



Preschool Reopening Plan

August 2020



105 Campus Drive
Oneonta, NY 13820
SpringbrookNY.org

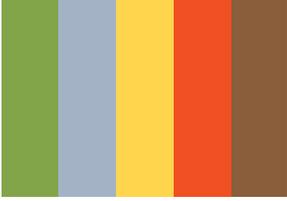


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Overview

Kids Unlimited Preschool (KUP) is a private program that operates as one of Springbrook's educational offerings. KUP serves children aged 3-5 years old in a Special Class, Integrated Setting (SCIS) program, one of few in the area. We serve children with a range of developmental disabilities, as well as typically developing children. We offer a UPK program in conjunction with Oneonta Central School. We are an ESY program, offering 12 month services to children with disabilities to prevent regression and ensure continuity of learning. Pursuant to Executive Order No. 202.37, we provided in person instruction to students for the summer 2020 session, 7/6-8/14/20, using the hybrid model described later in this plan.

This reopening plan was developed by Springbrook administrators, faculty, board members, and parents and will be carried out in collaboration with the local health department, School-Based Health program, and Basset Health Care.

The following parties are primarily responsible for COVID-19 coordination and communication in The School at Springbrook:

- **Safety compliance:** Traci Lanner, Director, and Springbrook Quality Assurance Team. Responsibilities include ensuring 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.
- **COVID-19 positive diagnosis coordinator:** Jessica Weston, RN and Human Resources
- **COVID-19 resource coordinator:** Springbrook Nursing, under the direction of the Chief Clinical Officer and the Medical Director/physician. Staff members are encouraged to direct questions regarding their own health to their healthcare providers to ensure the highest level of care.

Questions regarding the COVID-19 pandemic and Springbrook's implementation of plans can be directed to these parties.

Phased Models of Instruction and Continuity of Learning Plan

At Springbrook, our primary concern is the wellbeing of our students and staff members. To achieve this we are providing an educational framework marked by flexibility to meet the needs of students and their families. The reopening formula provided by Governor Cuomo allows schools to reopen in September if daily COVID-19 infection rates remain below 5% using a 14-day average. In addition to the Mohawk Valley area, Springbrook serves residential students from across the State as well as day students from Delaware, Chenango and Broome counties in our various programs.

If approved, Kids Unlimited will open in September with a **hybrid model** of in person and distance learning.

All in-person instruction: This option would only be considered if square footage allows for safe social distancing and/or the pandemic ends.

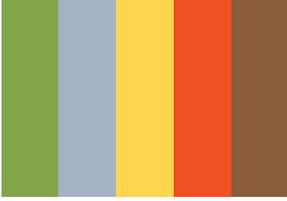
Hybrid model: Students attend school on a rotating basis, with students with greatest educational and therapy needs attending more often. Students receive remote instruction on “off” days when not in person. Therapies may take place remote or in person based on need.

For the day care portion of our program (OCFS, not SED) children of essential workers will be prioritized. This plan allows for children to experience the benefits of in person instruction with smaller class sizes and social distancing guidelines in place, as well as provides the flexibility to adjust to local conditions. It also allows for more thorough cleaning and disinfection between cohort classrooms. Fortunately, Kids Unlimited elected to open for summer session and gleaned vital information from this endeavor. In all models, teachers must attempt to make daily contact with students.

All remote: Teachers and therapists provide remote instruction to all students. School building is closed. Families of students at highest risk for COVID-19 and/or who are uncomfortable with in person instruction and social distancing guidelines may choose this option. We will support this decision and assign a remote cohort until they are comfortable or able to attend on a hybrid or in person model.

When remote instruction is utilized, Springbrook will work in collaboration with each family and school district regarding use of technology. IT support is available upon request to students, families, and faculty. Families and staff have been interviewed regarding their access and barriers to technology. As our area is rural, access to technology is limited for many individuals and may be further hampered by the nature of the developmental disability of each child. Springbrook has made provisions to allow faculty and students to participate in education through multiple pathways of instruction.

We will work with School Based Health and Bassett Health Care monitoring our school, students, staff, and region for levels of COVID-19 in order to make informed determinations regarding program



modifications. If the local infection rate exceeds 9%, and/or as directed by the Department of Health, in-person school will be canceled and all students will participate via remote instruction until it is deemed safe to open again. When the criteria listed below are met, program changes will gradually incorporate an increased frequency of in-person instruction. The education, health and safety of all of our students with disabilities will be protected as our first priority.

Moving between phases: We will return to previous phases and/or close triggered by notification from the DOH, Governor executive order, and/or unsafe conditions in the school as determined by internal data. In accordance with the Governor’s guidance, after August 1, if the regional infection rate using a 7-day average is over 9%, Springbrook will need to close our buildings and return to 100% of students receiving the Remote Learning Plan.

In the event that we move between models of learning, families will be contacted to arrange schedules. Packets of lesson plans can be mailed, emailed, or picked up to ensure curriculum material is not missed and progress toward IEP goals continues.

Metrics and Early Warning Signs

Criteria for phase advancement:

FACTOR	CRITERIA
Mohawk Valley, Delaware, Chenango and Broome County COVID-19 infection rates	Daily infection rate remains below 5% using a 14-day average per NY Forward website/Governor Cuomo’s executive order
School community health (students and direct care staff)	Over 5 consecutive days directly prior to the data review date, the average percentage rate of confirmed/presumed COVID-19 should be below 5% AND on a stable/decreasing trend
Staff absences	Average staff absence rate over the five consecutive days directly prior to the identified data review date remains below 25%

Prevention

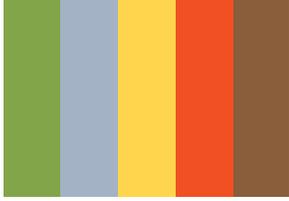
The Kids Unlimited Preschool believes that preventive methods are vital to the health and safety of all students, staff, and guests in the fight against COVID-19. In order to reduce the likelihood of transmission, the following precautions are mandatory. Please refer to all Springbrook COVID related procedures and policies for a more comprehensive list of interventions and protocols. The recommendations in this plan are considered essential and mandatory, to be supplemented by any guidance from the CDC, DOH, or NYSED.

CAPACITY

At this time, The Kids Unlimited campus will remain closed to all unauthorized visitors and non-essential staff. Capacity has been and will continue to be reduced throughout the building to allow for social distancing and increased cleaning. Capacity and class size for in person instruction is determined by room size, physical environment, and needs of the children. Only essential staff members will work in person. No classroom will serve more than 15 children at one time. Essential business will be conducted via teleconferencing whenever possible to offset the need to come into the building.

Social distancing guidelines are in effect at all times. This requires people to be at least six feet apart from one another in all directions unless safety or the core activity requires it. A distance of twelve feet is necessary for singing, wind instruments, or activities involving heavy breathing.

- Gatherings of more than fifteen students are prohibited. Students or staff of the same living household (siblings, roommates, spouses, etc.) do not need to social distance from one another.
- Students will remain in their assigned classroom cohorts throughout the day.
- Staff may work together only to complete essential functions (e.g., lifting, student care, etc.) and program requirements. Gathering of staff is prohibited on Springbrook grounds.
- Staff and students must enter and exit the building only via the entrance they are assigned to and minimize use of other building areas.
- Room square footage as well as CDC and FEMA recommendations are taken into account for determining class sizes as well as the use of PPE.
- Space for staff breaks/meals is limited based on above. Because eating requires mask removal, staff are prohibited from eating in the classroom or in groups where they are not > 6 feet apart.
- Students will not eat family style meals. Students will have individually served meals and sit at least 6 feet apart.
- Sensory tables (water, sand, etc.) will not be utilized.
- Hand holding/physical contact between children is not allowed.
- Building access is limited to specific and necessary areas for each individual. Students and staff should enter and exit the building on the floor in which their classroom is located or they primarily work on.



- Classrooms and bathrooms will be specifically assigned to each cohort group.
- Arrival and departure times are staggered to reduce crowding and allow social distancing. Markers have been placed on the floor to indicate social distancing (6 feet) apart and to control the flow of traffic in shared hallways.
- Use of office spaces are limited to assigned personnel and schedules. Social distancing rules apply to offices.
- Plexi-glass and barriers have been installed at all administrative assistant open area desks.

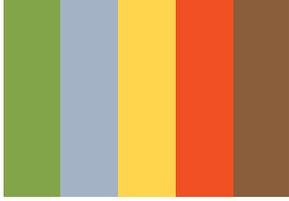
Kids Unlimited serves children who have significant developmental disabilities and medical conditions. As a result, hands on care is necessary to ensure the children's health and safety. Children may therefore require support from a distance of less than six feet apart with all or some of the following in order to ensure basic health and safety needs are met:

- Feeding
- Personal care for activities of daily living such as toileting, hand washing, hygiene, medication administration
- Therapy needs
- Communication
- Behavior
- Instructional support

In these cases, masks are worn at all times.

MASKS/FACE COVERINGS/PPE:

- Masks/face coverings/PPE are required by all staff members, parents, and visitors on Springbrook property including outdoor spaces in all cases except:
 - a. Masks can be removed by those in private offices with the door shut. In this situation, masks must be replaced if the door is opened or another person enters the room.
 - b. Masks may be removed to eat and drink.
 - c. As a special education program, we serve many children whose developmental, physical or mental health concerns interfere with the ability to do so. In this case, social distancing guidelines will be in effect as indicated below and we will make every effort to teach skills that facilitate mask wearing. Students wearing masks may take breaks from them throughout the day for meals, hydration, medication administration, and when they are in their home unit classroom and need a break. Following the break, staff members will prompt the child to don the mask again. Staff members will provide developmentally appropriate training to students on the usage of face coverings. Staff members will also monitor children for symptoms of overheating or discomfort, as the majority of our students lack the skills to communicate these concerns. We will consider use of face shields for students who may find this option preferable.
- Children under 2 years of age are not required to wear masks. Children whose developmental age is 2 years or less, as well as children diagnosed with pica or mouthing behavior may also not be able to safely wear masks.



- Springbrook will provide gloves and masks to all employees and students, free of charge. Employees and students are welcome to use their own face coverings instead or in addition to those from Springbrook. Teachers are responsible for a daily checklist to ensure adequate supply of PPE each day.
- Springbrook has an ample supply of PPE equipment. We use the OEM (Office of Emergency Management) calculator to determine the needs for our agency.
- All staff members will complete the “Everything you need to know about masks” training in DayForce which includes how to don, doff, properly wear, store, clean and discard them.
- Springbrook’s acquisition and distribution of PPE is managed by our purchasing and administrative teams, replenished as needed. Staff members or students who forget or soil their face coverings should call the front desk for replacements.

OPERATIONAL ACTIVITIES:

- In all models of operation in the building, students will remain in their classroom cohorts for all activities. Only one cohort may be in a single location at one time and social distancing guidelines are in effect.
- All desks/tables with students seated will face the same direction.
- Supplies will not be shared between classroom cohorts and will remain minimal within classroom cohorts. Basic supplies will be assigned to students and kept in their own locations (bins).
- Student belongings will remain in the classroom. Students should not bring extra items such as toys or games to school with them during this time.
- Building fire evacuation and lockdown drills procedures have been modified to ensure social distancing and maintaining the integrity of each classroom unit during such drills.
- Services and programs offered to all students with disabilities are documented and shared in quarterly progress notes and routine data collection procedures.
- In all models of operation, all teachers hold a valid NYS teaching certificate.

As essential partners in education, parents are encouraged to engage and communicate with teachers, therapists and administrators on a regular basis. Feedback is welcomed regarding all aspects of the child’s program and can be made to kidsunlimited@springbrooky.org or by phone at 607-353-7272, ext. 2900.

RESTART:

The School at Springbrook benefitted from reopening during the summer session with a mix of in person and distance learning coupled with an alternating schedule to decrease the number of staff and students in the building at any one time.

A hybrid model of instruction was used incorporating a mix of in-person instruction and therapy as well as remote instruction and tele-therapy.

A building cleaning and disinfection plan was implemented and is discussed in the Hygiene/Cleaning/Disinfection section of this plan.

Water systems remained operational throughout the duration of school closure and the summer session as have existing ventilation and waste systems.

VENTILATION:

Classroom windows may be opened as safety and temperatures permit to increase ventilation. To ensure student and staff safety, Springbrook has purchased and will install upon arrival, a Plasma Air Ionization system into our existing HVAC system. Recent evidence has arisen to suggest that clean, disinfected air plays a vital role in preventing the spread of SARS-CoV-2, the virus causing COVID-19. While respiratory droplets are considered the primary transmission route, aerosols are being considered by many health authorities as a possible mode of infection transmission along with surface contact. This suggests that viral particles can remain suspended in the air for long periods and can be inhaled. Plasma Air Ionization has been demonstrated to reduce Coronavirus Surrogate MS2 Bacteriophage by as much as 99.

SHARED SPACES:

Mealtimes: Student meals will be eaten in classrooms adhering to social distancing, unless such adherence presents a potential risk to the student. Student meals will not be family style.

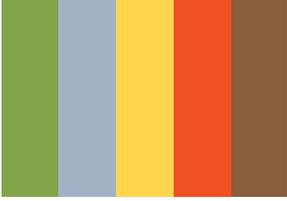
Gymnasium: The school gymnasium is strictly scheduled to allow use by a single classroom at a time to ensure social distancing while maintaining the integrity of the classroom as a group. The gymnasium schedule has been shared with facilities staff to allow for disinfection of high touch surfaces and equipment between uses.

Therapy Area: Therapists will ensure social distancing while providing supports to students. Students will not be grouped with children from other classroom cohorts unless there is clinical justification/necessity. The therapy team is cleaning all surfaces and equipment between sessions.

HYGIENE/CLEANING/DISINFECTION:

Increased sanitization and cleaning protocols are in place. Refer to Campus School Cleaning Process document for details regarding frequency and location of specific cleaning.

- Cleaning/disinfecting logs are completed throughout the day to note date, time, and nature of cleaning and disinfection.
- A daily checklist is completed to ensure each location has adequate supply of necessary products.
- Excess materials, furniture, etc. will be removed from the environment to minimize surfaces needing to be cleaned.
- Essential equipment will be rotated and cleaned between groups who utilize it (balls, art supplies, learning materials, etc.). Use of these is minimized.
- High touch surfaces are cleaned more often.



- Essential employees have access to materials needed to clean and disinfect, provided by Springbrook and in line with DOH and NYSED regulations.
- Deep cleaning/sanitization via Clorox 360 will be completed following noted illness of staff or students.
- PPE is required for custodial and other staff members who are cleaning. At minimum, this includes face coverings and gloves. Additional PPE (N-95 mask, face shields, procedural masks and gowns) is utilized for sanitization of locations of known infected contact.
- Students will be instructed in hand and respiratory hygiene.

HAND SANITIZING/WASHING:

Hand sanitizing and/or hand washing with soap and water for at least 20 seconds is required before entering and upon leaving any Springbrook location as well as after personal care or child contact, when they are soiled, or when moving between students or activities. Hand washing/sanitization should occur before and after all meals, after contacting high touch surfaces, sneezing, coughing, nose blowing, or handling soiled items. Sneezing or coughing into a tissue is best practice. Sanitizing/washing stations are present at each entrance of the building. Additional stations have been ordered for in building use. Signage has been placed throughout the building to remind all individuals.

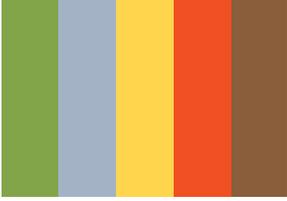
- Staff members are trained in hand washing through the “Universal Precautions” training in DayForce as well as appropriate signage and electronic health reminders (email, etc.).
- All staff members must sign in and out of the building (Swiping a badge for entry only is insufficient). These logs will be used to facilitate contact testing in the event of a positive case of COVID-19
- Teaching staff will assist children in hand washing/sanitizing (at minimum) before and after meals, APE, coughing, sneezing, blowing nose, bathroom use, coming in from outdoors, using shared materials, when hands are soiled, PPE and as needed.
- Hand washing, respiratory hygiene, social distancing and use of face coverings will be taught in each classroom as part of the general health and wellness curriculum.

EXTRACURRICULAR ACTIVITIES:

Kids Unlimited will not be offering extracurricular activities at this time.

ACCOMMODATIONS FOR HIGH RISK AND/OR VULNERABLE POPULATIONS:

We serve a student population that includes children who are considered medically fragile and vulnerable. Student families, in concert with medical providers, will determine whether the benefits of in-person instruction and therapy outweigh any potential risks to a student’s wellbeing. Springbrook has provided educational tracks covering a range of in-person and remote instruction options and will work with families to ensure the student’s educational and physical needs are being met.



FOR EMPLOYEES

Employees with underlying medical conditions or living situations that put them or their family members at greater risk for COVID 19 as per CDC guidelines are encouraged to speak with their health care providers and Springbrook Human Resources. Depending on the situation, various options may be available for work place accommodations and/or protected leaves. Each employee who has a need to do so is encouraged to meet with HR to discuss the options for their position/situation.

Springbrook realizes that personal and family obligations may require time away from their jobs under special circumstances and as guaranteed by federal and state law. In keeping with the provisions of the Family and Medical Leave Act (FMLA) of 1993, as amended, or any other federal or state leave options, and to promote the welfare of its employees, Springbrook may grant a leave of absence to qualified employees provided they meet the qualifications outlined by policy and/or regulation. Springbrook may also offer accommodations to employees, whenever possible, if it is determined that certain risk factors are present while following state and federal regulations, and company policy.

If a Springbrook employee refuses a job assignment when no such accommodations or leaves are in place, they are invited to meet with Human Resources to discuss their concerns and determine next steps including eligibility for accommodations or leaves.

BEFORE AND AFTER CARE PROGRAM:

Before and after care programs will adhere to all guidelines in this document. Children will receive before or after care in their homeroom classroom cohorts only and will not change rooms.

TRANSPORTATION SERVICES:

School districts/counties and families are responsible for all transportation. Kids Unlimited will not provide any transportation. Field trips will be walking or virtual only.

FOOD SERVICES:

While on site, all students will eat lunch in their classrooms while practicing social distancing from at least six feet apart. Students do not need to wear face masks while seated and eating. All staff and students will wash hands before eating. Staff members will be gloved when assisting with meals. Sharing food and drink is not permitted. Surfaces used for eating will be disinfected following meals. Staff will avoid allergens and follow specific meal time protocols of children where applicable. Families who wish to receive free school meals should contact their local school districts in collaboration with Kids Unlimited/Springbrook. No child will be denied.

MENTAL, BEHAVIORAL, AND SOCIAL HEALTH:

Kids Unlimited will provide support for mental, behavioral, and social health to faculty and students via the following roles:

- Intervention Teams including early childhood teachers, special educators, employees, and community referral services such as: Family Resource Network and Catholic Charities.
- Behavioral Services consultations
- School Based Health providers
- Springbrook Nursing Team
- Springbrook administration
- The School at Springbrook school counseling program and/or Tier 1 Intervention team

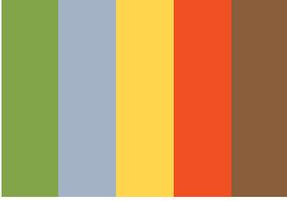
These teams will develop tools, resources, and procedures to address social, emotional, and behavioral concerns related to students, staff, and family members transitioning back to school during the COVID-19 pandemic. Some of these items include and are not limited to:

- Identify common stressors related to covid-19 for both staff, students, and families.
- Resources and handouts for family and staff to ensure consistent information and community supports and keeping families informed.
- Develop resources and continue with curriculum that includes social stories, universal hand washing techniques.
- Develop curriculum to promote proactive strategies to alleviate stress associated with changes in routine and promote positive behavior throughout the school day.
- Our team will continuously review and monitor the effectiveness of the proactive strategies.
- Re-teach routines, rules, and procedures to students returning to school.
- Identify screening tools or processes to help identify students who may need extra proactive strategies during this crisis.
- Training and professional development for staff.

COMMUNICATION PLAN:

We are committed to involving and engaging stakeholders in open and meaningful communication that is proactive, transparent, and reactive when needed. We wish to support our students and families as they grapple with effects of the pandemic in various ways and we recognize that many modes of communication are needed to do so. We will provide communications to parents/guardians in their preferred language and mode of communication to ensure that they have equitable access to critical information about their children's education.

MANDATE/CONCERN	STRATEGY
Clear, Consistent Communication	Communications accomplished primarily through Springbrook's website with families and staff members directed by the administrative team. Communication may be US Mail, email, School Messenger app, phone communication or a combination of the above.
Mandated Posting of Plan	Plan to be posted on Springbrook's website: https://www.springbrookny.org/
Stakeholder Engagement	Planning and problem-solving conducted with administrators, staff, Board of Directors, parents, Springbrook's Medical Director, School-Based Health, Department of Health, and Community Partners
Outreach to Parents	Contact with school counselors, teachers, clinicians as required. Parent information regarding health & safety precautions and COVID-19 student attendance expectations.
Outreach to Students	Social Stories, task analyses, prompting levels provided to rehearse new protocols for students including mask wearing, washing hands, social distancing, and respiratory etiquette.
Outreach to Staff Members	Communication to staff has been consistent and informative throughout the pandemic and school closing; this will continue as school reopens.
Staff Training before Reopening	Staff have been informed of all protocols since the inception of the pandemic and these can be found on Springbrook's website https://www.springbrookny.org/ Online training using Day Force prior to school reopening: <ul style="list-style-type: none"> • Mask Wearing for Staff • Mask Wearing for Students • Hand washing • Social Distancing • Travel Restrictions • Daily Health Screenings
Outreach to Transportation Providers	School administration engages with all district transportation providers to discuss changes to arrival and pickup times, social distancing and health & safety protocols
Signage	Posters are displayed throughout the buildings reflecting the CDC guidance on social distancing, handwashing, etc.



Visitors	Signs clearly posted on entrances indicating requirement for everyone to wear masks, complete health screening and submit to temperature reading. Visitors encouraged to meet remotely rather than entering building whenever possible.
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Communication will be translated to preferred languages as needed.

Monitoring, Containment, and Closure

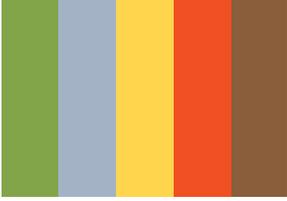
HEALTH SCREENINGS:

Health screenings are required of all individuals to enter any Springbrook building. Health screenings identify COVID-19 symptoms. Parents should perform health screenings of their child prior to their departure from school. Children with signs or symptoms of illness should be kept home.

- Fever of 100 F° or above or symptoms of respiratory illness preclude building entry.
- All individuals entering the building will complete the health screening log/questionnaire, noting the date, time, name, and presence or absence of symptoms, and where applicable, answering questions regarding potential exposure to COVID-19. Sign in sheets also allow for Contact Tracing.
- Staff and parents must notify the School if they or their child develops symptoms or answers to health screening questions change, even if it is during non program hours.

Students are screened upon arrival as follows:

- A check in station will be outside of the main and lower entrances. They will be moved inside the first set of double doors as the result of inclement weather.
- Parents who are self-transporting should remain on site until the child is cleared. If symptoms are present, child is to be sent home with family and advised to follow up with their health care provider.
- Staff conducting student screenings will wash hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves.
- Take the student’s temperature and complete health screening assessment.



- If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and clean the thermometer thoroughly between each check.
- If disposable or non-contact (temporal or infrared) thermometers are used and there was no physical contact with an individual, you do not need to change gloves before the next check.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
- After each screening, remove and discard gloves.
- Once student passes screening, they may enter the building and classroom staff will escort them to their classroom.
- If they student fails screening, they will be asked to return to the school bus and/or sent home with families. If the bus has left, follow containment of student procedures below.

Parents and school staff members will monitor for symptoms of COVID 19 including but not limited to:

- Fever or chills
- Loss of taste/smell (may present as loss of appetite)
- Sore throat
- Cough
- Fatigue (may present as refusal to complete activities or directives)
- Shortness of breath
- Conjunctivitis
- Flu like symptoms
- Headache
- Runny nose or congestion

As per the CDC, people with COVID-19 have had a wide range of symptoms reported — ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus.** People with these symptoms may have COVID-19:

- Signs of illness may include flushed cheeks, rapid breathing, irritability, or frequent bathroom use and staff should monitor for these as well.
- Faculty will notify the School Nurse of any concerns or display of symptoms. Nursing will then assess the child and determine if isolation and dismissal is needed.

CONTAINMENT IF SYMPTOMS ARE NOTED:

Containment of Students:

- Remove sick child to program “sick room”. Administrative assistant is notified to contact parent and provide (additional) emergency PPE pack to staff member supervising. Parent is instructed

to remain in their vehicle, calling upon arrival. Parent must arrive in less than 90 minutes, while 60 is preferable.

- a. One staff member provides supervision while waiting and wears emergency PPE (N-95 mask, face shield or goggles, cloth mask, and disposable gown).
- b. When parent calls to indicate arrival, child is brought outside to them with directives to contact health provider, DOH, and adhere to return to school requirements.
- c. Administration determines best course of action for remaining children in the classroom
- d. Springbrook administration communicates as applicable:

Containment of Staff:

- A staff member who is ill should immediately exit the school building, go home and follow up with their health care provider regarding necessity for testing. If warranted, administration will:
 - a. Notify staff members who work in the student's classroom and those who have been in the room
 - b. Notify parents of day students in the room
 - c. Notify local DOH and provide contact tracing information
 - d. Notify maintenance of need to treat room with Clorox 360

TESTING:

- When an employee is ill, a staff illness report is generated and evaluated for need for follow up or testing.
- Testing is performed through Bassett Health Care or the Local Health Department. Springbrook has a close working relationship with these agencies and provides and receives notification of affected employees or students. Testing is required for symptomatic individuals and those with direct known contact with those confirmed or suspected positive.

Asymptomatic individuals with known exposure must complete quarantine in line with DOH recommendations. They must be released back to school by DOH in order to attend.

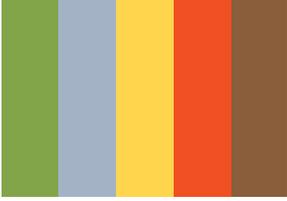
Notification of Confirmed or Presumed COVID-19 Day School:

In the event that we are notified that a person in our building has been diagnosed or presumed positive for COVID-19:

SCHOOL CLOSURE:

If it has been seven days or less since the person confirmed or presumed positive has used the facility, **school closure will occur:**

- Responsible parties will follow Springbrook's COVID-19 notification protocol including:
 - a. Families/students, employees and school districts will be notified that school will remain closed for 48 hours.
 - b. Local DOH contacted to conduct contact tracing and follow all DOH directives.



- Affected areas and shared building spaces will be closed off for 24 hours. Where possible, windows and outside doors will be opened to increase ventilation
- After 24 hours, disinfection and deep cleaning will occur in line with DOH and CDC guidelines. Custodial staff are provided with additional PPE to complete disinfection.

If more than seven days have passed since the person who is confirmed or presumed positive has used the facility, notifications and decisions regarding the necessity of school closure will be made as directed by the local health department.

RETURN TO PROGRAM:

- Return to school is permitted in collaboration with the local Department of Health. Staff and children may return to program following three days' symptom free without the use of medication AND a negative COVID-19 test provided to Springbrook AND a release back to school from health care provider, unless Springbrook is otherwise directed by Local Department of Health.

School closure may also occur based on Department of Health recommendation without known exposure in the building. The Springbrook COVID-19 notification procedure will be used to ensure an orderly closing and transition to alternate form of learning phase.

Questions about this plan may be submitted to Kids Unlimited, 607-353-7272, ext. 2900. This plan will be updated as needed in response to the changing effects of the global COVID-19 pandemic.