

# The Saul & Elaine Seiff Educare Center

## Opening Plan for the 2021 – 2022 School Year

**Agency Name:** NYSARC, Inc. Suffolk Chapter – Saul & Elaine Seiff Educare Center

**BEDS Code:** 580507999853

**Administrative Address:** 2900 Veterans Memorial Highway, Bohemia, NY 11716

**Program Site Address:** 45 Crossways East Road, Bohemia, NY 11716

**Program(s) provided at this site:**

- 4410 Preschool Special Education
  - Special Class
  - Special Class in an Integrated Setting
  - Multi-Disciplinary Evaluations
- 853 School Age Special Education

**Contact Person (Name, Title):** Andrea Nickdow, Vice President, Children’s Services

**Contact Phone Number:** 631-218-4949, Ext. 207

**Contact Email Address:** [anickdow@suffahrc.org](mailto:anickdow@suffahrc.org)

**Website where this plan and any plan updates will be posted:** <https://www.ahrCSuffolk.org/>

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## **Communication & Family Engagement**

*Maintaining an open line of communication between families and school staff is essential.*

Parents / Guardians will be contacted through a variety of methods of communication including the student's communication book, backpack mailings, regular postal mailing, robocalls, text messages and regular social media posts ([www.facebook.com/seiffeducare](http://www.facebook.com/seiffeducare))

Parents / Guardians are provided with a Student & Family Safety Guidelines booklet in their preferred language. The Student & Family Safety Guidelines booklet will be mailed to students' homes following updates or revisions.

Teachers and therapists are required to contact parent / guardians regularly. These contacts must be documented in event logs, which are submitted for filing in the students' permanent record on a quarterly basis.

In order to accommodate families whose primary language is Spanish, an Educare staff member is assigned to provide translation. All written communication will be provided in English and Spanish.

In order to accommodate families who may have visual or hearing impairments, information will be provided in written and verbal modalities as applicable.

Additional communications to parents will be sent through backpack mailings, text messages, e-mails, postal service, School Messenger robocalls and regular social media posts. Records of correspondence will be maintained in the student's chart in the main office.

The Saul & Elaine Seiff Center staff have been provided with a Staff COVID-19 Safety Guideline booklet which includes all applicable procedures and CDC infographics.

Signs are posted throughout the building regarding hand washing, sanitizing, social distancing, and wearing PPE correctly.

Parents / Guardians will be encouraged to speak with the Educare Center Nursing Department should they have questions or concerns regarding their child's health and how it may relate to COVID-19 symptoms.

## **Health & Safety**

*The Saul & Elaine Seiff Educare Center maintains strict adherence to guidance set forth by the Center for Disease Control, New York State Department of Health, Suffolk County Department of Health, and Office of Children & Family Services.*

### ***Arrival Screening:***

Before arrival to the Educare Center, students' parents / guardians will be encouraged to answer // all staff and visitors are required to answer the following COVID-19 Screening Questions:

- In the past 10 days, have you been tested for the virus that causes COVID-19, also known as SARS-CoV-2?
- If you were tested, was the result positive OR are you still waiting for the result?
- In the past 10 days, have you been designated a contact of a person who tested positive for COVID-19 by a local health department?
- Do you currently have (or have had in the last 10 days) one or more new or worsening symptoms of COVID-19? A complete list of symptoms is regularly updated on the CDC's website here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Upon arrival, all students, staff and visitors will have their temperature checked.

### ***Positive Screening Protocol:***

Should a student, staff member or visitor respond to any of the screening questions with a "yes" or a temperature of greater than 100.0 F, they will not be permitted to enter the building past the Educare Center boardroom.

Staff members will be instructed to contact their healthcare provider for follow up and if recommended, testing.

Students with any symptoms of COVID-19, including a temperature of greater than 100.0 F will be sent to the Educare Center boardroom, which has been designated as the COVID-19 isolation room. Should a student arrive at the Educare Center and have a temperature greater than 100.0 F, their temperature will be rechecked after 30 minutes.

If a student displays any symptom of COVID-19, the Parent/Guardian will be contacted to pick their child up from school and instructed to follow up with their healthcare provider.

All staff and students who have not passed the screening protocol will be added to the COVID-19 Tracking form on Google Drive by the Educare Center Nursing Department or an Administrator.

### ***Social Distancing:***

Every effort shall be made to ensure six feet of distance between students. Given the level of care our students need, and the nature of the specialized school environment, closer contact will often be required.

In order to clearly monitor the physical distancing between students, markings on classroom floors, tables and in treatment areas have been established, and will be observed by all staff and students, to the extent possible.

Seating, desks and equipment will be spaced at least six feet apart. Desks must face in the same direction (rather than facing each other). If larger tables are in use, students should be spaced apart and face in the same direction, as feasible.

During mealtime, sharing of food is prohibited and students will remain socially distanced.

Staff and students must also practice social distancing while outdoors, as feasible. Markers on the sidewalk will indicate appropriate social distance.

### ***Face Coverings:***

Students will be encouraged but not mandated to wear face coverings. Should a student be able to tolerate a mask, teachers will schedule periodic mask breaks.

For all staff members and visitors, face coverings must be worn before entering the building; they must fit snugly and cover the nose and mouth.

As per Department of Health Guidelines, face coverings should not be used by children under the age of 2, or for anyone who is unable to medically tolerate such covering, including students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction. Should a student be able to tolerate a mask, teachers will schedule periodic mask breaks.

Face coverings are to be worn when within 6 feet of another person and in common areas, like classrooms and hallways. While masks must be worn in classrooms and common areas, breaks may be taken when coverage allows.

Washable masks should be laundered when they are soiled or wet. Disposable masks should be replaced daily and when soiled or wet.

If a staff member does not have a face mask, they may request one from the Nursing Department. If staff members have any issues obtaining a face mask, their HR Representative should be contacted immediately.

### ***Vaccinations:***

AHRC Suffolk will share opportunities for vaccination with staff members, as well as with eligible students' parents / guardians. Should a staff member choose to receive a COVID-19 vaccination and share their vaccination status, they may do so with Human Resources or an Administrator. Should an eligible student receive the COVID-19 vaccine, parents / guardians may choose to share their child's vaccination status with a member of the Nursing Department.

### ***Confirmed COVID-19 Cases:***

The Saul & Elaine Seiff Educare Center will maintain a continuous log of every person, who may have close contact with other individuals at the school; excluding deliveries that are performed with appropriate PPE or through contactless means.

### ***Should a staff member or student become COVID-19 positive, the following chain of events will occur:***

The Vice President, Children's Services or designee will be notified of the positive COVID case. The Vice President, Children's Services or designee will convene a meeting with the Director of Pupil Personnel Services, the Director of Related Services & Facilities, Quality Coordinator, Education / Transportation Coordinator, Nursing Department and Social Worker.

Close contacts of the COVID-19 positive individual will be isolated to prevent any further transmission. The Nursing Department & Social Worker will contact all parents/guardians of affected students to arrange pick up. Parents / Guardians will be provided with information on how to contact the Department of Health and to follow up with their child's healthcare provider.

The Quality Coordinator will notify the local health department of the COVID-19 positive case and report close contacts in the Suffolk County Department of Health Schools Portal (

The Vice President, Children's Services will notify the Chief Operating Officer, Vice President, Quality Improvement & Corporate Compliance, as well as the NYSED Regional Associate and the Office of Children and Family Services (if applicable). A phone and email notification of the confirmed COVID-19 case will be sent to all Educare staff and parents / guardians.

The Director of Pupil Personnel Services will contact school districts and the Suffolk County Dept. of Health Bureau of Children's Services to notify them of the immediate change to remote instruction for the quarantined students.

The Education / Transportation Coordinator will contact bus companies to pause transportation for students who will be quarantined.

The Director of Related Services & Facilities will contact the Director of Buildings and Grounds to arrange for the AHRC Suffolk Maintenance Department to thoroughly clean and sanitize the Educare Center per CDC and New York Department of Health guidelines.

Teachers and Therapists will contact Parents / Guardians to establish expectations for Remote Instruction using Google Classroom and consent for telepractice. Teachers and Therapists must follow the Children's Services Guidelines for Remote Instruction.

**Please note:** Per the Department of Health, quarantine for potential exposure to COVID-19 is required if you were in close contact with someone who has tested positive for COVID-19, and:

- If the person had symptoms: you had contact with them while they had symptoms or within the 48 hours before their symptoms started, or
- If the person did not have symptoms, you had contact with them within 48 hours of when their COVID-19 test was collected

**What is close contact?** “Close contact” for COVID-19 is defined as being within six feet of someone who is either displaying symptoms of COVID-19 or has tested positive for COVID-2019 for a prolonged period of time (ten minutes or more). You would also be considered a close contact if someone who has tested positive for COVID-19 coughed or sneezed on you.

### ***Returning to the Educare Center after isolation / quarantine:***

In the event of a confirmed COVID-19 case, the AHRC Suffolk Educare Center will seek guidance from the Suffolk County and New York State Departments of Health. Students and staff must adhere to the quarantine notice set forth by the local Department of Health.

#### **If a student / staff / visitor was COVID Positive:**

*The COVID-19 positive individual may return to school / work after being released from isolation by the local Department of Health which is typically:*

- 10 days after symptom onset; AND
- Symptoms are improving; AND
- The individuals are fever-free for at least 72 hours without use of fever reducing medicines.

A “Release from Isolation / Release from Quarantine” letter is must be submitted to return to the Educare Center.

#### **If a student / staff / visitor was deemed a close contact:**

*Close contacts of a COVID-19 positive individual may return to school / work after being released from quarantine by the local Department of Health which is typically 10 days from your last day of potential exposure.*

While close contacts may end quarantine after 10 days, they must:

- Continue monitor for symptom daily through Day 14;
- Continue to practice good hand hygiene, wear a mask, and keep six feet away from others for at least 14 days.
- If symptoms develop, close contacts should immediately isolate and contact their healthcare provider to report this change and get tested for COVID-19;

A “Release from Isolation / Release from Quarantine” letter is must be submitted to return to the Educare Center.

*Asymptomatic individuals who have been fully vaccinated against COVID-19 do not need to quarantine during the first 3 months after full vaccination, if the following criteria are met:*

- Are fully vaccinated (at least 2 weeks following receipt of the second dose in a 2-dose series, or at least 2 weeks following receipt of one dose of a single-dose vaccine); AND
- Are within 3 months following receipt of the last dose in the series; AND
- Have remained asymptomatic since last COVID-19 exposure.

Asymptomatic individuals who have previously been diagnosed with laboratory confirmed COVID-19 and have since recovered, are not required to retest and quarantine within 3 months after the date of symptom onset from the initial SARS-CoV-2 infection or date of first positive diagnostic test if asymptomatic during illness.

### ***Returning to the Educare Center after symptoms of COVID:***

*If you have been seen by your health care provider and COVID-19 is not suspected:*

The symptomatic person’s health care provider must provide a written diagnosis of a known chronic condition with unchanged symptoms, or a confirmed acute illness (examples: laboratory-confirmed influenza, strep-throat. The symptomatic person may return to school according to the usual guidelines for that diagnosis.

Note: a signed HCP note documenting unconfirmed acute illnesses, such as viral upper respiratory illness (URI) or viral gastroenteritis, *will not suffice*.

*If you have been seen by your health care provider and you have been tested for COVID-19:*

If your symptoms are improving AND you are fever-free for at least 24 hours without the use of fever reducing medicines, you may return to school with:

- A note from HCP indicating the test was negative
- A copy of the negative test result.

*If a COVID-19 diagnostic test was recommended but not done and no alternate diagnosis was given OR you were not evaluated by a health care provider:*

You must remain in isolation at home and are not able to return to school until your local health department has released you from isolation, which is typically:

- At least 10 days have passed since date of first symptoms; AND
- Your symptoms are improving; AND
- You are fever-free for at least 72 hours without use of fever reducing medicines.

## ***Cleaning & Disinfecting:***

In an effort to reduce and eliminate the spread of the Coronavirus at AHRC Suffolk we continue to clean and disinfect objects regularly to limit the spread of germs or if someone at one of our facilities is sick. As per CDC guidelines, AHRC Suffolk will ensure regularly touched objects are disinfected daily; such as doorknobs, toilet flushers, desks, light switches and chair armrests.

At AHRC Suffolk we are using a diluted bleach solution or products approved by EPA to kill coronavirus. Throughout the workday there are assigned staff who are ensuring those regularly touched surfaces and objects are disinfected on a daily basis. Assigned staff document the time and initial on the daily cleaning log. At the end of each week, the Cleaning and Disinfecting Log will be reviewed by the department's supervisor and submitted to the Program Assistant for filing.

### **Classroom & Treatment Areas:**

Classroom Teachers and Related Service Seniors are responsible for assigning duties to fulfill the required tasks on the Cleaning and Disinfecting Log.

Assigned staff must document the time of cleaning and initial in the indicated space on the daily cleaning log.

### **Floors & Bathrooms:**

Adult Day Services Cleaners are responsible for dust mopping hallway floors and mopping classroom floors. They are also responsible for cleaning common and classroom bathrooms daily.

Assigned staff must document the time of cleaning and initial in the indicated space on the daily cleaning log.

### **High Touch Areas:**

The Maintenance Department Staff are responsible for cleaning and disinfecting high touch areas in the Educare Center products approved by EPA to kill coronavirus which include hand rails, door knobs and light switches. They are also responsible for cleaning and disinfecting the Educare Center Boardroom.

In the event that the Educare Boardroom is used as the isolation room, a designated staff member will

- Open outside doors and windows to increase air circulation in the area.
- Wait at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible.

Assigned staff must document the time of cleaning and initial in the indicated space on the daily cleaning log.

### **Additional Cleaning:**

Positioning equipment stored in the hallways (supine boards, lifts, gait trainers, dynamic standers, strollers, etc.), therapy and classroom mats and the Nursing Office will also be cleaned daily by the Educare Center Equipment Aides.

Assigned staff must document the time of cleaning and initial in the indicated space on the Cleaning and Disinfecting Log.

## **Facilities**

### ***Ventilation / Filtration:***

The Saul & Elaine Seiff Educare Center is ventilated by an HVAC system consisting of six rooftop units. AHRC Suffolk Maintenance Department coordinates regular inspection and upkeep of the system. There are MERV rated 13 filters on each unit which are maintained by the HVAC vendor.

In addition to the building-wide system, smaller free-standing air cleaning units, which are verified by AHAM, will be provided upon request.

### ***Hand Washing and Sanitizing:***

The Educare Center is equipped with 20 lavatories and 15 sinks, each with hand soap and paper towel dispensers.

Hand sanitizer dispensers are installed throughout the building in classrooms, treatment areas, restrooms and common spaces. These are regularly checked and refilled by the maintenance department.

## **Nutrition**

AHRC Educare does not provide food service; meals are parent-provided. In the event that a child arrives at school without food, the Social Worker or School Psychologist will provide a meal from the emergency food pantry and follow up with the family. If the family is in crisis, the Social Worker/School Psychologist will provide resources and a referral will be made for school district support.

Family style mealtime, common tableware, community utensils and sharing of food is prohibited. Staff who are preparing individual student meals must wear PPE and wash hands and change gloves between each students' meal preparation. Students must remain socially distanced, as feasible, during mealtime. Staff who are working closely with students (i.e. feeding) must wear all appropriate PPE. Spaces will be cleaned and disinfected before and after mealtime.

## **Transportation**

*NOTE: Transportation for students with disabilities enrolled in 4410 and/or 853 programs are provided by the school district. School programs, however, are involved in the embarking and disembarking of students.*

In order to promote social distancing and to prevent crowding at the Main Entrance, admittance may also be permitted for students through emergency exit doors 2 and 3 which access the bus lane. Social distance markers are painted on the sidewalk in the front of the building.

Students who are transported to/from school by a Parent / Guardian must use the main entrance so that the student is signed in at the reception window. Students may be brought into the building by an aide from their classroom. Staff will ensure that all entrances are monitored during arrive and locked after use.

## **Social Emotional Well-Being:**

The Family Services Department will provide support to families and may provide resources for mental and physical health, emotional counseling, food banks, community outreach, and respite services, among others. A Spanish language translator will be available as needed.

In addition to the support services provided by the Family Services Department, the following procedures related to social emotional well-being are in place at the Educare Center:

- Requesting Psychological Intervention
- Team B Procedure
- Elopement Procedure
- Child Abuse and Neglect Policy
- Family Service Meeting
- Parent Training / Support Procedure
- Social Emotional Well Being
- Psycho-Social Meeting

## **School Schedules**

Given the high level of support required by Educare students, the need for in-person services is evident. Therefore in the 2021 – 2022 school year, all classrooms will be utilizing a full time, in person model. School hours are from 8:30 a.m. – 2:30 p.m., Monday – Friday.

In order to accommodate students who must isolate or quarantine, a fully remote model has been developed. This model is also available to parents/guardians who have chosen to keep their child fully remote due to health concerns related to COVID-19.

### *Requesting the Remote Instruction Model*

Parents / Guardians may request that their child attend school remotely by contacting the Director of Pupil Personnel Services at 631-218-4949, Ext. 206. Please note: In the 2021 – 2022 school year, families who choose the fully remote instruction model may choose to switch to the fully in person model at any time.

### *Cohorts*

To the extent practicable, each class will be assigned one PT, one OT and one ST to serve all the students in that class.

Students who are mandated for group sessions may be grouped with students from their own class and must observe social distancing except when safety or the core function of the activity requires shorter distance.

For students whose parents choose full time remote instruction and/or in the case of a mandated isolation / quarantine for students to receive remote instruction, the Educare Center will provide the following:

## **Education**

Weekly distance learning packets will include daily lessons (five lessons per week). A different subject matter will be chosen for each day. All packets will include specific materials necessary to complete the assigned activities. Classroom aides will assist in creating these packets.

Additionally, all lessons must be uploaded to Google Classroom so parents can access them electronically. Remote instruction will directly reflect in-person services.

## **Related Services**

Weekly distance learning packets will include an activity for each mandated session. Activities will be goal-specific and varied from session to session. All packets will include specific materials necessary to complete the assigned activities.

For parents who choose teletherapy, a verbal consent is sufficient. If teletherapy is conducted at predetermined frequency that is less than mandated on the IEP, therapists will send home activities for the remaining sessions.

All therapists will upload at least one activity / parent resource onto their Google Classroom per week. Parents will be reminded of the availability of activities and lessons on Google Classroom in the weekly outreach.

## **Attendance & Chronic Absenteeism**

For students who are receiving services in person, attendance will be taken by the Classroom Teacher and reported in EnterCLAIMS.

For students who are receiving services through distance learning, attendance will be taken using Google Classroom activities. Regular contact will be made by the students' treatment team.

Should a pattern of chronic absence occur, the Classroom Teacher will inform the Education Coordinator and School Social Worker. The School Social Worker will make an attempt to contact the family to provide assistance and resources. The Director of Pupil Personnel will notify the School District of residence.

## **Technology & Connectivity**

Students at the Educare Center have access to a variety of technology including classroom computers, iPads, TapIts, and assistive technology as described on their IEPs. The Educare Center is also outfitted with Wi-Fi throughout the building so that teachers and therapists may provide Remote Instruction / Telehealth.

Should a student on remote instruction require a computer or laptop to participate in Remote Instruction, the student's home school district will be contacted.

## **Teaching & Learning**

All instruction will be in keeping with the goals on the students' IEP and will align with the NYS learning standards. In order to provide continuity of learning, the students' teacher and related service providers will remain the same regardless of modality.

Teachers & Related Services Providers will individualize student assignments based on IEP goals. Students will have access to Google Classroom assignments, telepractice, and distance learning packets.

Activities, data collection and progress monitoring will also continue, whether services are in-person or remote.

The child's treatment team will meet regularly to discuss student adjustment and progress. The Family Services Department will work collaboratively with the treatment team, Parents / Guardians and students to assist as needed.

## **Remote Learning Model:**

*For students whose parents choose full time remote instruction and/or in the case of a mandated closure requiring all students to receive remote instruction, the Educare Center will provide the following:*

### Education

Weekly distance learning packets will include daily lessons (five lessons per week). A different subject matter will be chosen for each day. All packets will include specific materials necessary to complete the assigned activities. Classroom aides will assist in creating these packets.

Additionally, all lessons must be uploaded to Google Classroom so parents can access them electronically. Remote instruction will directly reflect in-person services.

### Related Services

Weekly distance learning packets will include an activity for each mandated session. Activities will be goal-specific and varied from session to session. All packets will include specific materials necessary to complete the assigned activities.

If teletherapy is conducted at predetermined frequency that is less than mandated on the IEP, therapists will send home activities for the remaining sessions.

All therapists will upload at least one activity / parent resource onto their Google Classroom per week. Parents will be reminded of the availability of activities and lessons on Google Classroom in the weekly outreach.

## **Career & Technical Education**

*NOTE: CTE does not specifically apply to 4410 programs except for the basic Learning Standards which can be achieved in remote, blended or in-person preschool instructional models.*

*Any 853 programs engaged in a robust CTE programs, especially those with a “work-based” learning component should describe below some of the modifications which will be required to help students to make continued progress, especially in periods of remote or blended learning.*

## **Athletics & Extracurricular Activities**

*NOTE: While athletics and extra-curricular activities are generally not part of any 4410 program and may have only limited manifestation in an 853 program. However, should such events or activities be contemplated and permitted by governmental authorities, our agency will comply completely with the guidance and requirements set forth in the DOH Interim Guidance for Sports and Recreation during the COVID-19 Public Health Emergency. Should facilities under our control be used at any time by external community organizations, those groups will be required to follow State and local directives and health requirements regarding social distancing, hygiene and sanitation.*

## **Special Education**

All instruction will be in keeping with the goals on the students’ IEP and will align with the NYS learning standards. In order to provide continuity of learning, the students’ teacher and related service providers will remain the same regardless of modality.

Teachers & Related Services Providers will individualize student assignments based on IEP goals. Students will have access to Google Classroom assignments, telepractice, and distance learning packets.

Activities, data collection and progress monitoring will also continue, whether services are in-person or remote.

The child’s treatment team will meet regularly to discuss student adjustment and progress. The Family Services Department will work collaboratively with the treatment team, Parents / Guardians and students to assist as needed.

## **Staffing**

All staff members will hold a valid certification / license, appropriate to their service assignment. All certifications / licenses will be verified by AHRC Suffolk Human Resources and the Children’s Services Director.

## **Teacher & Principal Evaluation System**

*NOTE: This required section of the reopening plan is not applicable since 4410 and 853 programs are not subject to the specific laws and regulations regarding professional evaluation cited in the NYSED guidance.*

## **Student Teaching**

Student Teaching and Therapy Internships will be accepted in the 2021 – 2022 school year.