fahrenheit or greater, has a positive response of the screening questionnaire, or a new illness with no other explanation noted must be isolated from others and sent home immediately. Students will be supervised in an isolated area while awaiting transport home. Therefore, families must have updated contact information with emergency contacts on file with the school for the child to be picked up immediately. It is mandatory that this will be done within the hour of the phone call; if a parent/guardian’s work or home is located at a distance more than an hour from Holy Childhood, they must inform the school and provide arrival time or arrange for a more timely alternative.

Per NYSDOH, schools are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g. the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the
| Health Checks & Screening for School Program Employees | Employees shall be screened for the following basic identifiers:

- Fever - identified by an appropriate measuring device - \( \geq 100.0 \) degrees Fahrenheit
- Other symptoms suggestive of Influenza-Like Illness or SARS-CoV-2 as defined by the Centers for Disease Control and Prevention or the New York State Department of Health such as cough, shortness of breath, fatigue, headache, new loss of taste or smell, muscle or body aches, sore throat, congestion or runny nose, nausea, vomiting, and/or diarrhea.

Staff will be given a screening questionnaire aligned with their mode of communication (i.e. words, pictures, sign language, on device, etc.) to include yet not limited to:

1. Have you had COVID-19 symptoms (per CDC) in the past 14 days (i.e. viral respiratory illness such as cough, shortness of breath or difficulty breathing, sore throat, irritated eyes, nasal congestion or runny nose, vomiting, nausea, diarrhea, fever, chills, new loss of taste or smell, headache, body aches, or fatigue)?
2. Have you had a positive COVID-19 test in the past 14 days?
3. Have you had close contact with any confirmed or suspected COVID-19 cases in the past 14 days?
4. Have you traveled internationally, or from within one of the designated states with significant community spread?

Persons who answer yes to 2 or more of the above symptoms in question one with new or unexplained symptoms, and/or have a temperature screen of 100.0 degrees Fahrenheit or greater, will be denied entry into the building or sent directly to the isolation room prior to being picked up or sent home.
Individual will then be advised to contact their healthcare provider, or contact the Monroe County Public Health COVID-19 Hotline at (585) 753-5555 to discuss their situation. Employees should also contact their supervisor for guidance before reporting to work.

Holy Childhood requires that employees immediately disclose if they or their family members responses to any of the screening questions (in-person, self-screened, online screen) indicates the presence of illness or symptoms. Employees who have symptoms suggestive of COVID-19 shall notify their supervisor per Holy Childhood policy and remain out of the workplace. Holy Childhood recommends that sick employees follow the recommendations of the CDC and should not return to work until the criteria to discontinue voluntary home isolation are met and/or in consultation with the employees’ health care provider.

Holy Childhood shall follow the guidance of the New York State and Monroe County Departments of Health relating to employees returning to work.

Per NYSDOH, schools are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g. the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g. pass/fail or cleared/not cleared).

### Health Checks & Screening for Visitors

Visitors shall be screened for the following basic identifiers:

- Fever - identified by an appropriate measuring device - ≥ 100.0 degrees Fahrenheit
- Other symptoms suggestive of Influenza-Like Illness or SARS-CoV-2 as defined by the Centers for Disease Control and Prevention or the New York State Department of Health such as cough, shortness of breath, fatigue, headache, new loss of taste or smell, muscle or body
aches, sore throat, congestion or runny nose, nausea, vomiting, and/or diarrhea.

Visitors will be given a screening questionnaire aligned with their mode of communication (i.e. words, pictures, sign language, on device, etc.) to include yet not limited to:

1. Have you had COVID-19 symptoms (per CDC) in the past 14 days (i.e. viral respiratory illness such as cough, shortness of breath or difficulty breathing, sore throat, irritated eyes, nasal congestion or runny nose, vomiting, nausea, diarrhea, fever, chills, new loss of taste or smell, headache, body aches, or fatigue)?
2. Have you had a positive COVID-19 test in the past 14 days?
3. Have you had close contact with any confirmed or suspected COVID-19 cases in the past 14 days?
4. Have you traveled internationally, or from within one of the designated states with significant community spread?

Persons who answer yes to 2 or more of the above symptoms in question one with new or unexplained symptoms, and/or have a temperature screen of 100.0 degrees Fahrenheit or greater, will be denied entry into the building or sent directly to the isolation room prior to being picked up or sent home. Individual will then be advised to contact their healthcare provider, or contact the Monroe County Public Health COVID-19 Hotline at (585) 753-5555 to discuss their situation.

Holy Childhood requires that visitors immediately disclose if they or their family members responses to any of the screening questions (in-person, self-screened, online screen) indicates the presence of illness or symptoms.

Nonessential visitors, volunteers, and large group activities, especially those activities that involve other groups, shall be restricted for the
foreseeable future. Refer to the volunteer section for further information regarding: student teachers, student interns, and small volunteer groups. In some cases for business necessity, small groups may be allowed admittance. These instances shall be evaluated on a case-by-case basis by Directors and any visitors will be subject to prescribed screening protocols.

Per NYSDOH, schools are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g. the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g. pass/fail or cleared/not cleared).

<table>
<thead>
<tr>
<th>Additional Information Regarding Health Checks &amp; Screenings</th>
<th>When conducting temperature screenings:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Staff members will supervise students who are waiting their turn. While waiting, students must be socially distanced;</td>
</tr>
<tr>
<td></td>
<td>• Staff members will be trained to perform temperature screenings;</td>
</tr>
<tr>
<td></td>
<td>• Sufficient supplies for taking temperatures will be available; and</td>
</tr>
<tr>
<td></td>
<td>• There will be PPE or barriers for staff members conducting the screening.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent Assistance for Health Checks &amp; Screening</th>
<th>Prior to the arrival to school, parents/guardians are encouraged to screen their child by:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Taking their child’s temperature to confirm temperature is less than 100.0 Fahrenheit.</td>
</tr>
<tr>
<td></td>
<td>• Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing, or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.</td>
</tr>
</tbody>
</table>

If the child exhibits any of these symptoms, the child needs to stay home for the day.

<table>
<thead>
<tr>
<th>Transportation Health Checks &amp; Screening</th>
<th>School districts &amp; various agencies transporting students to school may have additional health checks &amp; screenings that need to be adhered to prior to the arrival at Holy Childhood. It is recommended that parents, guardians, and families contact your transportation provider to</th>
</tr>
</thead>
</table>
As part of the hybrid (phased-in) model, students will return to the building and following local health department guidelines community-based activities will be phased back into the school routine. Vans will be limited to two students to accommodate social distancing to the fullest extent. Staff will adhere to van cleaning protocols for disinfection before and after vehicle use.

### Administration of Health Checks & Screening

<table>
<thead>
<tr>
<th>How to conduct health checks &amp; screenings:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Upon arrival, proper hand hygiene practices will be conducted by screeners. Hands will be washed with soap and water for 20 seconds. If soap and water are not available, hand sanitizer with at least 60% alcohol will be used.</td>
</tr>
<tr>
<td>- Staff will don an acceptable face covering or mask and gloves at minimum. Eye protection (goggles or disposable face shield that fully covers the front and sides of the face) or gown may also be included.</td>
</tr>
<tr>
<td>- Screener will maintain social distance when possible.</td>
</tr>
<tr>
<td>- If an individual presents with or screener observes <strong>two or more</strong> of the CDC listed symptoms of COVID-19 while performing screening questionnaire, individual must be denied entry into the facility or sent directly to the isolation room prior to being picked up or otherwise sent home.</td>
</tr>
</tbody>
</table>
| - However, if individual has answered “N” or “No” to previous questions, screener may then check the individual, student, staff, visitor, and contractor etc. temperature using a touchless infrared thermometer. Point the thermometer directly at the center of the forehead without touching the thermometer to the forehead. (Ask individual to push any hair on their forehead out of the way before obtaining the temperature reading). If temperature reading of forehead is low (i.e.: below 95.0
degrees Fahrenheit; check temperature again by holding thermometer behind the ear of the individual, student, staff, visitor, contractor, etc.) Take the higher reading as the temperature.

- Clean the thermometer with an alcohol wipe between each person.
- If disposable or non-contact (temporal or infrared) thermometers are used and there was no physical contact with an individual, the screener does NOT need to change gloves before the next temperature check.
- However if the gloves become visibly soiled, screener is to remove and discard gloves. Then use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 second. Then put on a clean pair of gloves.
- If temperature is greater than or equal to 100.0 degrees Fahrenheit the individual must be denied entry into the facility or sent directly to the isolation room prior to being picked up or otherwise sent home.
- Screener will note an “N” or “No” in the temperature column.
- If temperature is less than 100.0 degrees Fahrenheit screener is to note a “Y” or “Yes” in the temperature column.
- Screener is to document a “P” or “F” (Pass or Fail) on the health screening questionnaire in specified column then sign their initials.
Healthy Hygiene Practices

Healthy hygiene practices should be taught and re-taught in school settings for both students and staff.

Holy Childhood will provide instruction to our school community in hand and respiratory hygiene, along with providing adequate supplies and time to allow for frequent hand hygiene.

Additionally, Holy Childhood will post signs throughout the school and will regularly share messages with the school community.

Signage will remind individuals to:
- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of, or exposure to, COVID-19.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

Holy Childhood will post signage in highly visible areas such as:
- Entrances
- Restrooms
- Locker rooms
- Gymnasium
- Pool
- Lunchroom
- Classrooms
- Administrative Offices
- Multi-Purpose Room
- Life Skills Room
- Library
- Art room
- PAES room
- Custodial & staff areas
Teaching healthy hygiene practices will be accomplished in person, by videos, announcements, and posters or signs. Some of the healthy hygiene practices that will be taught through multiple modalities are:

For students:
- Proper handwashing
- Proper mask-wearing
- Respiratory hygiene
- Social distancing
- Visiting the health office
- Arrival & Dismissal
- How to greet a peer, friend, or teacher/therapist
- Lunch etiquette
- Moving through the hallways

For families:
- Appropriately remaining at home
  - Holy Childhood will educate families and staff in their native language about when they should stay home or refrain from attending school, school programs, work programs, and other Holy Childhood activities. Conversely, this guidance will include education as to when return to regular activity within the school or program is acceptable. Such a decision to remain home from work, school, program, or other activity associated with Holy Childhood can be made without fear of reprisal.

For faculty & staff:
Including some student & family trainings, in addition to:
- Proper handwashing
- Proper mask-wearing
- Respiratory hygiene
- Cleaning and disinfection
- Appropriate slow the spread etiquette
- Understanding the continuum of health
diagnoses & assisting with mitigation

- Relias trainings (an online professional development/training system) including but not limited to:
  - Infection Control-Airborne precautions
  - Transmission based precautions
  - Preparing for Pandemic Influenza

- See additional trainings under trainings section.

These are some of the trainings that will be conducted for our students, faculty, and staff; as we will continue to evaluate our needs for our students, faculty/staff, population, and building.
Social Distancing

Social Distancing also called “physical distancing” means keeping a six-foot space between yourself and others. Holy Childhood will implement and enforce social distancing in all school facilities and on school grounds. Holy Childhood will ensure that student groupings are as static as possible by having the same group/cohoot of students stay together.

Holy Childhood will make every reasonable attempt to maintain social/physical distancing by instituting:

- Staged entry into the location
- Staggered dismissal from homeroom and other transition times when large numbers of people may be in common areas such as hallways
- Limiting trips outside of the classroom
- Alternate seating and/or desk/table configuration to promote and maintain six feet separation
- Placement of carrels or other appropriate divider/barrier to limit droplet exposure
- Signage throughout common areas of the building and other visuals to assist with distancing 6 ft. apart when in classrooms/workrooms

Staff will adhere to appropriate social distancing by maintaining at least six feet of distance between students unless the safety or core function of the activity or instruction requires a shorter distance. At all times when staff must be within six feet from one another or students, they must wear acceptable face coverings.

For certain activities, the minimum required distance between individuals is increased to twelve (12) feet in all directions. Examples including singing and aerobic exercise.

Staff will ensure that student groupings remain as static as possible by having the same group of students stay with the same staff groups throughout the day. Further, Holy Childhood will restrict student mixing between groups and limit
the maximum number of student groups in any specific area, as feasible.

Seating and desks shall be arranged to promote social distancing. Desks will be turned to face in the same direction (rather than facing each other) or have students seated at only one side of tables, spaced more than six feet apart from each other.

The sharing of instructional items, objects, and equipment shall be limited. As much as possible, students shall be provided with items needed for instruction or activity on an individual basis. Such items needed for instruction or activity shall be cleaned after each use and subject to the same cleaning/disinfection policy noted within this plan. Individual belongings shall be separated from others and placed in containers that are individually labeled and stored in areas so as to be easily identified and located for the purpose of returning them home to be cleaned and disinfected.

Holy Childhood has established adequate supplies to minimize the sharing of high-touch items to the extent possible or limit the use of supplies and equipment to a single cohort group of students with cleaning/disinfecting to take place between uses.

Items such as electronic devices, books, games, learning aids that cannot be cleaned or disinfected shall not be shared between students.
**Personal Protective Equipment (PPE) & Cloth Face Coverings**

**For students, faculty, staff, and others:**
Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment. All individuals at Holy Childhood and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance. Recognizing exceptions outlined below, all students and staff members, are required to wear appropriate face coverings:

- Whenever they are within 6 feet of someone;
- In hallways;
- In restrooms; and
- In other congregate settings, including buses.

Holy Childhood will provide acceptable face covering to employees (and students if they forget their own) and have an adequate supply in case of need for replacement per Executive Order 202.16. Holy Childhood will allow an employee to wear their own acceptable face covering but may not require they supply their own face coverings.

Face coverings may be challenging for some students to wear in settings such as school, so scheduling mask breaks is important. Face coverings should not be placed on:

- Children younger than 2 years old;
- Students where such covering would impair their physical or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction or otherwise noted in the IEP;
- Anyone who has trouble breathing or is unconscious; or
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
- Employees with healthcare provider documentation stating they are not medically able to tolerate face covering cannot be required to do so.
Holy Childhood will inform students, parents/guardians and staff on the importance of masks, and will instruct students/staff on:

- The proper way to wear face coverings;
- Washing hands before putting on and after removing their face covering;
- Proper way to discard disposable face coverings;
- The importance of routine cleaning of reusable face coverings; and
- Face coverings are for individual use only and should not be shared.

Students and staff may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the staff member.

Generally speaking, staff shall use respiratory protection/face coverings at all times unless they are in a designated “safe space” or the sole occupant of an individual workspace. Respiratory protection may include standard surgical-style masks or cloth face coverings, which Holy Childhood will provide. Face shields/safety goggles will be made available for staff working with students where spitting is common.

**Students/Individuals who can medically and behaviorally tolerate a mask or face covering should be encouraged but not required to wear one.** Face coverings will not be used for anyone who is unable to medically or behaviorally tolerate such covering or where such covering would impair their health or would present a challenge, distraction, or obstruction to educational services and instruction.

**Health Office Staff**
The CDC recommends that school-based health personnel use Healthcare Facilities: [Managing](#)
Operations During COVID19 Pandemic Updated June 29, 2020 guidance when providing care to ill persons as part of infection control protocols:

• Licensed healthcare professionals must utilize standard precautions at all times;

• Transmission- based precautions will be used when assessing persons suspected of having COVID-19;

• Holy Childhood will have adequate supplies of PPE for use by school health professionals to assess and care for ill students and staff members;

• Such PPE includes, but is not limited to:
  o face masks (disposable surgical masks)
  o respirators (N95) masks that are fit tested
  o eye protection or face shields
  o gloves
  o disposable gowns

For optimal protection, when worn, the face shield must be used with a face mask and:

• Extend below the chin distally;
• To the ears laterally;
• There should be no exposed gap between the forehead and the shield’s headpiece;
• Only be worn by one person per shield;
• Be cleaned between use; and
• The wearer should wash their hands after removing the shield and before putting it on.
Management of Ill Person(s)

Students and staff with symptoms of illness must contact the health office where the nurse can triage and determine if a nurse needs to come to the location or student/staff member needs to go to the isolation room. Holy Childhood will have two rooms for school health personnel - one room for healthy students who have injuries or need their medications or nursing treatments, and another room for assessing and caring for ill students and staff. Both rooms require a supervising adult to be present and should have easy access to a bathroom and sink with hand hygiene supplies.

Ideally a school nurse (Registered Professional Nurse, RN) is available to assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat. If a school nurse is not available, persons who answer yes to 2 or more of the COVID-19 symptoms per CDC and/or have a temperature screen of 100.0 degrees Fahrenheit or greater, individual will be denied entry into the building or sent directly to the isolation room prior to being picked up or sent home. Individual will then be advised to contact their healthcare provider, or contact the Monroe County Public Health COVID-19 Hotline at (585) 753-5555 to discuss their situation.

Administrators will work collaboratively with school nurses to determine if additional staff is needed to assist with non-nursing tasks such as:

- Student supervision;
- Telephone calls, text, or emails to parent/guardians; and
- Assistance with completing any required paperwork other than nursing documentation.

Returning to School

Holy Childhood must follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider
(physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:
• Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
• If they have been diagnosed with another condition and have a healthcare provider’s written note stating they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a positive test, their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:
• It has been at least ten days since the individual first had symptoms;
• It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
• It has been at least three days since the individual’s symptoms improved, including cough and shortness of breath.

Holy Childhood will notify the Monroe County and New York State Health departments immediately upon learning of a positive COVID-19 test among students, faculty, staff or visitors. Holy Childhood will cooperate with contact tracing, isolation and quarantine efforts.

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings. CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.
Holy Childhood will follow Education Law § 906, which provides [w] whenever ... a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. Elizabeth Hopkins, Director of Quality & Compliance and Safety Coordinator shall immediately notify a local public health agency of any disease reportable under the public health law. The director of school health services, or other health professionals acting upon direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff. School staff must immediately report any illness of students or staff to the school nurse or other designated school staff. Such reports should be made in compliance with FERPA, and Education Law 2-d.

Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet. Following CDC and NYSDOH recommendations Holy Childhood will:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
Once the area has been appropriately cleaned and disinfected it can be reopened for use.

Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

Refer to DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” for information on “close and proximate” contacts.

If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.
**High Risk Population**

Many students at Holy Childhood are medically fragile; therefore, considered vulnerable. Families in consultation with their doctor may choose to have their child continue with remote learning. Students who cannot remove a mask, or have a medical reason to be exempt from mask wearing will have additional safety measures in their environment including staff wearing face masks.

Vulnerable staff working directly with students may have additional PPE. Work at home can be an option for some but not all staff.

**Contact Tracing**

Refer to Holy Childhood Agency protocol for confirmed COVID cases in school.

Questions should be directed to Elizabeth Hopkins, Director of Quality & Compliance and Safety Coordinator at ehopkins@holychildhood.org

Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

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**Educational & Instructional Structure**

Per the New York State Education & Health Department guidance, Holy Childhood needs to address a combination of in-person instruction and remote learning to facilitate a hybrid (phased-in) model, which may be necessary at various times throughout the 2020-2021 school year. In cases when in-person instruction is not feasible, hybrid (phase-in) models of education will need to be considered based on educational or other needs and must balance this with equity, capacity, social distancing, PPE, feasibility, and learning considerations.

In accordance with the Governor’s guidance, after August 1, if the regional infection rate using a 7-day average is over 9%, Holy Childhood will need to close its buildings and return to 100% of students receiving the Remote Learning Plan.

In-person, Hybrid (phased-in), and remote instruction models will be reviewed every 10 weeks to determine if we need to adjust to a less or more restrictive model for our student population.

<table>
<thead>
<tr>
<th>In-person instruction</th>
<th>At this time, 5-day a week in-person instruction will not occur at Holy Childhood. We will start with a hybrid (phased-in) approach to our physical buildings. As outlined in guidance from NYSED,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Type</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td>Repopulation of School</td>
<td>Repopulation of school is dependent upon the regional infection rates and in combination with our review of Holy Childhood practices.</td>
</tr>
</tbody>
</table>
| Hybrid (phased-in) instruction | In September of 2020, Holy Childhood plans to implement a hybrid (phased-in) approach. We will divide our school program into two cohorts:  
- Cohort #1  
  - Monday, Tuesday in person  
  - Remote instruction on Wednesday, Thursday & Friday  
- Cohort #2  
  - Thursday, Friday in person  
  - Remote instruction on Monday, Tuesday, Wednesday  
| Remote instruction | In September of 2020, Holy Childhood plans to implement remote instruction on days that students are not physically in the school building.  
- Cohort #1  
  - Remote instruction on Wednesday, Thursday & Friday  
- Cohort #2  
  - Remote instruction on Monday, Tuesday, Wednesday  |
| Assessment of in-person, hybrid (phased-in), and remote instruction models | In-person, Hybrid (phased-in), and remote instruction models will be reviewed every 10 weeks (or sooner based on need) to determine if we need to adjust to a less or more restrictive model. |
Overview of equity of education (i.e. in-person, hybrid, and remote instruction)

Hybrid (Phased-In) Instruction

Holy Childhood Hybrid Learning Model Schedule

<table>
<thead>
<tr>
<th>Cohort 1</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Cohort 2</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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Cohort #1—Monday, Tuesday  
Time: 8:30-2:30

Cohort #2—Thursday, Friday  
Time: 8:30-2:30

Wednesday, Thursday, Friday—remote
Monday, Tuesday, Wednesday—remote

Specific classroom schedules will be provided to staff and families/guardians under separate cover.

It is important to identify that significant time will be dedicated to re-introduction to a structured program. With this model, we are able to provide in-person instruction two-days a week for our students.

The schedule for the day will be forthcoming; however, specific times have been scheduled for the following:

- Related Services will be scaffolded between in-person & teletherapy.
- During this model, students will receive instruction in physical and health education. There will be no swim instruction until we return to full in-person instruction, 5-days per week, or at a 10 week review period.
• Snacks and beverages will need to be provided by families and will not be provided by Holy Childhood
• Scheduled days/times for cafeteria/lunch
• Scheduled days/times for playground
• Scheduled days/times for push-in art instruction

As part of our hybrid (phased-in) instruction, Holy Childhood has a remote instruction component for three days a week for our student population.

Cohort #1 will have remote instruction on Wednesday, Thursday, and Friday between the hours of 9:00-11:00 AM.

Cohort #2 will have remote instruction on Monday, Tuesday, and Wednesday between the hours of 9:00-11:00 AM.

The premise is that K-6 has at least an hour of instruction a day (combination of face to face & materials) and 7-12 has at least two hours of instruction a day (combination of face to face & materials).

Teachers have the flexibility, dependent of their classroom roster, on their instructional delivery model.
Remote Instruction

The following model for instructional delivery have been developed in case in the event of a need for a 5-day a week remote instruction model due to complete closure.

<table>
<thead>
<tr>
<th>1--hour group lesson weekly</th>
<th>3--45-60 minute group lessons weekly (2 hours and 15 minutes to 3 hours weekly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1--half hour individual session weekly</td>
<td>1--half hour individual session every two weeks (2 hours weekly--4 individual sessions weekly) (or 2 hours &amp; 45 minutes to 3.5 hours per student)</td>
</tr>
<tr>
<td>3- 60 minute group lessons weekly</td>
<td>5-- 60 minute group lessons weekly</td>
</tr>
<tr>
<td>2-20-30 minute instructional videos posted weekly</td>
<td>All teachers will be online daily for at least 30 minutes during remote instruction days. When a specific lesson is not scheduled, teachers need to have daily office hours for 30 minutes. If no one shows after 15 minutes the teacher will leave the session. This time can be regarding a specific task, additional intervention time, conference with a family member, etc.</td>
</tr>
</tbody>
</table>

Teacher Assistants/Aides will have designated times during remote instruction for students during the week to work on: counting, basic math facts, letter identification, reading aloud (by either teacher or student), etc. This will be 15-30 minute session.

Related Service Providers will schedule their caseload in collaboration with the family for teletherapy services & will provide additional materials to supplement services & provide resources for families to implement at home.

As part of this model, we will provide access to educational resources despite levels of participation.
# Physical & Instructional Space

The health and safety of the children and adults in our schools is paramount. Health and safety considerations must always come first in every decision made and every action taken by our school program. Whether instruction is provided in-person, remotely, or through some combination of the two, Holy Childhood has an important role to play in educating and communicating with school communities about the everyday preventive actions they can take to prevent the spread of COVID-19. Therefore, some changes have been determined during this time.

<table>
<thead>
<tr>
<th>Physical &amp; Instructional Space</th>
<th>The pool and associated locker rooms will remain closed at this time until in person instruction returns full time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>The library will remain closed for classroom instruction at this time until in person instruction returns full time. The space may be repurposed as a meeting space or area for remote learning.</td>
</tr>
<tr>
<td>Lunchroom</td>
<td>The lunch room will open for high school and transition classrooms based on a designated schedule to allow for social distancing. Hand hygiene for students will occur before and after eating. The lunchroom will continue to adhere to appropriate allergy protocols. The classroom will be responsible for following cleaning protocols following the use of these spaces.</td>
</tr>
<tr>
<td>Life Skills Room</td>
<td>The Life Skills room will be open for staff use only. Classroom use of this space will be on pause at this time due to health and safety concerns. The Life Skills room will be utilized at capacity as regulated by regional health directors with appropriate physical distancing signage in place. Staff will be responsible for following cleaning protocols following the use of these spaces.</td>
</tr>
</tbody>
</table>
| Classrooms                    | • Classrooms will have signage posted for appropriate physical distancing, hand washing, and mask wearing.  
• Classrooms have been equipped with individual desks for each student. Desks will be arranged in a fashion to face one direction, while maintaining physical distancing.  
• Students will be assigned individual cubbies for personal belongings to limit cross contamination.  
• Each student will be provided with individual classroom supplies to limit use of shared materials.  
• All classrooms will be equipped with adequate and appropriate PPE and cleaning supplies to meet the needs of each staff member and student occupying the space. |

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**Holy Childhood Re-Opening Plan, Updated July 30, 2020**
<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
</table>
| Therapy Rooms      | • Therapy rooms will be labeled with appropriate signage to maintain physical distancing, hand washing, and mask wearing.  
                      • Physical Barriers are in place in shared therapy spaces to promote physical distancing. 
                      • All therapy rooms will be equipped with adequate and appropriate PPE and cleaning supplies to meet the needs of each staff member and student occupying the space. |
| Shared Office Space| Shared office spaces have been equipped with physical barriers to provide protective barriers and promote physical distancing.                        |
| Hallways           | The hallways have physical distancing signage in place every 6 feet to promote physical distancing.                                              |
| Gymnasium          | The gymnasium has physical distancing signage in place in hallway to promote physical distancing when awaiting entrance into the gymnasium. The gymnasium will be engineered to allow for social distancing at 12 feet between individuals when receiving instruction and during activities that involve heavy breathing per NYSED guidelines. |
| Playground         | Playground use will be encouraged to promote physical exercise in an outdoor setting. Classrooms will be assigned a scheduled time for allotted playground usage in order to allow for physical distancing and reduce the number of people in which a student comes in contact with. |
| PAES Lab           | • PAES lab will be utilized as the primary means of delivering work development and hands-on learning to replicate real-world work experiences.  
                      • A PAES lab schedule will be created to promote students within the same classroom to work at the same scheduled time in order to reduce the number of people in which a student comes in contact with. 
                      • PAES lab will be equipped with appropriate signage for physical distancing, hand washing, and mask wearing. 
                      • The PAES lab will be equipped with adequate and appropriate PPE and cleaning supplies to meet the needs of each staff member and student occupying the space. |
### Art Room

The Art room will be closed for student instruction at this time. Art will be performed as a push-in to each classroom, taking careful consideration to limit the use of shared supplies.

### Arrival & Dismissal

School Districts and agencies are responsible for student transportation. Understanding the requirements outlined by the Department of Health, arrival and dismissal times may result in longer periods of time due to use of larger vehicles and buses as well as screening procedures needing to take place prior to entry to the building.

| Entry of Students to Building | Staff will be assigned to arrival or dismissal times to assist with escorting students to and from the building. Additional staff (clinicians, social workers, and teachers of specials) may be called upon to assist with arrival and dismissal routines. |
| Dismissal of Students from the Building | Students will remain in their homeroom classroom for Dismissal. There will be assigned staff to lead the dismissal procedures. Position of buses in the loop will determine order of dismissal. Buses will be announced to the school program via overhead announcement or electronic method. Students in the Green Hallway will exit the building through the main lobby (Entrance 1). Students whose classrooms are in the Yellow Hallway will exit the building using the side door (Entrance 2). Students requiring medical support prior to leaving will dismiss from the Medical Office using the Grey Hallway (Entrance 6). |
| Signage | Visuals are prominently displayed throughout Holy Childhood and at entry points. Staff will remain with students while waiting for screening procedures to be conducted. Arrival flow will be one way through Entrance 1, Entrance 2, and Entrance 6. |
| Screening Procedures | Refer to screening procedures in the Health & Safety section. |

### Cafeteria & Life Skills Room

<p>| Vending Machines | There are two vending machines at Holy Childhood both of which will remain “out of service” and not available for use by any person at Holy Childhood. All students and staff must plan for their own refreshments. |</p>
<table>
<thead>
<tr>
<th>Water Fountains</th>
<th>None of the water fountains in the facility will be utilized to prevent spread of infection.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Service</td>
<td>There is no food service at Holy Childhood. All students and staff are required to plan for and/or bring their own lunches and snacks. Meals will be eaten in the classroom for Primary and Intermediate classes. High School and Transition classes will have the opportunity to eat in the lunch room based on a designated schedule to allow for appropriate social distancing. It will be the decision of the classroom whether they utilize the lunch room or remain in the classroom for lunch time.</td>
</tr>
</tbody>
</table>

**Related Services**

Related services continue to be an integral part of our student programming. Holy Childhood is committed to providing quality therapeutic services while addressing the changing needs during this time of pause.

- Related services will be implemented per the IEP with a combination of teletherapy and in-person services provided per the student’s individual needs. Flexibility remains with delivery of services (i.e. mode of delivery, group size, frequency, duration, location, and individual vs group) throughout the COVID-19 pandemic. Related services (PT, OT, Speech, Counseling, Music therapy) will be provided as a push-in service as applicable to limit transitions in hallways and exposure to other areas of the building.
- Related Service Providers will maintain social distancing to the extent possible when providing therapy services to students. When social distancing is not possible to complete a therapeutic activity, staff will wear appropriate PPE as provided by Holy Childhood. When indicated per the student’s individualized needs, Speech and Counseling services will be provided in the location of the therapist’s individual office. Physical Therapy and Occupational therapy will be provided in their respective therapy rooms as needed, with physical barriers to divide shared work spaces and promote social distancing. Music Therapy will be provided as a push-in or pull-out session as indicated by the needs of the individual students and group size to maintain appropriate social distancing. Per NYSED guidelines, a physical distance of 12 square feet, masks/face shields/goggles, or physical barriers must be used during singing.
- All Related Service Providers will reduce the use of shared materials and appropriately sanitize any shared materials between uses. When transitioning students to a separate therapy space, related service providers will remain in the hallway and allow staff to transition students to the door to limit classroom traffic and exposure. When scheduling group sessions, Related Service Providers will, with reasonable attempt, to group students by classroom to minimize the number of people with whom the students may come into contact.
- All departmental related service meetings and parent meetings will be performed via an online platform to limit large group gatherings and promote social distancing.
### Specials (Art, PE, Swim, PAES)

Art, Physical Education, Swim, and PAES provide physical and creative outlets for our students during the school day. It is important that we continue to provide these programs with appropriate social distancing and reduced number of people in which students comes in contact.

#### Art/Woodworking
- Art instruction will occur in the students classrooms to reduce the sharing of materials between students
- Students will use their individual supplies or materials specially prepared to be dispensed for the purpose of the project. No materials will be shared by students.
- Materials and supplies will be disposed of or disinfected after use
- Woodworking will be suspended until further notice.

#### Physical Education
- Students/staff will be required to wash hands or sanitize prior to entry to the gymnasium
- Physical education will be conducted in the gymnasium, classrooms (as necessary) and/or outdoors weather permitting.
- The gymnasium will be engineered to allow for social distancing at 12 feet between individuals when receiving instruction and during activities that involve heavy breathing per NYSED guidelines.
- For remote learning, live physical education classes and/or instructor recorded lessons/activities will be available via Google suite classroom and Dropbox
- All equipment will be sanitized between classes or removed and stored appropriately for cleaning prior to use later the same day.

#### Swim
- The pool and locker rooms will be closed for the first 10 weeks of school. Based on school re-opening plan and attendance rates; the pool may be opened at a future date.
- Students and staff will follow guidelines for proper hand hygiene prior to entering the pool.
- Staff who assist with changing and toileting needs will have disposable gowns, goggles and/or face shields at their disposal.

- Social distancing will be monitored by staff

- When the pool fully re-opens under the direction of the School Program Director and CEO, individual student goggles will be provided as no personal items are shared.

- Swim laundry and other school laundry will be provided given the machine operator(s) don gloves and face masks when handling the dirty laundry and practice hand and respiratory hygiene when folding laundry.

<table>
<thead>
<tr>
<th>PAES</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Students and staff will follow hand hygiene and respiratory guidelines outlined in this plan prior to entry; unless exceptions are properly documented.</td>
</tr>
<tr>
<td>- Materials will be disinfected between classes and not shared during classes. If disinfection cannot be achieved immediately, they will be set aside to be cleaned later the same calendar day.</td>
</tr>
<tr>
<td>- Scheduling will be created in blocks/units to reduce the amount of vocational tasks being accessed by students.</td>
</tr>
</tbody>
</table>

**Social Emotional Learning (SEL)**

It is unrealistic to expect that students will return to instruction as they left it months ago. Students have experienced an extremely stressful, and for some, traumatic experience while isolated from school, friends, and community.

Some students have had positive experiences during school closures, learning, growing, and discovering new identities as activists, caregivers, and leaders in their communities. Holy Childhood will support and nurture new skills and mindsets. Students known to be vulnerable, as well as those not previously on our radar, may return to instruction anxious, fearful, withdrawn, grieving, and/or unprepared to self-manage new or exacerbated negative behaviors. And some students have thrived in a remote environment, as school anxiety has lessened.

Should additional periods of remote learning be required, Holy Childhood will be prepared to meet students where they are, regardless of the circumstances in which they find themselves.
At Holy Childhood, we are focusing on utilizing the Zones of Regulation to support the development of self-regulation in children. All the different ways children feel and the states of alertness they experience are categorized into four colored zones. Children who are well regulated are able to be in the appropriate zone at the appropriate time.

De-Escalation and Physical Management Techniques

- Holy Childhood adheres to Safety Care, which structures behavioral supports in a manner that emphasizes de-escalation, and only intervenes with physical interventions if the student is in immediate danger of self-injury. In the event that physical intervention is absolutely necessary, the following COVID-19 protocols must be implemented:
  - Staff must wash hands or use hand sanitizer before and after physical interventions
  - No physical interventions are to be implemented with anyone wearing a mask. The mask must be removed as it increases health risks and interferes with monitoring the student’s health status.
  - Safety shields, safety glasses, and/or gowns will be worn in the need of a physical restraint. If clothing or PPE is soiled with bodily fluids during an intervention appropriate discarding of PPE and packaging of clothing for launder must be followed.
- Holy Childhood will provide visual aids and tools to support staff and student return to program after a long absence. Our school administration, school social worker, school nurses and behavior therapists will facilitate communication to promote a healthy and positive return to the school building. Visual aids, social stories, videos and resources will be distributed to families and staff and posted to educate on the importance of de-escalation, emotional regulation, and other behavioral strategies and supports.
- Holy Childhood strongly recommends the use of masks, some students may object to wearing a mask which adversely impacts their overall social/emotional/behavioral well-being.
- Holy Childhood will continue to provide professional development to staff regarding de-escalation, self-regulation, and physical management techniques.

Attendance & Chronic Absenteeism

It is critical for Holy Childhood to use a variety of creative methods to reach out to students and their families who did not engage in remote learning.

The following are some mandatory attendance & chronic absenteeism requirements:

- Holy Childhood is responsible for developing a mechanism to collect and report daily teacher/student engagement or attendance regardless of the instructional model being utilized.
  - Holy Childhood will utilize a newly implemented system, SchoolTool, to take attendance.
- Flexibility should be considered when monitoring attendance in a remote model. Parent schedules, availability of technology or other barriers may preclude students from connecting with teachers at a certain time;
- Assign each student an “ally” – an adult who is responsible to check in on the student every day, whether instruction is in-person, remote, or online
The following are the responsibilities of students, families, faculty & staff of the school program:

| Administration                                                                 | • Administrators will work with staff to implement documentation of attendance absenteeism for Holy Childhood guidelines and procedures.  
|                                                                              | • Administrators will follow Holy Childhood procedures and protocols and document per Holy Childhood guidelines.  
|                                                                              | • Administrators will assign or designate staff to connect with cohort of students daily and report any significant attendance concerns.  
|                                                                              | • Administrators will monitor the attendance reporting system or SIRS.  
|                                                                              | • Administrators will continue to connect and meet with students and families of those with chronic absenteeism and poor attendance.  
| Faculty & Staff                                                              | • Staff will take attendance starting at the beginning and throughout the day following program protocols.  
|                                                                              | • Staff will report student information to the attendance reporting system.  
|                                                                              | • Staff will communicate significant attendance concerns to administration daily.  
|                                                                              | • Staff will communicate weekly attendance to families.  
|                                                                              | • Staff will continue to document daily attendance during virtual learning.  
| Students                                                                     | • Students will maintain regular attendance in-school or during virtual learning and communicate with their program staff.  
|                                                                              | • Students will meet with staff and/or administration when there are attendance concerns.  
| Families                                                                      | • Families will reinforce regular attendance for in-school and remote learning and maintain consistent communication with their school program.  
|                                                                              | • Families of those with attendance concerns will communicate/meet with staff and/or administration to address the attendance concerns.  

## Technology & Connectivity Structure

The effective use of digital technology can assist educators in differentiating and personalizing learning; provide flexibility in scheduling and pace; and provide multiple entry points for students to engage in learning. As schools plan for reopening, technology and connectivity must remain essential areas of focus. Regardless of whether in-person, remote, or hybrid (phase-in) models are utilized, schools should seek to provide students and teachers, for use in their places of residence, with access, to the extent practicable, to:

- A computing device, such as a laptop, desktop, Chromebook, iPad, or full-size tablet, for their exclusive use; and
- Consistent, reliable access to high-speed internet at a sufficient level to fully participate in remote/online learning will connect students to local school districts or sites within their community for Wi-Fi access.

### Student Devices

Starting in September of 2020 and rolling out through the Fall, Holy Childhood will provide student devices of either a Chromebook or iPad, dependent on grade/age-level.

These devices will allow access to remote learning through a Holy Childhood email and account for the following:

- Outlook Mail
- Google Suite including the various extensions and services (i.e. Google Classroom, Google Meet, etc.)

If student computers are delayed for technology distribution prior to September due to supply chain delays, we will continue with our current technology implementation of using personal computer devices and/or working with component school districts for continuation of technology, until the new devices are available.

### Staff Devices

Starting in July of 2020 and rolling out through the Fall, Holy Childhood will provide laptops to all teachers and clinicians.

These devices will allow access to remote learning through a Holy Childhood email and account for the following:

- Outlook Mail
- Google Suite including the various extensions and services (i.e. Google Classroom, Google Meet, etc.)
### Instructional Technology Platforms

The following instructional technology platforms will be utilized at Holy Childhood:

- UNIQUE Learning Systems (n2y.com)
- Google Suite & Extensions
- Dropbox
- YouTube

*Note: WebEx will be discontinued in September as an instructional technology platform.*

### Training

Starting in July of 2020 and rolling out through the school year, Holy Childhood will continue to provide “Screencastify” sessions to create a video library on tech tutorials for student, teacher, and family technology use.

### IT Support

Holy Childhood IT department will continue to provide direct support to Holy Childhood students, faculty, and staff. IT department is responsible for routine maintenance of school owned-devices. IT support for families will include a combination of training videos & administration support with consultation of members of the IT department of Holy Childhood.

### Work-Based Learning

Upon the start of the 2020-2021 school years, all school program Work Based Learning community programs will remain on pause.

The Work Based Learning Coordinator and Job Coaches will assess each community partner’s policies and health requirements. COVID-19 has dramatically changed guidelines and workplace procedures for programs of this design; we anticipate major barriers will exist for students to engage in this instructional activity for the foreseeable future.

The Work Based Learning Team at Holy Childhood will inform the re-opening committee once research is conducted and information gathered to reassess including Work Based Learning into the educational program. This will likely be aligned with the reopening of the school program to a full, 5-day in-person schedule. Recognizing that students are onsite for only 2 days each week gives priority to academic instruction and related service provision.

We recognize the importance of exposing students to work and employability skills and will seek opportunities to provide this education on site at Holy Childhood.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Use of the PAES lab</strong></td>
<td>Use of the PAES lab will be the primary means of delivering work development and hands-on</td>
</tr>
<tr>
<td></td>
<td>learning to replicate real-world work experiences. PAES lab has the ability for small</td>
</tr>
<tr>
<td></td>
<td>groups of students and staff to adhere to safety and health guidelines while exploring</td>
</tr>
<tr>
<td></td>
<td>work areas. PAES lab schedules will be determined by the end of September once students’</td>
</tr>
<tr>
<td></td>
<td>instructional and related services schedules are in place. Participation in the PAES</td>
</tr>
<tr>
<td></td>
<td>lab will be communicated to families at that time.</td>
</tr>
<tr>
<td><strong>Student Café</strong></td>
<td>Holy Childhood is proud of the student run café that occurs twice each week. An</td>
</tr>
<tr>
<td></td>
<td>important component to Work Based Learning, the café offers a unique on-site learning</td>
</tr>
<tr>
<td></td>
<td>experience that serves as a foundation for gaining employability skills. The activities</td>
</tr>
<tr>
<td></td>
<td>of café require close contact with other students and staff and exist in an area where</td>
</tr>
<tr>
<td></td>
<td>social and physical distancing is not possible. When Holy Childhood re-opens in Fall</td>
</tr>
<tr>
<td></td>
<td>2020, the café will remain on pause to ensure compliance with healthy and safety standards</td>
</tr>
<tr>
<td></td>
<td>and protocols.</td>
</tr>
<tr>
<td><strong>Life Skills Center</strong></td>
<td>Use of the Life Skills Center will be restricted to staff use only. Instruction for</td>
</tr>
<tr>
<td></td>
<td>students will not occur in the Life Skills Center at the time of re-opening. The</td>
</tr>
<tr>
<td></td>
<td>physical space of the Life Skills Center, sharing of equipment and food preparation</td>
</tr>
<tr>
<td></td>
<td>make this a high risk activity that cannot comply with healthy and safety guidelines.</td>
</tr>
<tr>
<td><strong>Student Enterprises</strong></td>
<td>At this time for the health and safety of our students, faculty, and staff, all student</td>
</tr>
<tr>
<td></td>
<td>enterprises (i.e. popcorn, café, coffee cart, etc.) will be suspended until we are on a</td>
</tr>
<tr>
<td></td>
<td>5-day a week in-person schedule.</td>
</tr>
</tbody>
</table>

**Extracurricular Activities**

During the COVID shutdown students were unable to engage in and enjoy these social activities that are part of the fabric of any school program. At this time, all extracurricular activities are suspended. Attention will be paid to bringing back activities that can be conducted in a safe environment with appropriate social distancing protocols.
Community Based Instruction (CBI)

Community Based Instruction (CBIs) is an important component of our instructional delivery.

The following are some action steps that we will take as we move forward:

- All community based instruction outings (CBIs) are suspended at this time and School Administration and CEO will assess the likelihood of re-opening this opportunity given data from the surrounding community and guidance from local health officials.
- When the decision to re-open CBIs is made it will be contingent upon the ability for a student to don and wear a face covering for the duration of the trip.

Volunteers

Nonessential visitors, volunteers, and small group activities (i.e. those activities that involve other groups), shall be restricted for the foreseeable future.

Holy Childhood School Program will reassess the volunteers in accordance with guidance from the Center for Disease Control and Prevention, NYS Department of Health, NYS Education Department monthly to determine appropriate re-opening of the building to these additional program opportunities.

Student Teaching

At this time, student teaching as defined as by the Commissioner’s Regulations Section 52.21(b)(1) (xvi) as follows will be permitted: Student teaching means a structured, college-supervised learning experience for a student in a teacher education program in which the student teacher practices the skills being learned in the teacher education program and gradually assumes increased responsibility for instruction, classroom management, and other related duties for a class of students in the area of the certificate sought. These skills are practiced under the direct supervision of the certified teacher who has official responsibility for the class.

Safety Drills

Education Law § 807 requires that Holy Childhood conduct 8 fire drills and 4 lockdown drills each school year. When planning drills, Holy Childhood will modify their drill procedures to minimize risk of spreading infection. Conducting drills is an important part of keeping students and staff safe in an emergency, however, steps will be taken to minimize the risk of spreading infection while conducting drills. Therefore when conducting drills in the 2020-21 school year, we will be using procedures that are different to assist with mitigation of the spread. Regardless of the modification used when conducting a drill, students will be instructed 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 should not be the first priority.

| Fire Drills | Starting in September of 2020, Holy Childhood will conduct fire drills as per their typical schedule. |

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Due to the hybrid (phase-in) model, we will conduct duplicative drills for Cohort #1 & #2 during the same week as much as possible.

We will implement a schedule of a staggered evacuation for the classrooms starting with classrooms furthest from the doors to the closest.

Cohort #1 will have the following staggered evacuation (starting from 1 then to the next consecutive number): teacher assigned later*

<table>
<thead>
<tr>
<th>Hallway</th>
<th>Exit to Entrance</th>
<th>Teacher(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green</td>
<td>#1</td>
<td>1. Teacher</td>
</tr>
<tr>
<td></td>
<td>#5</td>
<td>2. Teacher</td>
</tr>
<tr>
<td></td>
<td>#1</td>
<td>1. Teacher</td>
</tr>
<tr>
<td></td>
<td>#5</td>
<td>2. Teacher</td>
</tr>
<tr>
<td></td>
<td>#1</td>
<td>2. Teacher</td>
</tr>
<tr>
<td></td>
<td>#5</td>
<td>1. Teacher</td>
</tr>
</tbody>
</table>

Cohort #2 will have the following staggered evacuation (starting from 1 then to the next consecutive number): *teacher assigned later

<table>
<thead>
<tr>
<th>Hallway</th>
<th>Exit to Entrance</th>
<th>Teacher(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green</td>
<td>#1</td>
<td>1. Teacher</td>
</tr>
<tr>
<td></td>
<td>#5</td>
<td>2. Teacher</td>
</tr>
<tr>
<td></td>
<td>#1</td>
<td>1. Teacher</td>
</tr>
<tr>
<td></td>
<td>#5</td>
<td>1. Teacher</td>
</tr>
<tr>
<td></td>
<td>#1</td>
<td>2. Teacher</td>
</tr>
<tr>
<td></td>
<td>#5</td>
<td>3. Teacher</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hallway</th>
<th>Exit to Entrance</th>
<th>Teacher(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Related Services</td>
<td>#6 or closest exit</td>
<td>Dependent on location of delivery of services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hallway</th>
<th>Exit to Entrance</th>
<th>Teacher(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yellow</td>
<td>#2</td>
<td>1. Teacher</td>
</tr>
<tr>
<td></td>
<td>#3</td>
<td>2. Teacher</td>
</tr>
<tr>
<td>Purple</td>
<td>#4 or PE exits</td>
<td>1. Teacher</td>
</tr>
<tr>
<td></td>
<td>#4 or PE exits</td>
<td>1. Teacher</td>
</tr>
<tr>
<td></td>
<td>#4</td>
<td>1. Teacher</td>
</tr>
<tr>
<td></td>
<td>#4</td>
<td>2. Teacher</td>
</tr>
<tr>
<td></td>
<td>#4</td>
<td>3. Teacher</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hallway</th>
<th>Exit to Entrance</th>
<th>Teacher(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green</td>
<td>#1</td>
<td>1. Teacher</td>
</tr>
<tr>
<td></td>
<td>#5</td>
<td>2. Teacher</td>
</tr>
<tr>
<td></td>
<td>#3</td>
<td>1. Teacher</td>
</tr>
<tr>
<td></td>
<td>#3</td>
<td>2. Teacher</td>
</tr>
</tbody>
</table>
### Purple Hallway

<table>
<thead>
<tr>
<th>Exit to Entrance # 4 or PE exits</th>
<th>1. Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exit to Entrance # 4 or PE exits</td>
<td>1. Teacher</td>
</tr>
</tbody>
</table>

### Related Services

| Exit to Entrance # 6 or closest exit | Dependent on location of delivery of services |

---

### Community Classroom

The Community Classroom, located at the Rochester Regional Market (900 Jefferson Road), will have similar precautions as the main campus building. It is important to note that this is located concurrently with private businesses and that the following precautions are being put in place for our students:

- North end of the building will have two spaces blocked off in front of the doors for easy egress in and out of the building as well as safety measures for transportation
- North end of the building will have signage that signifies one way in and one way out
- North end of the building will have signage on the elevator that indicates no more than 2-people per ride
- North end of the building will have signage in stairwells to identify which side to walk (i.e. keep to the right)
- Bathroom on the third floor will have signage regarding appropriate hand-washing
- Entrance to classroom on third floor will have signage regarding appropriate mask-wearing
- Entrance to the classroom will entail the same screening process of temperature check and questionnaire.

---

### Transportation

School Districts & various agencies transporting students to Holy Childhood may have additional health checks & screenings that need to be adhered to prior to the arrival at Holy Childhood. Parents, and guardians, and families should contact your transportation provider to inquire further information regarding screening and social distancing while on the bus or vehicle. The school bus is an extension of the classroom; therefore, many of the recommendations like social distancing and frequent cleaning should be applied to the school bus.

Based on student placement and the hybrid (phased-in) model, a bus schedule has been developed and will be disseminated in a future communication.

As part of the hybrid (phased-in) model, students will return the building and following local health department guidelines community based activities will be phased back into the school routine. Vans will be limited to two students to accommodate social distancing to the fullest extent. Staff will adhere to van cleaning protocols for disinfection before and after vehicle use.
Nutrition
Our local school districts did an incredible job, with tremendous community support, in ensuring that students received nutritious meals while schools were closed this past year. During the public health emergency, meal benefits have been available to many students that may not usually have access to free meals. As school returns, it will be important to understand that these same measures may not be afforded from your local school district depending on the model of instructional delivery.

As our students transition back to our school program, we continue to have no food service at Holy Childhood. All students and staff are required to plan for and bring their own lunches and snacks. There will be no food sharing. Meals will be eaten in the classroom for Primary and Intermediate classes. High School and Transition classes will have the opportunity to eat in the lunch room based on a designated schedule to allow for appropriate social distancing. It will be the decision of the classroom whether they utilize the lunch room or remain in the classroom for lunch time.

Training
The following trainings will be provided to faculty & staff:
- COVID-19 disease symptoms
- COVID-19 transmission
- Maintaining strong immune systems
- Basic safety practices, hand hygiene, respiratory etiquette, social distancing
- Self-monitoring, employee health checks
- Employer responsibilities
- Employee responsibilities
- Transfer of hand sanitizer to smaller containers
- Use of face masks (donning/doffing) (cloth masks vs. disposable masks vs. N95 respirators)
  - PPE Employer/employee OSHA requirements
  - Reuse (sanitizing, cleaning)
- Respirator protection
- Cleaning and disinfection
- Signage and labeling
- Altered work practices during COVID-19 pandemic
- Pre-return to work trainings: Review of all protocols with contract salaried employees
- Training for temperature checks

Cleaning & Disinfection Structure
The health and safety of the children and adults in our schools is paramount. Health and safety considerations must always come first in every decision made and every action taken by our school. Whether instruction is provided in-person, remotely, or through some combination of the two, Holy Childhood has an important role to play in educating and communicating with school communities.
about the everyday preventive actions they can take to prevent the spread of COVID-19. Prevention is accomplished by following the cleaning & disinfection structure:

- Cleaning & Disinfection
- Ventilation
- Signage

### Cleaning & Disinfection

The CDC provides [Reopening Guidance for Cleaning and Disinfection](https://www.cdc.gov/coronavirus/2019-ncov/schools/school-reopening-guidance.html) with specific guidance for schools along with the [Cleaning and Disinfection Decision Tool](https://www.cdc.gov/coronavirus/2019-ncov/schools/school-reopening-guidance.html) to aid in determining what level of cleaning and/or disinfection is necessary. School wide cleaning must include classrooms, restrooms, cafeterias, libraries, playgrounds and vans. The guidance provides a general framework for cleaning and disinfection practices. The framework is based on doing the following:

- Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure;
- Disinfection using [US Environmental Protection Agency (EPA)](https://www.epa.gov/coronavirus)–approved disinfectants against COVID-19. Where disinfectants are used, products should be registered with EPA and the NYS Department of Environmental Conservation (DEC). Frequent disinfection of surfaces and objects touched by multiple people is important;
- When [EPA-approved disinfectants are not available](https://www.epa.gov/coronavirus), alternative disinfectants can be used (e.g., 1/3 cup of bleach added to 1 gallon of water or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be extremely dangerous to breathe in. Keep all disinfectants out of the reach of children;
- Holy Childhood will identify cleaning and disinfection frequency for each facility and area type; and
- Holy Childhood will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.

<table>
<thead>
<tr>
<th>High Contact Surfaces</th>
<th>Specific areas of special attention will be high contact surfaces that are touched by many people,</th>
</tr>
</thead>
</table>

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such as:
• Tables;
• Doorknobs;
• Light switches;
• Countertops;
• Handles;
• Desks;
• Phones;
• Keyboards and tablets;
• Toilets and restrooms; and
• Faucets and sinks.
• High volume traffic areas such as entryways shall be vacuumed.

While the heavy cleaning and sanitation which occurs on a daily basis to mitigate spread of infection will be conducted by the facilities staff, it is the expectation that Holy Childhood staff who occupy classrooms, work areas, office spaces, etc. will take responsibility for intermittent cleaning during daily activities using products sanctioned and provided by the agency, so as to target high-traffic, high-use areas.

Health Office Cleaning

School health office cleaning will occur after each use of:
• Cots;
• Bathroom; and
• Health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) should be cleaned following manufacturer’s directions.

Disposable items will be used as much as possible including:
• Disposable pillow protectors; or
• Disposable thermometers, or disposable thermometer sheaths or probes, and disposable otoscope specula.

More information on cleaning health office equipment is on the New York State Center for School Health’s website under COVID-19.

Isolation Area

The following is the task and frequency schedule for cleaning and maintaining isolation area:

a) If there is a suspected or confirmed case of COVID 19 the area will be closed off.
b) Outside doors and windows will be to be
opened to increase air circulation in the area.

c) If possible wait 24 hours before the area is cleaned and disinfected.
d) Clean and disinfect all areas used by the person to include all offices, program areas, bathrooms, common areas and shared equipment.

| Restrooms                                      | The following is the task and frequency schedule for cleaning and maintaining restrooms:
|                                               | a) Daily, or more frequently as needed, thoroughly clean and sanitize all restrooms including plumbing fixtures, toilet bowls, urinals, stall partitions, mirrors, hardware and floors.
b) Daily, empty and clean all wastepaper baskets and trash containers. Dispose of trash at designated trash pickup locations and replace trash liners.
c) Daily, check and restock (if necessary) all towels, facial tissue, toilet tissue, and hand soap.
d) Daily, thoroughly scrub toilet bowls and urinals, removing stain marks and scale.

| Lobby & Hallways                              | The following is the task and frequency schedule for cleaning and maintaining the lobby & hallways:
|                                               | a) Daily, clean and sanitize all countertops and counter front panels.
b) Daily, empty and clean all non-infectious, non-hazardous wastepaper baskets, and trash containers. Dispose of such non-hazardous trash at designated trash pickup locations and replace trash liners.
c) Daily, dust or, clean with damp or treated cloth, furniture, fixtures, cabinets, files and counters.
d) Daily, clean all interior glass surfaces including glass furniture and glass doors.
e) Daily, spot clean all walls, doors, door frames, partitions and wall switches, to remove all fingerprints and/or markings.

| Classrooms & Program Areas                    | The following is the task and frequency schedule for cleaning and maintaining classrooms & program areas:
<table>
<thead>
<tr>
<th>Additional General Responsibilities for Cleaning and Maintaining the School Building</th>
<th>The following is additional general responsibilities for cleaning and maintaining the school building:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Maintain the janitorial closet by keeping it organized and properly labeled.</td>
<td>a) Clean and sanitize rooms with the Clorox 360 machine in accordance with manufacturer recommendations.</td>
</tr>
<tr>
<td>b) Stock all pertinent areas with hygienic material (soap, hand sanitizer, paper towels, toilet paper, etc.) Report any low stock of these items to the Director of Facilities.</td>
<td>b) Daily, empty and clean all non-infectious, non-hazardous wastepaper baskets, and trash containers. Dispose of such non-hazardous trash at designated trash pickup locations and replace trash liners.</td>
</tr>
<tr>
<td>c) Ensure cleaning products, sanitizer and disinfectants are kept locked in a secure area and out of reach to prevent misuse</td>
<td>c) Maintain the janitorial closet by keeping it organized and properly labeled.</td>
</tr>
<tr>
<td>d) Report leaking faucets, clogged drains, or any other maintenance type problems to the Director of Facilities.</td>
<td>d) Stock all pertinent areas with hygienic material (soap, hand sanitizer, paper towels, toilet paper, etc.) Report any low stock of these items to the Director of Facilities.</td>
</tr>
</tbody>
</table>

**Custodial Staff**

<table>
<thead>
<tr>
<th>Custodial Staff</th>
<th>Custodial Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Staff is required to wear a mask and gloves at all times while performing cleaning duties. After sanitizing or disinfecting, any gloves, paper towels or other disposable items will immediately be discarded. Used items to be tied in a trash bag and immediately discarded.</td>
<td>a) Staff is required to wear a mask and gloves at all times while performing cleaning duties. After sanitizing or disinfecting, any gloves, paper towels or other disposable items will immediately be discarded. Used items to be tied in a trash bag and immediately discarded.</td>
</tr>
<tr>
<td>b) Staff will be responsible for completing the Cleaning and Disinfecting Log on a daily basis.</td>
<td>b) Staff will be responsible for completing the Cleaning and Disinfecting Log on a daily basis.</td>
</tr>
</tbody>
</table>
## Ventilation

When students, faculty, and staff return to their school buildings for in-person instruction, it will be vitally important that the physical spaces they occupy are configured and maintained in a way that provides the maximum possible protection from spreading the coronavirus.

The HVAC units in the Holy Childhood facility use make-up air and outside air. This type of HVAC solution pulls in fresh, tempered air from outside the building to replace existing air that cannot be recirculated. Per recommendations, the units have MERV 13 filters.

## Signage

When students, faculty, and staff return to Holy Childhood for in-person instruction, signage will be posted in physical spaces to assist with mitigating the spread.

## Communication

The Holy Childhood Communication highlights the valuable needs to connect, collaborate, and communicate with our students, families, faculty, staff, and other stakeholders:

- Communication plans for students, parents, or legal guardians of students, staff, and visitors
- Development of communication outreach through webpages, text/email/phone groups, and/or social media or posts.
- Communication of signage to adhere to CDC and DOH guidelines regarding the use of safety & health principles
- Communication of training that is needed for students and staff regarding CDC & DOH guidelines
- Communication will be provide in family/guardians’ native language
<table>
<thead>
<tr>
<th>Key Stakeholders</th>
<th>Message Delivery by Stakeholder Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Families (Student)</td>
<td>• Families (Student): Regular Mail, Email, Backpack Mail, Robocall, Social Media</td>
</tr>
<tr>
<td>• Students</td>
<td>• Students: In person communications, signage in and on building, teacher instruction</td>
</tr>
<tr>
<td>• Staff</td>
<td>• Staff: Regular Mail, Email, Social Media, Robocall</td>
</tr>
<tr>
<td>• Board</td>
<td>• Board: Regular Mail, Email, Social Media</td>
</tr>
<tr>
<td>• Volunteers</td>
<td>• Volunteers: Email, Social Media</td>
</tr>
<tr>
<td>• Vendors/Visitors</td>
<td>• Vendors: Personal communications prior to engaging them and email as necessary</td>
</tr>
<tr>
<td>• Regulators</td>
<td>• Regulators: Regular mail and/or email as necessary and social media</td>
</tr>
<tr>
<td>• General Public</td>
<td>• General Public: Social Media, news outlets when applicable</td>
</tr>
<tr>
<td>• Media</td>
<td>• Media: Email, phone (press release)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Messaging by Stakeholder Group</th>
<th>Families/Caregivers and Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>• What has been done to clean/disinfect the building and maintenance procedures</td>
<td>• What has been done to clean/disinfect the building and maintenance procedures</td>
</tr>
<tr>
<td>• How we are implementing social distancing in classrooms, cafeteria, hallways, workplace, etc.</td>
<td>• How we are implementing social distancing in classrooms, cafeteria, hallways, workplace, etc.</td>
</tr>
<tr>
<td>• How staff will be trained to manage COVID related issues</td>
<td>• How staff will be trained to manage COVID related issues</td>
</tr>
<tr>
<td>• Break and lunch changes</td>
<td>• Break and lunch changes</td>
</tr>
<tr>
<td>• Transportation Student</td>
<td>• Transportation Student</td>
</tr>
<tr>
<td>• Arrival/dismissal procedures</td>
<td>• Arrival/dismissal procedures</td>
</tr>
<tr>
<td>• After-school activities</td>
<td>• After-school activities</td>
</tr>
<tr>
<td>• Reminder for students adults and staff to stay home if they feel sick</td>
<td>• Reminder for students adults and staff to stay home if they feel sick</td>
</tr>
<tr>
<td>• Outline supports will be in place for students and staff who need social-emotional support when returning</td>
<td>• Outline supports will be in place for students and staff who need social-emotional support when returning</td>
</tr>
<tr>
<td>• Outline and list the academic support that is in place for students</td>
<td>• Outline and list the academic support that is in place for students</td>
</tr>
</tbody>
</table>
Students

- **Encourage healthy habits:**
  
  - Reinforce handwashing routines; allow time for students to thoroughly wash their hands.
  - Discuss coughing and sneezing etiquette
  - Utilization of hand sanitizers
  - Educate students on the importance of not touching their faces or other people.
  - Teach non-touch acknowledgment to show friendship (no more hugs or fist bumps).
  - Discourage students from congregating in large groups.
  - Avoid sharing of community supplies (e.g., scissors, pencils, etc.)
  - Lunch policies and practices
  - Provide reminders about the importance of not sharing food or drinks

- Arrival practices and protocols
- Dismissal from classroom

Staff

- How are we keeping the staff and everyone safe
- Ongoing training on policies and procedures
- What PPE is provided and how do they receive it
- What to do if you have symptoms
- Personal hygiene practices and requirements
- Daily cleaning and disinfecting of work areas including classrooms, offices etc.

Board

- How are we keeping anyone who enters the building safe
- Protocols for entering the building and mandatory testing requirements
- Budgetary considerations
- Best practices among similar agencies
- Updates regarding staffing
- Updates regarding positive COVID test results among staff, students or adults served

**Volunteers**
- Protocols for entering the building and mandatory testing requirements
- Updates regarding special events and other volunteer opportunities
- Utilization of WebEx to minimize in person visits/meetings

**Vendors/Visitors**
- Protocols for entering the building and mandatory testing requirements
- Utilization of WebEx to minimize in person visits/meetings

**Regulators**
- Overview of how we are maintaining any guidelines or regulations promulgated by the Governor, New York State Department of Health or New York State Department of Education
- How we are conducting our various programs in keeping with mandates and/or guidelines
- Utilization of WebEx to minimize in-person visits/meetings

**General Public**
- Information as to how we are maintaining a safe learning and work environment
- Guidelines regarding utilization of our grounds and or facilities
- Protocols for entering the building and mandatory testing requirements
- Other public information as necessary

**Media**
- Information as to how we are maintaining a safe learning and work environment
- Protocols for entering the building and mandatory testing requirements
- Other public information as necessary
Resources
The following resources were utilized to create this document:

- Recovering, Rebuilding, and Renewing: The Spirit of New York’s Schools: Reopening Guidance
- School Re-Opening FAQs, July 22, 2020
- Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency
- Reopening New York: Checklist for Pre-K to Grade 12 School Reopening Plans
- Holy Childhood Agency Plan

Thank You
The following contributors need to be thanked for the assistance of creating this plan:

- Holy Childhood School Program Re-Opening Task Force Sub-Committee
- Holy Childhood Re-Opening Task Force
- Holy Childhood Parents & Families
- 853 Coalition
- Non-District RoundTable
- Monroe #1 BOCES
- Superintendents, Administrators, and Local School Districts
The Monroe County Department of Public Health (MCDPH) is providing the following local guidance, which is in alignment with The New York State Department of Health (NYSDOH) Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools, released 7/13/2020.

This communication is intended to serve as an informational tool only to support schools as they reopen in accordance with New York State guidance. Schools should review the NYSDOH guidance closely and consult their counsel for legal advice.

What should I do if a student exhibits symptoms of COVID-19 while at school?

- Immediately separate the student from other students and arrange for immediate pickup.
- Upon pickup, please provide the parent/guardian with the COVID-19 Testing and Health Care handout provided by the MCDPH.
- Request the parent/guardian to have the symptomatic student tested for COVID-19.
- Follow-up with the parent/guardian to learn the result of test.

What should I do if the student’s test comes back positive?

- Immediately contact the Monroe County COVID-19 Hotline at (585) 753-5555. If it is off-hours, you will hear a recording and then be connected with an answering service. Your message will be relayed to the on-call MCDPH staff member. Your call is important, since it is highly likely the student will learn the test result before MCDPH does.
- MCDPH will work with your school to determine an appropriate course of action based on the most up-to-date information about COVID-19, as well as guidance from NYSDOH and the Centers for Disease Control.
- Work with MCDPH to communicate the plan of action and possible COVID-19 exposures in alignment with your district’s emergency communications plan.
Appendix C
LOCAL GUIDANCE REGARDING STUDENTS WHO EXHIBIT SYMPTOMS OF COVID-19 WHILE AT SCHOOL

✓ MCDPH will place the student in isolation. The student may not return to school until released from isolation by MCDPH. In accordance with NYSDOH guidelines, the student will also need to provide documentation from the family’s health care provider, be free of symptoms and present a negative COVID-19 test result before admittance.

✓ Please share the My Child May Have Been Exposed to COVID-19. Now What? handout, provided by MCDPH, with families who might be concerned about their own children’s health.

What should I do if the student’s test comes back negative, or the student does not get tested?

✓ In accordance with NYSDOH guidelines, the student will need to provide documentation from the family’s health care provider, be free of symptoms and present a negative COVID-19 test result before being admitted back into school.
Appendix D
COVID-19 Reopening Plan
Community Based Pre-Voc (CBPV) and Partners with Industry (PWI)

Standards for Reopening
Holy Childhood has finalized its overall agency-wide Covid-19 Reopening Plan via a cross-functional task force, which is inclusive of best practices related to CBPV/PWI. Represented on this task force are Holy Childhood’s Senior Leadership Team, Medical Professionals, Program Managers and Front Line Staff. As we move forward, service provision for these programs will be provided in-person and through virtual methods. Ensuring for the health and well-being of the people we support and our staff continues to be our most essential task.

Transportation
The guidelines from Medical Motors detailing the steps that they are taking to ensure for a clean, sanitary, and safe environment during transport are attached. Holy Childhood will also be following guidelines recommended by OPWDD to not exceed 50% capacity when using our own vehicles to transport the people we support. Staff will be responsible for disinfecting vans at the beginning and end of each trip. Cleaning supplies and PPE will be readily available on all agency vehicles. A cleaning checklist will be provided.

Communication to Individuals/Families
- Holy Childhood will be forthcoming and open with the people we support and their families by sharing our plans for re-opening. Our goal is to be transparent and to build confidence with regard to safe service provision.
- Holy Childhood will provide communication via email, US Mail, “Robo Calls”, and Social Media with regular updates surrounding the facility’s COVID-19 response plan.
- Holy Childhood will inform families and care coordinators in the event symptoms emerge and when contact with the Monroe County Health Department is warranted.

Task Guidance
Medical Consultations
Holy Childhood will work with the person supported and the Monroe County Department of Public Health to assure that the individual is medically cleared to return to work.

Respiratory Protection/Use of Face Coverings
Staff
Generally speaking, staff shall use respiratory protection/face coverings at all times unless they are in a designated “safe space” or the sole occupant of an individual space. Respiratory protection may include standard surgical-style masks or cloth face coverings, which the agency will provide. Staff can provide/use their own mask if they choose to do so. Face coverings are not to be shared under any circumstances.
Adult Individuals

Adults receiving services that can medically and behaviorally tolerate a mask or face covering should be encouraged to wear one, **but are not required** to do so. Face coverings will not be used for anyone who is unable to medically or behaviorally tolerate such covering or where such covering would impair their physical or mental health, or would present a challenge, distraction, or obstruction to educational/ habilitative services and instruction. The agency will provide face coverings to adults receiving services when social distancing of at least six feet is not possible. Individuals can also use their own mask, if they choose do to so. Face coverings are not to be shared under any circumstances.

Social/Physical Distancing/Hand Hygiene

Holy Childhood will make every reasonable attempt to maintain social/physical distancing by instituting:

- Staged entry into Holy Childhood complete with health screenings stations at multiple locations.
- A staggered transportation schedule has been developed in collaboration with Medical Motors.
- All staff and people supported must perform hand hygiene immediately upon entering building and throughout the day. Staff will accompany people supported as needed to ensure that appropriate hand hygiene is taking place and that social distancing guidelines are being followed.
- Special signage providing instruction about social distancing will be added throughout Holy Childhood to encourage appropriate social distancing. (6 ft. distancing)
- Trips outside of work areas will be limited, however breaks will be provided as needed so that people can take off their mask when maintaining six feet of social distancing. Breaks will take place outside when weather permits.
- Alternate seating and/or desk/table configuration to promote and maintain six-feet separation has been developed. Plexiglas dividers have been installed in PWI to secure individualized work stations that will be at minimum five feet apart for areas where six feet of separation isn’t possible.
- Placement of carrels or other appropriate divider/barrier to limit droplet exposure when social distancing is more difficult
- Staffing ratios of 1 to 8 participants will not be exceeded. Work areas will not exceed a total of 15 participants in the community or at Holy Childhood, and the intent is to divide participants into small groups to minimize exposure to larger groups of people.
- Staff will adhere to appropriate social distancing by maintaining at least six feet of distance between individuals unless the safety or core function of the activity or instruction requires a shorter distance.
- Staff will ensure that CBPV/PWI participant groupings remain as static as possible by having the same group of participants stay with the same staff groups throughout the day. Further, Holy Childhood will restrict participants from mixing between groups and limit the maximum numbers in any specific area, as feasible.
- The sharing of personal items, work materials and equipment shall be limited. As much as possible, participants shall be provided with items needed for instruction or activity on an individual basis. Such items needed for instruction or activity shall be cleaned after each use and subject to the same cleaning/disinfection policy noted within this plan. Individual belongings shall be separated from others and placed in containers that are individually labeled and stored in
areas so as to be easily identified and located for the purpose of returning them home to be cleaned and disinfected.

- Holy Childhood has established adequate supplies to minimize the sharing of high-touch items to the extent possible or limit the use of supplies and equipment to a single cohort with cleaning/disinfecting to take place between uses.
- Items such as electronic devices, books, games, learning aids that cannot be cleaned or disinfected shall not be shared between participants.
- Nonessential visitors, volunteers, and large group activities, especially those activities that involve other groups, shall be restricted for the foreseeable future. In some cases for business necessity small groups may be allowed admittance but these shall be evaluated on a case-by-case basis by management, and any visitors will be subject to prescribed screening protocols.

Medical Screening
Holy Childhood defines screening as a measure or procedure put into practice to identify actual or potential cases of illness. Holy Childhood’s screening process will be guided by current information from the Centers for Disease Control and Prevention, New York State and Monroe County Departments of Health or any other regulatory body with oversight of operations for Holy Childhood (i.e. New York State Education Department, Office for People with Developmental Disabilities). Screening documentation will be completed by a registered nurse or another identified supervisor and secured at Holy Childhood for all people entering the building.

Adults Supported
Adult individuals receiving services shall be screened at designated points prior to entering any program work area. All individuals that can medically and behaviorally tolerate a mask or face covering should be encouraged to wear one, **but are not required** to do so. Face coverings will not be used for anyone who is unable to medically or behaviorally tolerate such covering or where such covering would impair their physical or mental health, or would present a challenge, distraction, or obstruction to educational/habilitative services and instruction.

Adjustments, as deemed reasonable to accommodate special medical, psychiatric needs or other safety events, shall be made to this screening process.

Adults supported shall be screened for the following basic identifiers:
- Symptoms such as cough, shortness of breath, fatigue, headache, new loss of taste or smell, body aches, sore throat, congestion or runny nose, nausea, vomiting, diarrhea, or any other symptoms as determined by the CDC (See also Appendix A).

Self-Screening
Self-screening will require all staff entering the building to self-report symptoms on the Holy Childhood screening form or designated online screening tool. Persons will also be required to check their temperature using the appropriate measuring device. Persons who utilize self-screening will answer “yes” or “no” to the questions on the screening forms.
In-Person (live) Screening

The in-person screening will require all persons physically working or entering the building to have their temperature checked and respond to the questions on the Holy Childhood screening form prior to the start of their shift.

Conducting In-Person (live) Screening

- All persons conducting screening shall remain six feet away, to all reasonable extent possible, when establishing if a person/student/participant is symptom-free and without fever. Active temperature monitoring shall be accomplished immediately upon arrival at the entrance to the school/program/facility and first asked about symptoms.
- Persons conducting screening shall wear a face mask or other appropriate face covering in an effort to maintain source control. Screening staff shall make all screening interactions as brief as possible by limiting the interaction to screening questions only.
- For those who require an additional screening evaluation or are identified as symptomatic, a member of the Health Office shall be contacted to evaluate the person in a “quarantine” specified area.
- Any employee, student, or individual will be sent home with instruction to contact their health care provider for assessment and/or testing under any of the following scenarios:
  - Registering a fever, identified by an appropriate measuring device, of 100.0 degrees Fahrenheit or higher;
  - Have had a positive COVID-19 test in the past 14 days;
  - Have had close contact with any confirmed or suspected COVID-19 case in the past 14 days;
  - Have traveled internationally, or from within one of the designated states with significant community spread;
  - Have answered “yes” to two or more of the COVID-19 symptoms (per CDC) and shown in Appendix A.
- Employees who have symptoms suggestive of COVID-19 shall notify their supervisor per Holy Childhood policy and remain out of the workplace. Holy Childhood recommends that sick employees follow the recommendations of the CDC and should not return to work until the criteria to discontinue voluntary home isolation are met and/or in consultation with the employees’ health care provider.
- Holy Childhood shall follow the guidance of the New York State and Monroe County Departments of Health relating to employees returning to work.
Hygiene and Cleaning

- All staff and individuals supported must perform proper hand hygiene immediately upon entering the building and throughout the day. Hand sanitizer that is alcohol based containing at least 60% alcohol will be provided and made readily available.
- Frequent cleaning and rigorous disinfection of high risk areas (i.e. bathrooms, nursing station) and high touch surfaces (i.e. shared equipment of supplies) will be completed daily.
- Holy Childhood will maintain an adequate stock of cleaning and EPA approved disinfecting agents.
- Holy Childhood will follow CDC guidelines on “Cleaning and Disinfecting Your Facility” if someone is suspected or confirmed to have COVID-19 infection.

 Appropriately Remaining at Home

Holy Childhood will educate families and staff about when they should stay home or refrain from attending school, school programs, work programs, and other Holy Childhood activities. Conversely, this guidance will include education as to when return to regular activity within the school or program is acceptable. Such a decision to remain home from work, school, program, or other activity associated with Holy Childhood can be made without fear of reprisal. Holy Childhood will communicate this to all job categories, students, adult individuals, and families.

Staff Training

Staff will be required to take the following Relias trainings, Infection Control-Airborne precautions; Transmission based precautions and Preparing for Pandemic Influenza.

Contact

Nate Zelesnikar
Director of Programs and Services
Phone: 585-359-3710 x122
E-Mail: nzelesnikar@holychildhood.org
Medical Motor Service

Guidelines for Transportation 7-15-20

1. Vehicle: We will utilize vehicles with a separate access door for passenger use. We will not allow passenger(s) to enter the vehicle using unauthorized doors.

2. Social Distancing: We encourage the social distancing protocol of up to 6 feet between the driver and passengers. Passengers should never sit in the front passenger seat next to the driver. We have the passenger(s) enter through a separate rear door. If 6 feet is not practical, the driver will spread the riders apart as much as practical while wearing a mask.

3. Driver Personal Protective Equipment (PPE): drivers will have available disposable gloves to reduce potential exposure to surfaces. Masks are supplied and required due to the droplet nature of how the virus is transmitted. Drivers should avoid touching their face while driving.

4. Passenger(s): Passengers will be required to have and wear protective masks during all phases of the transportation process, unless they have a documented medical/behavioral reason preventing them from wearing a mask. All riders must be symptom free at the time of pick up. Anyone claiming a medical exemption from the requirement to wear a face covering shall be required to have a letter written and signed by a medical professional, on letterhead from the medical practice that documents why the person cannot wear the face covering available for verification by the driver.

5. Any employees of Medical Motor Service who are symptomatic will be immediately sent home. They will not be able to return to work until they are symptom free and cleared to perform their duties.

6. Symptomatic Passenger(s): Passengers that are symptomatic will not be able to be transported while they are symptomatic.

7. Regular Vehicle Cleaning: We clean and disinfect the vehicle in accordance with standard operating procedures on a regularly scheduled basis. Surfaces are cleaned and disinfected using an EPA-registered hospital grade disinfectant in accordance with the product label. In addition, drivers will be able to bring vehicles into our facility for cleaning at any time if they deem it necessary, based on any unexpected circumstance, on any given day.

8. Post-Transport Vehicle Cleaning: the vehicles will be cleaned following recommended CDC and NY State/Monroe County Health Department cleaning guidance. Routine cleaning and disinfection procedures (e.g., using product which is EPA-registered, hospital-grade disinfectant to frequently touched surfaces or objects as indicated on the product’s label) will be followed as recommended for addressing COVID-19.

9. We will be limiting multiple riders on a trip. For the most part, only riders who live with or participate with others regularly will be allowed an exception to the guidelines. All exceptions must be preapproved in advance.
Appendix D
COVID-19 Reopening Plan
Article 16 Clinic

Standards for Reopening:
During the COVID-19 Pandemic, Holy Childhood has made multiple adjustments to the methods by which Article 16 services are provided to the people we support. Currently, our clinical team is providing treatment/supports via virtual options that include but are not limited to WebEx meetings, phone calls, emails, Skype, and in-person sessions. Social distancing is mandated, all staff are required to wear masks, and the people supported are encouraged to wear face covering if they can be tolerated.

Holy Childhood has finalized its overall agency-wide Covid-19 Reopen Plan via a cross-functional task force, which is inclusive of best practices related to Article 16 Clinics.

Communication to Individuals / Families:

✓ Holy Childhood will be forthcoming and open with the people we support and their families by sharing our plans for re-opening. Our goal is to be transparent and to build confidence with regard to safe service provision.

✓ Holy Childhood will provide communication via email, US Mail, “Robo Calls”, and Social Media with regular updates surrounding the facility’s COVID-19 response plan.

✓ Holy Childhood will detail families and care providers of lines of communication to primary care providers, hospitals, and other specialists in the event symptoms emerge.

Task Guidance:

(Medical Consultations)

✓ Holy Childhood will work with the person supported and their interdisciplinary team to assure that they are medically cleared to return to services.

Respiratory Protection/Use of Face Coverings

(Staff)

✓ Generally speaking, staff shall use respiratory protection/face coverings at all times unless they are in a designated “safe space” or the sole occupant of an individual space. Respiratory protection may include standard surgical-style masks or cloth face coverings, which the agency will provide. Staff can provide/use their own mask if they choose to do so. Face coverings are not to be shared under any circumstances.

(Agent Individuals)

✓ Individuals who can medically and behaviorally tolerate a mask or face covering should be encouraged but not required to wear one. Face coverings will not be used for anyone who is unable to medically or behaviorally tolerate such covering or where such covering would impair their physical health, mental health, or would present a challenge, distraction, or obstruction to habilitative services and/or instruction. Individuals can provide/use their own mask if they choose to do so. Face coverings are not to be shared under any circumstances.
Social/Physical Distancing/Hand Hygiene

Holy Childhood will make every reasonable attempt to maintain social/physical distancing by instituting:

- Staged entry into Holy Childhood complete with health screenings stations at multiple locations.
- All staff and people supported must perform hand hygiene immediately upon entering building and throughout the day. Staff will accompany people supported as needed to ensure that appropriate hand hygiene is taking place and that social distancing guidelines are being followed.
- Special signage providing instruction about social distancing has been added throughout Holy Childhood to encourage appropriate social distancing (a distance of 6 feet).
- Alternate seating and/or desk/table configuration to promote and maintain six feet separation.
- Staff will adhere to appropriate social distancing by maintaining at least six feet of distance between individuals unless the safety or core function of the activity or instruction requires a shorter distance.
- The sharing of personal items, work materials and equipment shall be limited. As much as possible, participants shall be provided with items needed for instruction or activity on an individual basis. Such items needed for instruction or activity shall be cleaned after each use and subject to the same cleaning/disinfection policy noted within this plan. Individual belongings shall be separated from others and placed in containers that are individually labeled and stored in areas so as to be easily identified and located for the purpose of returning them home to be cleaned and disinfected.
- Holy Childhood has established adequate supplies to minimize the sharing of high-touch items to the extent possible or limit the use of supplies and equipment to a single cohort with cleaning/disinfecting to take place between uses.
- Items such as electronic devices, books, games, learning aids that cannot be cleaned or disinfected shall not be shared between participants.
- Non-essential visitors, volunteers, and large group activities, especially those activities that involve other groups, shall be restricted for the foreseeable future. In some cases for business necessity small groups may be allowed admittance but these shall be evaluated on a case-by-case basis by management, and any visitors will be subject to prescribed screening protocols.

Medical Screening

- Holy Childhood defines screening as a measure or procedure put into practice to identify actual or potential cases of illness. Holy Childhood’s screening process will be guided by current information from the Centers for Disease Control and Prevention, New York State and Monroe County Departments of Health or any other regulatory body with oversight of operations for Holy Childhood (i.e. New York State Education Department, Office for People with Developmental...
Adults Supported

- Adult individuals receiving services shall be screened at designated points prior to entering any Holy Childhood Program/Clinical area, or another area where appropriate distancing may be difficult or impossible to maintain. All people entering the facility or program area shall have in place a mask or appropriate face covering (if tolerated by person receiving service) as defined by the most current guidelines on respiratory etiquette.

Adjustments, as deemed reasonable to accommodate special medical, psychiatric needs or other safety events, shall be made to this screening process.

Adults Supported shall be screened for the following basic identifiers:

- Symptoms such as cough, shortness of breath, fatigue, headache, new loss of taste or smell, body aches, sore throat, congestion or runny nose, nausea, vomiting, diarrhea.

Self-Screening

- Self-screening will require all staff entering the building to self-report symptoms on the Holy Childhood screening form. Persons will also be required to check their temperature using the appropriate measuring device. Persons who utilize self-screening will answer “yes” or “no” to the questions on the Holy Childhood screening forms.

In-Person (live) Screening

- The in-person screening will require all persons physically working or entering the building to have their temperature checked and respond to the questions on the Holy Childhood screening form prior to the start of their shift. If an individual has an elevated temperature (above 100.4) and/or a persistent cough, or other symptoms consistent with COVID-19 they will not be permitted into the facility.

Conducting In-Person (live) Screening

- All persons conducting screening shall remain six-feet away, to all reasonable extent possible, when establishing if a person/student/participant is symptom-free and without fever. Active temperature monitoring shall be accomplished immediately upon arrival at the entrance to the school/program/facility and first asked about symptoms.

- Persons Conducting Screening shall wear a facemask or other appropriate face-covering in an effort to maintain source control. Screening staff shall make all screening interactions as brief as possible by limiting the interaction to screening questions only.

- For those who require an additional screening evaluation or are identified as symptomatic, a member of the Health Office shall be contacted to evaluate the person in a specified isolation area.
Any employee, student or individual who screens positive on any of the screening questions or has symptoms of COVID-19 (ILI) a positive test for COVID-19, close contact, shall not enter the building, and will be sent home with instruction to contact their health care provider for assessment and testing.

Employees who have symptoms suggestive of COVID-19 shall notify their supervisor per Holy Childhood policy and remain out of the workplace. Holy Childhood recommends that sick employees follow the recommendations of the CDC and should not return to work until the criteria to discontinue voluntary home isolation are met and/or in consultation with the employees’ health care provider.

Holy Childhood shall follow the guidance of the New York State and Monroe County Departments of Health relating to employees returning to work

**Hygiene and Cleaning:**

- All staff and people supported must perform hand hygiene immediately upon entering the building and throughout the day.
- Hand Sanitizer that is alcohol based containing at least 60% alcohol will be provided and made readily available.
- Frequent cleaning and rigorous disinfection of high risk areas (i.e. bathrooms, nursing station) and high touch surfaces (i.e. shared equipment of supplies) will be completed daily. Clinicians will also be responsible for cleaning and disinfecting their treatment areas at the end of each shift. A cleaning checklist will be completed and turned in the Clinic Coordinator at the end of each week.
- Holy Childhood will maintain an adequate stock of cleaning and EPA approved disinfecting agents.
- Holy Childhood will follow CDC guidelines on “Cleaning and Disinfecting Your Facility” if someone is suspected or confirmed to have COVID-19 infection.

**Appropriately Remaining at Home**

Holy Childhood will educate families and staff about when they should stay home or refrain from attending school, school programs, work programs, and other Holy Childhood activities. Conversely, this guidance will include education as to when return to regular activity within the school or program is acceptable. Such a decision to remain home from work, school, program, or other activity associated with Holy Childhood can be made without fear of reprisal. Holy Childhood will communicate this to all job categories, students, adult individuals, and families. Staff will be required to take the following Relias trainings, Infection Control- Airborne precautions; Transmission based precautions and Preparing for Pandemic Influenza.

**Contact:**

Nate Zelesnikar  
*Director of Programs and Services*  
Holy Childhood  
585-359-3710 x122  
nzelesnikar@holychildhood.org
Appendix E
COVID-19 Reopening Plan
Day Habilitation (DH) & Day Habilitation without Walls (DHWOW)

Standards for Reopening
Holy Childhood has finalized its overall agency-wide Covid-19 Reopening Plan via a cross-functional task force, which is inclusive of best practices related to DH/ DHWOW. Represented on this task force are Holy Childhood’s Senior Leadership Team, Medical Professionals, Program Managers and Front Line Staff. As we move forward, service provision for these programs will be provided in person and through virtual methods. Ensuring for the health and well-being of the people we support and our staff continues to be our most essential task.

Transportation
The guidelines from Medical Motors detailing the steps that they are taking to ensure for a clean, sanitary, and safe environment during transport are attached. Holy Childhood will also be following guidelines recommended by OPWDD to not exceed 50% capacity when using our own vehicles to transport the people we support. Staff will be responsible for disinfecting vans at the beginning and end of each trip. Cleaning supplies and PPE will be readily available on all agency vehicles. A cleaning checklist will be provided.

Communication to Individuals/Families
- Holy Childhood will be forthcoming and open with the people we support and their families by sharing our plans for re-opening. Our goal is to be transparent and to build confidence with regard to safe service provision.
- Holy Childhood will provide communication via email, US Mail, “Robo Calls”, and Social Media with regular updates surrounding the facility’s COVID-19 response plan.
- Holy Childhood will inform families and care coordinators in the event symptoms emerge and when contact with the Monroe County Health Department is warranted.

Task Guidance
Medical Consultations
Holy Childhood will work with the person supported and the Monroe County Department of Public Health to assure that the individual is medically cleared to return to work.

Respiratory Protection/Use of Face Coverings
Staff
Generally speaking, staff shall use respiratory protection/face coverings at all times unless they are in a designated “safe space” or the sole occupant of an individual space. Respiratory protection may include standard surgical-style masks or cloth face coverings, which the agency will provide. Staff can provide/use their own mask, if they choose to do so. Face coverings are not to be shared under any circumstances.
Adult Individuals
Adults receiving services that can medically and behaviorally tolerate a mask or face covering should be encouraged to wear one, but are not required to do so. Face coverings will not be used for anyone who is unable to medically or behaviorally tolerate such covering or where such covering would impair their physical or mental health, or would present a challenge, distraction, or obstruction to educational/ habilitative services and instruction. The agency will provide face coverings to adults receiving services when social distancing of at least six feet is not possible. Individuals can also use their own mask, if they choose do to so. Face coverings are not to be shared under any circumstances.

Social/Physical Distancing/Hand Hygiene
Holy Childhood will make every reasonable attempt to maintain social/physical distancing by instituting:

- Staged entry into Holy Childhood complete with health screenings stations at multiple locations.
- A staggered transportation schedule has been developed in collaboration Medical Motors.
- All staff and people supported must perform hand hygiene immediately upon entering building and throughout the day. Staff will accompany people supported as needed to ensure that appropriate hand hygiene is taking place and that social distancing guidelines are being followed.
- Special signage providing instruction about social distancing will be added throughout Holy Childhood to encourage appropriate social distancing. (6 ft. distancing)
- Trips outside of program areas will be limited, however breaks will be provided as needed so that people can take off their mask when maintaining six feet of social distancing. Breaks will take place outside when weather permits.
- Alternate seating and/or desk/table configuration to promote and maintain six-feet separation has been developed.
- Placement of carrels or other appropriate divider/barrier has been put in place to limit droplet exposure when social distancing is more difficult.
- Staffing ratios of 1 to 5 participants will not be exceeded. Work areas will not exceed a total of 15 participants in the community or at Holy Childhood, and the intent is to divide participants into small groups to minimize exposure to larger groups of people.
- Staff will adhere to appropriate social distancing by maintaining at least six feet of distance between individuals unless the safety or core function of the activity or instruction requires a shorter distance.
- Staff will ensure that Day Hab/WOW participant groupings remain as static as possible by having the same group of participants stay with the same staff groups throughout the day. Further, Holy Childhood will restrict participants from mixing between groups and limit the maximum numbers in any specific area, as feasible.
- The sharing of personal items, work materials and equipment shall be limited. As much as possible, participants shall be provided with items needed for instruction or activity on an individual basis. Such items needed for instruction or activity shall be cleaned after each use and subject to the same cleaning/disinfection policy noted within this plan. Individual belongings shall be separated from others and placed in containers that are individually labeled and stored in
areas so as to be easily identified and located for the purpose of returning them home to be cleaned and disinfected.

- Holy Childhood has established adequate supplies to minimize the sharing of high-touch items to the extent possible or limit the use of supplies and equipment to a single cohort with cleaning/disinfecting to take place between uses.
- Items such as electronic devices, books, games, learning aids that cannot be cleaned or disinfected shall not be shared between participants.
- Nonessential visitors, volunteers, and large group activities, especially those activities that involve other groups, shall be restricted for the foreseeable future. In some cases for business necessity small groups may be allowed admittance but these shall be evaluated on a case-by-case basis by management, and any visitors will be subject to prescribed screening protocols.

**Medical Screening**

Holy Childhood defines screening as a measure or procedure put into practice to identify actual or potential cases of illness. Holy Childhood’s screening process will be guided by current information from the Centers for Disease Control and Prevention, New York State and Monroe County Departments of Health or any other regulatory body with oversight of operations for Holy Childhood (i.e. New York State Education Department, Office for People with Developmental Disabilities). Screening documentation will be completed by an RN or another identified supervisor and secured at Holy Childhood for all people entering the building.

**Adults Supported**

Adult individuals receiving services shall be screened at designated points prior to entering any program work area. All individuals that can medically and behaviorally tolerate a mask or face covering should be encouraged to wear one, **but are not required** to do so. Face coverings will not be used for anyone who is unable to medically or behaviorally tolerate such covering or where such covering would impair their physical or mental health, or would present a challenge, distraction, or obstruction to educational/ habilitative services and instruction.

Adjustments, as deemed reasonable to accommodate special medical, psychiatric needs or other safety events, shall be made to this screening process.

Adults Supported shall be screened for the following basic identifiers:

- Symptoms such as cough, shortness of breath, fatigue, headache, new loss of taste or smell, body aches, sore throat, congestion or runny nose, nausea, vomiting, diarrhea, or any other symptoms as determined by the CDC (See also Appendix A).

**Self-Screening**

Self-screening will require all staff entering the building to self-report symptoms on the Holy Childhood screening form or designated online screening tool. Persons will also be required to check their temperature using the appropriate measuring device. Persons who utilize self-screening will answer “yes” or “no” to the questions on the screening forms.
In-Person (live) Screening
The in-person screening will require all persons physically working or entering the building to have their temperature checked and respond to the questions on the Holy Childhood screening form prior to the start of their shift.

Conducting In-Person (live) Screening

- All persons conducting screening shall remain six feet away, to all reasonable extent possible, when establishing if a person/student/participant is symptom-free and without fever. Active temperature monitoring shall be accomplished immediately upon arrival at the entrance to the school/program/facility and first asked about symptoms.
- Persons conducting screening shall wear a face mask or other appropriate face covering in an effort to maintain source control. Screening staff shall make all screening interactions as brief as possible by limiting the interaction to screening questions only.
- For those who require an additional screening evaluation or are identified as symptomatic, a member of the Health Office shall be contacted to evaluate the person in a “quarantine” specified area.
- Any employee, student or individual will be sent home with instruction to contact their health care provider for assessment and/or testing under any of the following scenarios.
  - Registering a fever, identified by an appropriate measuring device, of 100.0 degrees Fahrenheit or higher;
  - Have had a positive COVID-19 test in the past 14 days;
  - Have had close contact with any confirmed or suspected COVID-19 case in the past 14 days;
  - Have traveled internationally, or from within one of the designated states with significant community spread;
  - Have answered “yes” to two or more of the COVID-19 symptoms (per CDC) and shown in Appendix A.
- Employees who have symptoms suggestive of COVID-19 shall notify their supervisor per Holy Childhood policy and remain out of the workplace. Holy Childhood recommends that sick employees follow the recommendations of the CDC and should not return to work until the criteria to discontinue voluntary home isolation are met and/or in consultation with the employees’ health care provider.
- Holy Childhood shall follow the guidance of the New York State and Monroe County Departments of Health relating to employees returning to work.
Hygiene and Cleaning

- All staff and people supported must perform hand hygiene immediately upon entering the building and throughout the day.
- Hand Sanitizer that is alcohol based containing at least 60% alcohol will be provided and made readily available.
- Frequent cleaning and rigorous disinfection of high risk areas (i.e. bathrooms, nursing station) and high touch surfaces (i.e. shared equipment of supplies) will be completed daily.
- Holy Childhood will maintain an adequate stock of cleaning and EPA approved disinfecting agents.
- Holy Childhood will follow CDC guidelines on “Cleaning and Disinfecting Your Facility” if someone is suspected or confirmed to have COVID-19 infection.

Appropriately Remaining at Home

Holy Childhood will educate families and staff about when they should stay home or refrain from attending school, school programs, work programs, and other Holy Childhood activities. Conversely, this guidance will include education as to when return to regular activity within the school or program is acceptable. Such a decision to remain home from work, school, program, or other activity associated with Holy Childhood can be made without fear of reprisal. Holy Childhood will communicate this to all job categories, students, adult individuals, and families.

Staff Training

Staff will be required to take the following Relias trainings, Infection Control-Airborne precautions; Transmission based precautions and Preparing for Pandemic Influenza.

Contact

Nate Zelesnikar
Director of Programs and Services
Phone: 585-359-3710 x122
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Appendix F
COVID-19 Reopening Plan
Respite

Standards for Reopening
Holy Childhood has finalized its overall agency-wide Covid-19 Reopening Plan via a cross-functional task force, which is inclusive of best practices related to Respite Services. Represented on this task force are Holy Childhood’s Senior Leadership Team, Program Managers, Medical Professionals, and Front Line Staff. As we move forward, service provision for these programs will be provided in person and through virtual methods. Ensuring for the health and well-being of the people we support and our staff continues to be our most essential task.

Transportation
Families/caregivers will be responsible for providing transportation to and from any/all Respite events until further notice. This is in attempt to limit the amount of exposure to others and minimize situations where social distancing is not always possible.

Communication to Individuals/Families
- Holy Childhood will be forthcoming and open with the people we support and their families by sharing our plans for re-opening. Our goal is to be transparent and to build confidence with regard to safe service provision.
- Holy Childhood will provide communication via email, US Mail, “Robo Calls”, and Social Media with regular updates surrounding the facility’s COVID-19 response plan.
- Holy Childhood will inform families and care coordinators in the event symptoms emerge and when contact with the Monroe County Health Department is warranted.

Task Guidance

Medical Consultations
Holy Childhood will work with the person supported and the Monroe County Department of Public Health to assure that the individual is medically cleared to return to work.

Respiratory Protection/Use of Face Coverings

Staff
Generally speaking, staff shall use respiratory protection/face coverings at all times unless they are in a designated “safe space” or the sole occupant of an individual space. Respiratory protection may include standard surgical-style masks or cloth face coverings, which the agency will provide. Staff can provide/use their own mask if they choose to do so. Face coverings are not to be shared under any circumstances.
Adults and Children Supported
Adults and children receiving services that can medically and behaviorally tolerate a mask or face covering should be encouraged to wear one, but are not required to do so. Face coverings will not be used for anyone who is unable to medically or behaviorally tolerate such covering or where such covering would impair their physical or mental health, or would present a challenge, distraction, or obstruction to educational/ habilitative services and instruction. The agency will provide face coverings to individuals receiving services when social distancing of at least six feet is not possible. Individuals can also use their own mask, if they choose to do so. Face coverings are not to be shared under any circumstances.

Social/Physical Distancing
Holy Childhood will make every reasonable attempt to maintain social/physical distancing by instituting:

- All staff and people supported must perform hand hygiene immediately upon entering building and throughout the day. Staff will accompany people supported as needed to ensure that appropriate hand hygiene is taking place and that social distancing guidelines are being followed.
- Special signage providing instruction about social distancing will be added throughout Holy Childhood to encourage appropriate social distancing. (6Ft Distancing)
- Alternate seating and or desk/table configuration to promote and maintain six-feet separation has been developed.
- Placement of carrels or other appropriate divider/barrier has been put in place to limit droplet exposure when social distancing is more difficult.
- Program areas will not exceed a total of 15 participants in the community or at Holy Childhood, and the intent is to divide participants into small groups to minimize exposure to larger groups of people.
- Staff will adhere to appropriate social distancing by maintaining at least six feet of distance between individuals unless the safety or core function of the activity or instruction requires a shorter distance.
- Staff will ensure that Respite participant groupings remain as static as possible by having the same group of participants stay with the same staff groups throughout the day. Further, Holy Childhood will restrict participants from mixing between groups and limit the maximum numbers in any specific area, as feasible.
- The sharing of personal items, work materials and equipment shall be limited. As much as possible, participants shall be provided with items needed for instruction or activity on an individual basis. Such items needed for instruction or activity shall be cleaned after each use and subject to the same cleaning/disinfection policy noted within this plan. Individual belongings shall be separated from others and placed in containers that are individually labeled and stored in areas so as to be easily identified and located for the purpose of returning them home to be cleaned and disinfected.
- Holy Childhood has established adequate supplies to minimize the sharing of high-touch items to the extent possible or limit the use of supplies and equipment to a single cohort with cleaning/disinfecting to take place between uses.
- Items such as electronic devices, books, games, learning aids that cannot be cleaned or disinfected shall not be shared between participants.
• Nonessential visitors, volunteers, and large group activities, especially those activities that involve other groups, shall be restricted for the foreseeable future. In some cases for business necessity small groups may be allowed admittance but these shall be evaluated on a case-by-case basis by management, and any visitors will be subject to prescribed screening protocols.

Medical Screening
Holy Childhood defines screening as a measure or procedure put into practice to identify actual or potential cases of illness. Holy Childhood’s screening process will be guided by current information from the Centers for Disease Control and Prevention, New York State and Monroe County Departments of Health or any other regulatory body with oversight of operations for Holy Childhood (i.e. New York State Education Department, Office for People with Developmental Disabilities). Screening documentation will be completed by an RN or another identified supervisor and secured at Holy Childhood for all people entering the building.

Adults and Children Supported
Adults and children receiving services shall be screened at designated points prior to entering any program/work area. All individuals that can medically and behaviorally tolerate a mask or face covering should be encouraged to wear one, but are not required to do so. Face coverings will not be used for anyone who is unable to medically or behaviorally tolerate such covering or where such covering would impair their physical or mental health, or would present a challenge, distraction, or obstruction to educational/habilitative services and instruction.

Adjustments, as deemed reasonable to accommodate special medical, psychiatric needs or other safety events, shall be made to this screening process.

Adults and Children supported shall be screened for the following basic identifiers:
• Symptoms such as cough, shortness of breath, fatigue, headache, new loss of taste or smell, body aches, sore throat, congestion or runny nose, nausea, vomiting, diarrhea, or any other symptoms as determined by the CDC (See also Appendix A).

Self-Screening
Self-screening will require all staff entering the building to self-report symptoms on the Holy Childhood screening form or designated online screening tool. Persons will also be required to check their temperature using the appropriate measuring device. Persons who utilize self-screening will answer “yes” or “no” to the questions on the screening forms.

In-Person (live) Screening
The in-person screening will require all persons physically working or entering the building to have their temperature checked and respond to the questions on the Holy Childhood screening form prior to the start of their shift.
Conducting In-Person (live) Screening

- All persons conducting screening shall remain six-feet away, to all reasonable extent possible, when establishing if a person/student/participant is symptom-free and without fever. Active temperature monitoring shall be accomplished immediately upon arrival at the entrance to the school/program/facility and first asked about symptoms.
- Persons conducting screening shall wear a face mask or other appropriate face covering in an effort to maintain source control. Screening staff shall make all screening interactions as brief as possible by limiting the interaction to screening questions only.
- For those who require an additional screening evaluation or are identified as symptomatic, a member of the Health Office shall be contacted to evaluate the person in a “quarantine” specified area.
- Any employee, student or individual will be sent home with instruction to contact their health care provider for assessment and/or testing under any of the following scenarios:
  - Registering a fever, identified by an appropriate measuring device, of 100.0 degrees Fahrenheit or higher;
  - Have had a positive COVID-19 test in the past 14 days;
  - Have had close contact with any confirmed or suspected COVID-19 case in the past 14 days;
  - Have traveled internationally, or from within one of the designated states with significant community spread;
  - Have answered “yes” to two or more of the COVID-19 symptoms (per CDC) and shown in Appendix A.
- Employees who have symptoms suggestive of COVID-19 shall notify their supervisor per Holy Childhood policy and remain out of the workplace. Holy Childhood recommends that sick employees follow the recommendations of the CDC and should not return to work until the criteria to discontinue voluntary home isolation are met and/or in consultation with the employees’ health care provider.
- Holy Childhood shall follow the guidance of the New York State and Monroe County Departments of Health relating to employees returning to work.

Hygiene and Cleaning

- All staff and people supported must perform hand hygiene immediately upon entering the building and throughout the day.
- Hand Sanitizer that is alcohol based containing at least 60% alcohol will be provided and made readily available.
- Frequent cleaning and rigorous disinfection of high risk areas (i.e. bathrooms, nursing station) and high touch surfaces (i.e. shared equipment of supplies) will be completed daily.
- Holy Childhood will maintain an adequate stock of cleaning and EPA approved disinfecting agents.
- Holy Childhood will follow CDC guidelines on “Cleaning and Disinfecting Your Facility” if someone is suspected or confirmed to have COVID-19 infection.
**Appropriately Remaining at Home**

Holy Childhood will educate families and staff about when they should stay home or refrain from attending school, school programs, work programs, and other Holy Childhood activities. Conversely, this guidance will include education as to when return to regular activity within the school or program is acceptable. Such a decision to remain home from work, school, program, or other activity associated with Holy Childhood can be made without fear of reprisal. Holy Childhood will communicate this to all job categories, students, adult individuals, and families.

**Staff Training**

Staff will be required to take the following Relias trainings, Infection Control-Airborne precautions; Transmission based precautions and Preparing for Pandemic Influenza.

**Contact**

Nate Zelesnikar  
Director of Programs and Services  
Phone: 585-359-3710 x122  
E-Mail: nzelesnikar@holychildhood.org
Appendix G
COVID-19 Reopening Plan
Facilities

The Director of Facilities will ensure frequent cleaning and rigorous disinfection occurs as outlined in the Department of Health’s Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID–19.

The scope of work includes cleaning all hard surfaces and cleaning and disinfecting all touch points. Following CDC protocols, all touch points will first be cleaned and then disinfected, using disinfectants proven effective against COVID-19 and approved by the EPA.

Touchpoints Cleaned
Per CDC procedures, touch points that will be cleaned first and then disinfected:

- Door Handles
- Light Switches
- Railings
- Handicap Grab Bar
- Restroom Counters
- Sink Faucets
- Toilets
- Stall Door Handles
- Soap Dispense Handles
- Paper Towel Dispense Levers

Task and Frequency Schedule
Restrooms

- Daily, or more frequently as needed, thoroughly clean and sanitize all restrooms including plumbing fixtures, toilet bowls, urinals, stall partitions, mirrors, hardware and floors.
- Daily, empty and clean all wastepaper baskets and trash containers. Dispose of trash at designated trash pickup locations and replace trash liners.
- Daily, check and restock (if necessary) all towels, facial tissue, toilet tissue, and hand soap.
- Daily, thoroughly scrub toilet bowls and urinals, removing stain marks and scale.

Lobby and Hallways

- Daily, clean and sanitize all countertops and counter front panels.
- Daily, empty and clean all non-infectious, non-hazardous wastepaper baskets, and trash containers. Dispose of such non-hazardous trash at designated trash pickup locations and replace trash liners.
- Daily, dust or clean with damp or treated cloth, furniture, fixtures, cabinets, files and counters.
- Daily, clean all interior glass surfaces including glass furniture and glass doors.
- Daily, spot clean all walls, doors, door frames, partitions and wall switches, to remove all fingerprints and/or markings.
Classrooms/Program Areas
- Clean and sanitize rooms with the Clorox 360 machine.
- Daily, empty and clean all non-infectious, non-hazardous, wastepaper baskets and trash containers. Dispose of such non-hazardous trash at designated trash pickup locations and replace trash liners.

Isolation Area
- If there is a suspected or confirmed case of COVID-19, the area will be closed off.
- Outside doors and windows will be opened to increase air circulation in the area.
- If possible wait 24 hours before the area is cleaned and disinfected.
- Clean and disinfect all areas used by the person to include all offices, program areas, bathrooms, common areas and shared equipment.

General Floor Care
- Daily sweeping, mopping and vacuuming of all floor surface areas.

Dumpsters
- Daily, clean up litter overflow around dumpsters.

Additional General Responsibilities
- Maintain the janitorial closet by keeping it organized and properly labeled.
- Stock all pertinent areas with hygienic material (soap, hand sanitizer, paper towels, toilet paper, etc.) Report any low stock of these items to the Director of Facilities.
- Ensure cleaning products, sanitizer and disinfectants are kept locked in a secure area and out of reach to prevent misuse.
- Report leaking faucets, clogged drains, or any other maintenance type problems to the Director of Facilities.

Janitorial Staff
- Staff are required to wear a mask and gloves at all times while performing cleaning duties. After sanitizing or disinfecting, any gloves, paper towels or other disposable items, will immediately be discarded. Used items to be tied in a trash bag and immediately discarded.
- Staff will be responsible for completing the Cleaning and Disinfecting Log on a daily basis (see attached).
### Instructions:
- This form is to be completed **daily**.
- Cleaning and disinfecting must be performed in accordance with all requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19.”

### Areas Being Cleaned:

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Appendix H
COVID-19 Reopening Plan
Communications

Key Stakeholders
- Families (Student)
- Families (Adult)
- Individuals (Adult)
- Students
- Staff
- Board
- Volunteers
- Vendors/Visitors
- Regulators
- General Public
- Media

Message Delivery by Stakeholder Group
- Families (Student): Regular Mail, Email, Backpack Mail, Robo call, Social Media
- Families/Guardian (Adult): Regular Mail, Email, Robo call, Social Media
- Individuals: (Adult) In person communications, signage in and on building, one page informational handout
- Students: In person communications, signage in and on building, teacher instruction
- Staff: Regular Mail, Email, Social Media, Robo call
- Board: Regular Mail, Email, Social Media
- Volunteers: Email, Social Media
- Vendors: Personal communications prior to engaging them and email as necessary
- Regulators: Regular mail and/or email as necessary and social media
- General Public: Social Media, news outlets when applicable
- Media: Email, phone (press release)

Messaging by Stakeholder Group

Families/Caregivers Adult and Student
- What has been done to clean/disinfect the building and maintenance procedures
- How we are implementing social distancing in classrooms, cafeteria, hallways, workplace, etc.
- How staff will be trained to manage COVID related issues
- Break and lunch changes
- Transportation Adult
- Transportation Student
- Arrival/dismissal procedures
After-school activities
Reminder for students adults and staff to stay home if they feel sick
Outline supports will be in place for students, adults and staff who need social-emotional support when returning
Outline and list the academic support that are in place for students

Individuals (Adults) and Students
Encourage healthy habits:
- Reinforce handwashing routines. Allow time for students to thoroughly wash their hands.
- Discuss coughing and sneezing etiquette
- Utilization of hand sanitize
- Educate students on the importance of not touching their faces or other people.
- Teach non-touch acknowledgment to show friendship (no more hugs or fist bumps)
- Discourage students from congregating in large groups
- Avoid sharing of community supplies (e.g., scissors, pencils, etc.)
- Lunch policies and practices
- Provide reminders about the importance of not sharing food or drinks

Arrival practices and protocols
Dismissal from classroom

Staff
- How are we keeping the staff and everyone safe
- Ongoing training on policies and procedures
- What PPE is provided and how do they receive it
- What to do if you have symptoms
- Personal hygiene practices and requirements
- Daily cleaning and disinfecting of work areas including classrooms, offices etc.

Board
- How are we keeping anyone who enters the building safe
- Protocols for entering the building and mandatory testing requirements
- Budgetary considerations
- Best practices among similar agencies
- Updates regarding staffing
- Updates regarding positive COVID test results among staff, students or adults served

Volunteers
- Protocols for entering the building and mandatory testing requirements
- Updates regarding special events and other volunteer opportunities
- Utilization of WebEx to minimize in person visits/meetings

Vendors/Visitors
- Protocols for entering the building and mandatory testing requirements
- Utilization of WebEx to minimize in person visits/meetings
Regulators

- Overview of how we are maintaining any guidelines or regulations promulgated by the Governor, OPWDD or State Department of Education
- How we are conducting our various programs in keeping with mandates and/or guidelines
- Utilization of WebEx to minimize in person visits/meetings

General Public

- Information as to how we are maintaining a safe learning and work environment
- Guidelines regarding utilization of our grounds and or facilities
- Protocols for entering the building and mandatory testing requirements
- Other public information as necessary

Media

- Information as to how we are maintaining a safe learning and work environment
- Protocols for entering the building and mandatory testing requirements
- Other public information as necessary

Timeline

- July 6th: All families/caregivers and staff mailed and emailed request for information for School Tool database.
- July 9th: Robo call reminding people to get their updated information to Development.
- July 10th: All data forms requested to return to Holy Childhood.
- Possible: Early August: Send written (regular Mail) communication to families/caregivers regarding reopening date and requirements.
- August: Begin weekly communications leading up to opening (method of communication will be dependent on messaging required to constituencies).
- Communications will build off one another as we get closer to reopening to maintain continuity of messaging.
- Creation of a short summary (one sheet) for distribution to staff, visitors, student families/guardians, adult families/guardians and adults served to communicate expectations and protocols upon reopening.
# Appendix I - Screening Questionnaire

<table>
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<th>Name (please print)</th>
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1. Have you had Covid 19 symptoms (per CDC) in the past 14 days (viral respiratory illness such as cough, shortness of breath or difficulty breathing, sore throat, irritated eyes, nasal congestion or runny nose, vomiting, nausea, diarrhea, fever, chills, new loss of taste or smell, headache, body aches or, fatigue)? **This does not include pre-existing conditions.**

2. Have you had a positive Covid-19 test in the past 14 days?

3. Have you had close contact with any confirmed or suspected COVID-19 cases in the past 14 days?

4. Have you traveled internationally, or from within one of the designated states with significant community spread?

**Persons who answer "Y" or yes to 2 or more of the above symptoms (Q1), and/or have a temperature screen of 100.0 degrees Fahrenheit or greater, will be denied entry into the building or sent directly to the isolation room prior to being picked up or sent home. Individual will then be advised to contact their healthcare provider or, contact the Monroe County Public Health COVID-19 Hotline at (585) 753-5555 to discuss their situation. Employees should also contact their supervisor for guidance before reporting to work.**

## Document Daily Results

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<th>Q4 Y/N</th>
<th>Is temp &lt; 100.0? Y/N</th>
<th>Employee’s Signature</th>
<th>Pass-P/ Fail-F</th>
<th>Screener’s Initials</th>
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Staff Screenings will be maintained in a secure, locked area.
How to Conduct a Screening

- Upon arrival, perform proper hand hygiene practices. Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.

- Put on an acceptable face covering or mask and gloves at minimum. Eye protection (goggles or disposable face shield that fully covers the front and sides of the face) or gown may also be included.

- Screener to maintain social distance when possible.

- If individual presents or screener observes two or more of the CDC listed symptoms of COVID-19 while performing screening questionnaire, individual must be denied entry into the facility or sent directly to the isolation room prior to being picked up or otherwise sent home.

- However, if individual has answered “N” or No to previous questions, screener may then check the individual, student, staff, visitor, and contractor etc. temperature using a touchless infrared thermometer. Point the thermometer directly at the center of the forehead without touching the thermometer to the forehead. (Ask individual to push any hair on their forehead out of the way before obtaining the temperature reading). If temperature reading with forehead used is low (i.e.: below 95.0 degrees Fahrenheit; check temperature again by holding thermometer behind the ear of the individual, student, staff, visitor, contractor, etc.) Take the higher reading as the temperature.

- Clean the thermometer with an alcohol wipe between each person.

- If disposable or non-contact (temporal or infrared) thermometers are used and there was no physical contact with an individual, you do NOT need to change gloves before the next temperature check.

- However if the gloves become visibly soiled, screener is to remove and discard gloves. Then use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 second. Then put on a clean pair of gloves.

- If temperature is greater than or equal to 100.0 degrees Fahrenheit the individual must be denied entry into the facility or sent directly to the isolation room prior to being picked up or otherwise sent home.

- Screener will note an “N” or no in the temperature column.

- If temperature is less than 100.0 degrees Fahrenheit screener is to note a “y” or yes in the temperature column.

- Screener is to document a “P” or “F” (Pass or Fail) on the health screening questionnaire in specified column then sign their initials.
Appendix J
COVID-19 Reopening Plan
Frequently Asked Questions
School Program

Will parents receive notifications when there is a positive case in the building?
Yes, absolutely there will be rapid communication and all will be notified via multiple channels to include phone calls/connectEd and written communications.

What is the fully remote option?
Four models were devised to implement the 100% Remote Learning. The classroom team along with parent input will decide which model best meets the needs of the students within their classroom. These decisions are based on the following factors:

- Student instructional needs.
- Student ability to engage in academic instruction, social skills development and the provision of related services using extended virtual learning.
- Student need for emotional support.
- Student ability to receive instruction in a group virtual setting versus individual.
- Student access to the technology needed for remote learning.

The following models for instructional delivery will be used in the event of a need for a 5-day a week remote instruction model due to complete closure.

Remote Model 1:
1-hour group lesson weekly
1-half hour individual session weekly

Remote Model 2:
3- 45-60-minute group lessons weekly (2 hours and 15 minutes to 3 hours weekly)
1-half hour individual session every two weeks (2 hours weekly---4 individual sessions weekly) (or 2 hours & 45 minutes to 3.5 hours per student)

Remote Model 3:
3- 60 minute group lessons weekly
2- 20-30 minute instructional videos posted weekly

Remote Model 4:
5- 60 minute group lessons weekly

All teachers will be online daily for at least 30 minutes during remote instruction days. When a specific lesson is not scheduled, teachers need to have daily office hours for 30 minutes. If no one shows after 15 minutes the teacher will leave the session. This time can be used for a specific task, additional intervention time, conference with a family member, etc.
Teacher Assistants/Aides will have designated times during remote instruction for students during the week to work on: counting, basic math facts, letter identification, reading aloud (by either teacher assistant/aide or student), etc. This will be a 15-30-minute session.

Related Service Providers will schedule their caseload in collaboration with the family for teletherapy services & will provide additional materials to supplement services and provide resources for families to implement at home. We will provide access to additional educational resources for all remote learning models.

**If things went ideally, in one month, could a third day be added to in-person learning?**
A team of Holy Childhood professionals will assess and determine the safest phase of reopening on regularly scheduled dates by analyzing data about COVID-19 infection rates in the Finger Lakes region, health of the school community as a whole, and staff attendance.

Data Points being reviewed by the team include:

1. Community Infection Rate
2. Student Health (COVID exposures)
3. Staff Absences (overall absences for staff for any reason)

**Therapy frequencies have only been 1 time a week, which doesn’t match up to IEPs. Will students receive more therapy to match their IEPs?**
Implementation of the IEP has some flexibility during this time of the pandemic. We minimally provided 1 session in the spring and 1 group and 1 individual for the summer. For some students, this can mean 4 hours of therapy a week on top of two hours of academic instruction. We aim to strike a balance and provide therapies to the best of our ability, taking into consideration your individual needs and the needs of your child(ren).

**Will students have a lanyard or something to store the masks on when not in use so that they are not lost, kept clean and off floor?**
We are working on this as an option.

**If another student at home is under quarantine, does that mean that the whole family is under quarantine?**
We would have to defer to the Monroe County Health Department, as they will initiate contact tracing, and would issue the quarantine order, etc. We would communicate with them frequently and with the family and come to a determination on a case by case basis.

**Will staff be required to be COVID tested?**
There isn’t a requirement for staff to be tested regularly. If a staff member has any of the symptoms or a fever, he/she will be referred to their primary care physician. They may be referred for testing by their medical professional. All staff is tested for a temperature upon arrival.

**Do we have a fully remote option?**
Yes, that option is available for all Holy Childhood students. With that being said, we believe that we have made great effort in trying to ensure the health and safety of all of students and staff with our reopening hybrid plan. It should be noted that Governor Cuomo can close all schools if the regional community infection rate goes over a target percentage.

**When will we hear about a schedule for the students who are fully remote?**
Our target is by the end of August. There are many variables that have to be taken into account that may not become apparent until the end of August.
What will students do in the community classroom? Will they be in the community?
The Work-Based Learning program needs to connect with the employers who we have worked with in the recent past. We have to make a decision if it is safe for our students to go into the workplace. The employers must also agree that having our students in their workplace is OK for them. Once we begin to confirm worksites, the program will begin again. Work-based Learning will be delayed and will not start the first day or week of school reopening.

But what is the option for electing fully remote?
We are gathering information from families who have requested remote learning and determining how we will best meet student needs. We are looking into designated staff to facilitate this need.

How have the classrooms been set up to reduce exposure, especially since some students will not be wearing masks?
Classrooms have been completely reorganized, tables and other furniture have been removed and replaced with individual desks for each student; each student will have their own supplies; spacing is designed to accommodate social distancing requirements, especially because many students are not able to wear masks. Additionally, hand sanitizer will be located throughout the building. Frequent handwashing for a minimum of 20 seconds will be reinforced by classroom staff. Signage and visual markers are placed throughout the building and classrooms to help indicate proper social distancing.

If a family elects fully remote, is there a certain amount of time you are committing to that decision for? For example, Canandaigua is making families choose either hybrid or remote for a full term.
As noted in an earlier question, a Staff Data Team will be reviewing the designated data to determine our next phase in our reopening. At any change in our phase, parents can request that their child move from remote to that new phase.

Will students who are fully remote (by parent choice) still be with the teacher (whose name was sent home in the mail) or is there a teacher who will handle all fully remote students?
We are hoping to make that possible. We will communicate to families any teacher change that needs to happen before school starts on September 8th.

What does the day look like for students who elect fully remote? Is there live synchronous learning? We are gathering information from families who have requested remote learning and determining how we will best meet student needs. We are looking into designated staff to facilitate this need. We are also investigating the possibility of synchronous teaching (learning). This may be possible. We will be trying it out once school starts with certain classrooms.

When and how do we go about setting up remote learning? Can we send students in-person if the numbers stay low?
Please contact Kathy or Dave regarding remote learning. The possibility of moving to a new phase by adding another to the hybrid model does depend on the data as noted in a previous question. Any change in our model will allow for students on full remote learning to join the hybrid model.

Is remote teaching days 2 hours of class time each day?
Yes, the 9:00 a.m. - 11:00 a.m. is our target time for academic instruction. We will, however, work with the families to schedule both the academic instruction and the child’s therapies in the most convenient time as possible for both the families and the school staff.

How much “traveling” in the building will our students experience?
The students in the building will initially spend much of their time in their classrooms. If the weather continues to be nice, we are encouraging the staff to take their classes outside to get a mask break. The gym will be open to offer physical education classes. The pool will likely reopen in October after the renovations are completed.
Have you considered starting a week later? Some districts aren't starting with students until September 14th? This is difficult due to the number of days we need to be in session as stated by the NYS Department of Education. There is little flexibility in this number. We do have to account for any snow days as part of our calculations as well as any staff development days that occur during the school year. By starting a week later, we would have a hard time meeting that requirement.

Do parents need to be present for remote learning?
Yes, we need to have an adult with each child who is participating in remote learning.

Can we change from in-person to fully remote if COVID increases in school building?
Yes, please call or email Kathy or Dave to discuss. We will work with you.

If you are fully remote do you have the option to come in-person if cases remain low?
Yes, each family can make the decision to change to the hybrid model at the time that the program changes phases of reopening by adding a day to its model. Please contact us with questions. We can work through your needs.

What about cleaning in therapy rooms, music, PE, etc.?
We have retained a third maintenance person to assist with the deep cleaning on off hours, especially on Wednesdays when we are all remote, and then on Saturdays when the building is completely empty. In addition to the classroom staff doing ongoing cleaning, our facilities crew will pay attention to high traffic areas (including the gymnasium, cafeteria, classrooms and therapy rooms) and hard surfaces consistently. Cleaning will take place throughout the building with heavy attention on the therapy rooms between students.

Will 12 ft. distancing be accomplished in areas where there is exhalation - like music and PE?
Yes, music therapy will have barriers and PE will use the full gym.

What are some more details about the isolation room, if a child has symptoms?
The isolation room will be used when a child has a temperature of 100 degrees or higher; or shows symptoms of a COVID-19 infection as identified by the CDC. The student would be escorted to a room set-up specifically as an isolation room and is manned by a nurse. Parents would be called and asked to come and pick the child up within the hour, if possible. They would recommend that the child be seen by their primary care physician. We ask parents to notify our nurse’s office with any results of that visit or any tests that might be given. The Health Department would be informed by the nursing staff and they would follow-up with the family.

How are you managing asymptomatic cases? Will staff be tested periodically for COVID like nursing home and childcare facilities?
There aren’t any requirements for staff to be tested. All staff are required to wear a mask and they will also have access to a wide range of PPE including face shields, goggles and gowns. All staff is temperature-checked upon arrival and must complete the health screening.

Are students required to wear masks during the school day?
Students are encouraged to wear masks when they are not able to be physically distant. Masks will be available for students to wear and they will be taught about proper removal and disposal of masks. We know that many of our students cannot tolerate wearing a mask for long durations.

Is there going to be a live feed from the classroom teacher for the full remote learners?
We aren't sure that the building will have enough bandwidth to be able to accomplish this idea. We will be experimenting with it at the start of the school year and see how many we can do.

Can you discuss a little more about how therapies are going to be handled? Will the number of therapies follow the IEP?
Each family will get a letter from the school with a list of therapies on their child’s IEP. We will ask parents what fits into their schedule. We will use this information to assist in making therapy schedules for the students. We found during the spring and summer that scheduling all of the therapies was difficult for many families. We will do our best to try and meet all of the requirements listed on the IEP.
Should kids bring water bottles to school since fountains are closed?
Yes, it is recommended that students bring water to school. We will have limited ability in some classes to offer water without the water fountains. The elementary and middle school classrooms have sinks in their classrooms and can refill bottles as needed. It is requested that any water bottles brought into school have the student’s name on the bottle or it may be thrown out to prevent disease transmission.

How will you handle classroom coverage if a teacher is out sick?
Teaching Assistants will continue to be utilized to cover the class in a teacher’s absence. Classroom aides will report to be at the building all four days in order to provide the needed coverage in classrooms as result of absences.

Will kids in transition rooms be able to do activities in the community? (i.e. grocery shopping, volunteer work) while wearing masks of course.
Initially, the Work-Based Learning and Community-Based experiences are on pause while we determine the level of safety in the community. Our community partners are being contacted to determine their ability to take our students as well as the level of infection in the community in general.

What will the classroom look like? Will there be dividers/partitions between desks so children do not need to be wearing masks while in the classroom?
Students are encouraged to wear their masks throughout the day; however, students may take a mask break under the direction of the classroom staff. All desks in the classroom are 6 feet away from each other. This will give the students the opportunity to remove their masks while everyone is in their desks. The teacher will continue to wear a mask while they are teaching.

On the 3-days that students are home, they may have therapy sessions scheduled, but otherwise they will not have interactions with the teacher?
There will be academic classes on the remote days. The teacher and teaching assistant may do group lessons or individual reinforcement sessions. The teacher will offer office hours during the remote days for parents or students to talk to the teacher via WebEx.

What online resources will the kids be able to access this year? Raz Kids? Epic? Any other math resources?
Most of the on-line resources are being renewed for this coming school year. There may even be some new ones that the teachers have discovered and made available to their students. We will continue to use the UNIQUE curriculum and Google Classroom.

Will Work-Based Learning be remote?
We are investigating the possibility of restarting the Work-Based Learning program but we need to determine if our community partners are welcoming our students back to the workplace. We are also monitoring the community infection rate.

Will the PAES Lab be in session?
Yes, we are restarting PAES for high school students in September.

Will there be any communication before school starts from a new teacher for children moving up to new grade level?
Yes, teachers are encouraged to make contact with their families as soon as possible.

Will the students receive chrome books this fall? If so, will there be more information on picking them up?
Yes, we have ordered Chromebooks for every student in the school. We are waiting for delivery. Unfortunately, we do not expect them in the building before school starts. The Holy Childhood IT Department will set up each Chromebook so that accounts are pre-installed before they are picked up by families.

How soon will we have confirmation on student's time schedules to be online?
Student schedules will probably be mailed or emailed to the families by the classroom teacher.
Can school work material be sent home in the event a parent is working and is not able to log their child into remote learning at specified times?
Yes, work will be sent home to parents to supplement any lessons that happen during the week.

Do we need to send in supplies for our child?
No, all supplies will be available at Holy Childhood for each child. They will each get a pencil box with school supplies in it for their personal use. We will replace any missing or used up supply within the school.

How does regular medication drop off for students work?
Please contact the health office by calling 585-359-3710, ext. 130 and arrange for a time to drop off the medication.

How many hours of therapy are children supposed to be on during at home sessions?
A letter will be sent home that lists all of the therapies that the child has on their IEP. Every therapy session is generally 30 minutes in length. If there are 5 therapies during the week, that would be 150 minutes of therapy for that week, plus a couple of hours of academic lessons per day. Services may be modified through conversations with the service provider and the families during the school year.

Questions? Please contact Dave Halpern or Kathy Miller at 585-359-3710.
Appendix K
COVID-19 Reopening Plan
Frequently Asked Questions
Adult Programs and Services

Does Holy Childhood have a COVID-19 Reopening Plan?
Since the start of the COVID-19 pandemic in mid-March, the Holy Childhood Reopen Task Force began work on a comprehensive plan for reopening the entire agency. Following guidance from the New York State Department of Health and the Centers for Disease Control, for the entire agency, there are common requirements for every aspect of the operation. Certain elements are also specific to individual programs. The agency-wide plan is on our website and includes program-specific appendices, including our Adult Day Programs. (www.holychildhood.org.)

Will Holy Childhood be conducting health screenings on every person who comes to the agency?
Yes. All staff, students, adults receiving services and essential visitors must undergo daily health screenings before being allowed admittance to the Holy Childhood facility. Upon entry at designated check-in points, temperature checks will be performed either by a Registered Nurse or supervisor-level personnel of the agency; a series of questions will be asked relative to the presence of potential COVID-19 symptoms, potential exposure to individuals suspected of having COVID-19, and regarding travel from designated states to New York State which are on the watch list for spikes in COVID-19 cases.

What if an individual receiving services is not able to answer the screening questions?
Holy Childhood is keenly aware of the communication/cognitive challenges which may be present for the individuals we serve. This is why Registered Nurses or supervisor-level personnel who are extremely familiar with the individuals we serve will be performing health screenings, as they will utilize a variety of communication/clinical assessment tools, as well as their personal professional clinical knowledge of individuals’ typical health and well-being. Additionally, adult transportation contractor Medical Motor Services will conduct screenings upon pick-up on the way to Holy Childhood or community sites. However; the first step of ascertaining wellness begins at home. It is the expectation that family/guardians/residence staff will perform initial screenings at the start of the day and not send individuals if they present symptoms of any kind.

What happens if someone has a fever or other symptoms related to COVID-19 or affirm they have COVID-19 or have been exposed, or have travelled recently from a hot spot region?
Holy Childhood staff will be mandated not to report to work and to contact their health care provider and/or the Monroe County Health Department to ascertain their next steps for COVID-19 testing and assessments. Any essential visitor attempting to gain admittance and who does not pass the screening will be turned away and advised to contact their health care provider. If a student/adult receiving services presents with a fever, exhibits other symptoms, or gives indication of exposure or interaction with persons with potential COVID-19 virus, they will be immediately triaged in a new auxiliary health office space designed for temporary isolation until the individual’s family, guardian or residence staff can arrive promptly to take them home and contact their health care provider. Nursing staff and program staff will monitor all individuals during their time in this health office.
Will everyone be required to wear a mask at Holy Childhood 100% of the time?
All Holy Childhood staff members are required to wear a face covering. We will strongly recommend that students and adults we serve wear masks as well. We recognize; however, that for some of the people we serve, wearing a face covering may prompt medical/emotional/behavioral reactions. In the event an individual will not/cannot wear a face covering consistently, staff will ensure appropriate social distancing per guidance from OPWDD and the New York State Department of Health. In some cases, face shields may be recommended to provide some protection; however masking is the preferred method.

What if a student/adult receiving services refuses to wear a mask? Will they be denied service or lose their slot in Holy Childhood programs and services?
No one will be denied service by Holy Childhood should they refuse to wear a mask or are unable to wear one. Nor will they lose their access to our services. We are intent on making appropriate accommodations for all individuals we serve in the safest way possible, so that they, their peers and our staff are protected; there will be multiple means to provide appropriate social distancing where possible if masks are not worn.

What will be different inside the Holy Childhood facility due to COVID-19 when people return to in-person programs and services?
Many safeguards have been put in place, to include hand sanitation stations positioned in easy-to-access locations throughout the building. There are physical markers in hallways which remind people to practice social distancing. For OPWDD programs and services there is not a need to reduce the numbers of people per room; there are ample spaces within the facility to accommodate social distancing. Safeguards include strategically placed instructional circles on hallway walls, which exhibit where individuals can stand in hallways. Signage throughout the building provides instruction about good hygiene including washing hands with soap and water and using hand sanitizer, practicing social distancing and wearing facial coverings. The reception area in the main lobby will be surrounded by protective glass for the safety of the receptionist and people approaching the desk; select areas now have other protective barriers or have had furniture rearranged to facilitate social distancing. Anyone entering the building will now use a computer station to scan their driver’s license or other ID to sign in and generate a name tag to provide contact-free visitor registration. Note, for the foreseeable future visitors will not be allowed in the building with the exception of identified essential personnel.

Will there be extra cleaning and sanitation at Holy Childhood?
Our facilities team has put a plan in place which involves multiple-times-a-day cleaning in program areas by program staff (classrooms, work areas) in addition to a regular cleaning schedule for high-touch areas by janitorial staff during the program day. After program hours, multiple times per week, an extra sanitation step will be in place, with a Clorox 360 misting system being used after end-of-day cleaning to ensure complete sanitation and preparation for the next program day. All cleaning activities will be documented on a daily log.

Where will people receiving services take breaks and lunch? Will they be required to social distance?
They will be required to maintain social distance at all times. For the foreseeable future, breaks will be taken around the service-provision areas, which provide ample space for social distancing (or protection such as Plexiglas barriers in Partners with Industry and other locations) or outdoors, weather permitting. The same practice will be used for meals.

For meals, will lunches be heated if needed or will cold lunches be required?
There is accommodation to assist individuals with heating meals if necessary.
Are water fountains currently out of order? Should people bring a refillable bottle?
The agency has closed all water fountains. Individuals are encouraged to bring water bottles with name labels. We will also provide bottled water to individuals who require it.

Will everyone return to the same classrooms/work spaces as they were prior to closure?
In many cases, yes, people have returned to the same spaces; however they may use other rooms throughout the building as warranted.

Describe communications mechanisms with families and residences.
Communication is done via telephone, e mail, and via US Mail when necessary. If there is a positive COVID case, immediate communication occurs with the Monroe County Department of Health and family/guardians. Additionally via DDAWNY, the agency will now utilize a special e mail to inform residences of positive COVID cases.

How is Holy Childhood addressing those who may need additional supports to return? Are you offering a team conference to assist?
The agency always welcomes a team conference to best ascertain how to meet the needs of every individual we serve. Additional supports and accommodations will be made in order to continue the highest level of person-centered services possible.

When will we be notified if a staff or person supported tests positive for COVID-19?
Agencies must notify the state and local health departments immediately upon learning of a positive COVID-19 test among students, faculty, staff or visitors. Individuals and families will be notified simultaneously. Agencies must cooperate with contact tracing, isolation and quarantine requirements. If a staff member or person supported tests positive for COVID-19, the individual/parent/guardian will be notified immediately as the Monroe County Health Department contact tracing process begins.

I am worried about health and safety as individuals are transported to and from home to Holy Childhood. What is being done to ensure good protocols are in place to protect them?
Holy Childhood has a strong partnership with its transportation vendor, Medical Motor Services. MMS has enough vehicles to adhere to the 50% capacity rule as individuals are transported. MMS drivers and staff will wear appropriate Personal Protective Equipment at all times and will follow rigorous sanitation procedures. Health screenings will be initiated at pickup. Refer to the complete guidelines provided by Medical Motor Services.

Will virtual programming remain available for those adults who don’t plan to come back to in-person program at this point in time?
Holy Childhood is aware that many individuals/families may not feel comfortable returning to the adults programs and services at this time, despite the various safeguards which are in place. We will continue remote delivery of services to every individual who requires it to the greatest extent possible. Please work with your service team member at Holy Childhood and Care Coordinator to craft a means of service delivery that is most appropriate.
Will meetings such as Life Plan meetings be held at Holy Childhood?
At the current time, at least until the full reopening of all programs at Holy Childhood, we will not conduct Life Plan meetings at Holy Childhood. In fact, Care Coordinators have not done in-person meetings at all during the pandemic. We will continue to work with Care Coordination organizations to ensure all appropriate actions are taken on behalf of the people we serve and remote meetings can occur as needed.

Are there guidelines surrounding air filtration systems and if so is Holy Childhood putting those measures in place?
The HVAC units in the Holy Childhood facility use make-up air and outside air. This type of HVAC solution pulls in fresh, tempered air from outside the building to replace existing air that cannot be recirculated. Per recommendations, the units have MERV 13 filters.

Who can I contact about questions or concerns about the Holy Childhood Adult Programs and Services?
Nathan Zelesnikar
Director of Programs and Services
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