



# Wildwood School 2020-2021 Reopening Plan

8-17-20

**Agency Name:** Wildwood Programs

**BEDS Code:** 530515997783

**Administrative Address:** 2995 Curry Road Extension, Schenectady NY, 12303

**Program Site Address:**

- 2995 Curry Road Extension, Schenectady, NY 12303 (5-18)
- 1202 Troy-Schenectady Road, Latham, NY 12110 (18-21)

**Program(s) provided at this site:**

- 4410 (Preschool Special Education
- Special Class
- Special Class in an Integrated Setting
- Multidisciplinary Evaluations
- 853 (School Age Special Education)

**Contact Person (Name, Title):** Wilford M. LeForestier Jr, Director of Education, Wildwood School; Melanie Ebbing, Lead Nurse, Wildwood School; and Kari VanDenburgh, Director of Nursing and Adult Clinical Services.

**Contact Phone Number:** 518-836-2200

**Contact Email Address:** bleforestier@wildwoodprograms.org

**Website where this plan and any plan updates will be posted:**

[www.wildwoodschoolsite.com/](http://www.wildwoodschoolsite.com/)

## **Introduction:**

This plan was developed to conform to the guidance provided by the New York State Education Department (NYSED) in its July, 2020, document entitled: *Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools – Reopening Guidance*. This plan will be revised and updated as needed to adjust to changing public health conditions caused by the COVID-19 virus and all of the new requirements and regulations which may emerge over time. We solicited input and involvement from the families we serve and our staff during the original drafting of our reopening plan. We will rely on continued input from all stakeholders as we move forward in implementing this plan and as we contemplate any additions or modifications.

We know our program must be as flexible and as responsive as possible to the needs of our students, families, and staff members. We will closely monitor the conditions of our community as the COVID-19 pandemic continues, as well as the effectiveness and appropriateness of our plan. Be assured that nothing has altered our sincere commitment to our students and our determination to provide the highest possible

quality of educational programming and related services even during these difficult times.

The goal of this plan is to guide the delivery of high-quality educational services as safely as possible whether that service delivery is in-person, through a remote learning platform or using a blended combination of remote and in-person services. Our focus and concern extend to the social and emotional needs of our students, families and staff members. By diligently working together and remaining focused on the outcomes we desire, we can find solutions to the many challenges ahead.

Our plan includes all of the required elements identified by NYSED and follows the structure of its guidance by addressing the following areas as they apply to our students with disabilities and their families:

1. Communication/Family and Community Engagement
2. Health and Safety
3. Facilities
4. Nutrition
5. Transportation
6. Social Emotional Well-Being
7. School Schedules
8. Budget and Fiscal
9. Attendance and Chronic Absenteeism
10. Technology and Connectivity
11. Teaching and Learning
12. Career and Technical Education (N/A)
13. Athletics and Extracurricular Activities (N/A)
14. Special Education
15. Staffing
16. Teacher and Principal Evaluation System (N/A)
17. Student Teaching

## Goals:

**To comply with NYSDOH and NYSED Guidance for all sections of the plan.**

[https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K\\_to\\_Grade\\_12\\_Schools\\_MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf)

## **Communication: Family and Community Engagement:**

- Wildwood School will continue to have regular and frequent communication between schools, families, and the wider community as these have always been

an essential element of effective family and community engagement. With all the uncertainty surrounding COVID's spread and its impact on local communities, communication and family engagement will be more important than ever this year.

- **When families, schools, and communities work together and keep each other informed, students are more successful, and everyone benefits. Provisions to meet the following communication requirements:**

- Wildwood School will engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations).
- Wildwood School has developed a communication plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.
- Wildwood School may consider developing web pages, text and email groups, and/or social media groups or posts.
- Wildwood School will ensure, to the highest degree possible, that all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, wearing proper face covering, social distancing, and respiratory hygiene.
- The following participants were involved in the Wildwood School Reopening Plan creation and will be involved in any possible future revisions.
  - The Wildwood School Staff, who were involved in crafting the original reopening plan and who will participate in future revisions of this plan:
    - Director of Education
    - Associate Director of Education
    - Associate Director of Operations
    - Elementary, Intermediate, High School, Young Adult Program Coordinators
    - Director of Facilities
    - Human Resources Director
    - School Nurse
    - Social Work, Speech, Behavior, Occupational Therapy, and Professional Development Department Leads
  - The Wildwood School community and individuals who were involved in the plan's creation or could become involved as the plan is modified or enhanced include:

- Wildwood School Staff, via survey and virtual forum
  - Wildwood School Parents, via survey and virtual forums
  - Wildwood Programs Executive Management Team
- Moving forward, Wildwood School's plan to consistently communicate with and provide information to each of the following groups includes the following:
    - Parents/Legal Guardians - Signage, Email, written communication, One Call Now, and school website.
    - Staff - Signage, Email, written communication, One Call Now, and school website.
    - Visitors – Signage and school website
  - Wildwood School will contact home school districts to provide communication in languages other than English when applicable.
  - Wildwood School will communicate with members of the school community with visual and/or hearing impairments when applicable.

**Wildwood School will ensure that all students are taught or trained how to follow each of the following COVID-19 protocols safely and correctly.**

- **Hand hygiene:**
  - Wildwood School will plan time in the school day schedule to allow for hand hygiene, including:
    - Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method;
    - Use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available, and hands are not visibly dirty.
    - Wildwood School will provide hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able.
    - Signage will be placed near hand sanitizer indicating visibly soiled hands should be washed with soap and water; and,
    - Some students or staff may be unable to use alcohol-based hand sanitizers for health reasons therefore they must be permitted to wash their hands with soap and water.

- Wildwood School will also provide the following:
  - Adequate facilities and supplies for hand washing including soap and water.
  - Paper towels or touch free paper towel dispensers where feasible.
- **Wearing proper face covering:**
  - Wildwood School will build in time during the day to teach students how to wear their face coverings properly.
  - Wildwood School will expect that face coverings will be worn by students. If they are unable to tolerate wearing a face covering, we will promote social distancing and continue to teach the skill.
- **Social distancing:**
  - Wildwood School will be instructing students throughout the day on how to maintain a safe distance of 6 feet away from others, whenever possible.
- **Respiratory Hygiene:**
  - Wildwood School will build in time during the day to teach students proper respiratory hygiene.

#### **Reopening Plan Mandatory Requirements:**

**Wildwood School will review and consider the number of students and staff allowed to return in person. These factors should be considered when determining resumption of in person instruction:**

- Ability to maintain appropriate:
  - Social distancing, when possible
  - PPE and cloth face covering availability
  - Availability of safe transportation
  - Local hospital capacity – (we will consult our local Department of Health).
- Wildwood School will engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers) when developing health and safety reopening plans.

- Wildwood School has identified the groups of people involved in and engaged throughout the planning process.
- Wildwood School will include a communication plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.
- Wildwood School's plan has a written protocol developed in collaboration with the Director of Nursing & Adult Clinical Services, to instruct staff to observe for signs of illness in students and staff and requiring symptomatic persons to be sent to the school nurse or other designated personnel.
- Wildwood School's plan has a written protocol for daily temperature screenings of all students, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.
- Wildwood School's plan requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider.
- Wildwood School's plan has a written protocol requiring students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.
- Wildwood School's plan has a written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.
- Wildwood School's plan has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.
- Wildwood School's plan has a written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.
- Wildwood School's plan has a written protocol to ensure that all persons in school buildings keep social distance of at least 6 feet whenever possible.
- Wildwood School's plan has a written protocol detailing how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.
- Wildwood School's plan has a written protocol requiring all employees, adult visitors, and students (when possible) to wear a cloth face covering whenever social distancing cannot be maintained.

- Wildwood School's plan has a written protocol regarding students being able to take breaks from wearing face coverings.
- Wildwood School has a plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals. We will encourage both staff and students to bring their own masks, which meet CDC guidelines, but will have a supply of masks, if needed.
- Wildwood School's plan has a written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school.
- Wildwood School's plan has a written protocol that complies with CDC guidance for the return to school of students and staff following illness or diagnosis of a confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.
- Wildwood School's plan has a written protocol to clean and disinfect the school following CDC guidance.
- Wildwood School's plan has a written protocol to conduct required school safety drills with modifications ensuring social distancing between persons, when possible.
- Wildwood School has designated a COVID-19 safety coordinator (Melanie Ebbing and Wilford M. LeForestier Jr.) whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as phased-in reopening activities necessary for continuous compliance with all aspects of the school's reopening plan.

## **Health and Safety:**

*NOTE: Students and staff will return to in-person instruction only when governmental authorities permit in-person education. Additionally any return to in-person instruction will necessitate that the school's leadership also determines the number of students and staff allowed to return in person based on: the ability to maintain social distancing; the availability of PPE, including the availability of cloth face coverings and face masks; availability of safe transportation; and local hospital capacity according to the local Department of Health.*

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

- **Describe your plan/protocol to instruct staff to observe for signs of illness in students and staff and require that symptomatic persons be sent to the school nurse or other designated school staff member.**
  - Wildwood School will instruct staff, during the opening staff training days, to observe for signs of illness in students and staff and require that symptomatic persons be sent to the school nurse.
  
- **Describe your school's protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.**
  - Wildwood School will screen staff with an online screening questionnaire. Students will be screened with a temperature check before entering the building. Three entrances will be used, and a nurse, or trained staff, will be stationed at each entrance to take student temperatures. We are encouraging parents to check their child's temperature before leaving for school, and to not send the child if they do have a fever,
  
- **Describe your school's plan to have ill students and staff assessed by the school nurse or other qualified medical professional engaged by the school. Confirm that if a qualified medical professional is not available at the school that the ill student and/or staff member will be sent home for follow up with a health care provider.**
  - Wildwood School has three nurses at the Curry Road site and one nurse at the Latham site. If a school nurse or other qualified medical professional is not available, a school administrator will make the decision that an ill student and/or staff member will be sent home for follow up with a health care provider. Human Resources will be notified for ill staff members. If a student is ill the parent will be notified and asked to pick up their child.
  
- **Describe your school's protocol requiring students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.**
  - Wildwood School will require students and staff with a temperature, with signs of illness, and/or a positive response to the questionnaire to be sent directly to

a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. Wildwood School has a dedicated isolation area identified. Staff assigned to monitor the isolation room will be trained by the school nursing staff.

- **Describe your school's protocol for how you will conduct health screenings of visitors, guests, contractors, and/or vendors to the school.**
  - Guests, contractors, and/or vendors will use the school's main entrance. They will be asked screening questions and have their temperature checked.
    - If the screening and temperature checks are non-symptomatic, the guests, contractors, and/or vendors will be allowed to enter the school.
    - If the screening and temperature checks are symptomatic, the guests, contractors, and/or vendors will not be allowed to enter the school.
  
- **Describe your school's protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.**
  - Parents/guardians will be instructed on how to observe for signs of illness in their child that require staying home from school by one or more of the following methods of communication:
    - Google Meets
    - Emails
    - Telephone Conversations
    - One Call Now
    - U.S. Mail
  
- **Describe your school's protocol and appropriate signage you use to instruct staff and students in correct hand and respiratory hygiene.**
  - Wildwood School will communicate the school's protocol for displaying appropriate signage to instruct staff and students in correct hand and respiratory hygiene, by one or more of the following methods:
    - Google Meets
    - Emails
    - Telephone Conversations
    - One Call Now
    - U.S. Mail

- **Describe how your school plans to ensure that all persons in school buildings keep a social distance of at least 6 feet whenever possible.**
  - Wildwood will ensure social distancing within the school and through master scheduling, whenever possible.
- **Describe your school's protocol explaining how your school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.**
  - Wildwood School will offer the opportunity to students and staff who are at high risk to work or learn remotely, as appropriate. Medical documentation **may** be requested in determining how to move forward on a case by case basis.
- **Describe your school's protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.**
  - Wildwood School will attempt to maintain social distancing as much as possible. However, given that the core function of our school is to provide special education services, it will be necessary to provide more hands-on direct assistance to our students that may not allow for social distancing.
  - Wildwood School will provide face coverings for all students and staff, who do not have their own CDC compliant masks. We realize that many of the students in the school, due to their developmental disability or young age, will not tolerate any face coverings.
- **Describe your school's protocol for allowing students to take "mask breaks.**
  - Students will be allowed to take breaks from wearing face coverings throughout the day when social distancing can be maintained.
- **Describe your school's plan for obtaining and maintaining an adequate supply of cloth face coverings/masks for school staff, students who have forgotten their masks as well as all of the PPE needed by your school's health professionals.**
  - Wildwood School will provide masks/face covering for all students, if they come to school without a mask. We will encourage parents to send their children to school with a mask that meets CDC standards. Working with the

nursing and facilities departments, regular inventory checks and regular ordering of PPE will take place.

- **Describe what actions your school will take if there is a confirmed case of COVID-19 in the school.**
  - Wildwood School will call the COVID HOT LINE at the DOH in Schenectady and the DOH where the student/staff resides. The number for Schenectady DOH for now, is 518-836-2400. The local Department of Health will advise us if a building closure is necessary. If a closure is recommended by the Department of Health, parents and school districts will be contacted immediately, and remote instruction will begin the next day for the length of time of the school closure is necessary.
  - Wildwood School and the Directors of Nursing and Facilities, will work with the Department of Health on the sanitation protocol, determine when the building is ready to safely open, and communicate to staff, parents, and school districts when in person instruction can resume.
  
- **Describe your plan that complies with CDC guidance for the return to school of students and staff following illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Include in your description how you plan to coordinate with the local health department.**
  - Wildwood School will follow all New York State Department of Health Department guidance for the return to school of students and staff following illness or diagnosis of a confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19.
  - [https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K\\_to\\_Grade\\_12\\_Schools\\_MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf)
  - [https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh\\_covid19\\_publicprivateemployeeereturntowork\\_053120.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeeereturntowork_053120.pdf)
  
- **Describe your school's protocol to clean and disinfect the school following CDC guidance.**
  - [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

- **Describe how you will conduct required school safety drills (i.e., fire drills, lockdown) with the modifications which will be necessary to ensure social distancing between persons.**
  - Education Law § 807 requires that schools conduct 8 evacuation and 4 lockdown drills each school year. Wildwood School will modify our drill procedures to minimize risk of spreading infection. Conducting drills is an important part of keeping students and staff safe in an emergency, however, steps should be taken to minimize the risk of spreading infection while conducting drills. It may be necessary for Wildwood School to conduct drills in the 2020-21 school year using protocols that are different than we have used in the past.
  - Regardless of the modification used when conducting a drill, students should be instructed that if it is an actual emergency that requires evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.
- **If your school operates before or after school care, describe you plan to implement health and safety protocols.**

N/A

- **Identify by name, title and contact information the COVID-19 safety coordinator your school has selected to be responsible for continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.**
  - Wilford M. LeForestier Jr., Director of Education
    - [bleforestier@wildwoodprograms.org](mailto:bleforestier@wildwoodprograms.org)
    - 518-836-2210
  - Health related considerations prior to reopening:
    - Identify by name, title and contact information the COVID-19 resource person your agency has identified to assist your site(s) and the community.
      - Kari VanDenburgh, Director of Nursing & Adult Clinical Services
        - [kvandenburgh@wildwoodprograms.org](mailto:kvandenburgh@wildwoodprograms.org)
        - 518-640-3361

## **Facilities:**

- **If you have to rearrange, repurpose, modify or expand facility space to implement social distancing or other safety measures, please describe:**
  - Wildwood School will rearrange, repurpose, modify or expand facility space to implement social distancing or other safety measures, if needed, depending on the number of students who will be receiving in person instruction.
  - The Wildwood School building on Curry Road previously housed the Human Resources, Foundation, Central Office and Business Office staff. All of this staff relocated to our Latham Administration Building located at 1190 Troy Schenectady Road in late 2019. All of this usable, vacated school finished space will be utilized to expand the school facility space to further improve social distancing requirements. This area is fully connected to the existing school and shares the fire safety systems (sprinkler, detection, alarming), appropriate egress, full utilities, bathrooms, etc., all appropriate for immediate occupancy.
- **Are all of the changes you described in response to #1 above in compliance with fire, building, child care and any other applicable codes, regulations and legal requirements?**
  - Wildwood School will ensure that all of the changes described in response to #1 above are in compliance with fire, building, and any other applicable codes, regulations and legal requirements.
  - The section of the building that will be repurposed is currently part of the actual school structure and complies with all fire, building, and other applicable codes, regulations and requirements.
- **Have the school's written emergency plans (i.e., fire drills, evacuation, lockdown) been modified to reflect and facilitate social distancing?**
  - Wildwood School's written emergency plans (i.e., fire drills, evacuation, lockdown) will be modified to reflect and facilitate social distancing.

- It is the intention of Wildwood School to modify the school's written emergency plan to consider and facilitate social distancing during these emergency events.
  
- **Describe any changes to time management and schedules of facility usage which are planned to reduce congestion and promote social distancing:**
  - Wildwood School will adapt and implement any necessary changes to time management and schedules of facility usage which are planned to reduce congestion and promote social distancing.
  - The School Reopening Committee will create a plan that will consider both in-class and remote learning while utilizing time management of classrooms and other spaces to reduce congestion of individuals (staff & students alike) and to promote social distancing requirements.
  
- **Will doors which do not have automatic closure mechanisms and/or are not fire-rated be maintained in an open position to increase air flow?**
  - Wildwood School when possible will consider doors which do not have automatic closure mechanisms and/or are not fire-rated to be maintained in an open position to increase air flow.
  - It is planned to open doors to increase building airflow so long as the doors do not have automatic closure mechanisms, are not fire-rated doors, and do not pose any kind of security threat if the doors are left open.
  
- **Has your school installed plastic separators or other dividers? If so, please describe:**
  - Wildwood School will consider the use of or installation of plastic separators or other dividers, if necessary.
  - The only areas deemed to require polycarbonate shields at this time are located in the Main Reception Area of the school. Both Administrative Assistant desks located in this area have polycarbonate shields to protect the staff, as this area can be visited more frequently than other areas. Of course, social distancing and capacity limitations will be enforced as well.

- **Describe your determination regarding the adequacy of hand-washing facilities. Have added additional sinks and/or mobile handwashing facilities? If so, please describe:**
  - Wildwood School will consider adding additional sinks and/or mobile handwashing facilities, if necessary. Currently, we have local access in every classroom to a sink and soap dispenser.
  - It has been determined that there are adequate hand-washing facilities in the building. In addition to the multiple bathrooms located throughout the school (per code), there are other bathrooms with hand-washing facilities located within the actual classroom areas. Where hand-washing is not immediately accessible, we will have hand sanitizer products available as an alternative.
  
- **Have you installed any hand sanitizer dispensers? If so, where and are those dispensers in compliance with all applicable fire codes?**
  - Wildwood School will supply classrooms with adequate hand sanitizer for staff and students.
  - We have made a decision *not* to use wall mounted hand sanitizer stations currently. We have concerns about security and monitoring of these stations and the health and safety of the people we support within the school confines. We will use manual hand sanitizer products, but the hand sanitizer will be kept in secure locations throughout the facility and only administered by adult staff.
  
- **Have you installed dividers anywhere in the facility to control groups and/or manage the possibility of crowding?**
  - Wildwood School will consider the use of, or installation of, plastic separators or other dividers, if necessary.
  - We currently do not have plans to install dividers within the school. Considering our new school learning schedule and utilization of additional vacant school areas, we do not believe that there is a need for dividers at this time.
  
- **Have you made any changes to drinking fountains or drinking water access for students in response to COVID-19? If so, please describe:**

- Wildwood School has considered changes to drinking fountains or drinking water access for students in response to COVID-19. Drinking fountains will not be used by students or staff.
- The current plan is to temporarily forbid/prevent the use of public drinking fountains through appropriate signage, due to the health and safety issues revolving around contamination. The classrooms have sinks with faucets, so the faucets will be the water source either for filling cups or personal drinking containers to keep students and staff properly hydrated during the day. The faucet use and disinfecting can be better monitored and managed in the school environment.
- **Describe your plan for increasing ventilation and air flow (natural and/or mechanical):**
  - Wildwood School will work with the facilities department to plan for increasing ventilation and air flow (natural and/or mechanical).
  - We currently utilize economizer modes on our HVAC units to increase the use of outside air and to improve "ventilation" of the building. After we establish which particular doors can be opened at the facility, this will increase air flow and air exchange within the building structure.
- **Describe your plan for enhancing and maintaining higher efficiency air filtering and any re-balancing of air flow necessitated by filtration changes:**
  - Wildwood School will work with the facilities department to enhance and maintain higher efficiency air filtering and any re-balancing of air flow necessitated by filtration changes.
  - We have performed our HVAC system Preventative Maintenance as regularly scheduled in April/May 2020. This scheduled maintenance includes: filter changing, coil cleanings, belt replacements and overall operation checks.
  - We are currently reviewing improvement of air filtration of the building. We recognize that installing a higher MERV rated filter will improve the overall indoor air quality. However, we need to determine additional information on our HVAC unit capabilities and ensure that our HVAC systems can still function appropriately with higher performance filtration. We are currently considering functionality, advantages, costs and availability of components.

- **Have you installed any new air purification technologies? If so, do those devices meet or exceed safety standards, including being listed/labeled as having been approved for the intended use by a nationally-recognized testing laboratory?**
  - Wildwood School will work with the facilities department to determine if any new air purification technologies are incorporated in the school building.
  - We have not installed any new air purification technologies. We have completed a cursory review of HEPA filtration and UV light treatment. While both HEPA filtration and UV Light treatment appear to be rather effective in defending against microparticles, these technologies are cost prohibitive at this time. Due to budget constraints, these costs are quite exorbitant and we cannot foresee installation of these technologies in the near future.

### **Nutrition:**

- Students bring their own lunches. We will be asking parents to send student lunches, using cooling packs, to be stored in student cubbies. Staff will prepare and serve lunches to students, who will be socially distanced. Hand washing by staff and students will take place much as possible, before and after lunch. Appropriate sanitation of desks will also take place.

### **Transportation:**

NOTE: *Transportation for students with disabilities enrolled in 4410 and/or 853 programs are provided by the school district. School programs, however, are involved in the embarking and disembarking of students.*

- **Describe changes to student disembarking/arrival procedures and locations to promote social distancing:**
  - Wildwood School will be using multiple entrances and exits, to safely socially distance students during arrival and dismissal.

- **Describe any changes made to stagger arrival and/or dismissal times:**
  - Wildwood School staff will escort students into the building from buses at arrival time, and will escort students from the school to buses at dismissal. Staff will promote social distancing protocols.
- Discuss the impact of social distancing on the length of time required for arrival and dismissal:
  - This procedure is used in normal circumstances. Application of social distancing protocols will be added, which would be the only difference and might slow the process.
- **Discuss your plan for managing scheduling and social distancing when/if students are transported by their families by car, public transportation and/or walking:**
  - Wildwood School will communicate with families of students who are transported by their families by car, to call the school upon arrival. A staff member will meet the student at the vehicle, and escort the student into the building, adhering to social distancing protocols, when possible.
- **Describe student hand-washing and/or hand sanitizer use during arrival and dismissal:**
  - Upon entering the school building, the nurse, who will be administering a health screening, will apply hand sanitizer to the student's hands.
  - Upon exiting the classroom for their bus, students will use hand sanitizer or wash their hands, as they are escorted to their bus.

## **Social and Emotional Wellbeing:**

- **List any school-wide plans/policies related to student well-being and/or behavior management:**
  - Wildwood School will adapt existing plans and policies to meet students' social emotional, and behavioral needs, as necessary. These changes will be recommended by social workers and behavior specialists, in consultation with school administration.

- Social workers assess student and family needs on an ongoing basis and adjust delivery of services as needed.
- **In light of COVID-19, have qualified professionals reviewed those plans and determined if they meet current student needs?**
  - Student plans are reviewed on a regular basis, and will be reviewed during our fall staff days, to determine if adjustments need to be made, in consultation with the students' parents.
- **As applicable, describe your plan for revising/updating your existing procedures and protocols to address student, staff and family needs in light of the pandemic:**
  - Wildwood school has multiple contact points throughout the week, to assess family needs in light of the pandemic.
- **Describe your plans to form an advisory council which will include families, community members, professionals and staff members to share in decision-making and future planning regarding: sustaining a positive school climate; mental health; initiatives to promote social/emotional wellness; trauma-responsive care; restorative practices; social/emotional learning (SEL); professional development; increased family/community engagement:**
  - Wildwood School, utilizing the School Administration Team, before the start of school in the fall, will begin planning to form an advisory council which will include families, community members, professionals and staff members to share in decision-making and future planning regarding: sustaining a positive school climate; mental health; initiatives to promote social/emotional wellness; trauma-responsive care; restorative practices; social/emotional learning (SEL); professional development; increased family/community engagement.
- **Describe how your school will provide referrals for mental health, behavioral and emotional support programs, resources and services:**
  - Wildwood school uses a variety of methods of outreach to students and families, and will determine, if necessary, when to provide referrals for mental health, behavioral and emotional support programs, resources and services. These methods may include:
    - Google Meets

- Emails
  - Telephone Conversations
  - One Call Now
  - U.S. Mail
  - Staff Meetings
  - Parent Survey
  - Parent Forum
- Social workers share resources and refer families to outside agencies as needed. Social workers can attend meetings with physicians and other professionals when requested by families, within the guidelines of social distancing.
- **Describe your plans for professional development which will enable personnel to best support students, families and staff during and after the COVID-19 public health emergency while developing coping and resilience skills in students and staff:**
  - Wildwood School will use staff days, prior to the start of school to provide professional development, enable personnel to best support students, families and staff during and after the COVID-19 public health emergency while developing coping and resilience skills in students and staff.
  - The social work department has developed a staff training on trauma-informed care for our population.
  - The social work and behavior departments are collaborating to develop plans for promoting trauma-informed care.
- **Describe how you will communicate to all stakeholders that social emotional well-being and learning is a priority for your school:**
  - Wildwood school will use a variety of methods to communicate to all stakeholders that social emotional well-being and learning are priorities for our school. These may include:
    - Google Meets
    - Emails
    - Telephone Conversations
    - One Call Now
    - U.S. Mail
    - Staff Meetings
    - Parent Survey
    - Parent Forum

## **School Schedules:**

- **Describe any planned changes to class hours for students or work hours for staff:**
  - Wildwood School has not planned any changes to class hours for students or work hours for staff.
- **Describe how you will limit in-person presence to only those staff members who are necessary to be at school during normal school hours:**
  - Wildwood School will limit student and staff mobility throughout the school building, when possible.
  - Classroom groups will stay together and related services will push into the classrooms, further limiting exposure. When social distancing can be achieved, related service providers may be able to work with students, outside of the classroom.
  - If applicable, staff working remotely may be able to interact with students through Google Meets.
- **Describe how you will promote, increase and or maintain a remote workforce to accommodate social distancing:**
  - Wildwood School will consider the request of staff members to work remotely, due to being in a high-risk category. Medical documentation will be handled by human resources.
- **Describe how you will stagger schedules or make other time adjustments to reduce congestion in hallways, walkways and/or buildings:**
  - Wildwood School will limit student and staff mobility throughout the school building, when possible.
  - Classroom groups will stay together and related services will push into the classrooms, further limiting exposure.
  - When social distancing can be achieved, related service providers may be able to work with students outside of the classroom.
  - If applicable, staff working remotely may be able to interact with students through Google Meets.

- **Describe any planned use of “cohorts” or class schedules to accommodate social distancing:**
  - Wildwood School will limit student and staff mobility throughout the school building, when possible.
  - Classroom groups will stay together and related services will push into the classrooms, further limiting exposure.
  - When social distancing can be achieved, related service providers may be able to work with students outside of the classroom.
  - If applicable, staff working remotely may be able to interact with students through Google Meets.
  
- **Describe how you will involve all stakeholders in the school community (staff, families, etc..) in your consideration of alternative scheduling?**
  - Wildwood school will use a variety of methods to communicate to all stakeholders in consideration of their input when developing alternative scheduling. These methods may include:
    - Google Meets
    - Emails
    - Telephone Conversations
    - One Call Now
    - U.S. Mail
    - Staff Meetings
    - Parent survey
    - Parent Forum
  
- **Describe how you will communicate with families, including those who use a language other than English, and staff when schedules need to be changed/adjusted or instruction transitioned back to all remote:**
  - Wildwood school will use a variety of methods to communicate to all stakeholders, when schedules need to be changed/adjusted or instruction is transitioned back to all remote including those who use a language other than English. These methods may include:
    - Google Meets
    - Emails
    - Telephone Conversations
    - One Call Now
    - U.S. Mail
    - Parent survey
    - Parent Forum

- **Describe how your scheduling decisions and instructional models promote equity and access as a priority for all, including English language learners, those experiencing homelessness and students with disabilities:**
  - Wildwood School's scheduling decisions and instructional models promote equity and access as a priority for all, including English language learners, those experiencing homelessness and students with disabilities. We have surveyed parents and staff to get their input. For Spanish speakers, we have assigned a staff member, who is bilingual, to translate. For any other languages, we will coordinate with the component school district for assistance.

### **Budget and Fiscal:**

- **Have your internal budgeting and expense reporting been adjusted and expanded to forecast, track and account for COVID-19 related expenses?**
  - Wildwood Programs is budgeting slightly more for PPE and is tracking all expenses related to COVID-19 at Wildwood School.
- **Describe any of the possible additional revenue sources you might tap into to meet the added expenses related to meeting COVID-19 related costs:**
  - Wildwood Programs has applied for additional Medicaid funding through the Cares Act Provider relief fund, but nothing to support our NYS education program.
- **Describe some of the steps you may take if your tuition reimbursement is insufficient to meet the additional costs of providing services during the COVID-19 emergency:**
  - Wildwood school would utilize our remote learning plan, if our tuition reimbursement is insufficient to meet the additional costs of providing services during the COVID-19 emergency
- **Briefly outline some of the steps you will take to maintain high levels of student enrollment:**

- Wildwood School is currently open for admissions and accepting students.
- Wildwood's Admission Coordinator is advising component school districts of our openings.
- Wildwood works closely with families and districts on the importance of continuing education.
- Wildwood works closely with district billing departments.
- Wildwood School has a virtual tour and program overview on our school website:

<http://www.wildwoodschoolsite.com/>

### **Attendance and Chronic Absenteeism:**

- **Describe how you intend to collect, document and report daily teacher/student/family engagement or attendance regardless of the instructional setting (in-person or remote):**
  - Daily attendance will be recorded in our Ren Web student management system. Related services are recorded in the Frontline IEP Direct related service logs and/or the communication log.
- **Briefly describe how you will develop/sustain positive relationships with students/families to promote attendance and participation:**
  - Wildwood School's attendance plans require daily contact between teachers and students. There are multiple touch points throughout the week regardless of delivery method. Parents will be contacted 1-2 times a week by the classroom teacher or child's social worker using one or more the following methods:
    - Google Meets
    - Emails
    - Telephone Conversations
    - One Call Now
    - U.S. Mail
    - Classroom communication/notebook systems
- This may fluctuate when we're in-person to fit the needs of families.

- **Briefly describe your outreach efforts when students and families are not participating in remote learning:**
  - Wildwood school uses a variety of methods to attempt to reach out to students and families who are not participating in remote learning. These methods may include:
    - Google Meets
    - Emails
    - Telephone Conversations
    - One Call Now
    - U.S. Mail
    - Contact with Child Protective Services
    - Materials provided digitally, such as YouTube videos
- **Describe how you will involve the CSE if students are not participating in remote learning:**
  - Wildwood School would communicate with the CSE, regarding participation in remote learning using one or more of the following methods:
    - Google Meets
    - Emails
    - Telephone Conversations
    - U.S. Mail
- **Describe how you outreach to families who speak languages other than English:**
  - Most students and their families speak English. We have a few Spanish speaking families, who we can communicate with by engaging staff members who are bilingual to assist. For any other languages, we will coordinate with the component school district for assistance.
- **Are your staff members periodically reminded of their responsibility as mandated reporters to contact the Department of Social Services if they suspect child abuse or neglect?**
  - Wildwood School's members are periodically reminded of their responsibility as mandated reporters to contact the Department of Social Services if they suspect child abuse or neglect
- **Student Attendance Policy:**

- Attendance is a critical factor for educational success. Regular attendance and punctuality will improve a student's enthusiasm for education, involvement in school activities and social skills. Wildwood School asks all parents to support attendance at school. Please remember only absences related to personal illness, family illness or death, medical/dental appointments, impassable roads due to inclement weather, religious observance, quarantine, or other special circumstances approved by the Director, are excused absences. All other reasons must be recorded as illegal absences. Student attendance will be taken daily, whether Wildwood School is providing instruction and therapies in-person, remotely, or through a hybrid version.
- **Chronic Absenteeism**
  - Wildwood School policies and procedures will continue to focus on the academic consequences of lost instructional time and address absences before students fall behind in school. Wildwood School will use a variety of creative methods to reach out to students and their families who have chronic absences for in-person classes or are not engaged in distance learning.

## **Technology and Connectivity:**

- **Describe how your school will initially gather and periodically update information on the level of access students and staff members have to devices and high-speed broadband at their places of residence:**
  - Staff needs are being monitored by Wildwood School Program Coordinators and Social Workers are monitoring student needs. This information is gathered and the technology team is notified. We are small enough that people reach out if they need anything and have been communicating regularly about technology needs.
  - Wildwood School administration and social workers will maintain regular communication and create plans with the technology team as needs arise. We are taking each case as it comes to ensure we provide what is needed.
- **Describe how you will address the need to provide devices and internet access to students and staff members who do not currently have access:**
  - Wildwood School has been using shared school computers to make this work. We have been using Mac cart computers as well as classroom

computers and iPads. We are also keeping computers that have been retired from high usage in case we need a loaner for access to the Internet.

- Wildwood School maintains communication with, and seeks guidance from, administration as they receive requests for devices.
- If Wildwood School ever had to make a purchase it would be an administrative and agency discussion. There are also districts that are loaning devices as needed in some cases.
- Wildwood School Social workers will be in touch re: broadband access.
- For Wildwood School staff, building access is granted daily and weekly to ensure they have access to equipment and internet above and beyond what is already provided.
- The Wildwood School Technology Team will also go to the school and prepare devices for staff and students and ensure they are picked up with proper loan agreements.
- On occasion, members of the Wildwood School Technology Team will drive devices to student/staff places of residence, maintaining all safe social distance protocols.
- **What multiple means of participation might you employ so that students can participate and demonstrate mastery of the Learning Standards in remote and blended models when they may not yet have sufficient access to devices or high-speed internet?**
  - Wildwood School students are sent home packets in many instances so they can work on skills in that way and oftentimes contact is made with families for check in.
  - Access to resources like PBS and television-based methods are provided.
  - Wildwood School provides ways to get videos home to students that require no internet access (such as transferring a video to a disc or flash drive for families to access without internet). We provide ways to show content practice and/or mastery (such as videos from a family) as applicable.
  - Wildwood School provides tutorials and guidance on how to use non-internet-based tools such as PDF or photo markups and annotation of work, or other similar applications such as Pages.

- Utilize phone communication when possible.
- iPad apps are used that do not require internet connection in some cases.
- The Wildwood School Technology Team has worked with department leads to ensure their desires are met and have worked with them on the platforms they are asking staff to utilize.
- **Describe your plans for professional development in effective practices during remote instruction and learning:**
  - Wildwood School promotes and fosters an environment in which staff feel comfortable learning and growing.
  - Our approaches are as individual as the students we work with. We maintain the philosophy of “Why Can’t We?”
  - The Wildwood School Technology Team is available 24/7 and there is frequent and consistent communication in that regard to know how to contact them.
  - Wildwood School encourages personalized communication and support when at all possible rather than simply sending an email with a generic tutorial.
  - There is an established Technology Help Website that handles common FAQ as well as provides current web-based tutorials for every area that remote instruction and learning may take place.
  - There are at least weekly update emails covering all areas. These are also frequently used to explain resources that are suggested, what they do, how you can use them for various ends, and why you would use it (as opposed to another way [limitations and advantages]) with staff examples.
  - Wildwood School staff exemplar models are shared in various areas and staff are paired with each other to assist in shared development of certain skills.
  - Wildwood School offers 1:1 and small group google meets to go above and beyond what is provided on the TECH help page to provide further information and PD as needed.

- Frequent updates to resources and tutorials are made as updates become available to us.
- Places for independent learning are frequently shared (ie Facebook groups, YouTube channels, webinar platforms,...) that target desired skills.
- Tutorials are pushed out and made available as changes to our platforms are made based on information from administration.
- The Wildwood School Technology Team is constantly researching and ensuring they are proactive with changes that are occurring and making sure to let staff know in advance on what to prepare for.
- The Wildwood School Technology Team offers assistance and PD to meet the learning needs of staff and preferred methods. Preferred methods include real time 1:1 PD, group settings, videos, Google Meets, phone calls, and written instruction. We have multiple means of both synchronous and asynchronous assistance and PD available.
- Wildwood School offers multiple means to the same end to allow staff to choose methods they prefer (an example of using Symbaloo vs. Google Sites vs. a Bitmoji Classroom) to provide families with links they can benefit from.
- Wildwood School maintains open communication with staff and takes their suggestions and to assess if they are good for a higher volume of staff then make tutorials for those as well.
- The Wildwood School Technology Team is active on social media and with other local schools and constantly searching for effective and best practices. We have been in contact with similar schools to ours as well to share ideas and think-tanks.
- Wildwood School Technology works closely with NERIC to discuss remote learning strategies, ideas, and practices and advise them on information they provided on their website.
- Wildwood School seeks collaboration with our Professional Development Leader and Instructional Coordinators for their expertise in effective practices as related to instruction and how we can support that.
- **Describe your plan for providing information technology (IT) support to families and staff members who are experiencing IT issues and challenges:**

- Wildwood School Technology staff are available 24/7 by phone, email, and virtual meets in order to provide assistance. That information is known to staff and also to families as needed.
- Develop and maintain relationships with families and staff, and understand how they prefer to be supported and what they need for support.
- Google meet is used to provide more intensive support to families and staff to walk through issues as they arise. This has proven very effective.
- For school owned devices, we are able to remote into the machines to provide real time support and help diagnose and remedy any issues.
- For more intense needs we are able to come to school and swap out devices until the original issue on the one machine is fixed.
- We rely on our team of three but also the agency tech team as needed if an abundance of issues arise.
- Being proactive can minimize challenges for the future and we strive to stay a step ahead and push out reminders of impending changes as well as tutorials.
- Helping staff be proactive with providing families with ease of access (i.e., use resources that allow them to share 1 link with families that never changes rather than a ton of links a week that can be confusing). Also, providing resources and methods of access to families that do not require them to create accounts, provide information, or perform multiple steps, minimize issues in the long run and encourage and promote usage.
- The Technology Team will also meet staff at school or do home visits for staff/families as needed, maintaining social distance, if the need rises to that level.
- We focus on remedying issues but also at the same time provide guidance to staff with troubleshooting methods or strategies if it happens again (or to prevent it from happening again).
- **Describe how you will ensure data privacy and security:**
  - Frequent communication with our agency's HIPAA regulation team to ensure we are working in compliance with all applicable laws and guidelines.

- We strictly follow HIPAA guidelines and all of the resources and tools that are offered fall within that framework, when possible.
- Further guidelines, tutorials, and information are provided on how to use within those programs and platforms to ensure privacy and security.
- 1:1 Google Meets and tutorials are offered to explain workarounds to commonly used programs so that we can use them under our guidelines.
- Wildwood School Staff are frequently reminded of our privacy and security regulations and which platforms they can use as well as how strict regulations and penalties are.
- Wildwood School Staff are reminded to reach out with any questions or concerns and we are able to vet things (like google extensions), again, to ensure privacy and data security.
- **Describe how you will assess the effectiveness of the digital tools and platforms you are using/will use:**
  - Frequent contact with departments to ensure their needs are being met. This happens in being available for meetings as well as 1:1 need.
  - Frequent contact with administration to ensure their plans align with The technology team's understanding and planning for rollouts.
  - Teacher and therapist data will be collected as usual and can be analyzed. If there are any gaps, they know to reach out to the technology team for more ideas and workarounds.
  - We offer a wide range of digital tools and platforms within our framework in order to have "something for everyone" to ensure needs are met. If something isn't perfect, we figure out a way to make it the best it can be within our guidelines.
  - We maintain the mindset that our approaches, resources and tools need to be as unique as our students and if something is not working, we work with staff to ensure that they can create materials and access resources to meet the needs of their students in all areas.
- **Describe some ways you intend to promote equitable access and flexibility for students, staff and families during remote instruction and learning:**

- Take the time to assess each individual need to ensure that devices are matched with features that are needed. For example, if a staff person needs to access Google Meets only, they do not need a laptop and can get by with an iPad. This frees up laptops for students or other needs.
- Aside from this, we encourage and remind staff and families that we need to always be in a position to “pivot” back to one way of learning or another. We have all the means in place to do this both in devices (again if we ever needed more it would be a discussion at a higher level) as well as platforms, training, and resources. We would be able to pivot to in-person, remote, a hybrid, or back again as needed for the foreseeable future with enough notice and support as well as guide staff in each direction, remaining flexible in the process.
- Wildwood School’s belief statement for Technology during remote instruction:
  - We may provide devices to meet the needs of all staff and students based on a variety of factors. Families will be asked for preference (for delivery of materials) and in the situations where appropriate devices aren’t available at home, we will be able to fill in the "gaps" based on what we have as well as in coordination with the home district.
  - Device equity is not about quantity or rolling out the same device for all students; It is about quality and looking closely at what one needs in all areas, seeing what they have available and are familiar with already, and filling in the gaps to ensure all students have the most appropriate device for their unique needs.
  - Having a small student population, we are in a position to take a case by case approach in which we examine all needs of the student and family, ensuring they aren't pressured or overwhelmed in the process, and matching devices with desires/preferences, needs, and the anticipated impact. The same process will be used for staff, we will match devices to need.

## **Teaching and Learning:**

- **Briefly describe your continuity of learning plan should state or local conditions warrant moving to/from in-person, blended and/or all remote instruction:**
  - Wildwood School’s learning plans are designed to adapt to state and local conditions, to nimbly navigate between in person, remote, and hybrid situations. We have the technology, experience, and

infrastructure to move quickly between instructional plans which will be supported by our multi-dimensional communication plan.

- **Will instruction, regardless of the modality used, remain aligned with the outcomes in the New York State Learning Standards?**
  - Wildwood School assesses students using the NYS Alternate Assessment. All instructional plans are designed to be aligned with those learning outcomes and standards.
  
- **Describe how your school will promote equity by making sure that all students have opportunities to access routinely scheduled instruction, interaction, feedback and support from teachers:**
  - Wildwood School will work collaboratively with component school districts to promote technology integration, so that all students can access the curriculum, during remote and hybrid instruction.
  
- **Will all students have opportunities for regular and substantive contact with qualified instructional personnel regardless of the delivery method (remote, blended, in-person)?**
  - Wildwood School's instructional plans require daily contact between teachers and students. There are multiple touch points throughout the week regardless of delivery method. Parents will be contacted 1-2 times a week by the classroom teacher or child's social worker by one or more of the following methods:
    - Google Meets
    - Emails
    - Telephone Conversations
    - One Call Now
    - U.S. Mail
    - Communication notebook, notes sent home
    - Frequency of contact will vary depending if we are in-person or remote
  
- **Describe how you will engage families in the teaching and learning process:**
  - Parents will be contacted 1-2 times a week by the classroom teacher or child's social worker, to engage them in the teaching and learning process, by one or more of the following methods:
    - Google Meets
    - Emails

- Telephone Conversations
  - One Call Now
  - U.S. Mail
  - Communication notebook, notes sent home
  - Frequency of contact will vary depending if we are in-person or remote
- **Describe your communication plan so that students/families, regardless of their home language(s), have multiple means to contact teachers and, as applicable, related service providers:**
  - Parents will be contacted 1-2 times a week by the classroom teacher or child's social worker, to engage them in the teaching and learning process, by one or more of the following methods:
    - Google Meets
    - Emails
    - Telephone Conversations
    - One Call Now
    - U.S. Mail
    - Communication notebook, notes sent home
    - Frequency of contact will vary depending if we are in-person or remote
- **Describe your plan for student support and family involvement to address the specialized needs of students whose educational experiences in 2019-2020 were disrupted due to school closures and who now require additional social, emotional or academic support to be successful:**
  - Wildwood School will work with families and students, through assessment, to determine where skill regression has taken place, due to the school closure. Those skills will be focused on for each student and an instructional plan will be developed to reteach and rebuild those eroded skills. The same methodology will be used for social and emotional skills.
- **Describe how your school plans to help students to re-adjust to in-person instruction and the structure of school:**
  - During the summer session of ESY 2020, Wildwood School engaged parents and students, using in-person meets, designed to present an interactive academic activity, and promote socialization between staff, students, and parents. Social distancing, masks, and hand sanitizers were/are used.

- **Outline some of the things you will do to create a positive school climate of safety, comfort and routine in all program models:**
  - Wildwood School, regardless of instructional delivery, will always practice and promote healthy practices, create routines, limit interaction with other groups of students, while teaching social distancing and wearing of face coverings, building students' tolerance to these new practices.
- **Describe how you will help staff members share information about individual needs and each student's responses to blended, in-person and/or remote learning:**
  - Wildwood School will meet regularly with staff to share information about individual needs and each student's responses to blended, in-person and/or remote learning by:
    - Class team meetings
    - Program level meetings
    - School wide Meetings
    - During staff supervision meetings
- **Describe how you will use diagnostic assessment to determine each student's academic, social and emotional needs:**
  - Wildwood School will use diagnostic assessment to determine each student's academic, social and emotional needs in the classroom and during related service therapy sessions on a regular basis.
- **Programs for preschool students (4410s) should briefly describe how they will:**

N/A
- **For 4410 Programs Only: Describe how you will balance screen time and authentic learning experiences during remote learning periods:**

N/A
- **Describe how your program will control/limit volunteers and visitors (including parents/guardians) and, if they are permitted, how they will be informed of requirements for health and safety?**
  - Wildwood School will discourage visitors, but in the event there is an unexpected visitor, we will communicate with visitors and inform

them of the requirements for health and safety. There will be signage, temperature checks, and a signed attestation, to determine if they will be allowed in the school building. Communication methods may include:

- School Website
- Google Meets
- Emails
- Telephone Conversations
- One Call Now
- U.S. Mail

- **Describe how you will maintain students in a “cohort”/”pod” for in-person and blended learning:**
  - Wildwood School will reduce travel within the building to limit exposure of classroom groups. Related services, PE, Art, and work-based learning will be provided in the classroom. When social distancing can be achieved, related service providers may be able to work with students outside of the classroom.
- **Describe some of the best practices which can inform/facilitate high-quality remote instruction?**
  - Wildwood School will use a combination of online resources, direct instruction and pen and paper resources (sent home via U.S. mail or emailed) to create a high quality interactive remote instructional environment.
- **Describe how are students are assigned to a learning model and if, how and when they might be moved from one model to another:**
  - Wildwood School uses a variety of learning models. Using in classroom assessments, we will determine if a student has reached mastery of one learning model and is ready to transition to another model. The new model will be introduced slowly, so that the transition is successful.
- **Describe how you will make all models as inclusive and culturally-responsive as possible:**
  - Wildwood School’s instructional plans will be as culturally-responsive as possible. The curriculum, by its design, incorporates cultural responsiveness.

- **Describe your models for:**
  - **In-person education, including details such as number of students/staff per classroom; length of session; and any other important information:**

### **Wildwood School In-person Instruction Plan**

- Students who are being serviced in-person, will receive direct instruction, required related services and behavioral support each school day. Dependent on social distancing requirements, related services may be delivered in an alternative manner.
- The school master schedule will promote social distancing, minimal movement within the school building, assign consistent staff members to each classroom group throughout the day, to limit exposure to other students and staff.
- For students whose parents elect for their child to receive remote instruction, the school master schedule will have the flexibility to provide virtual instruction, related services and behavioral support. These students will continue to follow the Wildwood School COVID-19 Remote Instruction Plan 2020-2021.
  - Students will follow an equitable school schedule at home with a combination of synchronous (live online) and asynchronous (recorded) teacher lessons, online group work or small group instruction. Time spent on instruction will vary by age-based program level, however, students will engage with learning daily.
- Student and staff attendance will be taken daily.

### **Remote learning:**

### **Wildwood School Remote Instruction Plan**

- In the event that schools are directed to close or remain closed, Wildwood School will continue to follow our current Remote Learning Plan, which will be updated regularly.
- Wildwood will provide remote instruction. Students will follow an equitable school schedule at home with a combination of synchronous (live online) and asynchronous (recorded) teacher lessons, online group work or small group instruction. Time spent on instruction will vary by age-based program level, however, students will engage with learning daily

- Student and staff attendance will be taken daily.

Blended/hybrid learning, including days and duration of in-person services, staffing for in-person portions and typical patterns and practices for remote instruction:

### **Wildwood School Hybrid Instruction Plan**

- Hybrid instruction would occur in the event school is allowed to open part-time or if there are restrictions on building capacity
  - Wildwood will provide a combination of in-person and remote instruction.
  - Student and staff attendance will be taken daily.

### **Career and Technical Education:**

N/A

### **Athletics and Extracurricular Activities:**

N/A

### **Special Education:**

- **Describe how students will receive FAPE, regardless of the service delivery model they are participating in:**
  - Wildwood School will ensure FAPE for all students whether we are in person, remote, or hybrid. Please see instructional models.
- **Describe how parents will be meaningfully engaged in their preferred language or mode of communication regarding the provision of mandated services to their child:**
  - Wildwood will engage parents, regarding their child's mandated services, in their preferred language by one or more of the following methods:
    - Google Meets

- Emails
  - Telephone Conversations
  - One Call Now
  - U.S. Mail
  - Classroom communication/notebook systems
- 
- **Outline how your program plans to work collaboratively and communicate with the CSE:**
    - Wildwood School will work collaboratively with component school district's CSEs by one or more of the following methods:
      - Google Meets
      - Emails
      - Telephone Conversations
      - One Call Now
      - U.S. Mail
- 
- **Will your reopening plan ensure access to the necessary accommodations, modifications, supplementary aids and services and technology (including assistive technology) to meet the unique disability related needs of students?**
    - Wildwood School will ensure access to the necessary accommodations, modifications, supplementary aids and services and technology (including assistive technology) to meet the unique disability related needs of students as part of the instructional plan.
- 
- **Describe how your school will document the programs and services offered and provided to students with disabilities to their parents/guardians in their preferred language/mode of communication:**
    - Wildwood School will use Frontline IEP Direct related service logs, for related services, and the communication log for other services. Parents will be contacted 1-2 times a week by the classroom teacher or child's social worker by one or more of the following methods:
      - Google Meets
      - Emails
      - Telephone Conversations
      - One Call Now
      - U.S. Mail

- Classroom communication/notebook systems
  - Frequency of contact will vary depending if we are in-person or remote
- 
- **Describe how you could work with the CSE to prepare contingency plans to address a student's remote learning needs in the event of future intermittent or extended school closures:**
    - Wildwood School will work with the CSE to prepare contingency plans to address a student's remote learning needs in the event of future intermittent or extended school closures by one or more of the following methods:
      - Google Meets
      - Emails
      - Telephone Conversations
      - One Call Now
      - U.S. Mail
- 
- **Describe how your reopening plan prioritizes in-person services to the greatest extent possible for high-needs students:**
    - All of our students have high needs. We will plan to open in-person, unless otherwise directed by the governor.
- 
- **Will your program continue to monitor the progress of students, regardless of the service delivery model, and use that information to evaluate the effectiveness of the student's special education services and inform parents of their child's progress on a regular basis?**
    - Student assessment is used continually, despite the service delivery model. Parents will be contacted 1-2 times a week by the classroom teacher or child's social worker, to discuss student progress, by one or more of the following methods:
      - Google Meets
      - Emails
      - Telephone Conversations
      - One Call Now
      - U.S. Mail
      - Classroom communication/notebook systems

- Frequency of contact will vary depending if we are in-person or remote
- **Describe any changes or additions to student data collection you anticipate because of the possibility of changing student needs and experiences over various instructional models and platforms:**
  - Student data collection is used continually, despite the service delivery model. Parents will be contacted 1-2 times a week by the classroom teacher or child's social worker, to discuss student progress, by one or more of the following methods:
    - Google Meets
    - Emails
    - Telephone Conversations
    - One Call Now
    - U.S. Mail
    - Classroom communication/notebook systems
    - Frequency of contact will vary depending if we are in-person or remote
- **Describe your plan's important considerations and approach to related service provision over the various models you are planning (in-person, remote, hybrid/blended):**
  - Related service providers are assigned to specific classroom groupings. Regardless of the service delivery model, consistency and staff/student relationship are cultivated and maintained. Caseloads are equitable for our service providers.
- **Describe how you will assign related service caseloads and provide related services to protect the integrity of student "cohorts"/"pods":**
  - Related service providers are assigned to specific classroom groupings. Regardless of the service delivery model, consistency and staff/student relationship are cultivated and maintained. Caseloads are equitable for our service providers.

## **Staffing:**

- **Will all individuals hold a valid certification/license appropriate to their service assignment?**
  - All teachers, related service providers, and teaching assistants will hold a valid certification/license appropriate to their service assignment, when possible.
  
- **Will certifications and licenses be verified by the school using the internet-based tools made available by NYSED?**
  - The New York Teach, Teacher Certification Lookup, on the NYSED website will be used to verify valid certifications.
    - The Human Resources Department will be responsible for this.
  
- **Describe any staffing changes which you might need to consider to meet instructional and operational demands during the COVID emergency period.**
  - Depending on the number of staff who are medically at a higher risk, we may have to assign staff differently to ensure student supervision, student safety, social distancing, and the promotion of healthy habits.
  
- **Will the school be making “incidental” teaching assignments during the 2020/2021 school year? (After extensive and well-documented unsuccessful recruitment, a teacher can be given an “incidental” assignment for no more than ten (10) classroom hours per week to allow an otherwise unqualified teacher teach a subject which is not covered by their certificate.)**
  - All classroom teachers are certified special education teachers. Physical education and work-based learning staff may be given an “incidental” assignment for no more than ten (10) classroom hours per week to allow an otherwise unqualified teacher teach a subject which is not covered by their certificate), only if necessary.
  
- **Substitute teachers will have an important role to play upon reopening, especially if there are extensive or protracted staff absences or in certain staff intensive instructional models that blend remote and in-person learning.**
  - Our school will undertake robust recruitment efforts to identify and process qualified substitutes. In the 2020/2021 school year, as permitted by NYSED, if qualified substitute teachers cannot be

engaged, individuals with a high school diploma or equivalent, even those not working toward certification can first be engaged for up to ninety (90) days and then beyond the first ninety (90) day period through the end of June, 2021, as long as the superintendent documents and attests that recruitment efforts did not identify a fully qualified substitute teacher. Recruitment efforts will be extensively documented.

- Staff members who are requesting an accommodation from reporting for in-person work due to concerns about their own health must notify the Human Resources department and then comply with submitting requested information before the agency can determine if a reasonable accommodation can be made based on applicable law, regulation and the agency's needs and resources.

### **Teacher and Principal Evaluation System:**

NOTE: *This required section of the reopening plan is not applicable since 4410 and 853 programs are not subject to the specific laws and regulations regarding professional evaluation cited in the NYSED guidance.*

N/A

### **Student Teaching:**

#### **STUDENT TEACHING**

- Since NYSED permits and encourages it, will your school welcome student teachers during the 2020/2021 school year to participate in-person and/or remote instruction?
  - Wildwood School will welcome student teachers during the 2020-2021 school year to participate in in-person and remote instruction.

# Wildwood School Detailed Addendum

## 8-17-20

### Wildwood School Protocol for Drinking Fountains during COVID

#### Use of Drinking Fountains

- Due to the health concerns from COVID-19, drinking fountains will not be in use as long as the pandemic lasts
- Drinking fountains will be shut off as applicable
- All drinking fountains, regardless of their ability to be shut off, will have a cover over them
- Signs will be placed on/around the drinking fountains using pictures and text to alert students and staff that the drinking fountains are not in use at this time, and to inform them of what the alternatives are
  - Reusable water bottles were added to school supply lists this year for students
  - Each classroom has a sink in their classroom; students can fill their water bottles at the sink in the classroom

#### Wildwood School Face Covering Protocol

Hallways will be marked to indicate one-way traffic in our Curry Road building during large transition times, and students will be asked to walk six feet apart (including if waiting to enter a classroom). Students will be six feet apart (and spaced accordingly in learning spaces) at all times. Masks will be worn during transition times and during classroom movement. Frequent “mask breaks” will be provided to students in all program levels.

If social distancing of 6 feet cannot be maintained, proper face coverings must be worn in common areas such as hallways.

Students, staff, and visitors to our schools will be expected to wear face coverings indoors and outside when six-foot physical distancing is not possible. Students will be allowed to remove face coverings during meals, instruction, and for short breaks so long as they maintain

appropriate social distance. Students who are unable to medically tolerate a face covering will not be required to wear one.

Because students and staff will need to be prepared to wear a face-covering if another person unexpectedly cannot socially distance, they will be required to wear a face-covering in all common areas (e.g., entrances and exits) and when traveling around the school.

We encourage you to send your child in with their own face covering, however, face coverings will be provided to students and staff, if needed, at no cost. Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based coverings and procedure masks that cover both the mouth and nose.

An employee is allowed to wear their own acceptable face covering if they choose. Employees with healthcare provider documentation stating they are not medically able to tolerate face covering will not be required to do so.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, so there may be periods of time when face coverings are not worn.

Any student who requires a physical intervention as a last resort to maintain the safety of themselves or others will have their face covering removed by staff for the duration of the intervention.

## Face Covering Break Protocol

If a student is seated at their desk or outdoors (non-strenuous activity) and at least 6 feet apart from others, they will be able to take their face covering off for a brief period of time (1-5 min); face coverings will not be worn during snack or lunch. They will need to put their face covering back on when directed. If outdoors and participating in any strenuous activity, students must be at least 12 feet apart from others in order to take their face covering off.

## Appropriate Signage - Correct Hand and Respiratory Hygiene

- Wildwood School will display appropriate signage, in all areas of the school building, to instruct staff and students in correct hand and respiratory hygiene.
- **Hand hygiene includes:**
  - Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method;

- Use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available, and hands are not visibly dirty.
- NYSED's Memo: Handwashing Recommendations and Alcohol-based Hand Sanitizer Use in Schools provides information to schools regarding the use of alcohol-based hand sanitizers;
- Provide hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able;
- Signage should be placed near hand sanitizer indicating visibly soiled hands should be washed with soap and water;
- Some students or staff may be unable to use alcohol-based hand sanitizers for health reasons therefore they must be permitted to wash their hands with soap and water

**Respiratory hygiene includes:**

- Students and staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately.
- A supply of tissues and no touch/floor pedal trash cans should be available in each room when feasible. If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

**Wildwood School Protocol for Screening Students during COVID**

Parents will be informed in writing of signs and symptoms of potential illness. Parents will be required to screen their child, including taking their temperature, every morning before going to school. Parents will complete a [Daily Attestation for Students](#) that attests to the following:

- Have not tested positive for COVID -19 in the last 14 days
- Have not knowingly had close or proximate contact in the last 14 days with anyone who has tested positive for COVID -19 or who has or had symptoms of COVID -19. (According to CDC guidance, these include any of the following: fever, cough, shortness of breath, and/or at least two of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.)
- Have not experienced any symptoms of COVID-19 in the past 14 days
- Have taken their child's temperature and attest that they do not have a temperature of 100.00 degrees or higher
- Have not traveled outside of NY state to any state identified on the NYS list in the last 14 days

## Temperature Checks upon arrival to Wildwood School during COVID

When students arrive at school, their temperatures will be taken prior to entering the school building by the school nurse or a designated, trained staff member. If a student has a temperature of 100 degrees or higher, they will be brought to the isolation room to be assessed by a school nurse. Students will remain in the isolation room and have their temperature taken again after 20 minutes. If their temperature has returned to normal and they are free of symptoms of illness, they will be cleared to go to their classroom. If the student still has a temperature or is showing any symptoms of illness, their parent/guardian will be contacted for immediate pick up. The student will remain in the isolation room under the supervision of a designated staff member or the school nurse until pick up.

Any student who is suspected of having symptoms of illness during the school day will be taken to the isolation room to have their temperature taken and be assessed by a school nurse.

## Wildwood School Attendance Policy during COVID-19

Attendance is a critical factor for educational success. Regular attendance and punctuality will improve a student's enthusiasm for education, involvement in school activities and social skills. Wildwood School asks all parents to support attendance at school.

### In-person Instruction:

- If your child is going to be absent from school, call our school office at Curry Road (518) 836-2200 between 7:45am and 8:15am to notify us. This policy also applies when you bring your child in late.
- If you do bring your child in late, please notify the transporter that your child is in school and will need to be picked up at the end of the school day.
- If you are experiencing difficulty having your child consistently attend school, please ask your child's Social Worker for assistance. Our staff are sensitive to the reasons why students may not want to come to school, and they can provide support to you and your child.
- When your child is absent or tardy, we must have a written or emailed excuse stating the date and reason your child missed school. You may access and submit an Excused Absence Form on the Wildwood School website. To do this, please go to: <http://www.wildwoodschoolsite.com>. Choose the Parents Tab, and click on Excused Absence. This will bring you to a Google Form, that once completed and sent, will be emailed directly to the Main Office for processing. If you are unable to access the website, please call your student's Social Worker and they can submit the form for you.

- Please remember only absences related to personal illness, family illness or death, medical/dental appointments, impassable roads due to inclement weather, religious observance, quarantine, or other special circumstances approved by the Director, are excused absences. All other reasons must be recorded as illegal absences. Your home school district has a right to ask for these written excuses and, if asked, we must provide them. Any day we do not have an excuse is counted as an illegal absence.
- If you are picking your child up early, please notify the office, the classroom and your district's transportation department.

### **Remote Instruction**

- In order to count your child as present for the school day, you/your child is required to check in at least once a day with Wildwood School Staff
  - This includes: Google Meet (Related Service or Classroom), phone call with teacher/related service provider, responding to an email from the teacher/related service provider with details on how your child is doing with the activities that have been sent home
- If you are experiencing difficulty having your child consistently participate in remote instruction, please ask your child's Social Worker for assistance. Our staff are sensitive to the reasons why students may struggle with remote learning, and they can provide support to you and your child as needed.
- If your child is going to be absent from school (unable to participate in remote learning for the day), please reach out to your child's teacher, social worker, or call our school office at Curry Road (518) 836-2200 between 7:45am and 8:15am to notify us. This is helpful for our teachers/therapists to know
- When your child is absent, we must have a written or emailed excuse stating the date and reason your child missed school. You may access and submit an Excused Absence Form on the Wildwood School website. To do this, please go to: <http://www.wildwoodschoolsite.com>. Choose the Parents Tab, and click on Excused Absence. This will bring you to a Google Form, that once completed and sent, will be emailed directly to the Main Office for processing. If you are unable to access the website, please call your student's Social Worker and they can submit the form for you.
- Please remember only absences related to personal illness, family illness or death, medical/dental appointments, impassable roads due to inclement weather, religious observance, quarantine, or other special circumstances approved by the Director, are excused absences. All other reasons must be recorded as illegal absences. Your home school district has a right to ask for these written excuses and, if asked, we must provide them. Any day we do not have an excuse is counted as an illegal absence.
- We will be in close contact with your child's school district regarding any concern of student attendance

## Wildwood School Communication Plan during COVID

In order to keep various stakeholders apprised of updates to our School Reopening Plan, Wildwood School Administration will utilize the following methods:

- Staff:
  - Bi-weekly team meetings
  - PLC meetings
  - Email
  - One Call Now
  - Wildwood School Website
    - Any time an update is made, it will be posted to the WWS website and a One Call Now notification will be sent out directing staff to the website to view the update
- Parents
  - Email
  - Individual calls from School Social Worker for those families who do not have access to email
  - One Call Now
  - Wildwood School Website
    - Any time an update is made, it will be posted to the WWS website and a One Call Now notification will be sent out directing parents to the website to view the update
- School Districts (including CSE Chairperson and Transportation as needed)
  - Email to CSE group, Transportation group, or both as needed
  - Individual email or follow up phone call from Program Coordinator as necessary
  - One Call Now
  - Wildwood School Website
    - Any time an update is made, it will be posted to the WWS website and a One Call Now notification will be sent out directing CSE's to the website to view the update

At any point in time, if any of the above parties have any questions or concerns regarding the School Reopening Plan, we encourage them to reach out to their Program Coordinator by email or phone, the School Office (518-836-2200) or contact Bill LeForestier, Director of Education, at [bleforestier@wildwoodprograms.org](mailto:bleforestier@wildwoodprograms.org) or by calling the school office.

## Wildwood School Personal Protective Equipment Plan during COVID

Staff are required to wear a face covering that meets the minimum level of protection for others, which is a double layered cloth face mask that covers both their nose and mouth and is secured either behind their ears or secured around the back of their head. Staff may choose to wear a

higher level of face mask (e.g. medical, surgical, N95), and may also choose but are not required to wear goggles, face shield, gloves, gowns, scrubs.

Staff and students are encouraged to provide their own face mask for comfort, size, and style, and to have a back up mask in the event of loss or damage to their mask.

The school will maintain a minimum of one month's supply of medical masks for staff and students who do not have their own mask and a minimum of one month's supply of N95 masks and face shields for the health care professionals (i.e. school nurses, isolation room staff).

The school will maintain a minimum of one month's supply of gloves, goggles and gowns for staff use when exposed to bodily fluids.

The amount of PPE supplies will be closely monitored and re-orders will be placed in a timely manner to maintain adequate supplies.

If at any point during the school year we are unable to obtain the necessary PPE required, we will switch to remote instruction until we are able to obtain the necessary supplies.

### **Wildwood School Signs/Symptoms of Illness for Parents/Guardians during COVID**

In order to keep everyone safe and healthy this school year, we are asking that all parents/guardians check their child's temperature each morning and complete an online Daily Health Screening for your student.

If your child has a fever of 100°F or greater, and/or symptoms of possible COVID-19, we ask that you keep your child home, call the school office at 518-836-2200 to report your child absent, and contact your child's health provider.

The following are a list of symptoms to look for according to the most recent CDC guidance:

- Fever or chills (100°F or greater)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting; and/or
- Diarrhea

### **Returning to School**

If your child is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-10 they can return to school:

- Once there is no fever, without the use of fever reducing medicines and they have felt well for 24 hours
- If they have been diagnosed with another condition and have a healthcare provider written note stating that they are clear to return to school.

If your child is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms
- It has been at least three days since the individual has had a fever (without using fever reducing medicine) and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath

## **Wildwood School Staff and Student Accommodations during COVID**

### **Staff Accommodations**

- An employee can use a maximum of 2 weeks of 'Sick-Quarantine' time in TSAR during the COVID situation. You must reach out to HR as soon as you are aware you need an accommodation.
- Only applies in two scenarios:
  - If you are under an order of COVID precautionary quarantine, mandatory quarantine or self-isolation and are unable to work from home.
  - The primary reason you are out of work is a loss of child care due to school or daycare closures due to COVID and you are unable to find alternative child care.
- At-risk employees will be accommodated on a case-by-case basis
- Contact Colleen McCarty in HR and Cindy Riggi

### **Student Accommodations**

All parents will have the option each quarter to have their child attend in person or receive instruction remotely.

## **Wildwood School COVID Hygiene Teaching Procedures**

### **Hand Hygiene**

- Proper handwashing procedures will be taught in a lesson at the beginning of the school year and will be reviewed on a daily basis

- This will be tailored to each individual student utilizing a variety of different methods of instruction
- Handwashing posters will be placed in each bathroom as well as near the sinks in each kitchen area
  - [Handwashing Posters](#)
  - [When to wash your hands](#)
  - [Employee Handwashing poster](#)

#### Respiratory Hygiene

- Proper respiratory hygiene will be taught in a lesson at the beginning of the school year and reviewed on a daily basis
  - This will be tailored to each individual student utilizing a variety of different methods of instruction
- Respiratory hygiene posters will be posted throughout the building and in each classroom/common space
  - [Cough poster](#)
  - [Cover your Cough poster](#)

#### Face Covering

- Proper application and removal of face coverings will be taught in a lesson at the beginning of the school year and reviewed on a daily basis
  - This will be tailored to each individual student utilizing a variety of different methods of instruction
- For students who do not tolerate masks at this time we will be working with the permission of families to work on increasing tolerance
  - This will be individually tailored to each student based on their baseline level of tolerance
  - We will be utilizing preferred food/items to try to reinforce face covering wearing behavior

### **Wildwood School Protocol for Confirmed Case of COVID-19**

Upon notification of a confirmed case of COVID-19 of any person who has been in one of the school buildings, the Department of Health will be contacted; for Curry Road the Schenectady DOH will be contacted and for Latham the Albany DOH will be contacted. Wildwood School Administration will work with the DOH to provide information for contact tracing and procedures for having individuals who potentially had contact with this individual tested for COVID-19.

#### If we have ONE confirmed case of COVID-19

- The classroom that individual is in will switch to remote learning for all students, staff will work from home, for 2-3 days while we await guidance from the DOH and deep cleaning occurs

- If the case was a student, any students who were on the bus with that student would also be switched to remote learning for 2-3 days
- All closures/changes will be communicated to staff, families, and school districts per our communication plan

If we have TWO or more confirmed cases of COVID-19 simultaneously

- The entire school will switch to remote learning for all students, staff will work from home, for 4-5 days while we await guidance from the DOH and deep cleaning occurs
- All closures/changes will be communicated to staff, families, and school districts per our communication plan

Any guidance from the Department of Health will override these closures; if instructed to close for longer we will follow their guidance; if cleared to open sooner we will follow their guidance provided the necessary cleaning/sanitizing has been completed. All closures/changes will be communicated to staff, families, and school districts.

## **Wildwood School SEL Advisory Council Protocol**

1) Ensure that a district-wide and building-level comprehensive developmental school counseling program plan, developed under the direction of certified school counselor(s), is reviewed and updated to meet current needs.

- The Social Work Department provides counseling services to all students and families, including individual and group counseling as listed on the IEP as well as consultation services and Parent Counseling and Training. Delivery of group services may need to be adjusted during the Covid crisis to allow for social distancing.

2) Establish an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists to inform the comprehensive developmental school counseling program plan.

The School Climate Team will consist of

- At least two Social Workers
- At least one parent
- Student input will be gathered from one or more of the following
  - Direct input if a student is willing and able
  - Survey directly to students
  - Information from Social Workers regarding concerns communicated by students
- At least one administrator
- At least one teacher

- At least one staff who is also a community based service provider
- Other staff members as appropriate

The Team will meet as needed during the Covid crisis to evaluate social-emotional needs of students, families and staff and provide suggestions for enhancing services.

3) Address how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.

- The social work department regularly assesses mental health needs and provides emotional support services and referrals
- The behavior support team regularly assess behavioral needs and conducts functional behavior assessments and develops behavior plans as needed.
- The social work department and behavior support team will collaborate when evaluating behavioral needs to take into account any mental health needs or emotional support needs while conducting the functional behavior assessment.

4) Address professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff.

- The social work department has developed a staff training on trauma-informed care.
- Social workers participate in classroom team meetings throughout the year to provide input on social-emotional needs and trauma-informed care.
- The Human Resources department provides counseling and other services for staff through the Employee Assistance Program.

## **Wildwood School Information on Signs/Symptoms of Illness for Staff during COVID**

### **Protocol Signs/symptoms of Illness in Students**

Staff will receive training during Professional Development Days at the start of the school year on how to observe the following signs/symptoms of illness and subsequent procedure to follow if any of these are observed/suspected.

The following are a list of symptoms to look for according to the most recent CDC guidance:

- Fever or chills (100°F or greater)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell

- Sore throat
- Congestion or runny nose
- Nausea or vomiting; and/or
- Diarrhea

If at any point during the day staff observe or suspect that a student is showing signs/symptoms of illness they will:

- Keep other students away from that student as much as possible
- Call the Health Office immediately (Curry x2251; Latham x)
- Take the student to the isolation room and wait for the nurse
- Follow the nurse's instructions; if student needs to stay in isolation, the nurse will notify admin using a walkie; if the nurse clears the student to return to class, staff will bring the student back to class
- Isolation room staff will meet the nurse and student at the isolation room
- If needed, nurse will contact the student's family for immediate pick-up
  - Student will NOT be able to get on the bus; if the parents can't pick up the student, we will need to reach out to other contacts on the EMR

### **Protocol if Staff are displaying signs/symptoms of illness**

If at any point during the day staff start to display signs/symptoms of illness they will:

- Staff must transfer supervision of their students to another staff member and gain verbal confirmation
- Alert their immediate supervisor (and program coordinator if applicable) so classroom needs can be addressed.
- Call the office to inform them that you are experiencing symptoms of COVID-19 and go home
- HR will follow-up with staff regarding what they need to do next

## **Wildwood School Protocol for Parent Drop off/Pick up during COVID-19**

### **Protocol for Parent Drop Off:**

Wildwood School will have designated parking spots for parents:

- Curry Road - the parking spots that are parallel to the bus drop off line
- Latham - in front of Building Four

Parents will pull into an open spot and wait for the designated staff member to come to their car

- Designated staff member will have a clipboard for the parent to sign their child in
- Designated staff member will walkie the office to have a classroom staff come to the vehicle to get the child

- Designated staff member will take the student's temperature before walking away from their parents
  - If temperature of 100.0 F or higher, the staff member will inform the parent that they must take their child home and that a school nurse will follow up regarding next steps
  - If normal temperature, designated staff member will apply hand sanitizer to student's hands, and student will enter the building with their classroom staff through the closest entrance

### **Protocol for Parent Pick Up:**

Wildwood School will have designated parking spots for parents:

- Curry Road - the parking spots that are parallel to the bus drop off line
- Latham - in front of Building Four

At Regular Dismissal time:

Parents will pull into an open spot and wait for the designated staff member to come to their car

- Designated staff member will have a clipboard for the parent to sign their child out
- Designated staff member will walkie the office to notify the classroom that the parent is here to pick up their child

If picking up your child early:

Parents will pull into an open spot and call the main office at 518-836-2200 to inform them they are here to pick up their child

- Office staff will call down to the classroom to notify that the parent is here to pick up their child
- Office staff will walkie designated staff member to come to the office
- Designated staff member will go to the car and have the clipboard for the parent to sign their child out

### **WWS Cleaning and Disinfecting during COVID-19**

Wildwood School will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC, DOH and NYSED. Cleaning and disinfection logs will be maintained that includes the date, time, and scope of cleaning, disinfection and sanitation.

Regular cleaning and disinfection of the school will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and tables, which should be cleaned and disinfected between each individual's use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as

needed. Additional cleaning will occur at the end of the day cleaning will occur every evening during the week while school is in session.

Wildwood School will ensure regular cleaning and disinfection of restrooms. Restrooms will be cleaned and disinfected after student use. Staff restrooms will be cleaned periodically. School wide cleaning includes classrooms, restrooms, cafeteria, library, and playgrounds; the guidance that we will follow provides a general framework for cleaning and disinfection practices.

The framework is based on doing the following:

- Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
- Disinfection using maintenance supplied US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19. Where disinfectants are used, products should be registered with EPA and the NYS Department of Environmental Conservation (DEC). Frequent disinfection of surfaces and objects touched by multiple people is important.
- Maintenance will provide classrooms with alternative disinfectants and cleaning products including diluted bleach in labeled containers (e.g., 1/3 cup of bleach added to 1 gallon of water or 70% alcohol solutions). **Do not mix bleach or other cleaning and disinfection products together.** This can cause fumes that may be extremely dangerous to people's health and safety.
- Keep all disinfectants and cleaning products out of the reach of children. Disinfectants and cleaning products will be kept in a locked cabinet when not in use.
- Schools must identify cleaning and disinfection frequency for each facility and area type
- Schools must maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.

In order to disinfect areas frequently, all staff will be trained on staff day. Please do your best to clean up minor spills and disinfecting as best you can throughout the work day. We will be **developing an on-call** system for backup if immediate cleaning is not able to take place. For more information on concerns related to cleaning safety see the Occupational Safety and Health Administration's website on Control and Prevention.

### **Disinfection of the Classroom**

- High touch surfaces need to be wiped down frequently; at least 3 times per day
  - High touch surfaces include:
    - Tables
    - Doorknobs
    - Light switches
    - Countertops
    - Handles; Refrigerator, microwave

- Desks
  - Phones
  - Keyboards and tablets (please note technology has its own acceptable cleaning products)
  - Toilets and restrooms
  - Faucets and sinks
- All sanitation must be documented in the classroom cleaning log provided to you
  - Gloves should be worn when cleaning surfaces
  - Each classroom will have a bin of provided disinfectant and cleaning supplies.
  - Laminated checklists of surfaces to clean and the daily log will be provided and accessible to staff

It is important to establish a schedule for cleaning; this should occur minimally 3 times a day. **Laminated checklists** for cleaning surfaces will be provided to classrooms and work areas. Opening windows, if it can be done safely, and conducting classes outdoors are other strategies to increase airflow;

Suggested times of day to complete classroom sanitization include:

- Transitioning between instructional times (between math and reading, reading and WBL, etc.; anytime new materials were utilized)
- Before and after snack
- Before and after lunch
- Any time students transition in or out of the room (PE, recess), sanitize as the class leaves or sanitize when returning to class while students wash hands
- Any time a student's bodily fluids have touched a surface (spit or drool on surfaces)
- Before and after Mobile Art class
- Classroom bathrooms will be sanitized after each students' use
- End of day- after all the students have left each day, the classroom surfaces must be given a thorough disinfection, including student cubby areas and materials

**Classroom Material sanitization:**

- Students are to use their individualized materials from their bin to complete work tasks, as much as possible (writing utensils, glue, scissors; etc.)
- All materials used throughout the day need to be wiped down after each use.
- Follow disinfecting protocol for [screens/technology](#)
- Hard surfaces should be wiped down with disinfectant after each use (board games, puzzles, task bins)
- Hard to clean and soft, porous materials may not be shared between students. Students should have individual materials if using materials that cannot be easily or properly sanitized (sensory bins); or put materials aside after student use for sanitation after school

Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.

- This means in order to disinfect a student's area you **MUST** move the student to a different area while you are using the disinfectant

### **Playgrounds should be cleaned per CDC guidance:**

- outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning using maintenance supplied spray, but do not require disinfection
- do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public
- high touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely
- cleaning and disinfection of wooden surfaces (benches, tables) is not recommended
- Shared athletic/gym equipment (e.g., balls, protective gear) should be cleaned between use per manufacturer's directions.

### **School Health Office Cleaning**

- School health office cleaning must occur after each use of:
  - Cots;
  - Bathroom
  - Health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) should be cleaned following manufacturer's directions
- Disposable items should be used as much as possible including:
  - Disposable pillow protectors
  - Disposable thermometers, or disposable thermometer sheaths or probes, and disposable otoscope specula.

## **CDC Guidance on Cleaning and Disinfecting**

Hard (Non-porous) Surfaces - desks, countertops, school supplies, etc.

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. [Clean hands](#) immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap provided by maintenance and water prior to disinfection.
- For disinfection, please use the products provided to your classroom by maintenance. Consult with Paul/maintenance if you need a disinfectant that your classroom does not have.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation

- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use. As always, keep all chemical cleaners out of reach and away from students.

Special considerations will be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations; please contact HR if this applies to you. To learn more about reducing asthma triggers:

[https://www.cdc.gov/asthma/reduce\\_triggers.html](https://www.cdc.gov/asthma/reduce_triggers.html)

In addition to wipes and surface cleaners, maintenance will be providing a bleach solution to all classrooms. Bleach solutions will be effective for disinfection up to 24 hours.

- Bottles of bleach solutions will be provided to classrooms.
- These solutions will need to be dumped each night and refilled for the following day.

Soft (Porous) Surfaces- carpet, blue walls, foam materials, etc.

- For soft (porous) surfaces such as carpeted floor, rugs, BST supplied blue walls, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
  - Shared items and equipment such as blue walls, puzzle piece mats, scooters, etc. need to be cleaned after each use with a student.
  - Arm Guards- Staff should wear long sleeves under arm guards to prevent skin contact.

#### **Disinfecting if someone displays symptoms:**

- Staff members should call nursing and meet the nurses at the isolation area with the ill person. The hallways should also be closed to escort the ill person to the isolation area.
- Staff should contact the school office/maintenance to clean the hallways where the ill person has passed through.
- If possible, dedicate a lined trash can for the ill person. Use gloves when removing garbage bags, handling, and disposing of trash. [Wash hands](#) after handling or disposing of trash.

- Consider consulting with your local health department about trash disposal guidance if available.
- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, etc.
- Wear disposable gloves to clean and disinfect
- Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once an area has been appropriately disinfected, it can be opened for use.
  - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

## **Wildwood School Protocol for Screening Staff during COVID**

All staff will receive a [COVID-19 Daily Health Screening for Staff](#) in their email; staff will need to take their own temperature each morning before coming to school; staff will fill out the screening before reporting to their work site

For staff who do not have access to technology, there will be an ipad available when they arrive to use outside of the building to complete the screening before entering; if staff answers yes to any of the questions related to symptoms or exposure, etc. they will not be allowed in the building and will have to go back home and wait for direction from HR

Staff are not permitted in the work environment unless they have attested to the following on the health screening:

- Have not tested positive for COVID -19 in the last 14 days

- Have not knowingly had close or proximate contact in the last 14 days with anyone who has tested positive for COVID -19 or who has or had symptoms of COVID -19. (According to CDC guidance, these include any of the following: fever, cough, shortness of breath, and/or at least two of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.)
- Have not experienced any symptoms of COVID-19 in the past 14 days
- Have taken their temperature and attest that they do not have a temperature of 100.00 degrees or higher
- Have not traveled outside of NY state to any state identified on the NYS list in the last 14 days

**Describe your school's protocol for how you will conduct health screenings of visitors, guests, contractors, and/or vendors to the school.**

- We will, to the degree possible, ask visitors, guests, contractors, and vendors to call ahead if they are planning on visiting the school building, so that we can communicate our screening protocols.
- Guests, contractors, and/or vendors will use the school's main entrance. They will be asked screening questions and have their temperature checked.
  - If the screening and temperature checks are non-symptomatic, the guests, contractors, and/or vendors will be allowed to enter the school.
  - If the screening and temperature checks are symptomatic, the guests, contractors, and/or vendors will not be allowed to enter the school.

**Do students and staff have to maintain a 6-foot distance from others at all times?**

- Pursuant to NYSDOH Guidance, schools must ensure that appropriate social distancing (i.e. 6 feet/barriers) is maintained between individuals while in school facilities and on school grounds (inclusive of students, faculty, and staff), unless safety or the core activity requires a shorter distance.

**Are students required to be socially distant while consuming meals in the classroom?**

- Students will be seated 6 feet apart while consuming meals.

**What should students expect when traveling in Wildwood School Vans?**

- Face coverings are strongly recommended at all times.
- Adults are required to wear face masks at all times when in the school vans.
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering.
- Students and adults will practice social distancing when in the school vans.
  - If there is only one student passenger, they will sit in the third row seat. If there are two student passengers, one will sit in the second and the other in the third, not directly behind one another, to maintain social distancing in the vehicle.
  - Wildwood will provide reusable masks to both parties if they do not have them.

#### **Do students and staff have to maintain a 6-foot distance from others at all times?**

- Pursuant to NYSDOH Guidance, schools must ensure that appropriate social distancing (i.e. 6 feet/barriers) is maintained between individuals while in school facilities and on school grounds (inclusive of students, faculty, and staff), unless safety or the core activity requires a shorter distance.

#### **Are students required to be socially distant while consuming meals in the classroom?**

- Students will be seated 6 feet apart while consuming meals.

#### **What should students expect when traveling in Wildwood School Vans?**

- Face coverings are strongly recommended at all times.
- Adults are required to wear face masks at all times when in the school vans.
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering.
- Students and adults will practice social distancing when in the school vans.
  - If there is only one student passenger, they will sit in the third row seat. If there are two student passengers, one will sit in the second and the other in the third, not directly behind one another, to maintain social distancing in the vehicle.

- Wildwood will provide reusable masks to both parties if they do not have them.

## **Wildwood School Safety Drills**

1. Education Law § 807 requires that schools conduct 8 evacuation and 4 lockdown drills each school year. Conducting drills is an important part of keeping students and staff safe in an emergency. When planning drills, modifications will be made to procedures in order to minimize risk of spreading infection.
2. Social distancing will be enforced during all required safety drills.
3. Temporary directional signage shall be ignored during the event of an emergency and routine, posted emergency plans will be used.
4. Regardless of the modification used when conducting a drill, all students and staff will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.
5. Modifications to (Evacuation Fire Drills) and Lockdown drills protocols have been developed, but due to safety concerns, will not publish the details in the publicly available plan posted on the Wildwood School Website.

## **COVID-19 Testing**

- Wildwood School will not be testing students or staff for COVID-19
- Wildwood School will be screening staff and students before they enter the building
  - Students and staff will be screened with an attestation
    - Students will have temperature checks before entering the building
- We will work with the Department Health to give guidance
- If students or staff show symptoms of COVID-19
  - Wildwood School nurses will inform families to their primary medical professional.



- **Local COVID-19 Testing Sites:**

- [https://coronavirus.health.ny.gov/find-test-site-near-you?gclid=EAlaIQobChMI7NOr5MOY6wIVDbblCh1TOQiKEAAYASAAEgJMUfD\\_BwE](https://coronavirus.health.ny.gov/find-test-site-near-you?gclid=EAlaIQobChMI7NOr5MOY6wIVDbblCh1TOQiKEAAYASAAEgJMUfD_BwE)

## **Stakeholder Input Forums held Via Google Meets**

- All Staff - 8-10-2020
  - 2:00 p.m.
- Parents 8-11-2020
  - 12:00 p.m.
- Parents 8-11-2020
  - 6:00 p.m.
- Parents 8-13-2020
  - 12:00 p.m.
- Parents 8-13-2020
  - 6:00 p.m.
- Teachers 8-14-2020
  - 1:00 p.m.

## Wildwood School Detailed Reopening Plan for the 2020-2021 School Year - Parents and School Districts

We are pleased that the Governor has given the green light to schools opening in September. Our intention is to open for full-time, in-person instruction starting September 9th. In addition to opening in person, parents also have the option to choose remote instruction for their child if they do not feel comfortable sending them to school. The plan below outlines some of the details of day-to-day operations within Wildwood School. Please note that parents who choose remote instruction will be asked to continue that until the start of the following quarter; special circumstances will be taken into account and individual decisions may be made based on the circumstance.

### Health and Safety - prior to the start of the school day

- **Daily Staff Screening:**
  - All staff are required to take their temperature each morning and will fill out a daily health screening before reporting to their work site.
  
- **Daily Student Screening:**
  - Information will be sent home on the signs and symptoms of COVID-19; we ask that parents screen their child, including taking their temperature, every morning before going to school. Parents will complete a [Daily Attestation for Students](#) that their child is free of illness and does not have a temperature of 100 degrees or greater.
  - Students will have their temperature taken upon arrival to Wildwood before entering the building.
    - If a student comes off the bus with a temperature of 100.0 degrees or greater, they will be escorted to the isolation room and will be assessed by a school nurse; they will continue to be monitored for 20 minutes, at which time the nurse will recheck their temperature and reassess before making a final decision if they need to be sent home or if they are cleared to go to class.

- Your child will be monitored by staff throughout the day. Any child who has signs or symptoms of illness will be taken to the isolation screening office and will be assessed by a school nurse.

## **Arrival:**

- **Curry Road:**
  - All three entrances at the front of the school will be utilized during arrival (door near the cafeteria, main entrance, business office entrance); buses will be unloaded three at a time (one at each entrance). Special area teachers will be assisting with directing the buses to the unloading areas. Cones will be used to mark the stopping points for buses for each entrance. If you are driving your child to school we ask that you pull up to the parking spots that are parallel to the bus drop off and wait in your car for a designated staff member to come meet you with a clipboard to sign your child in.
    - After your child gets off the bus/out of the car but before entering the building, your child will have their temperature taken by the school nurse, or other designated staff member
    - Your child will use hand sanitizer before entering the school building (unless they are unable to use it for medical reasons - in that case your child will wash their hands as soon as possible once they enter the room). Hand washing protocols will be implemented upon entering the classroom.
  - Once your child is in the building he/she will walk to their classroom; if your child is independent in transitioning, a staff member will still be in close proximity so we can ensure social distancing

## **Latham:**

- Buses will continue to be unloaded at the back door; one bus at a time; a designated staff member will assist with directing the buses as needed
- Parent drop off will occur at the front door; a designated staff member will assist with this as needed.
  - After your child gets off the bus/out of the car but before entering the building, your child will have their temperature taken by the school nurse, or other designated staff member
  - Your child will use hand sanitizer before entering the school building (unless they are unable to use it for medical reasons - in that case your child will wash their hands as soon as possible once they enter the room). Hand washing protocols will be implemented upon entering the classroom.

### Curry Road and Latham:

- Once in the classroom your child will go to their desk first; your child will then go to their cubby one at a time to put their materials away and will return to their desk once they finished putting their belongings away and have washed their hands for at least 20 seconds
  - Lunches will have anything that needs to be refrigerated removed from the lunch box and placed in the student's individual bin in the fridge; the lunch box will be kept in their backpack with any non perishable items.
  - Please send in an ice pack with any perishable items if you are able to:
    - After putting their belongings away, your child will go to the sink in the classroom to wash their hands for at least 20 seconds; staff will supervise and assist as necessary
    - After washing their hands your child will return to their desks
    - If your child needs to use the bathroom, they will be taken after they put their belongings away and after they have washed their hands
    - Your child will sit at their desk while waiting their turn to put their personal belongings away, wash their hands, or use the bathroom; individual activities will be utilized during waiting periods to help prevent downtime
    - Student seats will be 6 feet apart in the classroom
    - Students will remain with their cohort; no cross classroooming will take place

### Dismissal

#### Curry Road

- All three entrances at the front of the school will be utilized during dismissal (door near the cafeteria, main entrance, business office entrance); buses will be loaded three at a time (one at each entrance). Special area teachers will be assisting with directing the buses to the unloading areas. Cones will be used to mark the stopping points for buses for each entrance.

- Parent pick up; please pull into the designated parking spots parallel to the bus pick up and wait in your vehicle for a designated staff member to come with a clipboard and sign your child out

### **Latham**

- Buses will continue to be loaded at the back door; one bus at a time; a designated staff member will assist with directing the buses as needed
- Parent pick up will occur at the front door; a designated staff member will assist with this as needed.

## **Block Scheduling**

- To accommodate those families who have chosen remote learning for their students, as well as if we have to move to a hybrid model, we have chosen to use block scheduling for the 2020-2021 School Year.
  - Each classroom will have an instructional block of 2.5 hours each day and an enrichment 2.5 hours for Related Services, Specials (when possible), and other enrichment activities; during those activities, teachers will be free to provide remote instruction to students who are at home. These blocks will switch from one day to the next; some classrooms will have 3 instructional blocks in the morning and 2 in the afternoon; other classrooms will have 2 instructional blocks in the morning and 3 in the afternoon.
- In-person Related Services:
  - Will function mainly as push-in sessions (with some exceptions as necessary)
  - Group therapy sessions will be conducted in-person to the fullest extent possible, utilizing the following modifications when needed:
    - Reducing group size to maintain social distancing
    - Splitting groups to some in-person and other simultaneously remote in another location of the school to maintain social distancing
    - Modifying goals to avoid sharing materials

### **In the Classroom:**

- A handwashing schedule will be followed throughout the day for students and staff. Handwashing is the preferred method, but when unable to use soap and water, hand sanitizer may be used. Visibly dirty hands must be washed with soap and water as soon as practicable. Soap/Water and/or hand sanitizer must be used for the following:
  - Start of the day upon entering the classroom
  - Before eating snack/lunch
  - After eating snack/lunch

- After sneezing and coughing
- After using the bathroom
- Before and after using shared technology
- Minimally one time per hour
- We will be requesting permission from parents to use hand sanitizer (with supervision) for your child when sinks/handwashing is not readily available

### **Hygiene Instruction:**

- **Hand Hygiene:**
  - Proper handwashing procedures will be taught in a lesson at the beginning of the school year and will be reviewed on a daily basis
    - This will be tailored to each individual student utilizing a variety of different methods of instruction
  - Handwashing posters will be placed in each bathroom as well as near the sinks in each kitchen area.
  
- **Respiratory Hygiene:**
  - Proper respiratory hygiene will be taught in a lesson at the beginning of the school year and reviewed on a daily basis.
    - This will be tailored to each individual student utilizing a variety of different methods of instruction
  - Respiratory hygiene posters will be posted throughout the building and in each classroom/common space.
  
- **Face Covering:**
  - Proper application and removal of face coverings will be taught in a lesson at the beginning of the school year and reviewed on a daily basis
    - This will be tailored to each individual student utilizing a variety of different methods of instruction
  - If your child does not tolerate a mask at this time we will be working in conjunction with you to increase tolerance
    - This will be individually tailored to each student based on their baseline level of tolerance
    - We will be utilizing preferred food/items to try to reinforce face covering wearing behavior

### **Specials (Art, Adaptive Physical Education (APE), Music, Work Based Learning (WBL))**

- **Adapted Physical Education:**

- Instead of utilizing both sides of our gymnasium at Curry Road, we will open up the divider and run one class at a time in order to account for the necessary 12 feet of space between students while engaged in strenuous activity
  - This means that students will only get the frequency of PE listed on their IEP
    - Elementary and Intermediate: 3 times a week for 30 minutes
    - High School: 2 times a week for 45 minutes
    - Young Adult: Once a week for 1 hour 30 minutes
- YAP: will continue to utilize Electives time (four days a week) to engage students in physical activity (utilizing outdoor space, the motor room, classroom space); activities will be modified depending on the number of students interested and the space available (if 12 feet of space is not available due to weather, etc.) the class will be modified to include a non-strenuous physical activity
  - Local parks, Altamont, and other community locations are able to be accessed at this time for students at YAP for the purposes of community PE.
  - Students who do not access the community will stay back and participate in functional motor activities.

- **Art Instruction:**

- Art will be offered in each classroom; classrooms will not be transitioning down to the art room. The Art instructor will be conducting art class virtually from the art classroom; before class starts, materials will be delivered outside the classroom for the activity as needed and will be picked up and sanitized after the activity.
- Art will continue to be offered at the following frequencies:
  - Elementary and Intermediate: 2 times a week
  - High School: 1 time a week
  - Young Adult: Once a week during Electives

- **Music Therapy:**

- Music therapy will continue to be provided at the frequency on each IEP
- Group music sessions will occur within the classroom.
  - Music therapist will broadcast their session from the music room using Google Meets and the smartboard

- Individual music sessions will continue to be provided at the frequency on each IEP; music therapists will pull students for individual sessions into a side room and will sanitize any materials used in between sessions.
- **WBL (HS):**
  - Students who are age 15 and older will continue to have Work Based Learning instruction as part of their transition plan
    - Each classroom will have a half hour block of WBL built into their schedule during their enrichment block
      - In-person instruction will occur weekly during scheduled time slots; varied levels of instruction will be delivered appropriate to each student's level
      - Outdoor instructional opportunities for students will be utilized when appropriate
      - Individual materials (task boxes, activities, binders, velcro activities, etc.) will be made available to students for their own personal use and instruction
      - Digital tasks will be available to complete as well
- **WBL (YAP):**
  - Students who are age 15 and older will continue to have Work Based Learning instruction as part of their transition plan.
    - In-person instruction will occur weekly during scheduled time slots; varied levels of instruction will be delivered appropriate to each student's level
    - Simulated work experiences will be developed and offered to your child at Curry Road; your child would be transported to and from Curry using WWS vans; in order to use the van for community activities, your child must wear a mask in the van.
    - Community based work activities will be developed for classes to access.
    - Functional Motor Group activities will be developed if your child is unable to access the worksites at Curry, the community based activities, or community PE.

### **Playground Use:**

- The playground will still be available for use
- Your child will wash their hands before going out to the playground
- There will be a limit of one class on the playground at a time
- The use of disinfectant is not recommended for playgrounds per the CDC; the playground will be wiped down with a soap/water solution periodically
- Your child wash their hands after using the playground equipment

## Materials and Environmental Sanitation

- **Materials Sanitation:**
  - Your child will have their own personal belongings to utilize throughout the day (writing utensils, classroom materials- glue sticks, scissors, etc) in a labeled bin with a closing top; these materials will be sanitized by the classroom team at the end of each school day; please see the school supply list for requested materials
  - Shared materials (scooters, equipment, toys, technology, etc) will be wiped down and cleaned in between each use.
  
- **Environment Sanitation:**
  - **Classrooms and bathrooms:**
    - will be cleaned and sanitized throughout the day
    - Staff will accompany ALL students to the restroom regardless of their level of independence to ensure social distancing and wipe down all surfaces after use.
  - **Hallways:**
    - Water fountains will be closed. We encourage your child to bring their own water bottle to drink from throughout the day.
  - **Gymnasium/OT/PT:**
    - Each class will have PE on their schedule and will have the entire gym to use for class.
    - OT/PT may need to utilize pull-out services for individual students
    - OT/PT/PE equipment will be sanitized between use

## Physical Contact with students

- **Physical interventions:**
  - There will be an increased focus on proactive strategies when managing behavior in an effort to reduce the need for physical interventions. This may include but is not limited to: adding more proactive strategies to behavior plans or increasing the frequency of reinforcement.
  - Physical interventions will continue to be used as a last resort.
  - Physical holds will be utilized for a maximum of 5 minutes. After 5 minutes the situation will be reassessed.

- As soon as the student's dangerous behavior is safely contained their face covering will be removed to ensure it does not obstruct their breathing and to allow clear monitoring of respiration during the physical intervention.
  - Immediately after a physical intervention students will take the following safety measures with staff assistance (someone who was not in the intervention) as needed:
  - Wash hands/any skin that came in contact with staff implementing the procedure
  - Changes clothes if clothing was contaminated
  - Replace face covering with a clean one.
- **Physical Prompting:**
  - Your child might continue to need physical prompting when they come back to school. We will still be assisting students with completing tasks as necessary.
  - In general verbal, gestural, and visual prompts will be utilized prior to physical prompts.
  - Instruction on toothbrushing will be temporarily suspended.

#### **Student to student interactions:**

- Physical contact between children will be prohibited
- Your children can interact and face each other, but need to do so from 6 feet apart.
- Your child will not use communal materials when possible (e.g. games, markers, glue, etc.). Any shared materials will be cleaned between uses.

#### **Personal Protective Equipment**

##### **Face Coverings:**

- Your child, staff, and visitors to our schools will be expected to wear face coverings indoors and outside when six-foot physical distancing is not possible. Your child will be allowed to remove face coverings during meals, instruction, and for short breaks so long as they maintain appropriate social distance. If your child is unable to medically or behaviorally tolerate a face covering, they will not be required to wear one.
- We encourage you to send your child in with their own face covering, however, face coverings will be provided to your child, if needed, at no cost. Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based coverings and procedure masks that cover both the mouth and nose.

##### **Home School District is closed:**

- If your district is shut down, your child will still be able to attend Wildwood School (you may have to transport depending on the district; contact your transportation department

as needed with questions regarding this) as long as we remain open provided they are not showing any signs/symptoms of COVID-19 as listed on the Daily Health Screening.

- However, if your district is shut down because your region got bumped down to anything under phase 4, your child will not be able to attend in-person instruction and will receive remote instruction until the region gets cleared to open back up again.

#### **Student showing signs/symptoms of COVID-19:**

- If your child is showing signs/symptoms of illness during the school day and it is determined that the need to be picked up, your child will NOT be able to get on the bus
  - If you don't have transportation please work with your child's social worker to set up a backup plan in the event this is needed

#### **Confirmed case of COVID-19:**

- Upon notification of a confirmed case of COVID-19 of any person who has been in one of the school buildings, the Albany Department of Health (Latham) or Schenectady Department of Health (Curry) will be contacted. Wildwood School Administration will work with the DOH to provide information for contact tracing and procedures for having individuals who potentially had contact with this individual tested for COVID-19.

#### **If we have ONE confirmed case of COVID-19**

- The classroom that individual is in will switch to remote learning for all students, staff will work from home, for 2-3 days while we await guidance from the DOH and deep cleaning occurs
- If the case was a student, any students who were on the bus with that student would also be switched to remote learning for 2-3 days

#### **If we have TWO or more confirmed cases of COVID-19 simultaneously**

- The entire school will switch to remote learning for all students, staff will work from home, for 4-5 days while we await guidance from the DOH and deep cleaning occurs

Any guidance from the Department of Health will override these closures; if instructed to close for longer we will follow their guidance; if cleared to open sooner we will follow their guidance provided the necessary cleaning/sanitizing has been completed. All closures/changes will be communicated to staff, families, and school districts.

#### **Amended Policies:**

- Fire Drill, Lockdown, and Evacuation Procedures have been amended to accommodate social distancing

**Social/Emotional Support for staff, students, families:**

- An Advisory Council will be formed, titled “School Climate Team”, with the following members:
  - At least two Social Workers
  - At least one parent
  - Student input will be gathered from one or more of the following
    - Direct input if a student is willing and able
    - Survey directly to students
    - Information from Social Workers regarding concerns communicated by students
  - At least one administrator
  - At least one teacher
  - At least one staff who is also a community based service provider
  - Other staff members as appropriate
- The Climate Team will meet as needed during the Covid crisis to evaluate social-emotional needs of students, families and staff and provide suggestions for enhancing services.
- The social work department regularly assesses mental health needs and provides emotional support services and referrals to students and families
- The behavior support team regularly assess behavioral needs and conducts functional behavior assessments and develops behavior plans as needed.
- The social work department and behavior support team will collaborate when evaluating behavioral needs to take into account any mental health needs or emotional support needs while conducting the functional behavior assessment.
- Social stories about the closure, pandemic and reopening will be made available.
- The social work department has developed a staff training on trauma-informed care; this training is mandatory for all staff during our fall staff days
- Social workers participate in classroom team meetings throughout the year to provide input on social-emotional needs and trauma-informed care.

**Governor Cuomo, the State Education Department, and Department of Health recently released guidelines for the reopening of schools. Wildwood School will adhere to all state and federal requirements.**

**The health and safety of the children and adults in our school are paramount. Health and safety considerations must always come first in every decision made and every action taken by our school. Whether instruction is provided in-person, remotely, or through some combination of the two, our school has an important**



**role to play in educating and communicating with school communities about the everyday actions they can take to prevent the spread of COVID-19.**

**\*\*Due to conflicting requirements in the NYSED, DOH, and CDC guidelines, Wildwood School's Reopening Plan will be updated and modified, as conditions change with any unexpected COVID-19 related issues. Wildwood School will comply with all required components, unless guidance changes. As we modify our plan moving forward, we will post updated information on our school website. Any attestation or assurances made for the 2020-2021 reopening plan, will be based solely upon the submission date of July 31, 2020. Any attestations or assurances will be upheld to the best of Wildwood School's ability, based upon the circumstances at that given time.**