



Specialized Early Childhood Center of WNY, Inc.

COVID-19 Reopening Plan

2020-2021

SPECIAL HIGHLIGHTS

August 14, 2020

REMOTE LEARNING

Remote learning will be utilized if and when directed by state and local officials due to increased number of positive cases within the community or program itself. Students will not attend school in-person. Instruction will be completed digitally through online platforms, such as Zoom for tele-therapy, Padlet®, Class DoJo or other approved means. Staff and parents will receive information and training on how to make the most of remote learning and tele-therapy. Live streaming of instructional activities by teachers will be utilized when possible. Students and teachers will have substantive interactions and attendance will be taken. Educational and therapeutic packets will be sent to families weekly or bi-weekly according to the themes that would be covered, if they were attending in person. Caregivers will be asked to take photos of completed activities and send them to the team for verification of participation. Therapy attendance and skill development will be monitored through daily notes, session verifications and input into a data management system.

Access to technology is essential for the successful roll-out of this plan. Bornhava has been committed to ongoing planning and implementation of technologies to ensure equitable access for staff and students. The team has initiated plans that are mindful of student home access to reliable internet and computers.

Bornhava recently gathered data and asked teachers and families to identify their level of access to devices and high-speed broadband from their residence. Survey respondents indicated that: 83% have a smart phone; 69% have a tablet; and 48% have a computer with a camera and speakers. One (1) respondent stated that their child does not have access to technology. 97% of respondents indicated that have access to Wi-Fi at home. The agency will continue to assess the ongoing needs of our families for technology and connectivity (survey, interviews, school outreach, etc.) In the event, students and/or teachers do not have access, Bornhava will brainstorm with the family ways to meet their needs where plausible. Procedures will be put in place to accomplish the following areas:

- Conduct and/or maintain an inventory of equipment and other assets.
 - Identify which students, families, and staff have district assets in their possession.
- Procure, manage and/or maintain hardware, software, licenses, learning management systems, etc. to support and improve virtual instruction and student engagement.
- Identify professional learning needs for teachers and continue to support their development of skills and pedagogy in a virtual learning environment.
- Arrange a “Helpdesk” system for parents/teachers to report technical issues that might be experienced during remote learning. Communicate protocols to these stakeholders to inform them in advance of how to gain assistance in such cases.

Bornhava will provide all students with access to learning materials and resources in multiple formats, wherever possible. Further, the agency will support teachers through professional development and coaching on instructional methods that enable students to participate in multiple ways, so that they can demonstrate mastery of Learning Standards in remote or hybrid models through the use of both synchronous (i.e. Zoom or other web conferencing tool) and asynchronous technologies (i.e. Class Dojo or other platform). In the event students do not have sufficient access to devices and/or high-speed internet, Bornhava will provide the students with alternate methods to access materials and instruction, i.e. pick up materials at school, drop off materials to students’ homes, etc. The agency will also schedule opportunities to connect with families to educate them on how to use the technologies and connect to the instructional activities.

Bornhava acknowledges the need to provide instruction and therapy in an equitable and accessible manner. The agency will be working with families to gain access to technology and internet connections. Grants to obtain tablets with hot spot connectivity are being written. Parents will be invited to the parking lot at Bornhava to access the Wi-Fi from the building when that do not have Wi-Fi access elsewhere. Bornhava will also work with families to research other way to attain internet connectivity, such as community hot spots within the child's school district.

COVID-19 HEALTH SCREENING AND TESTING

- Anyone who will be entering the building will be required to sign the CHILD CARE EMPLOYEE, VOLUNTEER, PARENT, CHILD AND ESSENTIAL VISITORS HEALTH SCREENING ONE-TIME ATTESTATION (OCFS-6040) form (see attached) on which they agree to complete a health screening and temperature check at home prior to traveling to Bornhava.
- Prior to entering Bornhava, individuals must complete a health screening questionnaire. This questionnaire is accessible through the Bornhava website at www.bornhava.org.
- Staff should complete this screening prior to arriving at work and noting completion on the sign-in sheet upon arrival.
- Paper copies of the questionnaire for visitors will be available in the vestibule.
- Staff will be required to monitor their own temperatures prior to arrival on campus and throughout the day. Anyone whose symptoms response changes from a NO to YES during the day, must contact the nurse immediately and await further instruction.
- Children and visitors will be screened for temperature at arrival.
 - Parents are encouraged to monitor for temperatures and symptoms prior to leaving home, however children will be screened at arrival for temperatures.
 - Visitors (very limited) will have their temperatures taken upon arrival.
- All staff must sign in and out of the building at the front desk *each* time they enter and exit the building.
- Children will be signed in and accounted for as without fever/symptoms and able to attend school through attendance log.
- For multiple individuals entering the building simultaneously, they will be required to stand at the marked out locations on the floor, maintaining social distance until they can be signed in and screened.
- Corridors will be created where individuals can enter the facility when in-person screening is utilized.
 - Markings (whether in tape or otherwise) will be placed on the ground or in the corridor to indicate six (6) foot lengths to provide for greater social distancing for individuals while in line.
- Should a person answer "yes" to any of the screening questions, specific procedures should be followed. Please reference the Suspected or Confirmed COVID-19 Case section for guidance.

Suspect or Confirmed COVID-19 Cases

- *Emergency Response* - Students and staff with symptoms of illness must be sent to the health office. The school nurse is available to assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat. Proper PPE will be required anytime a nurse may be in contact with a potential COVID-19 patient. Staff will be isolated and asked to arrange for transportation home, if they do not have a vehicle. They will be instructed to follow up with their primary health care provider or visit urgent care if they do not

have a designated primary care physician, to determine if and where a COVID-19 test can be obtained.

- *Isolation* - Children suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple children suspected of COVID-19 may also be in this isolation room, if they can be separated by at least 6 feet. If they cannot be isolated in a separate room from others, facemasks (e.g., cloth or surgical mask) will be provided to the student. Children in isolation areas will be encouraged to wear a face mask, if it can be tolerated. Children should be escorted from the isolation area to the parent/guardian who will be waiting in the vestibule. The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center to determine if and where a COVID-19 test can be obtained.

TESTING for COVID-19

According to the New York State Education Department's Reopening Guidance "it is strongly recommended that schools comply with CDC guidance and not conduct COVID-19 testing nor require testing or antibody testing of student or staff members." According to Department of Health officials Dr. Howard Zucker and Dr. Gail Burstein, it is not recommended to test asymptomatic children or teachers for re-entry into school. Student guardians and staff will be referred to their pediatrician, primary care physician, or provided with the Local Department of Health's contact information to determine if, when and where testing for COVID-19 should be completed.

CONTACT TRACING

Public Health Officials assume the task of contact tracing, once notified.

Notification – Anyone who has had contact with an employee who has tested positive for COVID-19 will be contacted via telephone by the nurse, administrative assistant or HR manager to let them know that someone that they may have had contact with tested positive. The Erie County Department of Health will be notified and consulted with to determine further action to be taken.

To ensure the school and its employees comply with contact tracing, Bornhava will do the following:

- Have a plan for cleaning, disinfection, and notifying Public Health, in the event of a positive case. In the case of an employee testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting your building or facility if someone is sick. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and copier machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.

- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

**CHILD CARE EMPLOYEE, VOLUNTEER, PARENT, CHILD AND ESSENTIAL VISITORS
HEALTH SCREENING ONE-TIME ATTESTATION**

Before entering a child care program, employees, volunteers, parents, children and essential visitors ***must complete a health screening questionnaire daily. In addition, each employee, volunteer, parent, child and essential visitor must sign and submit this form to the program one time.*** Employees, volunteers, parents, children and essential visitors must answer all questions and take their temperature daily to confirm a body temperature lower than 100.0 degrees Fahrenheit. If anyone answers "Yes" to any of the questions below, they cannot enter the child care program. A parent or guardian is responsible for completing daily screening on behalf of their child(ren).

Self-Screening:

Below are the self-screening questions that employees, volunteers, parents, children and essential visitors are required to answer **daily**. If any of the answers to the below questions are "Yes," individuals **cannot** enter the program. If the answers are "No" to all the following questions, individuals may enter the program. If employees, volunteers, parents, children and essential visitors cannot take their temperature at home, but answer "No" to all other questions, they may report to the program to have their temperature taken on site.

1. Is your temperature higher than or equal to 100.0 degrees Fahrenheit?
2. Have you had any known contact with a person confirmed or suspected to have COVID-19 in the past 14 days?
3. Are you currently experiencing **ANY** of the following symptoms?
 - ☐ Cough (new or worsening)
 - ☐ Shortness of breath (new or worsening)
 - ☐ Trouble breathing (new or worsening)
 - ☐ Fever
 - ☐ Chills
 - ☐ Muscle pain (new or worsening)
 - ☐ Headache (new or worsening)
 - ☐ Sore throat (new or worsening)
 - ☐ New loss of taste
 - ☐ New loss of smell
4. Have you tested positive for COVID-19 through a diagnostic test in the past 14 days?

If you have answered "NO" to all questions, you have passed and may enter the program.

If you have answered "YES" to any question, you will not be allowed to enter the program.

Attestation: By signing this document, I agree that I will self-monitor these symptoms each day and report the outcome per the instructions above and will not enter any child care program if any of the above symptoms or conditions are present.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature	<div style="text-align: center; margin-bottom: 5px;">/ /</div> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature	<div style="text-align: center; margin-bottom: 5px;">/ /</div> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date

Note: This document must be signed and returned to the program prior to entry. A signed copy needs to be provided only once. The child care program must retain a copy for their records.