

ADVANCED THERAPY
COVID-19- Re-Opening Plan

In Accordance With the NYSED, NYDOH and CDC

In collaboration with our School District Partners and stakeholders, Advanced Therapy will implement several strategies to encourage behaviors that reduce the spread of COVID-19. Please see our comprehensive plan outline below.

PLEASE NOTE: This plan will/is being utilized by ALL Advanced Therapy 4410 Programs as follows at the following site locations:

Ichabod Crane Primary School: 2910 Route 9, Valatie, NY 12184

Glendaal Elementary School: 774 Sacandaga Road, Scotia, NY 12302

Sacandaga Elementary School(Closed Currently): 300 Wren Street, Scotia, NY 12302

Edward J. Arthur Elementary School: 51 Third Street, Athens, NY 12015

Albany Community Action Partnership (ACAP Head Start): 170 Ontario Street, Albany, NY 12206

Catskill Elementary School (SC OPEN, SCIS Closed Currently): 770 Embought Road, Catskill, NY 12414

Joseph Henry Elementary School: 5317 Sacandaga Road, Galway, NY 12074

Pine Hills Elementary School: 41 North Allen Street, Albany, NY 12203

Thomas O'Brien Academy of Science and Technology (TOAST): 94 Delaware Avenue, Albany, NY 12202

Advanced Therapy, PLLC: 10B Madison Avenue, Albany NY

Hudson Falls Intermediate School (Closed Currently): 139 Maple St, Hudson Falls, NY 12839

Columbia Opportunities Inc. – Head Start (Closed Currently): 540 Columbia St, Hudson, NY 12534

HEALTH AND SAFETY

Temperatures, symptoms and screening questions:

* For any party entering the classroom (students/ essential visitors), the Classroom TA will fill in the health survey daily

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| <p>1. Mandatorily participate in site/ school daily health checks (e.g. temperature screening and / or symptom checking) of all staff.</p> <p>2. According to 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. COVID-19 Symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea</p> <p>3. Implement mandatory health screening assessment (i.e. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking the following questions:</p> <p style="padding-left: 40px;">a. Do you currently have a fever of Children/Adults: 100.4 Fahrenheit or greater?</p> <p style="padding-left: 40px;">b. Do you have a cough or shortness of breath that began within the past 14 days?</p> <p style="padding-left: 40px;">c. In the past 14 days, have you gotten a positive result from a COVID19 test that tested saliva or used a nose or throat swab? (not a blood test)</p> <p style="padding-left: 40px;">d. In the past 14days, have you been in close contact within 6 feet for at least 10 minutes) with anyone who either tested positive for COVID-19 or developed symptoms of COVID-19 (i.e. fever, cough, shortness of breath)</p> | <p>answering the listed questions. The TA will keep all surveys in the classroom in a locked file cabinet by the teacher’s desk titled COVID-19 surveys.</p> <p>* When an essential visitor wants to enter the classroom, the visitor must have contact with the teacher through phone or email and be approved by the teacher prior to entering the school building. The teacher’s assistant will wear a gown, mask and gloves (Bring hand sanitizer and Screening) and meet the visitor at the buildings main entrance. Upon completing building entry health screening and clearance, the teacher assistant will escort the visitor to the classroom. The visitor will need to wear a mask and sanitize hands with hand sanitizer before entering the classroom.</p> <p>* Management of Ill Person will be conducted as follows: Any individual (child/student, staff member or visitor) exhibiting or presenting with symptoms of COVID-19 (as outlined by CDC) will be immediately isolated and sent home with physician referral recommendation and additional COVID-19 information. The TA will remain with the child in the isolation area until the parent/caregiver has completed child pick up. NOTE: Upon parent pick up, the parent will be encouraged to seek out physician follow up and will be provided COVID-19 information and resources. The TA will wear disposable smock, gloves and mask while waiting with the child demonstrating a friendly and calm demeanor. The isolation area will be disinfected after parent pick up, and the TA will dispose of smock, gloves and mask. The TA will wash hands and put on a new mask.</p> <p>* In the event that a confirmed COVID-19 case occurs in relation to a staff member or student, any and all areas of the</p> |
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| <p>4. Assessment responses must be reviewed every day and such review must be documented.</p> | <p>school/site building, as well as the classroom setting will be closed for mandatory cleaning and disinfection/sanitizing.</p> <p>*Advanced Therapy Vice President of Operations, Preschool Classroom Supervisors and HR Generalist must be notified of any children/ staff that are exhibiting symptoms.</p> |
| <p>Student Screening: A child must be kept at home if there is any sign they may be sick. The child must stay home if they are acting sick, are a little more tired that you expect, or if the child has any of the CDC symptoms or signs of COVID-19. Symptoms include body temperature of 100 degrees Fahrenheit or higher, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.</p> | <p>Student Screening: *A letter will be sent to parents from Advanced Therapy that includes the following information: Children must be kept at home if there is any sign they may be sick. Please have your child stay home if they are acting sick, are a little more tired that you expect, or if they have any of the CDC symptoms or signs of COVID-19 : https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html .Symptoms include body temperature of 100 degrees Fahrenheit or higher, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. *The classroom TA will complete student health checks as per OCFS regulation and will include temperature checks prior to students entering the building and or immediately inside building/class entrance. *Temperatures will be recorded on the Attendance, Daily Health Check and Parent Communication Form</p> |
| <p>Remote screening attestation form: All employees, volunteers, parent, child and essential visitors must sign and submit attestation form to the program one time. (Appendix page 6 OCFS form 6040).</p> | <p>*The Remote Screening form will be mailed or completed to employees, volunteers, parent/caregiver (1 for parent and 1 to be completed on behalf of their child/children), and essential visitors. The form will need to be signed and submitted to site one time and must be submitted prior to permittance of entry to building/site/classroom.</p> |

Mandatory Isolation for Symptomatic Students:

1. If a student becomes ill during the school day, notify School Office immediately. Students who become ill, will be quarantined and sent home immediately. A designated staff member will remain with student until the child is picked up.
2. Each classroom will have a designated area for students who become ill to quarantine.

*An isolation area will be established for each classroom. A TA will remain with the child while in the isolation area wearing a disposable smock, gloves and mask.

*The child will be given non cloth toys/materials from the child’s personal container to play with while in the isolation area. The TA will immediately sanitized/disinfected materials and container after the child leaves.

*The isolation area will be sanitized/disinfected immediately after the child leaves.

*The staff will then throw out disposable mask, smock, and gloves. The TA will wash hands and put on new face mask.

Hand Hygiene and Respiratory Etiquette:

1. **Handwashing:** Provide and maintain hand hygiene stations for personnel, including hand washing with soap, water and paper towels. Handwashing must be conducted thoroughly with soap and water for at least 20 seconds. (Hand washing visual appendix page 3)
2. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
3. Gloves must be worn during student screening, toileting, cleaning, food prep and when dealing with a sick child. As well as when touching or having contact with blood, stool, body fluids such as saliva, mucus, vomit, urine, and wiping children’s noses. All staff must dispose of gloves properly and wash hands immediately. (How to properly change gloves visual Appendix page 4)
4. All staff must wear gowns while assisting in toileting.
5. **Coughing and Sneezing:** Staff should cover coughs and sneezes with a tissue. Used tissues should be thrown in trash and hands washed immediately with soap and water for at least 20 seconds.

*Staff will have regular access to handwashing via soap and running water in the following classroom options:

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| Location 1 | Bathroom |
| Location 2 | Classroom sink |

*Staff will conduct check of each handwashing location indicated each afternoon and confirm soap, water and paper towel supply for start of the next school day.

*To promote good handwashing hygiene, CDC handwashing signage will be hung in the following: directly above the handwashing stations.

* Staff will have students follow a hand washing schedule where students and staff will wash their hands at the above listed handwashing locations at the end of each activity and prior to the initiation of the next scheduled activity. These transitions include, but are not limited to: arrival, circle time, motor time, meal times, rest times, center times, and whole group activities.

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| <p>Alternate face covering options: (i.e. face shields or face coverings that are transparent) for therapies that require visualization of the movement of the mouth/ lips (i.e. speech therapy).</p> | |
| <p>Face Coverings:</p> <ol style="list-style-type: none"> 1. Face coverings: Mandatory use of a face covering for all staff at all times in the school setting. Face coverings should not be touched other than putting on and taking off purposes.(Face covering visual appendix page 2) 2. Alternate face covering options: (i.e. face shields or face coverings that are transparent) for therapies that require visualization of the movement of the mouth/ lips (i.e. speech therapy). 3. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared and should be properly stored or discarded. <p>Face Coverings for students:</p> <ol style="list-style-type: none"> 1. Students will be asked wear face coverings during arrival, dismissal, hallway transitions and play times throughout the school day. 2. Students will not be asked to wear masks during meal times and rest periods. 3. Any student who has difficulty wearing a mask for long periods of time either due a disability or age, but not limited to will still be able to participate in their school programing. Social Distancing will be taught throughout the school day through social stories, classroom activities and visual reminders by having tape on the floor. Plus, classroom staff will continue to teach Social Distancing through direct one on one instruction.t 4. Students will be provided with a mask upon arrival, however, parents will have the option to send their child in with a face covering. | <p>STAFF ARE REQUIRED TO:</p> <ul style="list-style-type: none"> *Wear face shields and masks AT ALL TIMES other than lunch break periods. *Clean or replace face coverings when soiled or damaged. *Not share face coverings at any time. *Stock PPE supplies at each classroom location, and will be readily available at all times. <p>STUDENTS WILL BE ENCOURAGED TO:</p> <ul style="list-style-type: none"> *Wear face coverings during the arrival, dismissal, hallway transitions and play times throughout the school day. *Listen to social stories and daily review of classroom rules that support our effort to have students wear masks as much as possible throughout the entire day. *Complete mask breaks when provided on a regular schedule. This will include staff structuring the mask break to be completed within the physical environment of social distancing parameters of 6 feet between children. |

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| <ol style="list-style-type: none"> 5. Extra Face covering will be labeled with the child's name and stored in separate storage container/bag in the space where students keep personal belongings to ensure masks are worn during dismissal time. 6. All staff are required to wear appropriate PPE (i.e. face coverings and gloves) when handling students face coverings. | |
| <p>Protective equipment:</p> <ol style="list-style-type: none"> 1. Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement. 2. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. <p>Limit the sharing of objects and discourage touching of shared spaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade appropriate or medical) or, sanitize or wash hands before and after contact.</p> | <p>Advanced Therapy will supply All PPE including but not limited to: face coverings, cleaning solutions, hand sanitizer, gloves and gowns.</p> <p>*After the first month of in person instruction, surplus levels will be monitored to determine accurate monthly PPE use.</p> <p>*PPE will be inventoried weekly and monitored by the teacher to ensure quantities are at or above indicated and identified surplus levels. The teacher will order needed supplies within 24 hours when surplus falls below required explicitly identified surplus value. Surplus levels are based on a monthly basis.</p> <p>These levels are as follows:</p> |
| <p>Cleaning and disinfecting:</p> <ol style="list-style-type: none"> 1. Clean and disinfect frequently touched surfaces. High traffic areas include, but are not limited to: desktops, chairs, door handles/knobs, handrails, bathroom faucets, toilets, light switches, telephones, door openers, bathroom rails, soap dispensers, paper towel dispensers. (List of CDC approved cleaners appendix pages 7-9) 2. Ensure safe and correct use and storage of cleaning and disinfection products including storing products securely away from children. 3. Cleaning products should not be used near children and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes. | <p>*When any PPE item is below surplus level, the teacher will submit a purchase order within 24 hours of PPE dropping below required identified surplus levels.</p> <p>*Staff will sanitize high-touch surfaces using EPA/OCFS regulated standard approved cleaning products including but not limited to doorknobs, lights switches, handrails, kitchen appliances, counter tops, drawer handles, tables, sinks, faucets, toilet handles, computer keyboard, computer mice, chairs, push and pull plates on doors.</p> <p>*Cleaning products will be used in full compliance with manufacturer directives to ensure child and staff safety</p> <p>*Staff member conducting sanitizing/disinfecting will do so in a manner that allows for no other staff and or child contact while sanitizing/disinfecting is occurring</p> |

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| <p>4. Maintain daily cleaning and disinfecting log. (Appendix OCFS Cleaning Log page 10)</p> | <p>*Staff will ensure that there is adequate ventilation when using cleaning/sanitizing products to prevent children or themselves from inhaling toxic fumes.</p> <p>*Cleaning products will be stored in a locked cabinet, out of reach of children.</p> <p>*The teacher will designate a staff member who will be responsible for daily sanitizing/disinfecting each day to include any and all high touch surfaces as well as student work areas. Staff will document sanitizing/disinfecting on cleaning log after each occurrence. Cleaning Chart will be kept out of reach of children, on a clipboard by the classroom sink.</p> <p>*Nightly cleaning will be completed daily by the maintenance department.</p> <p>Classroom water fountains will be covered and students will not use them.</p> |
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| NUTRITION: |
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| <p>All enrolled students will receive access to school meals each school day. All meals need to be provided maintaining Health and Safety Guidelines. All ensure compliance with Child Nutrition Program requirements, and will communicate with families in their home language.</p> | <p>*Classroom Staff will gather meals provided by Day Care/School Building Programs (as applicable) that are following NYS Health and Safety Guidelines. The Staff will wear plastic smocks, disposable gloves and face coverings when completing pick-up. When back in the classroom, classroom staff will discard disposable smocks, gloves and masks. Classroom staff will wash hands and put on new face mask.</p> <p>*Parents who choose to have their children bring in their own snack and lunch items will be requested to make any and all efforts to provide items that are pre-packaged and individually wrapped as opposed to items that require dishes/containers/thermos to travel back and forth between the school site and home.</p> <p>*Classroom programs will maintain a continued plan to have pre-packaged snack/drink/lunch items available on site for students who are not sent in with these such items on any given program day.</p> |
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SOCIAL EMOTIONAL WELL BEING:

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| <p>Social/Emotional well being is top priority in supporting school transitions, not at the expense of academics, but in order to create the mental, social, and emotional space for academic learning to occur.</p> | <p>*Parents/Caregivers will receive a letter outlining articles and videos that can be used at home to help their child/children understand and cope with changes that will occur during the new school year. Teachers will reach out to parents/caregivers through a parent/teacher note-book to ensure on-going communication to identify possible signs of anxiety or confusion.</p> |
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| | <p>* Advanced Therapy classroom supervisors will conduct a parent form via google meets to provide resources for social emotional support/carryover in the home setting.</p> <p>*During the school day, teachers will incorporate social stories, hygiene and hand washing education, and mask wearing stories that will support the children in understanding/coping with the changes that will occur during the school day. The informative, developmentally appropriate social stories will also be sent home so that the children will receive a carry-over of support in the home environment. Additionally, teachers will incorporate feelings activities, feelings charts within the academic curriculum throughout the day.</p> |
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| FACILITIES | |
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| <p>Physical distancing:</p> <ol style="list-style-type: none"> 1. Ensure 6ft. between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6ft. apart from one another, personnel must wear acceptable face coverings. (physical distance visual in appendix page 1) 2. Tightly confined spaces will be occupied by one individual at a time, unless all occupants are wearing face covering. If occupied by more than one person, will keep occupancy under 50% of maximum capacity. 3. Post social distancing markers using tape or signs that denote 6 feet of spacing commonly used and other applicable areas on the site (i.e. clock in/out stations, health screening stations etc.) <p>Limit in person gatherings as much as possible and use tele-video conferencing in whenever possible. Essential in-person gatherings (i.e. meetings should be held in open, well ventilated spaces with appropriate social distancing among participants.</p> | <p>*All efforts will be made to structure the physical environment of the classroom to support 6 feet social distancing of students and staff</p> <p>*Tightly confined spaces within the classroom are identified as follows: bathrooms. Only one child and one adult, if needed for toileting support, are allowed in the bathroom at one time. Masks will be worn by the student and staff member.</p> <p>*Lunch and work breaks will be taken outside, in school building's designated areas or in the classroom.</p> <p>*Taped lines/arrows/ footprint cutouts will be placed throughout the classroom to determine traffic flow and line placement. This visual will help teach children new ways to move throughout the classroom setting.</p> <p>*Stop signs/ number visuals will be used to help children understand which areas of the classroom are closed and how many children can be at each table.</p> |

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| | <p>*When possible, all team meetings will be held via virtual means to decrease in person direct contact of groups of staff members/service providers.</p> <p>*If virtual means is not possible for all team members, team meeting will be held in the classroom space to allow social distancing, a minimum of 6 feet space between each teacher present. Visual cues will be placed at different locations by the teacher to meet social distancing guidelines.</p> <p>*Team members will be allowed to join via google meets or similar approved platforms to attend meetings and help maintain 6 feet physical distancing.</p> |
| <p>Deliveries: Establish a designated area for both pick-ups and deliveries, limiting contact as much as possible.</p> | <p>*Pick up and drop off of daily mail/ UPS/FED EX/ Deliveries will occur in the main office of the school building.</p> |
| <p>Visitors:</p> <ol style="list-style-type: none"> 1. Restrict non-essential visitors, volunteers, and activities involving other groups at the same time. <p>A continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means. (OCFS updated visitor log Appendix page 11)</p> | <p>*Non-essential visitors will be restricted from the classroom setting.</p> <p>*A continuous log of every person, including workers and visitors, who may have close contact with other individuals in the class will be maintained by a classroom TA.</p> <p>*Trained staff will be in charge of maintaining the visitor log to include: visitor’s name, date of visit, time of arrival, purpose of visit, daily COVID- 19 screening (remote attestation form and temperature check), phone number, time of departure.</p> |
| <p>Communication:</p> <ol style="list-style-type: none"> 1. Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE and cleaning and disinfecting protocols. 2. Use tape to show the direction of traffic in hallways/ classrooms. | <p>*Face masks and coverings for COVID 19 NYSDOH/ flyer will be posted in the classroom entrance.</p> <p>*To promote good hand hygiene, CDC hand washing signs will be hung in the following locations: directly above all hand washing stations.</p> <p>*To promote, proper hygiene, social distancing, clean and disinfecting, and use of PPE, CDC “What you should know about COVID-19 to protect yourself and others” fact sheet will be posted near classroom entrance.</p> |

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| <p>Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.</p> | <p>*Child Friendly signs will be posted throughout the classroom, at child eye level, to offer visual models and reminders to the children in the classroom.</p> |
| <p>Modified Layouts:</p> <ol style="list-style-type: none"> 1. Space seating/desks must be at least 6 feet apart when feasible. 2. If working with more than one student at a time, engage in activity that maintains 6 feet distancing to all extents possible. 3. Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart. | <p>*Play centers will not follow a free play model. Centers will be teacher directed, labeled with pictures of how many children can be at each center, with the matching number of designated student work areas set up and labeled.</p> <p>*Students will follow floor taped arrows and lines to indicate direction of walking patterns in the classroom. Teachers will assist children understand directions by completing teacher directed activities teaching the process and offering reminders during activity transitions and during review of classroom rules.</p> <p>*Transitions will be teacher directed. Teachers will sound a bell to offer children a warning that transitions will occur. Staff will then offer guidance to children to follow taped flow patterns to be followed to assist with social distancing.</p> |
| <p>Communal Spaces: Use of communal shared spaces such as gym, cafeteria, stage, and hallway are prohibited.</p> | <p>*Advanced Therapy students will remain in the classrooms they are assigned to. Children will not use communal shared spaces with other classrooms, such as: gym, hallway, cafeteria, stage.</p> <p>*Lunch and Motor Time Activities will be completed in the classroom setting.</p> |

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| <p>Student entry and exit policies:</p> | <p>TRANSPORTATION</p> |
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Staff will check temperatures wearing a gown, face mask, face shield and wearing gloves.

1. Bus drop-off: Staff will check temperatures of students. If a child, has an elevated temperature they will be taken to the designated isolation area and parents will be notified immediately.
2. Parent drop- off: Staff will take temperatures in the car to determine if child can attend that day.
3. Escorting students to classroom: Staff will escort students to the classroom. A pool noodle can be used to help students maintain distance, when transitioning into the classroom in a line.

Pick-up: Staff will escort children to their cars or buses.

*Staff are prohibited from entering the bus, and will continue to follow the protocol of the bus company while assisting students exit/enter bus.

*Upon Bus Arrival: A TA wearing a disposable smock, gloves and mask will conduct daily health check including temperature screening of students prior to entering the school building/classroom. The TA will use the screening document to record all information accordingly and contemporaneously.

* In the event a child, has an elevated temperature they will be taken to the designated isolation area and parents will be notified immediately. The classroom teacher will send home a letter re-stating that children should not be sent to school if showing signs of illness and/or possible COVID-19 exposure as well as encourage physician follow up and provision of COVID-19 informational resources.

*Parent drop off: Staff will conduct health check and take temperatures of students while student remains in the car to determine if child can attend that day.

*Escorting students to classroom: Staff will escort students to the classroom. A pool noodle can be used to help students maintain distance, when transitioning into the classroom in a line.

*During Pick-up Times: Staff will escort children to their cars or buses.

*When parents/caregivers complete drop off /pick up, they will receive a letter from the classroom teacher out-lining how and where the drop off/pick up will be completed following the NYS requirements for Best Practices During the COVID-19 Pandemic.

*Transportation is approved through the district. Contracted bus companies will provide the Protocols and Procedures that will be completed, outlining the NYS requirements for Best Practice during the COVID-19 Pandemic.

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| BUDGET/FISCAL | |
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| <p>Existing state aid reporting requirements will continue. Content of data submissions, such as attendance data will remain consistent with past practice, except where modified by law, regulation or executive order.</p> | <p>*Advanced Therapy’s budget allocation will allow for on-going and continuous replenishment of All COVID-19 PPE and cleaning/sanitizing supplies.</p> <p>*Advanced Therapy will continue to comply with and meet any applicable state aid reporting requirements. Additionally, the content of data submissions, such as attendance data, will remain consist with past practice, except where modified by law, regulation or executive order.</p> |

| CHRONIC ABSENTEEISM | |
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| <p>School policies and procedures must focus on the academic consequences of lost instructional time and address absences before students fall behind in school. It is critical for schools to use a variety of creative methods to. Reach out to students and their families who have not engaged in distance learning.</p> | <p>*Staff and administration will follow up with parents regarding chronic absenteeism. Staff and administration will clearly define the developmental processes associated when children receive education within the classroom model which promotes peer models, teacher directed assistance, teacher and staff directed problem solving strategies taught within a group setting. Additionally parents will dually be educated regarding the benefits of in person learning and the social connection a child experiences when interacting with peers and staff within the classroom setting.</p> <p>*In the event that a student is not attending school, and the parent is not comfortable in sending secondary to COVID-19 exposure/health concerns, the child will receive a continuity learning plan that will be implemented to allow for student learning and participation in program using Virtual Means.</p> <p>*The Virtual Learning option will include full instruction that is comparable to the pace and rigor of the In-Person Instructional Day.</p> |

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| | <p>* In alignment with parent approval, additional materials will be mailed home to assist with maximal participation in the Virtual Instruction Option.</p> |
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| <p style="text-align: center;">SCHOOL SCHEDULES</p> | |
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| <p>A comprehensive plan for a schedule that includes in-person instruction remote instruction or a hybrid of both in-person and remote will be developed. All plans should be clearly communicated, with as much as advanced notice as practicable, to students, families and staff.</p> | <p style="text-align: center;">IN PERSON INSTRUCTION</p> <p>*Class will be in operation from Monday through Friday for a 5 hour program with additional 30 minute lunch period, totaling 5.5 hours.</p> <p>*Note: washing hands and review of wearing mask/mask breaks will be completed during transitions in a child friendly manner.</p> <p>*General Daily Schedule: General Greeting; Calendar; Weather; Classroom Rules; Snack; Center Activities; Social Stories to teach wearing masks, mask breaks, washing hands; lunch in the classroom; Center Activities (music/movement); Snack; Closing activity.</p> <p style="text-align: center;">FULL VIRTUAL INSTRUCTION:</p> <p>*The teacher will create classrooms using the virtual platform.</p> <p>*Note: virtual classrooms will be used to facilitate daily, in person instruction that is of the same rigor as that being provided in an in person format to fellow classmates/peers</p> <p>*Each classroom will continue to follow/adhere to NYS Pre-k Common Core curriculum and offer activities in all learning domain area(s) (i.e. cognitive, social- emotional, physical, adaptive but not limited to).</p> <p>*Staff will additionally communicate with parents in a proactive and meaningful fashion to strategize and provide</p> |

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| | <p>feedback to facilitate maximal student engagement in virtual instruction.</p> <p>HYBRID: *Staff will provide a combination of in person instruction and remote instruction following all standards indicated within in person and full virtual instruction models.</p> <p>CHANGE IN INSTRUCTION: *Advanced Therapy teachers will set up google classrooms and maintain for the duration of the school year. In the event that there be a need to make a quick change in instruction delivery (i.e. facility is shut down for cleaning or required quarantine is necessary, etc.), Advanced Therapy teachers will immediately begin full virtual instruction as to prevent hiatus in educational programming/services. Teachers will follow the full virtual instruction schedule during this time and up until the physical school/class can be re-opened in a safe manner and in accordance with all NYSED/DOH/CDC guidelines, regulations, and requirements.</p> |
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| TEACHING AND LEARNING REQUIREMENTS | |
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| Shared Objects: | *Teachers and staff will need extra time to complete student screening prior to classroom instruction. The TA's will document the time needed to complete screenings within the first |

1. Discourage sharing of items that are difficult to clean or disinfect. Some examples include but are not limited to: crayons, books, markers, paper, play-dough.

2. Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.

3. Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

4. Avoid sharing electronic devices, toys, books, and other games or learning aids.

5. Keep each students' belongings separated from others' and in individually labeled containers or areas and ensure they are taken home and cleaned and disinfected each day.

week of school placement. This will assist in determining an average amount of time needed to safely and accurately complete student screening and adjust the class schedule accordingly.

*Physical Education activities will be designed to be flexible in order to maintain required Health and Safety Protocols and Procedures.

*All removable classroom carpets will be rolled up. Assigned covered foam pads will be given to each student for sitting during whole group instruction. TA's will clean individual covered foam pads prior to children transition to that area. At end of the activity, TA will be responsible to clean foam pads and place them in child named plastic bag. Foam Pads will be stored in classroom cabinet for next use.

*I-Pads will be placed in zip-lock bag labeled with child's name to ensure individual use. Staff will take out of bag and clean with sanitizing wipe before and after use. The I-Pad will be returned to labeled zip-lock bag. All devices will be stored in classroom cabinet to assure individual use.

*All cloth items will be removed from the classroom context. Some examples include but are not limited to: dress up clothes, stuffed animals, pillows, cloth books, cloth rice bag/ bean bag.

*In the event that children are resting/napping in the classroom, Cot sheets will not be used. Cots will be labeled with child's name, and will be cleaned before and after each use. Cots will be stored out of reach to children.

*Children will have individual containers marked with their names to house personal use materials including crayons, markers, glue, construction paper, books etc. Parents will be given a list of non-opened, pre-packaged supplies to send in with their child – crayons, glue stick, markers, and construction paper. If a family is unable to supply materials, Advanced Therapy will provide materials.

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| | <p>*NOTE: If materials are inadvertently used by another child, that material will be placed in the TO CLEAN BIN that is not within reach of children. The materials will be disinfected and returned. If an item cannot be disinfected, it will be thrown out.</p> |
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| TECHNOLOGY/CONNECTIVITY/ VIRTUAL INSTRUCTION | |
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| <p>Sufficient access to computing device and high-speed broad band is essential for educational equity. Knowledge of the level of access all students and teachers have in their places of residence: the extent practicable, address the need to provide device and internet access to students and teachers who currently do not have sufficient access; and provide multiple ways for students to participate in learning and demonstrate mastery of learning standards in remote/blended models.</p> <p>Schools and districts should provide instruction on using technology and IT support for students, teachers and families, and provide professional development for teachers and leaders on designing effective online/remote learning experiences</p> | <p>*Advanced Therapy will be pro-actively set up virtual classrooms for Virtual Learning, in the event of a school closure due to an exposure/confirmed COVID-19 case.</p> <p>*Parents/caregivers will be given a survey, prior to school opening, to determine if Wi-Fi and Technological Device (i.e. I-Pad) support is needed to maintain the Continuity of Learning Plan when completing Virtual Instruction.</p> <p>*In the event that it is determined a student does not have sufficient and/or adequate technological resources, the school program will work in collaboration with the student’s home district to assist in obtaining and/or providing access and/or alternative means of full educational access.</p> <p>*In the event the school/program is closed due to confirmed COVID-19 case of a staff member or student, full virtual instruction will be implemented until the date in which the school/program is permitted to re-open in accordance with all NYSED/DOH/CDC guidelines, regulations, and requirements.</p> <p>*In the event the School/Program is closed due to Governor Order secondary to increased regional COVID-19 cases, full virtual instruction will be implemented until the date in which the Governor permits region and schools within identified region to re-open.</p> |

SPECIAL EDUCATION

Schools and districts are required to provide: a Free Appropriate Public Education consistent with the need to protect the health and safety of students with disabilities, and those providing special education services; meaningful parent engagement regarding the provision of services to their child; collaboration between Committee on Preschool Special Education/Committee on Special Education (CPSE/CSE).

Schools and school districts should consider in-person services a high priority for high-needs students and preschool students with disabilities whenever possible.

*Advanced Therapy will consider services for students with disabilities as a high priority.

*Advanced Therapy will make a quick and immediate transition to remote learning, if In-Person student services are unavailable. Staff will offer daily one to one sessions to provide special education services using a virtual platform. In addition, staff will communicate with parents in a proactive and meaningful fashion to provide support and information to parents/families.

*In Compliance with FAPE (Free Appropriate Education) during the pandemic, Advanced Therapy will provide accommodations to students with disabilities. For example, but not limited to the following: students with disabilities will not be required to wear face masks. Staff may wear face coverings that are clear for children to see their mouths/facial features. Staff will be trained by supervisors to identify and utilize additional coping strategies to assist with the transition and instruction for students with disabilities during the Pandemic.

*Within the classroom setting, children with disabilities will be provided with visuals to teach social distancing, such as; tape on the floor; spaced out chair and table locations; Visual Reminder Cards teachers/staff will have readily available (necklace, pocket rings).

*One on One instruction using social stories and toy figurines will also be used to integrate classroom processes to help children understand and follow classroom routines.

*If a child is having challenges following routines due to confusion and/or coping difficulties, a quiet area will available, and calming strategies will be used to assist the child.

*Therapists will complete a push-in model in a space that is separated by a divider screen. The screen will be disinfected at completion of therapy session. The therapist will have completed a remote screening and will have temperature check

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| | <p>by TA entering the classroom. The therapist will be notified of and will follow the classroom COVID-19 protocols/procedures associated with, but not limited to hand washing, mask use, disinfecting table/chair upon completion of the session.</p> |
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| <p align="center">BILINGUAL EDUCATION AND WORLD LANGUAGES</p> | |
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| <p>Learning and social emotional learning supports to families and students will supported in their home language.</p> | <p>Teaching and Learning-Requirement *Prior to the first day of school, the classroom teachers and staff will provide opportunities for equitable instruction following the standard based requirements for instruction by reviewing student enrollment documentation to determine the student’s home language. *All literature and/or staff communication will be made available to parents/students as applicable in identified home language.</p> |

| <p align="center">STAFFING AND HUMAN RESOURCES</p> | |
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| <p>Designated COVID-19 Point of Contact:</p> <p>Consistent with applicable law and privacy policies, staff must self-report to point of contact if they or an immediate family member with whom they reside with have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 and other applicable federal and state laws and</p> | <p>Designated COVID-19 Point of Contact:</p> <p>*Advanced Therapy’s designated COVID-19 Point of contact is as follows:</p> <p align="center">Human Resources Department Assistant: Sarah Mackey smackey@advancedtherapy.org</p> <p>*Consistent with applicable law and privacy policies, staff must self-report to Advanced Therapy’s COVID-19 point of contact if</p> |

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| <p>regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).</p> | <p>they or an immediate family member with whom they reside with have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).</p> |
| <p>Support Coping and Resilience:</p> <p>Human Resource Department and Administration regularly provides resources to staff regarding coping strategies</p> | <p>Support Coping and Resilience:</p> <p>*Advanced Therapy Human Resource Department and Administration will regularly provide resources contingent on availability and will strongly encourage employees to take breaks from watching, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.</p> <p>*Employees will also be encouraged to consider eating healthy, exercising, getting sleep, and finding time to unwind.</p> <ol style="list-style-type: none"> 1. Employees should talk with people they trust about their concerns and how they are feeling. 2. Employees should contact the national distress hotline: 1-800-985-5990, or text Talk With Us to 66746 as needed. |
| <p>Contact tracing and disinfection of contaminated areas:</p> <ol style="list-style-type: none"> 1. In the event an employee or visitor is found to test positive for COVID-19, staff must contact Advanced Therapy. | <p>*If a staff member, visitor or student test positive for COVID-19 or show any of the CDC symptoms : fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, the teacher will notify Advanced Therapy Vice President of</p> |

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| | Operations, HR Generalist and Preschool Administrative Supervisors immediately. |
| <p>Staying up to date:</p> <ol style="list-style-type: none"> 1. Continuously, check and review any new and pertinent information listed but no limited to the following websites daily: <ol style="list-style-type: none"> a. http://www.cdc.gov/coronavirus/2019-ncov/index.html b. http://coronavirus.health.ny.gov/home c. https://forward.ny.gov/ <p>HR Generalist will check and review any new and pertinent information listed on but not limited to the above stated websites and contact staff accordingly.</p> | <p>*HR Generalist will be identified as Advanced Therapy's COVID- 19 staff and visitor COVID-19 Policy and procedure Point of Contact. HR generalist will disseminate any updates in writing to staff and provide additional telephonic and or virtual support measures as needed to support staff in receiving and understanding Advanced Therapy's current COVID- 19 Procedures and Protocols as well as new or modified procedure information.</p> |