



CAO Head Start/Early Head Start

COVID-19 Reopening Plan



2020-21 School Year

Important Contact Information

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Communication / Family and Community Engagement

CAO Head Start/Early Head Start developed its reopening plan in accordance with guidelines of Health and Human Services (HHS), Center for Disease Control and Prevention (CDC) and New York State Office of Children and Family Services (OCFS).

CAO Head Start/Early Head Start developed a communications plan for students, parents/legal guardians, staff, essential volunteers, and visitors with applicable instructions, training, signage, and a consistent means to provide individuals with information.

- Communication plan is posted at each location
- Communication plan is posted on caowny.org-

CAO Head Start/Early Head Start will encourage all students, staff, and essential visitors through verbal and written communication to adhere to CDC, DOH and OCFS guidance regarding the use of PPE, specifically acceptable face coverings and social distancing. Staff will model for all children how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

- Signs posted at the front entrance of the school and throughout the building.
- Principal will review CDC, OCFS and DOH guidance with all staff.
- Individual 1:1 virtual orientation for all students and their families with the child's assigned classroom team will take place during the last week of August. Head Start/Early Head Start orientation will also allow the classroom team to review safety protocols.
- Children will receive direct safety instruction and guidance from staff members.
<https://www.cdc.gov/handwashing/videos.html>
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- Bilingual staff will assist with translation support at school when necessary.
- CAO Head Start/Early Head Start has a Family and Community Engagement Coordinator and Family Partners who are available to assist families.

Health and Safety

The reopening plan has considered the number of students and staff allowed to return in person based on the space available in each building.

- All staff will return for the 2020-2021 school year and adhere to CDC, OCFS and DOH guidance regarding the use of PPE, specifically acceptable face coverings.
- Students will return for the 2020-2021 school year students will adhere to CDC, OCFS and DOH guidance regarding the use of PPE, a social distance.

A comprehensive "COVID-19 Reopening Health Policy and Procedure" manual will be provided to each school, to be kept with the Building's Main Office with the Health Care Plan and Health Policy and Procedure Manual, as well as being provided electronically to all staff. Protocol includes guidance on:

- Physical Distancing
- Masks and protective equipment/clothing
 - CAO Head Start/Early Head Start will require all employees and essential visitors to wear a face covering whenever social distancing cannot be maintained. The school will maintain an adequate supply of face coverings.
- Hygiene, cleaning, and disinfection
 - Staff will ensure workspaces are kept clean and disinfected, per protocols, daily at a minimum. High-touch surfaces will need more frequent cleaning.
 - Ensure work areas are disinfected immediately following a student entering who is exhibiting symptoms.
- Screening and COVID symptoms
 - Screening procedure includes temperature check and questions as per OCFS guidelines, with documentation guidelines and forms.
 - Principals and/or designee will screen all persons prior to entering the building.
 - Screening procedure and documentation materials are kept in binder at front desk/office.

What to do in the event of positive COVID symptoms or COVID diagnosis:

- Employee:
 - Isolate and send home immediately. Employee is to call HR for further instructions and information.
 - Employee may return to work only after HR provides supervisor with clearance for employee to return.
- Student:
 - Isolate and send home immediately. Inform parent/guardian they must seek medical attention and have a provider note clearing them to return.
 - Allow student to return when medical provider sends documentation confirming that child is cleared to return.

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- Essential Visitor (Service Provider):
 - Isolate and send home immediately. Notify Human Resources.
 - Essential visitor may return to CAO's school with medical clearance.

All confirmed COVID-19 Diagnoses will be reported to the Erie County Department of Health, Office of Child and Family Services, and comply with guidance received.

Communication

- Required Signage and Documentation Forms
- References and Resources
- COVID signage and information (available in different languages as needed) as required by the CDC and OCFS, will be posted at the front entrance, screening stations, handwashing and hand sanitizing stations, and throughout the building, including:
 - All visitors and employees must wear a mask to enter building
 - Social Distancing
 - Information on Do's and Don'ts of wearing a mask
 - COVID-19 Facts and Prevent the Spread Tips
 - Handwashing Instructions
 - Hand Sanitizing Instructions
- All staff will be trained on the CAO WNY Head Start/Early Head Start "COVID-19 Reopening Health Policy and Procedure" during Summer Institute week.
- All staff, essential visitors, and children will be screened upon entering the building.
- Bilingual staff will assist with translation support at school when necessary.
- CAO Head Start/Early Head Start will require all staff and essential visitors (through verbal and written communication) to adhere to CDC and DOH guidance regarding the use of acceptable face coverings and protective protocols.
- CAO Head Start/Early Head Start has written protocol instructing parents/guardians to observe for signs of illness in their child that require staying home from school.
- Employees with health concerns, those considered to have vulnerabilities, and/or staff who are at increased risk for severe COVID-19 illness are to contact Tonya Kohlman Hargrove, Human Resources Manager at 716-881-5150 for additional information and guidance in response to their unique situation.

CAO Head Start/Early Head Start will conduct required school safety drills with modifications to ensure social distancing between all persons. Classes will be required to social distance when going outside for required safety drills. Staff will be required to wear face coverings during all safety drills

Health and Safety Student and Parent/Caregiver Expectations

PARENTS/CAREGIVERS

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F must stay home.
- Ensure contact information is up to date in the event staff needs to contact home.
- Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.

Administration

- Ensure proper signage is installed.
- Ensure regular cleaning and disinfecting takes place in the office area.
- Ensure seating areas are properly socially distanced.
- Ensure the student isolation area is properly supervised when in use.
- Establish a Quarantine Area for students who are ill and are awaiting their parents.

Maintenance Associates

- Disinfect clinic based on schedule. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.
- Disinfect the isolation area after students who utilize the area have left the building.

Facilities

CAO Head Start/Early Head Start will ensure that any changes or additions to facilities will comply with the requirements NYOCFS. Each building is cleaned and disinfected following CDC guidelines and maintain adequate, code required ventilation.

The CDC recommends cleaning and disinfecting surfaces daily at a minimum. **High-touch surfaces will need more frequent cleaning.**

CAO Head Start/Early Heads Start will complete cleaning and disinfecting in accordance with all requirements as advised by CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19 and the STOP THE SPREAD” poster. CAO will use New York State Office of Children and Family Services Cleaning Log

OCFS-6041 (06/2020)

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
CLEANING AND DISINFECTING LOG

Program Name: <input style="width: 90%;" type="text"/>	Facility ID Number: <input style="width: 90%;" type="text"/>
Week of: <input style="width: 15%;" type="text"/> / <input style="width: 15%;" type="text"/> / <input style="width: 15%;" type="text"/> - <input style="width: 15%;" type="text"/> / <input style="width: 15%;" type="text"/> / <input style="width: 15%;" type="text"/>	Form Completed by: <input style="width: 90%;" type="text"/>

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," and the "STOP THE SPREAD" poster.

Area Being Cleaned:							
<input type="checkbox"/> Classroom	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Common Areas	<input type="checkbox"/> High Risk Areas	<input type="checkbox"/> Vehicle			
<input type="checkbox"/> Playroom/Gym	<input type="checkbox"/> Napping Areas	<input type="checkbox"/> Bathroom	<input type="checkbox"/> Outdoor Areas	<input type="checkbox"/> Other <input style="width: 50px;" type="text"/>			
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Floors	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>
Sink/faucets	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>
Counter tops	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>
Table/chairs	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>
Door handles	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>
Equipment	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>
Light switches	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>
Furnishings	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>
Toys	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>
Strollers	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>
Sign in Areas	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>
Outdoor Play Equipment	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>
Hygiene/Hand Sanitizer Dispensers	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>
Other <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>
Other <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>
Other <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>	Time(s): <input style="width: 50px;" type="text"/>



RESTROOM CLEANING and SANITIZING INSPECTION CHECKLIST

CAO Head Start/Early Head Start

Direction: Please initial and date any of the tasks you have completed in this room.

Task : Clean and sanitize	Initial	Date	11:00	1:00	4:00
Clean and Sanitize Doorknobs and handles					
Clean and sanitize Faucet handles					
Clean and sanitize Paper towel dispenser handles					
Clean and sanitize Soap dispenser buttons					
Clean and sanitize Toilet paper dispensers					
Clean and sanitize Toilet flush handles					
Clean and sanitize Toilet doors, door handles, and locks					
Clean and sanitize trash cans / reline with new trash liner					
Wash and clean sinks and counter tops					
Clean and sanitize floor					

Child Nutrition

COVID-19 has presented the opportunity to re-organize our Nutrition Department. Part of the re-organization is to implement Centralized Kitchens. Centralized Kitchens consolidates 19 kitchens into 3 Centralized Kitchens.

The Centralized Kitchens will be located at East Ferry, Infant of Prague, and St. Hyacinth. These centers were selected due to the size of their kitchen and proximity to the rest of the centers. Two (2) Nutrition Supervisors will be assigned to each Centralized Kitchen to ensure the adherence to the following regulations: New York State Health Department, Hazard Analysis Critical Control Standards, Nutrition Policies and Procedures, Child and Adult Care Food Program and Head Start Program Performance Standards.

There are three (3) factors that are critical during this re-organization. These factors include team work, communication and flexibility. This is a new journey so we can anticipate challenges along

the way that will require adjustments accordingly. Keeping each other informed along the way is imperative.

Employees will punch in at his/her assigned Centralized Kitchen. Work Assignments and Work Flows have been implemented to ensure the kitchen staff are dedicated to one station throughout the day. This would ensure procedural best practice. Work assignments ensure that employees continue to use their knowledge and skills and work flows ensure that time is being used efficiently. All meals will be prepared in the designated Central Kitchens. Disposable paper products and prepackaged food items will be used and meals will be packed into an ecofriendly disposable container for each child. Food Allergies and/or food substitutions will be identified by using designated labels. Lunch and breakfast for the following day, will be delivered to each respective school daily. Breakfast meals will be stored in the refrigerator for the following day at each center. Nutrition Staff will contact his/her respective center after breakfast to obtain meal counts. Education and Nutrition Staff is responsible for recording meal counts and reconciling them weekly to ensure the accuracy of meal counts.

- CAO Head Start/Early Head Start will ensure compliance with Child and Adult Care Food Program requirements and all applicable health and safety guidelines are followed. **No Family Style Meal Service.**
- CAO Head Start/Early Head Start will provide all students enrolled with access to school meals each day. This includes students attending both in person and students learning remotely. CAO will accommodate children with food allergies or restrictions.
- CAO Head Start/Early Head Start will ensure all students perform hand hygiene before and after eating, how appropriate hand hygiene is promoted, and how sharing of food is discouraged.
- CAO Head Start/Early Head Start will ensure all eating spaces are cleaned and disinfected.
- CAO Head Start/Early Head Start will ensure all protocols are communicated to families through multiple means in the languages spoken at home.

Social Emotional Well Being

CAO Head Start/Early Head Start will implement comprehensive, developmentally appropriate services with the assistance of Mental Health Consultants and ensure that the program is reviewed and updated to meet current needs.

Trauma Informed practices will be supported by the CAO Head Start Child/Early Head Start Child Safety and Behavioral Health Policy which encompasses the Supportive and Focused Engagement (S.A.F.E.) strategy. The S.A.F.E. approach is a preventive and positive focused approach which enhances the New York State Pyramid Model for supporting healthy social emotional growth in children.

Trauma Informed Solution Focused strategies extend that support to families and staff members. Mindfulness activities have been prepared for weekly focus in the classroom, at home, and in resources for staff and families rooted in Self Care.

CAO Head Start/Early Head Start will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.

CAO Head Start/Early Head Start will provide professional development opportunities for staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff.

Head Start/Early Head Start School Schedules

In Person Instruction 100%

Students and staff will return to school September 8, 2020 and follow guidelines for social distancing. Staff and essential volunteers will be wearing face coverings (PPE).

Student Arrival

Front doors will open on a staggered schedule at 8:30, 8:45 and 9:00. If a student is late for their scheduled arrival time, they must arrive at 9:15. Children accepted **only** at their scheduled time. Staggered arrival and dismissal will minimize traffic and allow social distancing. Upon entry into the building, staff will accompany students to their classroom.

Hallway Travel

All must adhere to the social distancing signs. One-way travel will be necessary in the hallways. Students, staff and essential volunteers are to travel as directed by the labeled arrows. Staff and children should not touch the walls.

Gross Motor

Gross motor activities will occur outdoors as much as possible.

Dismissal

- Parents must arrive at the front door (designated door at each school) at the families scheduled dismissal time. Dismissal time is 3:00 PM - 3:30 PM, parents or designee will sign out their child with proper photo identification.
- Staff members will be stationed at the front door (designated door at each school) 2:55 and 3:30 to check photo identifications of individuals picking up students.
- Staggered dismissal

Hybrid Instruction - 50%

- Monday – Thursday – Maximum of 10 children per Head Start Classroom and 8 Early Head Start Infant/Toddlers will attend for in person learning.
- Priority to 4-year-old children and Preschoolers with a disability (PWD) student
- Friday – Virtual learning for all students- Deep Cleaning and Disinfecting
- Monday – Friday – Virtual learning for student not attending in person instruction.

Remote Learning at 100%

Students will receive continuity of instruction from home. Teachers will report to the school building and provide remote instruction from their classrooms. Teachers will follow their assigned schedule of 8:00 AM – 4:30 PM.

Student and Parent/Caregiver Expectations

Parents/Caregivers and Children

- Monitor student progress on coursework.
- Developing a “school schedule” is recommended to keep routines in place for students while working from home.
- Communicate questions and concerns immediately to staff.
- Participate in virtual sessions with teachers as scheduled.
- Watch/participate in lessons provided by teacher.

Staff Expectations

Teachers/Assistants

- Create interactive lessons that are engaging for students using a variety of strategies.
- Be available for office hours, one session will be available in the morning and one in the afternoon.
- Use Facebook, Zoom, Microsoft Teams ...as the platforms for all activities, links to resources, etc.

IT Department

- Provide help desk assistance when technology issues occur.

Attendance

The building principal at CAO Head Start/Early Head Start will monitor daily teacher-student engagement during any period of remote or hybrid learning. Each teacher will be responsible for tracking students who engaged in hybrid learning.

Technology and Connectivity

CAO Head Start/Early Head Start will collaborate with the IT to track the level of access to devices and high-speed internet.

CAO Head Start/Early Head Start will provide multiple ways for students to participate in learning and demonstrate mastery of learning standards in remote, hybrid or blended models. Students who do not have internet access will be provided with print materials.

Teaching and Learning

CAO Head Start/Early Head Start will ensure continuity of learning for the 2020-2021 school year whether students engage in learning via in-person instruction, hybrid, or remotely. All staff

will be required to submit lesson plans for each content area. In addition, staff will be required to document students engaged for any remote learning.

CAO Head Start/Early Head Start will ensure that the educational program is aligned to the School Readiness goals, New York State Early Learning Standards regardless if instruction is delivered in-person, remote, or through a hybrid model.

CAO Head Start/Early Head Start will ensure that there is regular substantive interaction between teachers and students whether delivered in-person, remote, or through a hybrid model of instruction.

CAO Head Start/Early Head Start will ensure that all instruction, whether delivered in-person, remote, or through a hybrid model, is accessible to students and that they receive feedback and support from their teachers.

CAO Head Start/Early Head Start will ensure students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology.

Disability Services

Committee on Preschool Special Education/ Early Intervention Referrals: Evaluators will be granted access to children as needed for the completion of evaluations necessary to determine eligibility for support services. Virtual forum should be used for all Teacher interviews. Onsite assessments where required can be accommodated per the requirements below in arrangement with location Principals only

- **Service providers must complete COVID-19 screening upon entering EACH location.**
- **All service providers must wear masks at all times while a CAO location.**
- **Service Providers will not enter learning environments to access children. Therapy sign in/out sheets will be located outside of each classroom.**
- **No push-in services will be permitted even if permissible on current IEP**
- **Only designated therapy space will be utilized for services.**
- **All therapy areas will be sanitized by therapist after services are completed for EACH child. CAO Head Start will provide sanitizing/disinfecting products.**
- **All therapy materials will be sanitized by therapist after services are completed for EACH child.**

CAO Head Start/Early Head Start, under the guidance of the Department of Special Education, will ensure that all services, whether delivered in-person, remote, or through a hybrid model, addressed the provision of free appropriate public education consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.

CAO Head Start/Early Head Start will document the programs and services offered and provided to students with disabilities as well as communications with parents.

CAO Head Start/Early Head Start, under the guidance of the Department of Special Education, will engage in meaningful parent engagement in the parent's preferred language or mode of communication, regarding the provision of services to his/her child to meet the requirements of the IDEA.

CAO Head Start/Early Head Start, under the guidance of the Department of Special Education, will ensure collaboration between the committees on preschool special education and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on IEPs for monitoring and communicating student progress and commitment to sharing resources.

CAO Head Start/Early Head Start, under the guidance of the Department of Special Education, will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology to meet the unique disability related needs of students.