



Wildwood School 2020-2021 Reopening Plan - Abridged

3-19-21

Wildwood School 2020-2021 Reopening Plan Updated 3-19-21

- 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:
 - Special Class
 - Special Class in an Integrated Setting
 - Multidisciplinary Evaluations
 - 853 (School Age Special Education)
- Contact Person:
 - Wilford M. LeForestier Jr, Director of Education
 - Wildwood School; Melanie Ebbing, Lead Nurse, Wildwood School
 - 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.wildwoodschoosite.com/

Social Distancing:

- Pursuant to NYSDOH Guidance, schools must ensure that appropriate social distancing is maintained between individuals while in school facilities and on school grounds.
- Students will also be seated 6 feet apart while consuming meals.

Personal Protective Equipment

- 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 also choose to but are not required to wear goggles, face shield, gloves, gowns, scrubs.

Cleaning and Disinfecting

- 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 using a diluted water and bleach solution and an electrostatic sprayer. Wildwood School will ensure regular cleaning and disinfection of restrooms.
- 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 to and from the isolation room.
 - A parent will be called to pick up the student and not allowed to go home on the bus.

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. If there are any concerns, the staff member will be told not to report to work and will seek guidance from Wildwood's Emergency Health and Safety Team.

Signs/Symptoms for Staff

- 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.

Signs/Symptoms of Illness for Parents/Guardians

- 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 Weekly Health Screening for your child.
- 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. All students are temperature checked before entering the school building.

Returning to School

- If your child's test results are negative for COVID-19, he/she can return to school when and only when they have been symptom free without the use of medication for 24 hours AND you have a written note from your healthcare provider clearing them to return to school. You will need to submit the written note from your healthcare provider AND your child's negative COVID-19 test results to the WWS Nursing Department one day prior to your child's return.
- If your child tests positive for COVID-19, before returning to school you will need to submit the letter from your local DOH clearing your child to return before your child can come back to school. This letter must be received by the WWS Nursing Department one day prior to your child's return.

Confirmed Case of COVID-19

- Upon notification of a confirmed case of COVID-19 of any person who has been a primary exposure, the Department of Health will be contacted; for Curry Road and for Latham the Albany DOH will be contacted. Wildwood School Administration will begin contact tracing and procedures for having individuals who potentially had contact with this individual tested for COVID-19.

- If we have a confirmed case of COVID-19
 - The classroom that individual is in will switch to remote learning for all students, staff will work from home. If the case was a student, any students who were on the bus with that student would also be switched to remote learning.
 - Wildwood school begins the contact tracing process and will communicate directly with staff and parents about a mandatory quarantine, the expectations while quarantined, and a return date for the staff or student.
 - Wildwood School Nursing will coordinate with the Albany County Department of Health.
 - All closures/changes will be communicated to staff, families, and school districts per our communication plan.
 - Any sort of closure (classroom or school) or remaining in in-person learning, can be overridden by the Albany County Department of Health.

COVID Hygiene Teaching at School

- **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.
- **Respiratory Hygiene**
 - Proper respiratory hygiene will be taught in a lesson at the beginning of the school year and reviewed on a daily basis.
- **Face Covering**
 - Proper application and removal of face coverings will be taught in a lesson throughout the school year and reviewed on a daily basis.
 - 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.

Wildwood School Social Emotional Learning

- 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.

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

Staff and Student Accommodations during COVID

- **Staff Accommodations**
 - At-risk employees will be accommodated on a case-by-case basis
- **Student Accommodations**
 - All parents will have the option each quarter to have their child attend in person or receive instruction remotely.

Wildwood School Attendance Policy during COVID-19

- **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

Wildwood School Technology and Connectivity

- 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.
- 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.
- 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.
- 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.
- 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).
- 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.
 - 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.

- 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.

Instructional Plans:

- **In-person Instruction**
 - 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 Instruction**
 - 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.

- **Wildwood School Hybrid Instruction Plan**
 - **Hybrid 1 (Beginning 11/30/20)**
 - 2-4 classrooms per day (the same set day every week) will be remote and all other classrooms will be in-person.
 - **Except for Elementary, who will attend in person 5 days a week.**
 - Intermediate, High School, and YAP students will be in-person 4 days a week.
 - **Hybrid 1A (Beginning 1-25-21)**
 - This would be an expansion of the Hybrid 1 model. Each elementary classroom will program remotely 1 day per week. This will cause all classrooms (1-21) to have in person instruction a minimum of 4 days a week.
 - **Hybrid 2 (if necessary as regional numbers increase)**

- Split Classrooms evenly and create a Group A and Group B
- All students are in-person 2 days a week.
 - Group A - in-person Monday and Tuesday, remote Wednesday, Thursday and Friday.
 - Group B - in-person Thursday and Friday, remote Monday, Tuesday and Wednesday.
 - Everyone remote on Wednesday's for deep sanitizing and cleaning.

School Bus Transportation Arrival and Dismissal:

- Wildwood School will be using multiple entrances and exits, to safely socially distance students during arrival and dismissal.
- 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.
- At arrival specifically, students will be temperature checked before entering the school building.
 - If the students temperature is 100.0 F or higher, the entrance closest to the Isolation Room will be cleared.
 - The hallway will be cleared.
 - The school nurse will meet the staff and student in the isolation room.
 - The hallway will then be sanitized before being opened again.

Parent Drop off/Pick up during COVID-19

- **Parent Drop Off:**
 - Wildwood School will have designated area or parking space 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 a designated area or parking space
 - A 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 the temperature is 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, the student will enter the building with their classroom staff through the closest entrance
- **Parent Pick Up:**
 - At regular dismissal time:
 - Parents will pull into designated area or parking space for parents and wait for the designated staff member to come to their car
 - A designated staff member will notify the classroom that the parent is here to pick up their child.
 - A classroom staff member will escort the student to their parents vehicle.

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.

Communication Plan during COVID:

- In order to keep various stakeholders apprised of updates to our School Reopening Plan, Plan updates, and class or school closure, Wildwood School Administration will utilize the following methods:
 - Staff meetings
 - PLC meetings
 - Email
 - One Call Now
 - Wildwood School Website

NYSSED Guidance for Reopening

<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>

NYSED COVID-19 Resource Page

<http://www.nysed.gov/coronavirus>

CDC Guidance

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

NYSDOH Covid-19 Report Card

<https://schoolcovidreportcard.health.ny.gov/#/home>