

# **UNITED CEREBRAL PALSY ASSOCIATION OF THE ROCHESTER AREA, DBA CP ROCHESTER AND FINGER LAKES UNITED CEREBRAL PALSY ASSOCIATION DBA HAPPINESS HOUSE- FALL 2020 OPENING PLAN FOR APPROVED 4410/UPK PRESCHOOL CLASSROOMS**

Version: 8/20/2020

## **1. Pre-School Classroom Plan for the 2020-2021 School Year**

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CP Rochester and Happiness House are committed to promoting the health and wellbeing of those we serve as well as our staff. Maintaining an environment that helps to slow the spread of COVID –19 or any other virus/germ is key in meeting that goal. In accordance with applicable federal, state, and local laws and policies, this document is intended as guidance for operating plans for the Preschool Programs for the 2020-2021 school year. This action plan is intended to assist with providing high quality programming while protecting all persons by implementing efforts to help slow the spread of COVID-19.

### **Preschool Continuum of Learning:**

Because of the COVID-19 pandemic, life has changed radically for New York students, parents and educators. Learning as we have always known it is being challenged and new formats and expectations will be needed in this upcoming school year. Current and projected guidance related to educational services will permit and require onsite and distant learning, along with a hybrid model of both. Taking into consideration parent choice to the greatest extent available, we will make both onsite and distant learning options available, throughout the period that such distant learning and/or onsite learning is permissible. Students utilizing distant education as their continuum of learning will participate in classroom activities, virtually. These students can participate in the classroom circle, music, speech and other educational times, via Telephonic/audio-visual platforms, including Zoom. This will entail a significant amount of support from parents. If a parent chooses this option, the teacher and parent will discuss expectations and the parent will be responsible for sitting with their child and assisting with the

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**FLUCP dba Happiness House and United Cerebral Palsy Association of the Rochester Area, dba CP Rochester – Fall 2020 PreSchool Opening Plan**  
**August 14, 2020**

interactions of their child. As remote access to classrooms will include educational services to all participating children, caregivers will not be permitted to make any video or audio recordings of classroom activities.

CP Rochester and Happiness House is aware the pandemic has posed challenges for Counties in the provision of transportation. The agencies are committed to working with Counties and families to coordinate transportation to the extent possible. Guidance issued from New York State Education Department on July 18 ,2020, provides flexibility to the IEP and approved classroom ratios, which, when combined with the DOH and OCFS regulations, allows for a proposed hybrid model of service options to be delivered.

It is with all intent to follow all local, state and federal guidelines in order to provide safety to the children served and the staff providing the services. This plan for the Fall 2020 school year was developed by following the mandatory Dept of Health guidelines, NY State Education Guidelines, Dept of Child and Family Services Guidelines. We also surveyed current and returning parents participating in programs across 4 sites for input on fall programming as well as a cross representation of staff across all 4 sites. Connections to local Counties and school districts were also established via monthly meetings (Monroe County) and feedback from districts/counties regarding modification of standard programming for this new school year was also received from Wayne, Ontario, Yates and Seneca Counties.

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|  | <b>ACCRONYMS:</b> The following are commonly used terms in this document:   |
|  | <p><b>LDOH/LDH/LHD:</b> Local Department of Health<br/> <b>NYSED:</b> New York State Education Department<br/> <b>NYDOH:</b> New York State Department of Health<br/> <b>PUI:</b> Person Under Investigation<br/> <b>MAT:</b> Medication Administration Trained<br/> <b>OCFS:</b> Office of Child and Family Services<br/> <b>PPE:</b> Personal Protective Equipment<br/> <b>OPWDD:</b> Office of Persons with Developmental Disabilities</p>   |
|  | <b>COVID-19 SAFETY COORDINATOR</b>  |
|  | <p>In order to provide a continuity of programs across multiple settings, CP Rochester and Happiness House will have the same Safety Coordinator. The role of this person is to</p> <ol style="list-style-type: none"> <li>1. 1. Continuously update the Opening Safety Plan and reflect any necessary changes due to updated and changing guidance’s from regulatory agencies.</li> <li>2. Assess with the Executive Committee for CP Rochester and Happiness House along with HR (Human Resources) and QA (Quality Assurance Dept) the current</li> </ol> |

state of local counties for COVID 19 and determine when movement across the models will be necessary.

**COVID SAFETY COORDINATOR:** Diane Kozar, PT- Vice President of Children’s and Clinic

**COVID-19 SITE CONTACTS**

While there is one COVID-19 Safety Coordinator for both agencies, each site will have their own direct connection for parents/guardians and staff to reach out to with any questions. The following is the contact for all listed sites:

1. CP ROCHESTER: Necebbia DeTaeye
2. HAPPINESS HOUSE CANANDAIGUA: Lynne Colacino
3. HAPPINESS HOUSE GENEVA: Chris Shultz
4. HAPPINESS HOUSE AT THE GAC: Diane Kozar

**A. HEALTH AND SAFETY:**

**General Considerations:**

CP Rochester and Happiness House have implemented the following health and safety protocols, in accordance with guidance from the New York State DOH, NYSED and CDC. The highest standard in health and safety management will be implemented and considered an integral part of how our schools operate. These practices will be implemented, across all work activities and across the wide range of educational activities delivered, at the CP Rochester and Happiness House education program locations.

| Location   | Class Models   | Number of Children   |
|--|--|--|
| CP Rochester Augustin Children Center<br>3399 Winton Rd S<br>Rochester NY 14623<br>585-334-6000      | 2- 6:1:1 SCIS- 3 hr  | 48 (24 -4410; 24 UPK/typical)  |
|  | 2- 8:1:1 SCIS 3 hr (AM/PM)   | 72 (36-4410; 36 UPK/typical)   |
|  | 2 8:1:1 SCIS 5 hr (AM/PM)  | 32 (16-4410; 16 UPK/typical)   |
| Happiness House Augustin Children’s Center<br>3399 Winton Rd S<br>Rochester NY 14623<br>585-334-6000 | 1-8:1:2 SC- 5 hr   | 8-4410   |
| Happiness House-Golisano Autism Center<br>50 Science Parkway<br>Rochester NY 14620<br>585-334-6000   | 1-8:1:2 SC-5 hr<br>1-8:1:1 SCIS-3 hr (AM/PM)   | 8-4410<br>16 (8-4410; 8-Typical)   |
| Happiness House-Canandaigua<br>5415 County Rd 30<br>Canandaigua NY 14424<br>585-394-9510             | 1-8:1:2 SC 3 hr<br>1-8:1:1 SCIS 5 hr<br>1- 12:1:1 SCIS 5 hr<br>1-10:1:1 SCIS 3 hr (AM/PM)<br>1-8:1:1 SCIS 3 hr (AM/PM) | 8-4410<br>16-(8-4410; 8-Typical)<br>24- (12-441;12-UPK/typical)<br>40-(20-441;20 Typical)<br>32 (16 4410;16-tpycial) |

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|   |  | 1-8:1:1 SCIS 3 hr (PM)<br>1-6:1:1 SCIS 3 hr (AM)   | 16 (8-4410;8-UPK)<br>12-(6-4410; 6-typcial)   |
| <b>Happiness House-Geneva</b><br>731 PreEmption Road<br>Geneva NY 14526<br>315-789-6850                     |  | 1-8:1:2- SC 5 hr<br>1-8:1:1 SCIS 5 hr<br>1-12:1:1 SCIS 5 hr<br>1 10:1:1 SCIS 3 hr (AM/PM)<br>1-8:1:1 SCIS 3 hr (AM/PM)<br>1-6:1:1 SCIS 3 hr (AM) | 8-4410<br>16 (8-4410;8-UPK)<br>24 (12-4410;12-UPK)<br>40 (20-4410;20-UPK)<br>32 (16 4410;16-typcial)<br>12 (6 4410;6-UPK) |
| <b>Happiness House-Waterloo</b><br>65 Fayette Street<br>Waterloo, NY 13165<br>315-539-1586                  |  | 1-12:1:2 SCIS 3 hr   | 24 (12 4410; 12 UPK)<br>No classroom operating this year-district took UPK classroom back                                 |
| <b>Happiness House-Phelps</b><br>Clifton Springs<br>1490 State Route 488<br>Phelps NY 14432<br>585-548-6701 |  | None   | Site is approved, no approved classrooms  |

**1. Communication Plans:**

Parents/Guardians play a vital role in the health and safety of students. Pre-screening students at home, before their arrival to school can decrease the spread of COVID-19. Printed information packets will be provided to families with instructions detailing the steps to be taken to screen student health each morning before school. This guidance will be developed in accordance with the most current CDC, NYS DOH and NYSED guidelines.

1. Families will be instructed to:
  - a. Check the temperature of the child/student before placing them on the bus for transport to school;
  - b. Look for and monitor the child/student for any signs or symptoms of COVID-19 as described in further detail in the sections below.
2. Periodically, families will also be required to answer the following regarding the child/student:
  - a. Has the student knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has had symptoms of COVID-19;
  - b. Has the student been tested for COVID-19, and/or has tested positive through a diagnostic test for COVID-19 in the past 14 days;
  - c. Has the student experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days: and/or
  - d. Has the student travelled internationally or from a state with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#)

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|                 | <ol style="list-style-type: none"> <li>3. This information will be collected using a variety of methods and will be adjusted accordingly based on family feedback and/or efficacy.</li> <li>4. Collection methods may include: <ol style="list-style-type: none"> <li>a. Paper checklists sent home with students in a communication folder in their backpacks that are to be returned to the school;</li> <li>b. An Office 365 Forms survey or Survey Monkey Questionnaire that can be submitted via any device with an internet connection;</li> <li>c. Notification software such as REMIND or Class DOJO;</li> <li>d. Other software solutions that may ease accessibility for parents/guardians and/or staff.</li> </ol> </li> <li>5. Reminders to complete the screening documentation will be sent in a multitude of ways. Teachers may opt to send reminders through Class DOJO, printed daily notes, emails, text messages, or phone calls. REMIND MESSAGE SYSTEM can also be utilized to send reminders to parents/guardians.</li> <li>6. As responses are received, the information will be submitted to the designated team for further evaluation. In the event it is deemed unsafe for the student to stay in school, based on the responses provided to the survey questions, parents/guardians will be promptly notified, and additional protocols as detailed in the following sections will be followed.</li> <li>7. It is possible that not all parents/guardians will have the capability to return such information in a timely manner despite best efforts/reminders put in place. All parents/guardians and students will be treated fairly and respectfully in such situations.</li> </ol> <p><b>STAFF PROTOCOL: PROTOCOL COMMUNICATION STAFF AND PARENTS</b></p> |
|                 | <p><b>8. Training Of Staff for Fall 2020:</b></p>   |
| <p><b>i</b></p> | <ol style="list-style-type: none"> <li>1. All employees receive training upon hire and annually thereafter on Universal Precautions, Personal Protective Equipment, handwashing, infection control, safe food handling, and illness at work. Program specific trainings include diapering and laundry procedures, cleaning and disinfecting toys, equipment, rest mats and frequently utilized areas such as tables and chairs. Specific cleaning protocols and timelines will be established and reviewed in order to ensure that program classrooms and other areas are cleaned and disinfected per local DOH, OCFS, and CDC guidelines that are current at the time of service.</li> <li>2. The Program Director and Nurse will retrain all children’s programs’ staff upon re-opening and prior to providing direct care with children. In addition, staff will be trained on the most up to date information regarding the symptoms of COVID-19, social distancing and donning/doffing and cleaning of appropriate PPE. Staff will</li> </ol>  |

- also be trained on all the necessary protocols for this reopening plan.
- 3. It is widely accepted that the most effective means for preventing the transmission of any illness includes strict adherence to Universal Precautions that decrease the opportunity for direct exposure for children and employees.
- 4. The agency will provide copies of staff illness policy and proper call in for illness to staff returning to work in daycare and preschool services.
- 5. Staff will be provided appropriate PPE and they will be expected to report any PPE shortages to Director immediately. All staff will practice proper PPE conservation strategies.
- 6. If the agency experiences a critical-level PPE shortage (i.e. shortages in the local, state or national supply), CP Rochester and Happiness House reserves the right to close the on site component and transition to solely remote learning for Preschool, so as to protect children and staff.
- 7. If a PPE shortage impacts the agency’s ability to provide daycare services, the agency will assess our ability to continue to provide services and reserves the right to temporarily suspend services while sufficient PPE is obtained. This will support our efforts to provide the safest environment possible for children and staff.
- 8. The Program Nurse will continue to track current PPE and order as necessary.

**STAFF PROTOCOL: PROTOCOLS REQUIRED FOR OPENING**

**9. ESSENTIAL AND NON ESSENTIAL VISITORS:**

CP Rochester and Happiness House will actively limit the number of visitors allowed in school buildings depending on the nature of the visit. Every attempt will be made to schedule visits in advance when there are no students in the building. In the event that a visit must be scheduled during hours of student attendance, all efforts will be made to eliminate, or minimize the opportunity for interaction between the visitor and students. Staggered schedules for visitors may also be put in place, if deemed necessary, to reduce the overall number of individuals in a building at any given time. All visits, or work to be performed that must be done in person, and cannot be conducted in a technological or remote fashion will be subject to the following guidelines:

- 1. Single point of entry, visitors may only enter the building through a designated door with an appropriate health check point;
- 2. Visitors will be subject to health screenings
- 3. All visitors will be required to wear a mask through the duration of their stay. If they do not have a mask, one will be provided;
- 4. Visitors will be asked to provide basic contact information to assist with contract tracing efforts, if necessary;
- 5. Social distancing protocols will be enforced.

When visitors or vendors are in the buildings, they will be reminded of these provisions

verbally during screening, through signage throughout the building, and receive further guidance by building staff if and when necessary.

**STAFF PROTOCOL: PROTOCOL FOR ESSENTIAL AND NON ESSENTIAL VISITORS**

**10. HEALTH CHECKS:**

As per the NY State Department of Health and NY State Education Department, daily health checks must be completed for both staff and children attending the program. (Please see the Daily Screening Protocol)

1. Screening questions are the following:
  - a. Have you knowingly been in close or proximate contact in past 14 days with anyone who has tested positive through a diagnostic test for COVID 19 or symptoms of COVID 19?
  - b. Have you or a family member tested positive through diagnostic test for COVID 19 in the past 14 days?
  - c. Have you or anyone in the family experienced any symptoms of COVID 19 including a temperature of 100.0 or greater in the last 14 days?
  - d. Have you traveled outside of the region in the last 14 days to any area with widespread community transmission of COVID 19?
2. Staff for both Happiness House and CP Rochester will follow the Agency Protocol for Non-OPWDD Program employee screening and take their temperature offsite before coming on site.
3. Children attending program, whether through CPSE placed, UPK placed or Daycare, will have the following conditions met:
  - a. Complete OCFS Attestation form (OCFS-6040)
  - b. Parents/Guardian will agree to have their child participate in daily health screen, with temperature check, when attending program.
  - c. Complete random screening sent home on a monthly basis, if bus transported
  - d. Complete daily screening, preferentially onsite, if a child is dropped off via parent/guardian transport.

**STAFF PROTOCOL: PROTOCOL FOR DAILY SCREENING OF EMPLOYEES AND STUDENTS**

**11. SOCIAL DISTANCING:**

Keeping space between yourself and others is one of the best tools we have to avoid being exposed to COVID-19 virus, and to slow it's spread. Since people can spread the virus before they know they are sick, it is important that they social distance from others whenever possible, even if they have no symptoms. Social distancing will be required by Upstate Cerebral Palsy, especially to help protect people who are at higher risk of getting sick. Everyone in our school building will be expected to follow social distancing practices of 6 feet or more. Students and Staff will be encouraged to:

- a. It is an agency expectation that all staff follow the Executive Order(s) in place at the time of service delivery related to Social Distancing requirement or the social distancing requirements of our oversight entities (NYSED, OCFS, DOH),

whichever is more stringent. As it relates to the preschool setting, we will make every effort

- b. If 6 feet cannot be maintained, in non-program areas, staff must use an acceptable facial covering to help ensure the safety of the children, themselves and others when on site.
- c. The use of approved product barriers (clear Plexiglas barriers) will be used to assist in social distancing when eating or performing table top activities.
- d. Appropriate markings on the floor and in building will be placed to encourage social distancing from all (Bi-directional arrows).
- e. Based upon the approved total square footage of classroom space at all our sites (from The NYSED and OCFS), the maximum number of children in a classroom will be capped at 15. This will afford each site to provide enough room to allow children and staff to social distance appropriately. It also allows partial integration of the SCIS classrooms at all sites. Please note, not all classrooms will obtain full or partial integration as the typical component for parent pay and parent pay daycare are decreased.
- f. Appropriate communication with employees/staff in regards to the use of the staff break room and restrooms will be instituted.
- g. Sharing of food in common areas, excluding student meals/snacks within classrooms, will not be permitted to help eliminate the spreading of germs/COVID-19 during this time period.
- h. Employee trainings or staff meetings will be completed so social distancing can be maintained. Trainings will be completed virtually, when possible, or at reduced capacity with zoom attendance or in multiple sessions.
- i. Classrooms and daycare programs will be cohorted (same child and staff groupings) congregate settings. This method has been shown to help decrease the transmission of COVID-19 to the best extent possible.
- j. For music settings, a distance of 12 feet will be maintained in order to meet the guidelines for singing and instrument usage.

It should be noted that all attempts to maintain social distancing with our students will be made; however, given the core function of our schools is to provide special education services to students with very complex behavioral, intellectual and social emotional needs, maintaining proper social distancing may prove to be challenging. As such, staff will be masked at all times when in a space occupied by students, and/or, when in common, public areas of the building. Due to our student's special needs, if a student is medically frail, and unable to maintain 6 feet social distancing, the parent should work with their child's medical provider to determine if in-person instruction is appropriate. Both Happiness House and CP Rochester staff will develop an assessment tool to assist in the determination of mask usage and will obtain the opinion of the child's medical professional if clear determination cannot be made. All attempts to work on, explain and develop the



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|  | <p>ability to wear a mask will be attempted. The use of Plexiglas barriers at tables, the use of social stories and then trials for tolerance are an example of the ways that addressing the use of a mask can be attempted with the children who attend our programs.</p> <p><b>STAFF PROTOCOL: SOCIAL DISTANCING</b></p>   |
|  | <p><b>12. FACE COVERINGS:</b></p>  |
|  | <ul style="list-style-type: none"> <li>a. Per the guidance of NYS and the Governor’s effective Executive Order(s), all staff will wear face coverings/masks, covering their nose and mouth. This will be in effect until otherwise noted by the Governor’s Executive Order(s) or applicable oversight requirements.</li> <li>b. All staff will be trained in the proper use of face coverings/masks. Both CP Rochester and Happiness House will provide appropriate facial coverings/masks for employees. Cloth facial coverings are acceptable, and staff will be trained on how to fit, wear and then launder their face masks.</li> <li>c. Face coverings for students will be encouraged and training for wearing will be part of the curriculum, however, it is not mandatory. The agencies will follow NY State Education Department’s guidance, released on 7/16/20 “Recovering, Rebuilding, and Renewing; the Spirit of New York’s Schools Reopening Guidance” (pg 36):<br/> <b>“Face coverings should NOT be placed on students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction.”</b><br/> As well as:<br/> <b>“Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance”</b> </li> <li>d. CP Rochester and Happiness House will provide appropriate facial coverings for students if needed and tolerated.</li> </ul> <p><b>STAFF PROTOCOL: PROTOCOL FOR SOCIAL DISTANCING</b></p> |
|  | <p><b>13. HEALTH HYGIENE:</b></p>  |
|  | <ul style="list-style-type: none"> <li>a. Classroom instruction will center around the continued encouragement and instruction of children in the following areas: <ul style="list-style-type: none"> <li>1. Hand Hygiene</li> <li>2. Respiratory Hygiene (cough etiquette)</li> <li>3. Social Stories for classroom and home to enhance this hygiene</li> </ul> </li> <li>b. Parents will be provided communication and hand outs to encourage the continued use of these practices in the home on a regular basis.</li> </ul> <p><b>STAFF PROTOCOL:</b></p>  |
|  | <p><b>14. CLEANING AND DISINFECTING:</b></p>   |
|  | <ul style="list-style-type: none"> <li>a. <b><u>General Classroom Disinfecting and Cleaning</u></b></li> <li>k. High touch surfaces will be cleaned at the beginning and the end of each</li> </ul>  |

classroom session. High touch surfaces include: tables, doorknobs, light switches, countertops, electronics, handles, desks, phones, keyboards, faucets, toilets, sink, etc.

- l. These surfaces will be cleaned using the appropriate disinfecting bleach/water formula (see below, section “f”).
  - m. Staff will complete the OCFS “cleaning and disinfecting log” daily indicating that program areas have been cleaned and disinfected including, but not limited to tables, chairs, countertops, light switches, and toys.
    - a. Handout: OCFS Cleaning and Disinfecting Log
  - n. Classroom staff will disinfect all toys that were used throughout the day at the end of the day using the soaking bleach solution.
  - o. Any toys that are mouthed will be put in the “wash me” bucket immediately and will not be used until they have been cleaned and disinfected using the soaking solution.
- b. Therapy Sessions**
- a. Therapists will prepare the therapy room by disinfecting tables and chairs prior to the start of the therapy session.
  - b. Toys that have been used in one session will not be used in another session that day, unless properly disinfected.
  - c. All toys used will be cleaned and disinfected using the soaking bleach solution.
  - d. A Disinfection Log will be completed for each area used.
- c. Diapering**
- a. Staff will wash their hands before they begin and wear gloves during the diapering procedure.
  - b. Staff will bring supplies (clean diaper, wipes, gloves, plastic bag, extra clothes, etc. to the diapering area.
  - c. Staff will follow standard diapering procedure as outlined in protocols. Staff can refer to the CDC **Safe and Healthy Diapering to Reduce the Spread of Germs** Handout
- d. Meals**
- a. Tables/Chairs will be cleaned and sprayed with bleach solution #1 prior to meals.
  - b. Children will use the same plate/utensils each day, no sharing of these materials will occur
  - c. Children/Staff will wash hands prior to mealtime
  - d. Children will be placed at tables with as much social distancing as possible.
    - a. Considerations for the placement of children:
      - i. Number of staff

- ii. Need of the child during meals
  - e. Children/Staff will wash hands after mealtime
  - f. Tables/Chairs will be cleaned and sprayed with bleach solution #1
- e. In General:**
- a. Staff will use appropriate PPE as reviewed in Universal Precautions training and in OCFS trainings
  - b. Staff will hand wash regularly and encourage handwashing with teaching opportunities with all children
  - c. Staff will use facial coverings at all times as mandated by the Governor, NYSED and OCFS.
  - d. Staff will practice social distancing to the greatest extent possible when in the classroom and then when on site at the agency
- f. Disinfecting Solutions-OCFS Guidelines**
- a. Spray Bleach Solution # 1 (for food contact surfaces) - Staff will use the following procedures for cleaning and sanitizing non-porous hard surfaces such as tables, countertops and chair trays.
    1. Wash the surface with soap and water
    2. Rinse until clear
    3. Spray the surface with the solution of ½ teaspoon of bleach to 1 quart of water until it glistens
    4. Let sit for two minutes
    5. Wipe with a paper towel or let air dry
  - b. Spray bleach Solution #2 (for diapering surfaces or surfaces that have been contaminated by blood or bodily fluids)- Staff will use the following procedures for cleaning and disinfecting diapering surfaces or surfaces that have been contaminated by blood or bodily fluids.
    1. Put on gloves
    2. Wash the surface with soap and water
    3. Rinse in running water until the water runs clear
    4. Spray the surface with a solution of 1 tablespoon of bleach to 1 quart of water until it glistens
    5. Let sit for two minutes
    6. Wipe with a paper towel or let air-dry
    7. Dispose of contaminated cleaning supplies in a plastic bag and secure
    8. Remove gloves and dispose of them in a plastic lined receptacle
    9. Wash hand thoroughly with soap and under running water.
  - c. Soaking Bleach Solution (for sanitizing toys that have been mouthed-

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|  | <p>staff will use the following procedure to clean and sanitize toys that have been moth by children.</p> <ol style="list-style-type: none"> <li>1. Wash the toys in warm soapy water, using a scrub brush to clean crevices and hard to reach places</li> <li>2. Rinse in running water until water runs clear</li> <li>3. Place toys in socking solution of 1 teaspoon of bleach to 1 gallon of water.</li> <li>4. Soak for 5 minutes</li> <li>5. Rinse with cool water</li> <li>6. Let toys air dry.</li> </ol> <p><b>g. <u>Forms/Posters</u></b></p> <ol style="list-style-type: none"> <li>a. "Cleaning and Disinfecting Log" NYS OCFS (Office of Children and Family Services)</li> <li>b. "Safe and Healthy Diapering" Poster CDC (Center for Disease Control)</li> <li>c. "Stop the Spread" poster CDC (Center for Disease Control)</li> </ol> <p><b>h. <u>References</u></b></p> <ol style="list-style-type: none"> <li>a. "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID 19" NYSDOH (Department of Health)</li> <li>b. "Interim Guidance for Child Care and Day Camp Programs During the COVID-19 Public Health Emergency" NYSDOH (Department of Health) dated 6/26/2020</li> <li>c. "Reopening New York Child Care and Day Camp Programs Guidelines"</li> <li>d. OCFS Health Care Plan (LDSS 4703) p. 28 (Disinfecting Solutions)</li> <li>e. CDC Safe and Healthy Diapering</li> <li>f. CDC How to Handwash</li> </ol> <p><b>STAFF PROTOCOL : PROTOCOL FOR DISINFECTION</b></p> |
|  | <p><b>7. <u>AEROSOL GENERATING PROCEDURES</u></b></p>   |
|  | <p>All necessary PPE, including masks, face shields and gloves will be utilized when providing nebulizer treatments. In situations where the nurse will have up-close contact, a gown will be worn. The nurse will assure no other students are present when a nebulizer treatment is occurring. The nurse's office and equipment will be cleaned prior to another student entering the room.</p> <p><b>STAFF PROTOCOL: PROTOCOL FOR AEROSOL GENERATING PROCEDURES</b></p>  |
|  | <p><b>8. <u>MANAGEMENT OF ILL PERSONS/STUDENTS</u></b></p>  |
|  | <p>With the return to onsite services, there is the increased risk of transmission and/or of COVID-19. In the event that a parent/guardian of a child in the program must be isolated</p>   |

because they have tested positive for, or exhibited symptoms of COVID-19, Responsible Parties must advise the parent/guardian that they cannot enter the site for any reason, including picking up their child. The following will occur at the sites in the following situations:

- i. If a child must be isolated because they have tested positive for or exhibited symptoms of, COVID-19 the parent/guardian must be advised that they CANNOT enter the building for ANY reason, including picking up their child.
- ii. If the parent/guardian is a member of the same household as the child, *exhibits signs of COVID-19 or has been tested and is positive for the virus*, themselves, utilize an emergency contact authorized by the parent/guardian to pick up the child. As a close contact, the child must NOT return to school/daycare during the duration of the quarantine (issued by Local Dept of Health)
- iii. If the parent/guardian is a member of the same household as the child and is being quarantined as a precautionary measure, themselves, *without symptoms or a positive test*, staff should walk out or deliver child to parent/guardian at the boundary of the premises. As a contact of a contact, the child MAY return or attend classes through the duration of the quarantine

The following will also be adhered to in order to provide the most comprehensive tracking services in regards to COVID-19

**b) If a student shows signs of influenza-like symptoms, maintain field of vision supervision, but isolate the child from the general school population. The following are the specific locations of the isolation rooms per site:**

- a. CP Rochester Augustin Children’s Center: Small room to the left of the main entrance doors.
- b. Happiness House Canandaigua: Nurses office in Children’s
- c. Happiness House Geneva: Room in set of Offices across from the Speech Office (Prime Care old offices)
- d. Happiness House at the GAC: Treatment Room CP Rochester Clinic Space
- e. Nurse/MAT (Medical Administration Trained Staff) will don appropriate PPE , per CDC and DOH recommendations for a suspected case of COVID-19:
  - a. N-95 mask
  - b. Face Shield

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|  | <ul style="list-style-type: none"> <li>c. Gown</li> <li>d. Gloves <ul style="list-style-type: none"> <li>f. If tolerated, assist the child in placement of a mask.</li> <li>g. Contact the child’s guardian to report the findings and confirm whether or not the child has traveled to an “Affected Geographic Area” within the last 14-days or been exposed to anyone who has tested positive in the last 14 days.</li> </ul> </li> <li>c) Inform the Nurse, Health Coordinator(HH)/Health Manager(CP), and Pandemic Safety Officer (COO).</li> <li>d) Inform the parent/caregiver that the presence of influenza-like symptoms and travel to an “Affected Geographic Area” within the past 14-days requires notification to the LHD and a medical professional for evaluation/treatment.</li> <li>e) Assure the parent/caregiver of the isolation precautions that have been put in place.</li> <li>f) Request that the parent/caregiver provides child pick-up as soon as possible.</li> <li>g) Inform the LDOH (Local Department of Health) of the suspected PUI (Person Under Investigation). Consult with LHD on response and cleaning recommendations.</li> <li>h) Administration: Notify oversight entities (NYSED, OCFS-as applicable). Consult with LHD on the child’s authorized return to school date.</li> <li>i) Disinfection of area will be completed per Disinfection Protocol for suspected case of COVID 19 <ul style="list-style-type: none"> <li>i. Close off areas used by person or child suspected with COVID-19: <ol style="list-style-type: none"> <li>1. Operations do not necessarily have to close, IF they can close off affected areas, BUT should connect with Local DOH</li> <li>2. Open outside doors and window to increase air circulation</li> <li>3. Wait 24 hours before you clean and disinfect, unless unable to wait.</li> <li>4. Clean and disinfect all areas used by person suspected or confirmed with COVID-19</li> <li>5. Once area has been appropriately cleaned and disinfected, it can be re-opened for immediate use. <ul style="list-style-type: none"> <li>a. Anyone without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to</li> </ul> </li> </ol> </li> </ul> </li> </ul> |
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|  | <p>areas and resume all school activities immediately after cleaning and disinfection.</p> <ul style="list-style-type: none"> <li>b. Refer to DOH return to work following exposure guidance for staff return to work requirements.</li> <li>c. If more than 7 days have passed since the person who is suspected or confirmed to have COVID-19 has visited the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.</li> </ul> <p>6. Proper notification to individuals in those exposed areas</p> <ul style="list-style-type: none"> <li>j) Notification to parents will occur per HIPAA guidelines and DOH recommendations for Contact tracing</li> <li>k) Contact Tracing measures include the following: <ul style="list-style-type: none"> <li>a. Use of the OCFS Child Care Tracking Form (OCFS-6039) for all essential visitor contacts as well as parent transported children</li> <li>b. Use of the OCFS Child Care Attendance Sheet to record presence of all children</li> <li>c. Use of the Happiness House/CP Rochester Name to Face Transition Sheet which allows tracking of child movement through the facility (ie: gym time, therapy etc)</li> <li>d. Use of Staff Daily Sign in and Sign Out Attendance Sheets, with time in and out for on site work.</li> </ul> </li> <li>l) <b>If a child’s caregiver calls the school to report that their child has influenza-like symptoms:</b></li> <li>m) Clarify the symptoms, over the phone.</li> <li>n) Confirm whether or not the influenza-like symptoms are consistent with the CDC COVID-19 symptom list for the virus, or the child has traveled to an “Affected Geographic Area” within the last 14-days</li> <li>o) If either the symptoms or the travel history is consistent with CDC’s PUI criteria, inform the parents of the qualifying criteria for a PUI. Encourage the parent/guardian to seek immediate medical attention for the child. Inform the parent/guardian of the importance of calling ahead to inform the medical facility of the PUI status of the child.</li> <li>p) Inform the parent of the need to notify the LDOH in the county where they reside.</li> </ul> |
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|  | <p>q) Administration: If the child has attended class within the past 14-days, notify oversight entities for guidance (NYSED, OCFS-as applicable). Consult with LDOH on child’s authorized return to school date and comply with contact tracing requirements.</p> <p>r) Contact Tracing measures include the following:</p> <ul style="list-style-type: none"> <li>a. Use of the OCFS Child Care Tracking Form (OCFS-6039) for all essential visitor contacts as well as parent transported children</li> <li>b. Use of the OCFS Child Care Attendance Sheet to record presence of all children</li> <li>c. Use of the Happiness House/CP Rochester Name to Face Transition Sheet which allows tracking of child movement through the facility (ie: gym time, therapy etc)</li> <li>d. Use of Staff Daily Sign in and Sign Out Attendance Sheets, with time in and out for on site work.</li> </ul> <p>s) <b>If the child’s caregiver calls the school to report that a student has been confirmed to have COVID-19:</b></p> <p>t) Inform the parent that the LDOH must be notified to direct the Agency on the child’s return to school clearance. Note: In cases of positive COVID-19 cases, the LDOH is obligated to notify the school and provide guidance.</p> <p>u) If the child has attended school within 14-days of discovery of the positive COVID-19 diagnosis, consult with LDOH on site cleaning process. Notify oversight entities for guidance (NYSED, OCFS-as applicable).</p> <p><i>If a child or member of their household becomes symptomatic for COVID-19 and/or tests positive, the child must quarantine and may NOT return or attend the classes/center until after the quarantine is complete. The following will be required in order to return to school:</i></p> <ul style="list-style-type: none"> <li>a. Discharge paperwork or notification from Local Dept of Health</li> <li>b. If no documentation from Local Dept of Health then the following must be present: <ul style="list-style-type: none"> <li>1. Evaluation from health care provider</li> <li>2. Negative COVID-19 test and symptom resolution</li> </ul> </li> </ul> <p><b>STAFF PROTOCOL: PROTOCOL FOR CHILD OR STAFF ILLNESS- FALL 2020</b><br/> <b>STAFF PROTOCOL: RETURN TO SCHOOL NEGATIVE COVID-19</b><br/> <b>STAFF PROTOCOL: RETURN TO SCHOOL POSTIVE OR SUSPECTED CASE COVID 19</b></p> |
|  | <p><b>SAFETY DRILLS:</b></p>   |
|  | <p>NYS Education Department mandates that emergency drills be conducted 12 times per year. Emergency drills must include, at least, 8 evacuation drills and 4 lock down drills. These drills will continue during all scheduled in-person instruction times. Special care will be taken to ensure that children that attend any in-person sessions experience drills and practice for emergency situations; this will be critical as there is a possibility that not all</p>   |



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|           | <p>students will be in attendance each day in the event of programming using a hybrid model for instruction. Staff should ensure that safety precautions are taken throughout drills to allow for practice and experience without causing unsafe situations</p> <p>A written protocol has been established for staff to follow the necessary steps to achieve social distancing and modifications to other drills.</p>   |
|           | <p><b>BEFORE AND AFTER CARE PROGRAMS:</b></p>  |
|           | <p>CP Rochester and Happiness House provide before and after school daycare in accordance with Office of Children and Family Services policies and guidelines. During all before and after school daycare, all regulatory standard for Office of Children and Family Services and the NYS DOH will be maintained.</p> <p><b>STAFF PROTOCOL: PROTOCOL FOR BEFORE AND AFTER WRAP DAYCARE</b></p>   |
| <b>B.</b> | <p><b>NUTRITION:</b></p> <p>All sites are certified by the Office of Child and Family Services. All sites must adhere to the plan set forth in the Day Care Plan for Food Service. The following occurs at each individual site:</p> <ol style="list-style-type: none"> <li>a. CP Rochester: parent provides snack/lunch for Preschool children placed by CPSE process or for Daycare children. For UPK children, snack is provided by school as per agreement</li> <li>b. Happiness House Canandaigua: parent provides snack/lunch for all children placed by CPSE process or for daycare children. For UPK children, snack is provided by school as per agreement.</li> <li>c. Happiness House Geneva: parent provides snack/lunch for all children placed by CPSE process or for daycare children. For UPK children, snack and lunch is provided by school as per agreement and updated protocols for preparing and serving lunch will be adhered to</li> </ol> <p>Happiness House at the GAC: parent provides snack/lunch for all children placed by CPSE process or for daycare children</p> <p><b>STAFF PROTOCOL: PROTOCOL FOR MEAL AND KITCHEN PREP</b><br/> <b>STAFF PROTOCOL: PROTOCOL FOR MEALS AND SNACKS</b></p> |
| <b>C.</b> | <p><b>SOCIAL EMOTIONAL WELL BEING</b></p>  |
|           | <ol style="list-style-type: none"> <li>1. <b>Classroom Assessment:</b> <ol style="list-style-type: none"> <li>a. Classroom teachers utilize the Second Step Curriculum to address and teach the social emotional needs of their students with additional attention to the potential social-emotional impact of COVID-19.</li> <li>b. The DECA (Devereux Early Childhood Assessment), used at the</li> </ol> </li> </ol>  |

Canandaigua, Geneva and GAC sites, is also utilized to assess the areas that the students can build upon during the school year

- c. Communication with parents on areas to focus on at home to enhance the social emotional development is ongoing through the year and ensure awareness of the social-emotional impact of COVID-19.

Communication during parent conferences will also occur throughout the year to provide input and feedback

**2. Parent Resources:**

- a. Development of a parent resource sheet will be created and then provided to parents if requested or observed to assist with community resources for assistance. This resource will include COVID-19 related materials.
- b. Communication with child's district to ensure continuity of information for appropriate programming will occur

Referral for appropriate testing, as needed, will occur

**3. Staff Support:**

- a. HR department continues to provide staff with Employee Assistance Information to aid with any piece that employee may be struggling with, including COVID-19.
- b. For Professional Development days, consider/find trainings that address the social emotional needs for children and how to effectively address and communicate to parents during this new time frame
- c. Addressing the needs for necessary flexibility in moving in and out of on site, remote and then potential hybrid learning.

Due to the length of time away from school, the loss of social emotional and social interactions and the overall stress that isolation may or may not have created, assessing and being aware of the social emotional state of the children in program is critical. Some general reactions coming out of quarantine may include, but not be limited to:

1. Mixed emotions with fear and worry at the forefront
2. Stress from the months of being out of any on site school routine and learning environment
3. Excessive crying, behavioral outbursts, or irritability during the school day
4. Lack of sleep being reported along with interrupted eating habits leading to more resistance during transitions and meal times.
5. Avoidance of activities throughout the day.
6. Difficulty adhering to/understanding social distancing measures.

*Children 3-5 years of age cannot always tell why they are acting in a poor manner*

*or making poor choices. Follow up with family and appropriate recommendations to other professionals may be necessary in order to assist child and family in moving forward. Such follow-up will occur, as needed*

**STAFF PROTOCOL: SOCIAL EMOTIONAL NEEDS**

D.

**FACILITIES:**

**1. MAINTENANCE:**

- a. Each site has monthly maintenance protocols that are adhered to for other oversight agencies (DOH, OPWDD, OCFS, etc). Monthly logs continue to be maintained to address ventilation, sprinkler systems, plumbing and overall operations

**2. SAFETY DRILLS:**

- a. Safety Drills , such as Fire Evacuation Drills, will be completed per the most stringent requirements placed on each program. All sites are OCFS approved, therefore, the following will occur:
  - 1. Monthly Fire Evacuation Drills:
    - a. Drills will be separated by AM and PM classes and will address the social distancing needs so that a limited number of children and staff are participating at one time.
    - b. Drills will be documented on the appropriate Fire Evacuation Drill Form for each site
  - 2. Shelter in Place:
    - a. OCFS requires 2 shelter in place drills to occur annually. The drill locations are determined per site. Modifications, per the DOH document, for interior sheltering in place will occur (to maintain a cohort of children), if the primary location is in a congested hallway or gym.
  - 3. Lock Down Drills:
    - a. In addition to the shelter in place, all sites will run additional Lock down drills (CODE BLUE or CODE WHITE) per NY State Ed Guidance.
    - b. The lock down drills will need to maintain social distancing as per regulations so modification during the drill will represent this requirement
  - 4. Staff will be trained that in a true emergency, the focus and first priority is to ensure the safety of themselves and the children in the classroom. Social distancing may not be able to be maintained in a true emergency situation.

Social Distancing measures will be addressed in an attempt to have children

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|    | <p>understand that during drills distancing must occur. Physical and visual cues will be utilized in order to allow preschool children to understand the need to maintain distancing.</p> <p><b>STAFF PROTOCOL: PROTOCOL FOR SAFETY AND EMERGENCY DRILLS</b></p> <p><b>3. ADDITIONAL SPACE:</b><br/> Happiness House GENEVA SITE ONLY: At the time of this plan development, it is unclear what the Geneva City School District’s Fall Plans will be. The Geneva site hosts UPK programs for the district. There are both Full Day and Half Day options. If necessary, due to social distancing and space requirements, use of space in the north side of the education wing may be necessary to allow programming for UPK to follow the same schedule as the approved 4410 programs. Space requirements would be sent to the State Education Office for review as well as to OCFS, if needed, for review as well.</p> <p>All sites: If necessary, the use of approved State Education and OCFS space for the Physical Education needs will be utilized to accommodate our agreements to provide UPK services to local school districts. The gym space may be necessary as it is unclear at this time what the local school districts will require of their UPK programs for the Fall, 2020 school year.</p> |
| E. | <b>VENTILATION:</b>  |
|    | <p>CP Rochester and Happiness House have worked with our HVAC vendor to ensure that there is adequate fresh air ventilation rates buildings. All sites meet the CDC’s recommended fresh air circulation levels. In addition, the Agencies will encourage staff to open external windows, to increase ventilation, at times when it is safe to do so.</p> <p>Both CP Rochester and Happiness House have purchased several portable HEPA Filter Systems. The filters are rated at the MERV-13, hospital-grade level. These systems filter particulates down to .1 Microns, which is the level sufficient to capture COVID-19. The units are able to completely recirculate an 840 square foot room every 30 minutes (most of our rooms are this size).</p>   |
| F. | <b>TRANSPORTATION:</b>   |
|    | <p>CP Rochester and Happiness House are not responsible for transportation for the children enrolled in our programs. Each preschool location will work with the county and district who provide the transportation for approved Preschool students. Some parents will choose to self- transport. All UPK and Daycare children are parent transport. The following arrival and dismissal routines will be established for the programs.</p>  |

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|  | <p><b>1. ARRIVAL of CHILDREN</b></p>  |
|  | <p><b>a. <u>Bus Transported Children:</u></b></p> <ul style="list-style-type: none"> <li>i. All parents will sign OCFS Attestation Form –LDSS prior to the first day of busing.</li> <li>ii. This form will assist in outlining Parent/Caregiver role for Illness Prevention</li> <li>iii. All parents will complete CP Rochester and Happiness House Return to Onsite Programming Attestation. (side note -we need to modify this for “no recording” for the school year)</li> <li>iv. All parents will complete an updated Emergency Contact Form. This will assist with contact tracing needs.</li> <li>v. Bussed children will be scheduled to arrive prior to parent drop off</li> <li>vi. Teacher Assistant or Aide will meet each bus wearing appropriate PPE.</li> <li>vii. Attendance on bus will be recorded by Staff member using the designated bus attendance sheet, which is site specific.</li> <li>viii. Child will be assisted off of bus to help decrease wait times on bus to the extent possible.</li> <li>ix. Once off bus, child will be escorted to class by pre-positioned aides</li> <li>x. Child will be accounted for in the classroom utilizing the CP Rochester/Happiness House Name to Face Head Count Procedure sheet.</li> <li>xi. Child’s attendance will be recorded on the Updated OCFS Attendance Form (LDSS-4443)</li> <li>xii. Daily Health Check will be performed and include COVID-19 screening (due to the OCFS Attestation Form)</li> <li>xiii. Note: Arrival into the building will occur through one door, given each preschool program is located within its own wing thus adding an additional layer of protection and safety. Consistent flow of traffic will be closely monitored during periods of high traffic volume.</li> <li>xiv. Non-Essential Entry into the building, including visitors, is prohibited.</li> </ul> <p><b>b. <u>Parent Transported Children:</u></b></p> <ul style="list-style-type: none"> <li>i. All parents will sign OCFS Attestation Form –LDSS prior to the first day of on site programming.</li> <li>ii. This form will assist in outlining Parent/Caregiver role for</li> </ul> |

Illness Prevention

- iii. All parents will complete CP Rochester and Happiness House Return to Onsite Programming Attestation
- iv. All parents will complete an updated Emergency Contact Form to assist with contact tracing needs.
- v. Parent transported children will be scheduled to arrive after the busing component is completed.
- vi. Teacher Assistant or Aide will meet parent car wearing appropriate PPE
- vii. Child will be greeted by staff at the parent's car once the parent has taken child out of the car safely. Parent will have necessary PPE on.
- viii. Once out of the car, parent will be asked 3 screening questions:
  - a. Have you or anyone in the household had any fever, respiratory symptoms, or other COVID 19 symptom in the last 14 days?
  - b. Do you or anyone in the household know or have you been in contact with anyone who has COVID-19 symptoms within the last 14 days?
  - c. Have you or anyone in your household traveled outside the region or county in the last 14 days?
- ix. If the response of the parent to the above questions is "no" to all, then child will be escorted to class by pre- positioned aides
- x. If the response of the parent to any of the above questions is "yes", then parent will be requested to place child back into car. Child will not be allowed to attend daycare.
  - Staff will refer parent to OCFS guidelines on what to do with suspected or known case of COVID-19. Additionally, staff must maintain social distancing in this scenario.
- xi. Staff will sign child/parent in using the OCFS Child Care Tracking sheet (OCFS 6039). This sheet will be utilized for Contact Tracing if needed.
- xii. With entry into the site, child will be accounted for in the classroom utilizing the CP Rochester/Happiness House Name to Face Head Count Procedure sheet.
- xiii. Child's attendance will be recorded on the Updated OCFS Attendance Form (LDSS-4443)
- xiv. Daily Health Check will be completed and including a COVID-

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|  | <p>19 screening (due to the OCFS Attestation Form)</p> <p>xv. Note: Arrival into the building will occur through one door given each preschool program is located within its own wing thus adding an additional layer of protection and safety. Consistent flow of traffic will be closely monitored during periods of high traffic volume.</p> <p>xvi. Non-Essential Entry into the building, including visitors, is prohibited.</p>   |
|  | <p><b>2. DISMISSAL OF CHILDREN</b></p>  |
|  | <p><b>a. <u>Bus Transported Children:</u></b></p> <ul style="list-style-type: none"> <li>i. Bus Transported Students will be dismissed first.</li> <li>ii. Dismissal will be conducted at a time dependent upon the arrival of each bus.</li> <li>iii. Classroom congregate settings will remain intact until entering the bus.</li> <li>iv. Children will be called to the arrived bus by classroom cohorts.</li> <li>v. Teacher Assistant or Aide will assist child onto bus.</li> <li>vi. Departure time will be noted on the bus attendance sheet</li> <li>vii. All items sent into school/program will be sent home on a daily basis for cleaning and/or replacing by parent/family<br/>This includes, but is not limited to backpacks, eating utensils, extra clothes, socks, shoes, and sleeping/resting blankets. Parents will be notified that all items will be sent home and that clean and laundered items may return with the child the next scheduled class day.</li> </ul> <p><b>b. <u>Parent Transported Children:</u></b></p> <ul style="list-style-type: none"> <li>i. Parent transported children will be scheduled for dismissal after the regularly scheduled bus dismissal process is completed.</li> <li>ii. Parents will be instructed, by Teacher Assistant or Aide, when to pull up into the loop in order to receive their child</li> <li>iii. Parent will exit vehicle with appropriate PPE and Teacher Assistant/Aide will bring child to parent with all belongings (as stated in vii above)</li> <li>iv. Parent will place child into appropriate child car seat. Staff will move back to allow proper social distancing.</li> <li>v. Staff will sign child out on the OCFS Tracking Sheet as well as the</li> </ul> |

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|           | <p style="text-align: center;"><b>OCFS Classroom Attendance Sheet</b></p> <p>Note: Arrival into the building will occur through one door given each preschool program is located within its own secure wing thus adding an additional layer of protection and safety. Consistent flow of traffic will be closely monitored during periods of high traffic volume.</p> <p>Per OCFS regulations, a daily health check will be completed and include a screening of COVID-like symptoms. If illness is suspected and then confirmed, parents will be immediately called in order to pick their child up. For a child who is ill and not feeling well, a separate area in the classroom will be designated and then appropriately cleaned and disinfected. If the program nurse and/or another employee is available, then the nursing office will be the preferred waiting area for parent pick up. This office will be properly disinfected after such use. Please see section 7 below for further clarification if a COVID-19 case is noted or if a case is suspected.</p> <p>The child sign in sheet will be utilized not only to record the screening questions and responses, but also to allow a tracking system to be in place in case a COVID-19 positive case was noted.</p> <p><b>STAFF PROTOCOL: PROTOCOL FOR ARRIVAL AND DISMISSAL OF CHILDREN</b></p> |
| <b>F.</b> | <b>BUDGET AND FISCAL/ATTENDANCE:</b>  |
|           | <p>Happiness House and CP Rochester will continue to file necessary reports to the NY State Education Department as per guidance.</p> <p>Happiness House and CP Rochester will continue to track attendance as necessary to ensure proper programming is being provided. Attendance tracking will be done daily and meet the local County requirements as necessary.</p> <ol style="list-style-type: none"> <li>1. For Monroe County, the use of the McGuiness, Preschool Portal system will be used for daily attendance tracking</li> <li>2. For All sites, the use of the OCFS daily attendance sheet will be used to record presence and absences, regardless of where the student is, on site or remote.</li> </ol>  |
| <b>G.</b> | <b>CHRONIC ABSENTEEISM:</b>   |
|           | <p>Happiness House and CP Rochester will track and document all children and family who are not attending or who do not respond to on site, remote or hybrid learning models.</p> <ol style="list-style-type: none"> <li>a. Opportunities for student engagement will be accessible at any time through Class Dojo, other online learning tools, and printed materials mailed to the home where applicable. This allows flexibility for parents and students to complete their work as their schedules allow.</li> </ol>  |



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|           | <ul style="list-style-type: none"> <li>b. As per current protocols, sites will contact the child’s CPSE Chairperson to update them on the status of learning and engagement</li> <li>c. Look for other ways to engage family and encourage learning such as texting, emailing, social media, etc</li> <li>d. Consult with district and county before making referral to DSS for educational neglect</li> </ul>  |
| <b>H.</b> | <b>SCHOOL SCHEDULES:</b>  |
|           | <p>The need to meet the ever changing environment for COVID-19 is real and significant. Happiness House and CP Rochester’s plan to be able to meet the needs of our students, families and staff is outlined with 3 learning models. It is the intent of our agencies to move seamlessly through these 3 models as deemed necessary by local, state and site metrics/directives. All 3 models will look to work with students at their present need level to the greatest extent possible.</p> <p>The models will include daily connection with students and families by the education provider, if the family is willing to participate in remote learning and has the necessary technology available. If the family does not have the necessary technology available, the agency will notify the child’s District Chairperson. All three models will continue to work on the learning standards set forth by NY State Education Department, in order provide a standards based instruction for all students. If movement in and out of these models is required, then clear communication with parents and families as to the timeliness of this movement will occur.</p> <p>They hybrid model days will slightly change from the present hybrid form being used for the Summer 2020 program. Based on parent survey feedback, it is noted that students may benefit more from consecutive versus alternating days on site. Consequently, our hybrid schedule will, initially, include consecutive onsite learning days.</p> <p>Please note, in times of inclement weather, where typically a cancellation of school would be required, the site impacted would move to remote learning and avoid a closing of school for that day and assist with continuity of education.</p> |
|           | <b>ON SITE LEARNING:</b>  |
|           | The needs of our students attending the approved 4410 programs are significant. Happiness House and CP Rochester understand the need to have children, especially   |

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|  | <p>preschool children, who need hands on assistance and are experiential learners, on site. On site learning will occur, 5 days a week, if the Finger Lakes region meets all local metrics for regional opening, hospitalization numbers are low, consultation with the local Department of Health confirms the ability to go full time and the current executive orders are not contradictory to Full Time On Site Learning.</p> <p>Metrics: Should the LDOH metrics for the Finger Lakes Region indicate community-wide low risk of exposure/transmission, social distancing requirements are feasible, staff/student illness rates are low, and State regulations/guidance authorizes fully on site services, the program will phase into a fully on site model.</p> <p>In the event of requirements to lower student density, along with the relaxation of social distancing mandates, and the return to full time on site learning is feasible, priority will be given to Special Education placements. This may impact our ability to meet the 50% inclusive ratio for approved SCIS classrooms; however, this will allow us to maximize services to students with disabilities.</p> <p>If a child cannot attend due to a medical reason, discussion with family and CPSE Chairperson on the best delivery of the educational model will be facilitated. Children and families will be supported as best as possible in order to meet the needs of the child, family and living situation while ensuring adherence to social distancing measures.</p> |
|  | <p><b>HYBRID LEARNING:</b></p>  |
|  | <p><b>Metrics:</b> If at any time, the metrics provided by DOH/NYS for the Finger Lakes region are high for COVID-19 positive cases, movement to a hybrid learning model to accommodate onsite learning while also allowing for increased time for site disinfection and social distancing to reduce potential exposure of children and staff will be instituted at the agency’s discretion. Should the LDOH metrics for the Finger Lakes Region indicate community-wide low risk of exposure/transmission, social distancing requirements are feasible, staff/student illness rates are low, and State regulations/guidance permits fully on site services, the program will phase into a fully on site model. Our intent is that the hybrid model will transition to a fully on site model in a phased-approach, increasing days. For example, the on site portion of educational services may begin with 3-days per week and increase to 5 days per week as conditions improve. The use of, supplemental, remote learning will continue until the program operates, onsite, all 5 days. The following model is our base hybrid model (Please note, the hybrid model might change in response to conditions at the time of service delivery):</p> <p><b>Full Day Classrooms:</b> On site M/T with a reduced schedule of 5 hours total classroom to allow for cleaning and disinfection throughout and at the end of the day.</p>  |

CP Rochester- 9-2  
Happiness House Canandaigua- 9-2  
Happiness House Geneva- 9-2  
Happiness House at the GAC- 8:30-1:30

Wednesday, Thursday and Friday the teacher will connect with all students, to ensure continuity of services and collaboration with home. The support staff will be on site to assist with program materials and any materials needing to be sent home. Classroom aides and one to one aides will be required to participate in classroom zoom sessions. One to one aides will be expected to assist in the extra material preparation for the children they serve as well as the classroom and individual zoom sessions with the teacher.

**Half Day Classrooms:** On site TH/F with reduced schedule of 2.5 hours. The hour in the middle of the day will allow for increased disinfection between classrooms  
CP Rochester AM: 9-11:30 PM 12:30-3  
Happiness House Canandaigua: AM: 9-11:30 PM 12:30-3  
Happiness House Geneva: AM: 9-11:30 PM 12:30-3  
Happiness House at the GAC: AM 8:30-11 PM 12-2:30

Monday, Tuesday and Wednesday, the teacher will connect with all students, to ensure continuity of services and collaboration with home. The support staff will be on site to assist with program materials and any materials needing to be sent home along with additional cleaning and disinfecting practices. Classroom aide's and one to one aides will be required to participate in classroom zoom sessions. One to one aides will be expected to assist in the extra material preparation for the children they serve as well as the classroom and individual zoom sessions with the teacher

If a child cannot attend due to a medical reason, discussion with family and CPSE Chairperson on the best delivery of the educational model will be facilitated. Children and families will be supported as best as possible in order to meet the needs of the child, family and living situation. Remote learning only can be incorporated into this hybrid model given the level of need of the child and or the level of need of the family, while ensuring adherence to social distancing measures.

All approved center based therapies will occur on site to the greatest extent possible, taking into account social distancing requirements. If an IEP cannot be met due to the frequency of the service, location or the scheduling of the service, a teletherapy/remote learning option will be considered, if appropriate. Please see

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|  | <p>the section labeled Therapeutic Services to see the requirements around scheduling and the flexibility of the IEP in terms of frequency, duration and location of delivery of the services. Given the pandemic, the agency reserves the right to make these decisions to meet applicable requirements.</p>   |
|  | <p><b>REMOTE LEARNING ONLY:</b></p>   |
|  | <p>If the metrics provided by the Dept of Health/NYS and/or the metrics of the site classroom illness rate increase to a level that dictates suspension of onsite services, Happiness House and CP Rochester will move to a remote only learning plan. Movement to a remote only learning plan will also occur if the local Dept of Health or the NY State Dept of Health declares a local or state emergency that requires closing of programs. The other scenario that would occur for closure of a program is a positive case of COVID-19 or multiple cases of COVID-19 where assessment of program and additional cleaning of the facility will occur. The closure/temporary suspension and move to remote learning can be site specific or agency wide, depending on the reason for closure.</p> <p>With remote learning:</p> <ol style="list-style-type: none"> <li>a. Daily connection to every student in a variety of modes, will be attempted by the teacher will occur with documentation of this connection will be made.</li> <li>b. A schedule of live, virtual instruction and/or parental support will be established with a goal of achieving at minimum of one contact per day per student/family, based on student/family preference;</li> <li>c. Continued teaching using lesson plans will occur in order to meet the Learning Standards set forth for Pre-Kindergarten learning</li> <li>d. Center Based therapies will move to all remote learning.</li> <li>e. If appropriate and able, telehealth sessions will be established with families</li> <li>f. Continued assessment by therapist on the appropriateness of telehealth is done routinely throughout service delivery.</li> <li>g. Subsequent sessions can be connections with families/parents for guidance on goals and objectives, sending handouts, creating web casts for projects, following directions, etc.</li> <li>h. Classroom aide’s and one to one aides will be required to participate in classroom zoom sessions. One to one aides will be expected to assist in the extra material preparation for the children they serve as well as the classroom and individual zoom sessions with the teacher</li> </ol> <p>Continued assessment and collection of data will occur in order to assess progress toward</p> |

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|  | <p>goals and objectives by all professionals</p> <p><b><u>Distance Learning Outreach</u></b></p> <p>In addition to classroom attendance, the teacher or other designated classroom staff member, will track student outreach measures. The communication categories will be adjusted to meet program needs and could include items such as:</p> <ul style="list-style-type: none"> <li>a. Teleconferencing (Video instruction)</li> <li>b. Phone Call - Successful</li> <li>c. Phone Call - No Answer</li> <li>d. Voicemail</li> <li>e. Google Classroom Post</li> <li>f. Paper Packet Mailed</li> <li>g. Text Message</li> <li>h. Email</li> <li>i. Unable to Contact</li> </ul> <p>The data collected here will be compiled into several reports that provide a numerical summary of each correspondence. This information will be monitored and will help inform discussions amongst the education team regarding student/family engagement, attendance, communication and outreach.</p>   |
|  | <p><b>EVALUATIONS:</b></p>  |
|  | <p>Evaluations in the Preschool setting are extremely important in order to assess a child in terms of delays and qualifications of services. Evaluations are typically performed on site in order to achieve validity and reliability of testing scores. Through COVID 19 Pandemic, testing has moved to a remote format, where scores cannot be achieved and observation and parent report are considered. The Evaluation Team, which consists of a School Psychologist, Speech and Language Pathologist, Occupational Therapist and Physical Therapist all work together to determine if a child qualifies for Special Education Services.</p> <ul style="list-style-type: none"> <li>a. If On Site Learning is implemented, all evaluations will occur on site, meeting all necessary requirements set forth by the Local Dept of Health, the Governors Executive Orders and any Social Distancing necessary.</li> <li>b. If a Hybrid Learning Option is implemented, evaluations will occur both on site and remotely, with some components being performed via remote options, such as Zoom. The other component where the actual testing would occur, would be onsite with parents agreeing to several components before coming onsite to receive testing for their child: <ul style="list-style-type: none"> <li>i. OCFS Attestation (OCFS 6040) for Screening of COVID 19</li> <li>ii. Parent Acknowledgement of On Site Testing Conditions</li> <li>iii. One parent only allowed with child</li> <li>iv. Parent must wear a mask and socially distance.</li> </ul> </li> <li>c. If remote only learning option is implemented, all evaluations will resume</li> </ul> |

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|           | via a remote platform with consent of school district and parent.  |
| <b>I.</b> | <b>TEACHER AND LEARNING: REQUIREMENTS</b>  |
|           | <p>All classrooms will be held to the current standards set forth by NY State Education Department in terms of meeting the following:</p> <ul style="list-style-type: none"> <li>a. All sites will provide Free and Appropriate Public Education for all students as mandated by State and Federal Guidelines</li> <li>b. All sites attempt to create clear opportunities for equitable instruction no matter which model is being utilized due to public health safety</li> <li>c. All sites maintain the continuity of learning when moving in and out of the 3 models, as needed</li> <li>d. All sites maintain the NYS Preschool Early Learning Standards based instruction</li> <li>e. All sites maintain documentation of programs and services in order to establish the continuity of learning and meet IEP goals and objectives</li> <li>f. All sites have various methods to communicate with families</li> <li>g. Communication with families is consistent and comes from multiple sources (teacher, therapists, administration)</li> </ul> <p>Students must be able to access the necessary instructional and technological supports to meet their needs.</p> |
| <b>J.</b> | <b>TEACHING AND LEARNING: FLEXIBILITY</b>  |
|           | <p>Due to the current COVID-19 emergency, the following flexibilities will be used as needed in order to provide the appropriate programming for students, while also maintaining the necessary social distancing and disinfection protocols:</p> <ul style="list-style-type: none"> <li>d. Primary Instruction for UPK and approved 4410 classrooms will be delivered by a certified teacher as outlined in the Education Law, sections 3602-e and 3602-ee</li> <li>e. However, to comply with social distancing requirements for the 20-21 school year, another staff member, such as a certified Teaching Assistant, can oversee students during learning centers in an alternate space so the lead teacher can provide instruction. This staff member is under the direction and supervision of the teacher. Other staff members, is appropriately trained, will also provide individual instruction per the certified teachers instruction and guidance.</li> </ul>   |

- f. The use of substitute teachers may need to occur if extreme circumstances arise in regards to a local outbreak of COVID-19 which impacts the number of certified staff on site. The use of substitute teachers is defined in the Happiness House and CP Rochester use of a Substitute Teacher, but further flexibility is provided in the NY State Education Guidance due to COVID 19. Specifically,
  - i. Substitute teachers with a valid teaching certificate can work in any capacity, for any number of days. If they are employed more than 40 days, they need to be employed in the area they are certified in.
  - ii. Substitute teachers without a valid certificate, but who are working towards certification (taking college coursework) at a rate of not less than six (6) semester hours per year, can work in any capacity, for any number of days, in any number of school districts. If they are employed for more than 40 days, they must be employed in the area for which they are seeking certification.
  - iii. Substitute teachers who do not hold a valid teaching certificate and are not working towards certification may work for no more than 40 days, except during the 20-21 SY due to COVID 19 crisis, may go beyond the 40 day limit for up to an additional 50 days (90 days total in a school year) if agency can show that a good faith recruitment search has been pursued and there is no available certified teachers to perform the duties of the position.
- g. The ratios of the approved classrooms will not be exceeded, unless appropriate waiver filed with NY State Education Dept.
- h. The maximum number of students in any class will not exceed 10. This number will allow sufficient social distancing to occur while also allowing sufficient space for meal/snack time as well as increased number of adults in the classroom. With the maximum number of 10 in a classroom, the approved SCIS or integrated classroom may not be possible, or if possible, occur at a reduced rate. Being flexible with the integrated component is necessary in order to provide appropriate special education services, while maintaining the necessary social distancing and disinfection protocols.
- i. In order to accommodate the maximum number of 10 children in a classroom, the approved program spaces of gym and other spaces may

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|           | <p>need to be used by cohorted children, to meet alternative and creative space needs.</p> <ul style="list-style-type: none"> <li>j. For UPK classrooms, the use of a paraprofessional to assist the Certified Regular Education Teacher may be used to promote a continuity of learning, meeting of goals and overall teaching of the current learning standards for that program.</li> <li>k. Happiness House and CP Rochester will work with local districts to ensure continuity of communication as well as feedback on programing and students.</li> <li>l. Happiness House and CP Rochester can communicate with students and families in their primary language using the translation services of Boostlingo. This service can provide translation in many languages. There are other apps to be investigated to be able to communicate with families in their spoken language, as needed.</li> </ul> <p>Happiness House and CP Rochester will work with local school districts if an ELL learner requires written translation.</p> <p><b><i>Flexibility</i></b></p> <p>The Education team will provide students and families ample opportunity to access the instructional content either virtually, through printed packets mailed or sent home with students if they are attending on site, or a combination of the two. Student lessons, classroom posts and assignments may be accepted/accessed on a rolling basis to fit family needs. For those parents that may not have availability during the typical school day, teacher and staff can provide pre-recorded instructional videos to be accessed at any time.</p> <p>For those that may not have available technology in the home due to a poor connection area, or if parents declined technology resources, in classroom technology may work well. These students may be able to build digital skills in the physical classroom and complete provided paper assignment in the home.</p> <p>All resources will be exhausted to provide students and families with engaging learning opportunities and accessibility.</p> |
| <b>K.</b> | <b>TECHNOLOGY and CONNECTIVITY: ASSESSMENT</b>  |
|           | <p>Both Happiness House and CP Rochester will need to conduct a needs assessment of their classrooms to determine what local needs are for students and families.</p> <ul style="list-style-type: none"> <li>a. An Assessment of school needs has been completed, and ongoing efforts to meet any current/upcoming needs is underway.</li> </ul>  |



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|  | <p>b. Assessment of classroom and student needs will be completed. The agency will reach out and work with the local school districts, as able, to coordinate access of special education services with the District’s technology capabilities.</p> <p>c. Instruction to families on IT use and how to access will occur on a regular basis. Classroom teacher will be primary contact for this as part of remote learning services.</p> <p>d. <b>DECLINED TECHNOLOGY USAGE/ BARRIERS</b><br/>         In the event that parents/guardians decline the use of technological equipment, or if internet connectivity is not provided in the area, the staff member surveying the families will report such to the Information Services staff member as well as the classroom teacher. In this scenario, teachers, therapists and other education team members would create low-tech or no-tech solutions for delivering course instruction and curricular materials such as mailed packets, until further technological needs can be met as resources allow.</p> <p>If available, Happiness House and CP Rochester will look for professional opportunities for teachers, therapists, and other staff to develop their technology skills.</p> |
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## 2. Related Services/Therapeutic Services

**i** Many of the children served also receive multiple therapy services. Often this space is a shared space where therapists and children alike are working in a similar setting.

It will not be possible to isolate one child and therapist to the therapy gym at a time. The amount of services provided is vast and the schedules will not allow this type of scheduling to occur. Each site will evaluate the maximum number of children and therapist that can be in the treatment gym at a time. Therapists will then work within those maximum numbers and social distancing between treatment recipients will occur to the extent possible. All the while, the congregate setting of children must remain a factor. Classes will be assigned days to work in the therapy spaces. Where able, unused spaces/classrooms will be utilized in addition to therapy spaces for therapy. While it is good weather, the outside playground can be used as well as other single treatment rooms.

Routine cleaning of surfaces, toys and high contact surface areas will occur, daily, and follow a checklist provided for that specific area.

*Attached is a work sheet with the schedule for therapy services and assigning a room to*

*each sites therapy gym. This schedule is fluid and will depend upon number of children and classes present and the model of learning that is being utilized whether on site, hybrid or remote.*

### 3. Notifications to Parents

**i** CP Rochester and Happiness House will notify previously enrolled families of the reopening date via telephone call/email/classroom website and/or a letter.

Letter to parents will include the following:

Explanation of on site, modified/hybrid model of on site learning and remote learning for approved 4410/UPK enrollments

The attestation required for returning to on site programming and program requirements around returning on site.

Up to date contact/emergency contact information to be required.

Up to date physicals and immunization-statement from physician until physical is scheduled

Outline new procedures for arrival/drop off.

Outline new procedures for departure/pick up.

Outline new cleaning protocol's

Notification of presence of a back-up plan in case outbreak occurs.

The Parent Handbook, which will be sent with the Welcome packet and this letter, will include many elements of this plan so parents have it in writing to refer to. This plan will also be on the website of Happiness House and CP Rochester in a digital format.

Work with DOH, OCFs, and NYSED (where applicable) to determine if a facility needs to close or if classrooms need to be changed due to a positive COVID-19 case or other issue arising where closure is recommended.

### 4. Implementation Plan

**i** The implementation of this plan will occur with the following elements and timelines:

Training of staff on reopening protocols prior to resumption of programming and on set professional development days.

Letter to parents with updated information prior to resumption of programming. Completed attestation for programming to occur with risks of COVID-19 outlined and parameters of returning to on site services. This letter will go home with Welcome packet and updated parent handbook.

With Preschool families, work with family on attending, comfort level of bringing child into the center and then how to best work with district and family to achieve a learning continuum.

CP Rochester and Happiness House will resume Preschool in all locations, using the model that will meet the executive orders/directive, regarding full on site, hybrid or distance learning, The announcement by the Governor's office is anticipated no later than August 7, 2020.

## 5. Re-assessment of plan

**i** As this plan is implemented and carried out, consistent monitoring of the plan for effectiveness and necessary modification will be done in order to provide quality programming that meets all safety standards for children and staff alike.

If at any point in time, this plan becomes compromised or the health, safety and welfare of the children served and staff working becomes compromised, it is the sole decision of CP Rochester and Happiness House to revert to remote learning only and re-assess the necessary steps to move forward. All local and state metrics will be used to assess the safety of this program in addition to site specific data. Parents will be notified if program models will be changing and when those changes will be implemented.

CP Rochester and Happiness House will form a Focus Group comprised of Staff, Administration and a Parent/Guardian Representative, to assist in moving forward with overall plan implementation. This group will be set up once the school year begins.

## APPROVAL AND AUTHORITY TO PROCEED

We approve the project as described above, and authorize the team to proceed.

| Name                  | Title  | Date      |
|-----------------------|--|-----------|
| Mary Walsh Boatfield  | President and CEO                                    | 7/31/2020 |
| Darrell Whitbeck, OTR | COO  | 7/31/2020 |
| Diane M Kozar, PT     | Vice President of Children's and Clinic              | 7/31/2020 |
| Necebbia DeTaeye      | Director of CP Rochester, Augustin Children's Center | 7/31/2020 |
| Christine Shultz      | Director of Geneva Happiness House                   | 7/31/2020 |
| Lynne Colacino        | Director of Canandaigua Happiness House              | 7/31/2020 |