

THE HOUSE OF THE GOOD SHEPHERD TILTON SCHOOL

COVID-19 STATE EDUCATION DEPARTMENT RE-OPENING PLAN-AUGUST 2020

**THIS PLAN CAN CHANGE AT ANY TIME BASED ON ADDITIONAL GUIDANCE FROM NEW YORK STATE

OVERVIEW

- The House of the Good Shepherd's Tilton School is an NYS accredited 853 school located on our main campus at 1550 Champlin Avenue, Utica, New York, 13502.
- The Tilton School provides education to children residing in our OCFS and OMH residential programs located on our campus.
- The Tilton School provides educational services to day services students who are transported to school by their home school districts.
- The House of the Good Shepherd began providing in-person education on July 13, 2020 following the "Interim Advisory for In-Person Special Education Services and Instruction During the COVID-19 Public Health Emergency" guidance issued New York State Department of Health on June 8, 2020.

ASSUMPTIONS

- Tilton school plans to hold in-person classes during the 2020 fall semester, providing regulatory bodies permit such education.
- Enrollment numbers for residential and day services students will be between 80 and 95 students.
- COVID-19 will remain a threat in our agency, local community and across the state.

HEALTH AND SAFETY

Information contained in this section incorporates guidance issued by the NYS Department of Health on June 8, 2020 and the NYS Department of Education on June 20, 2020, as well as all previously issued guidance by both entities

FACILITIES

- Our School Principal serves as our Safety Coordinator whose responsibility includes continuous compliance with this plan. In the absence of that individual the Chief Program Officer will take on those responsibilities.
- We will continue to monitor how we use spaces within our school. If changes are made that require submission to NYSED Office of Facilities Planning for fire/building code review we will submit those prior to implementing changes.
- Our school building does not include common areas, such as lockers, cafeterias or student lounges, where students gather so programming modification were not needed.
- All fire drills will be conducted as required, with an added focus on ensuring social distancing.
- The water fountains in the school have been taken out of service. Water will be supplied in small individual bottles to students as needed and requested.
- The Tilton school HVAC system has been adjusted to increase the intake of fresh air. In addition, windows may be opened to increase the circulation of fresh air.

SIGNAGE

- Signage has been added to entrances that direct all staff to wear mask when entering the building.
- Programming areas including classrooms, hallways and recreational spaces have signs reminding individuals of the need to wear masks, wash hands and socially distance.
- There is signage on the floor of the Day Services entryway that provides guidance to ensure 6 feet social distancing.

VISITORS/DELIVERIES

- The Tilton School will follow all aspects of our visitor and delivery protocols as outlined in our HGS Campus COVID-19 protocol that has been in place since March 2020.
- Visitors who are authorized to be in the school building including family members, representatives of regulatory bodies, local government officials, medical personnel, law enforcement and contractors will be screened using our Campus Screening form.
- The Tilton School will not be using volunteers during the fall semester.

PERSONAL PROTECTIVE EQUIPMENT

- As outlined in an April 2, 2020 all staff memo, school staff are required for wear mask anytime they are on our campus. The only exception is if they have their own office and are in that office alone with their door closed.
- HGS provides all staff with masks and has replacement masks available.
- All children will be allowed to wear a mask if they would like but will not be required to do so unless they are unable to maintain social distancing of 6 feet. Masks will be provided to children who would like one.
- Changes to our mask protocol will be made to ensure compliance with any future local, state or regulatory requirements or when directed by our Physicians Assistant.
- All visitors will be required to wear a mask and will be provided with one if needed.
- The school has a sufficient supply of gowns and gloves available.

CLEANING

- The school is cleaned daily by a contract company that has been provided with and has ensured they can meet the cleaning requirement set for the by the NYS Department of Health.
- Each classroom has been provided with a cleaning/infection control kit that includes hand sanitizer, gloves, cleaning spray, paper towels and tissues.
- The sharing of electronic devices, toys, books, games and other learning material will be limited.
- All comfort and time out rooms must be wiped down after each use and signage has been added to show the cleaning status.
- Staff have been advised to wipe down surfaces frequently including door handles, telephones, computers and light switches.



TRAINING-HEALTH HYGIENE

- All staff and students will be trained on how to properly wear, put on, take off and dispose of masks.
- All staff and students will be trained on proper handwashing.
- All staff and students will be trained on proper respiratory hygiene.
- Training records, including individuals trained and date of training, will be kept on file in the Tilton school.

SCREENING-YOUTH

- Residential children are monitored daily in their dormitory so will not be screened following their walk to the school. If a residential child exhibits any symptoms they will remain in the dormitory and be monitored by our medical personnel.
- Parents of day services students have received written instructions from our medical department on how to monitor their children for COVID-19 symptoms.
- Temperature checks will be given to all day service students upon entering the school each day. If school districts inform us their protocol includes checking student temperatures before the student gets on the bus we will not conduct another screening upon arrival.
- If a student has a temperature of 100.0° F or higher, they will be either transported back home by the bus or they will be given a mask and will be asked to wait in the waiting room across from our Health Services Department until their parent/guardian arrives to pick them up.

SCREENING-STAFF

- All staff will be required to complete a daily Health Screening that includes an attestation that they:
 - Have not had a known exposure in the last 14 days to someone who is COVID-19 positive or symptomatic.
 - Have not tested positive through a diagnostic test in the last 14 days.
 - Have not experienced any symptoms of COVID-19, including a temperature of 100.0° F in the last 14 days.
 - Have not traveled internationally or from a state with a widespread community transmission of COVID-19 per the NYS travel advisory.
- The Tilton School will keep a record that the screening was completed. This record will not include information about the temperature an employee reports.

VULNERABLE POPULATIONS

- Students who are at increased risk for severe COVID-19 illness will be monitored through our medical department. When needed, we make learning accommodation that address their specific circumstances. These accommodations will be documented in the child's medical chart.
- Staff who report they are at increased risk for severe COVID-19 illness will be monitored through our Human Resources department, who will rely on information provided by the employees medical providers. When appropriate, we will accommodate their specific circumstances. These accommodations will be documented and kept in their personnel files.

CONTACT TRACING

- All visitors to the building will need to sign-in and complete a screening form, as required by agency policy.
- All classrooms will have a classroom sign in log and anyone, including school staff not permanently assigned to that classroom, will have to sign in and out of the classroom each time they enter or leave.
- Classroom attendance records will be kept in school tool.
- The above documents and staff interviews will be used in the event contact tracing is needed.

POSITIVE TEST-STAFF AND STUDENTS

- If a student or staff member tests positive our medical department will follow all DOH and CDC guidelines for reporting, monitoring and tracking the status of the youth or staff.
- The medical department will work directly with the our county health department to provide required information and ensure current return to school protocols are met.
- The human resource department will provide consultation to ensure compliance with all DOH and CDC return to work guidelines.

ACADEMICS

Information contained in this section incorporates guidance issued by the NYS Department of Education and Department of Health on July 13, 2020, as well as all previous guidance issued by both entities.

DELIVERY METHODS

- The Tilton school plans to deliver in-person education 5 days per week when the 2020/2021 academic year begins.
- We will continue to ensure that we have capacity for remote learning and will be prepared to deliver education through google classroom.
- We will have immediate capacity to move all academics to remote learning should the circumstances of COVID-19 require our school to close.
- We will also have immediate capacity to provide remote learning to individuals and small groups of students based on individual circumstances surrounding COVID-19.
- The Tilton school will monitor local and state guidelines on a daily basis to ensure that our delivery of academics is compliant with all regulatory requirements.

TECHNOLOGY

- The school principal will ensure that all teaching staff have the available equipment, including internet capacity to deliver education when they are not in the school building.
- The school social workers will ensure that all students have the available equipment and internet capacity to participate in remote learning. The social workers will collaborate with the home district as needed,
- The Tilton school will ensure that we have alternative mechanisms for delivering education and monitoring mastery of learning standards when access to internet interferes with remote learning.
- The school social worker will be responsible for working directly with the home school district to secure/implement accommodations, modifications, supplemental services and to meet the unique disability related needs of our students.

TEACHER MANAGEMENT

- The school principal will ensure all staff hold valid and appropriate certificates for their teaching assignments.
- The school principal will ensure daily attendance/participation records are kept through school tool for all remote students.
- The school principal will monitor teacher engagement and availability during period of remote learning. This will be done through personal observations, parent and child/interviews and monitoring use of google classroom.
- The school principal will provide teachers with the opportunity for professional development training as available.
- The teachers, in conjunction with agency clinical and medical staff, will provide children with age appropriate information regarding COVID-19 and ensure that they have access to appropriate medical, behavioral and emotional supports through agency and community based resources.

PARENT COMMUNICATION AND ENGAGEMENT

- The school social worker will be responsible for maintaining regular communication with parents to ensure they have the following information:
 - How parents can contact school staff during in-person and remote learning.
 - Their right to a free appropriate public education for their child regardless of whether it is delivered in-person or remote.
 - What programs and services are available and offered as well as an understanding or the provision of services consistent with the recommendations on the Individualized Education Plan. The social worker will coordinate the monitoring and communication of progress with the CSE of the home district.
 - The process for receiving information in their preferred language-this will be coordinated with the home school district.

TRANSPORTATION-DAY SERVICES

- We will coordinate with our partner school districts for the purposes of assessing safety and ensuring details such as capacity, arrival and departure times and routes are consistent with state guidelines for transportation of students.

CLASSROOM CONFIGURATION

- Classrooms have been set up to ensure social distancing of 6 feet of space between desks.
- Desks have been moved so that they face the same direction toward the front of the classroom.
- In areas where tables need to be used students will sit on the same side of the table with an empty seat between them.



COHORTS

- Programming will be done in cohorts.
- Children who reside in our residential programs will be in a cohort that only includes children from their residential program. There will be no co-mingling with children from other residential programs or day services students.
- Day service students will remain in the same cohort of day students throughout the academic week.

TRANSITIONS

- Prior to COVID-19 students moved from their homeroom to other classrooms to obtain academics from core academic and special area teachers. Those teachers will now push into classrooms to limit the number of people transitioning in hallways and to enhance our ability to manage contact tracing. These classes include library media, computer technology, health and foreign language.
- When students need to transition to another location for the most effective delivery of content, they will transition with their cohort to and from those classrooms. Transitions will be scheduled so that they do not come into contact with other transitioning students. These classes include art, music, physical education and home and careers.

MEALS

- Meals will be delivered to each classroom by Sodexo, our food vendor.
- Meals will be consumed in the classroom, with students located at their desks.
- Students will not be allowed to trade or share any items during mealtimes.
- Students will be responsible for disposing of their own trash following mealtime.
- There will be scheduled handwashing time before and after meals for all students.

FIELD TRIPS

- There will be no field trips scheduled until further notice.
- The Principal will notify school staff in writing when a change is made to allow field trips.

CONCLUSION

- Our goal is to provide the safest learning environment for our students and educational staff.
- Our executive, administrative and teaching staff will remain focused on developing the best procedures to meet this goal.
- Our commitment is to continue to monitor areas such as health and safety, academics, facilities, tracing and to update procedures as needed.

CONTACT INFORMATION

- Questions regarding this plan and/or future guidance can be directed to:
 - Shannon Perri, School Principal, at shannonp@hgsutica.com or 315-235-7671
 - Kathy Perkins, Chief Program Officer, at kathyp@hgsutica.com or 315-235-7602