

THE SCHOOL AT SPRINGBROOK

School Reopening Plan

August 2020



105 Campus Drive
Oneonta, NY 13820
SpringbrookNY.org

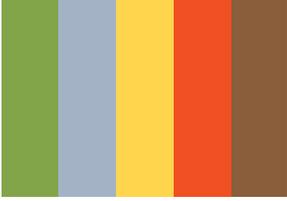


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Overview

The School at Springbrook is a private, residential school in rural Upstate New York serving approximately 100 children, ages 5-21 with a variety of developmental disabilities. Our school has a “hard to place” designation, serving only those children whose needs preclude them from participation in their local school districts. We are an “Extended School Year” (ESY) program, offering 12 month services to children to prevent regression and ensure continuity of learning. 100% of students have IEPs and participate in NYS Alternate Assessment. A majority of our students are non-verbal and require high levels of related services. Many students use wheel chairs and require hands-on care for activities of daily living and learning. We also offer a specialized program for children with Autism and severe challenging behavior who require behavior intervention plans for safety. Approximately one third of students are day students who live in the area and come to school at Springbrook, while the majority of students live on our campus all year round. We are open 365 days per year, 24 hours per day. Pursuant to Executive Order No. 202.37, we provided in person instruction to students for the summer 2020 session, 7/6/20 - 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; Jeff Edelstein, 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:** Brooke Leech, 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.

If approved, the School at Springbrook will reopen in September using the hybrid model of education as described below. This will be reviewed monthly and modified and expanded upon as local conditions remain stable. The hybrid plan provides the flexibility to adjust the manner and frequency of in-person and remote instruction based on local and statewide information pertaining to infection rates. It also provides time for thorough cleaning and disinfection of the building between uses by different cohorts. Fortunately, Springbrook 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.

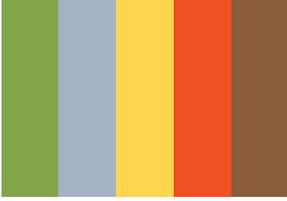
In person instruction, all students: Day students attend school in the building Monday-Friday. Residential students have a school campus classroom either in the school building or alternate campus location. All therapies are delivered in person using this model.

Hybrid model: Day only students attend school on an alternating day basis, with students with greatest therapy needs attending more often. They receive remote instruction on the “off” day when not attending in person. Residential students receive daily instruction on campus. This will initially start in home units and outdoor classrooms, but may be gradually expanded to the school building on alternating schedules, if infection rates and conditions allow. All students remain in their classroom cohorts only and have limited, alternating use of common spaces in the building. There will be no assemblies, field trips, or visits until further notice.

Distance learning model, all students: Teachers and therapists provide remote instruction to all students. School building is closed. Families of day students at highest risk for COVID-19 and/or who are uncomfortable with in person instruction may choose this option.

It is anticipated that some day student families may choose distance learning only, even when other options are available. We understand and support this decision based on physical and/or emotional health. In this case, children will be assigned to a remote cohort until they are comfortable or able to attend on a hybrid 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 members 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 student. 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.

Moving between phases: In the event that we move between models of learning, all 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 School at Springbrook 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 School at Springbrook 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 is determined by room size, physical environment, and the needs of the children. Essential business will be conducted via teleconferencing whenever possible to offset the need to come inside 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 ten students are prohibited. Students or staff of the same living household do not need to social distance from one another.
- 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 at this time.
- Staff and students must enter and exit the building only via the floor 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.
 - a. Staff are required to bring a prepared lunch each day that does not require refrigeration
 - b. Outdoor tables are available for staff to use for breaks and meals, weather permitting.
 - c. Staff break times and meal times are scheduled in two locations in the school to ensure adherence to DOH guidelines regarding distancing. Staff must be more than 6 feet apart from one another during all meals/breaks. Spaces have been furnished to ensure adherence to these guidelines.
 - d. Staff may also eat alone in an office with the door closed or in their vehicles.
- 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.
- Plexiglass and barriers have been installed at all administrative assistant open area desks.

The School at Springbrook serves children who have significant and/or profound developmental disabilities and medical conditions. As a result, hands on care is necessary to ensure the children's health and safety. Children in The School at Springbrook 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:

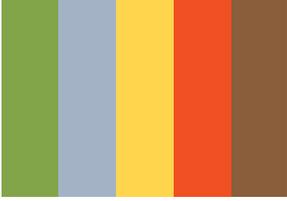
- Masks/face coverings/PPE are required by all staff members, parents, and visitors on Springbrook property including outdoor spaces in all cases except:
 - a. Masks can be removed by those in private offices with the door shut. In this situation, masks must be replaced if the door is opened or another person enters the room.
 - b. Masks may be removed to eat and drink.
 - c. Students with developmental disabilities should wear masks throughout the day unless they have a doctor's note which prevents it due to health or safety concerns. As a special education program for hard to place students, 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. In order to ensure safety and monitor breathing, student masks will be removed if physical intervention becomes necessary. The majority of our students also receive speech and language services. It may be necessary to remove or modify masks (such as using transparent ones) for delivery of some services in accordance with an IEP. Staff members will use all safety guidelines in these situations taking clinical necessity into account. 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. Face shields may be a comfortable option for some children.

- 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 may also not be able to safely wear masks. Social distancing will be used in those cases.
- 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.
- Art and music lessons will be limited. Teachers will come to classrooms for these special activities/lessons.
- APE will be outdoors or in a large area whenever possible.
- 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.
- 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 drill procedures have been modified to ensure social distancing and maintaining the integrity of each classroom unit during such drills.
- 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.
- 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.



RESTART:

The School at Springbrook benefitted from reopening during the summer session with a hybrid model 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 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:

The School at Springbrook has fixed windows which cannot be opened. To ensure student and staff safety, Springbrook has purchased and installed 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:

The need for social distancing and our desire to keep classrooms separated from one another to preclude virus transmission renders the school's cafeteria unusable for dining. Students' meals will be eaten in classrooms adhering to social distancing, unless such adherence presents a potential risk to the student. Student meals will continue to be provided by the school kitchen to all students enrolled in the program. Those receiving distance learning can pick up meals by reporting to the entryway in in the 2nd floor main entrance. Sharing of food and drink between students is prohibited. Individual student meal time plans ensure that meals can be safely eaten in the classroom with consideration to allergies or individual health and clinical needs of students. 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 maintenance staff to allow for disinfection of high touch surfaces and equipment between uses. APE instructors have been asked to minimize the amount of equipment used to reduce need for disinfection.

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.

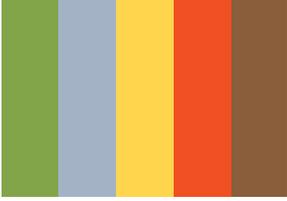
- Staff members are trained in hand washing through the “Universal Precautions” training in DayForce as well as appropriate signage and electronic health reminders (email, etc.).
- All staff members must sign in and out of the building (Swiping a badge for entry only is insufficient). These logs will 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:

Special Olympics is starting Phase I of the resumption of sports when areas are in Stage IV of reopening.

Safety Provision:

- 10 person limit at practices including: coaches, players, volunteers and staff



- Social distancing must be adhered to. If space is insufficient, two or more separate practices may be conducted
- All athletes need to fill out a COVID-19 Participation, Code of Conduct, and Risk forms
- Special Olympics NY provides PPE (masks, thermometers, gloves, hand sanitizer, and disinfectant wipes and spray)
- There will be a sign in and symptom/temperature checks at the start of each practice
- Practices will be skill-based and there will be no direct contact
- Athletes and support staff will maintain social distancing or wear a mask.

At this time, no other extracurricular activities are allowed.

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

As Springbrook is a 24-hour care facility, we employ many essential workers. 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:

The School at Springbrook does not offer before or aftercare services. Children will attend during instructional hours only.

TRANSPORTATION OF STUDENTS:

Field trips will be virtual only. School districts and Home Units are responsible for all transportation. Home units that are part of Springbrook's residential school program will adhere to all guidelines for safe transportation to and from school on our campus, including use of PPE and only transporting together students of the same campus household.

FOOD SERVICES:

The School at Springbrook will provide daily meals to all students whether in person or remote. While on site, all students will eat lunch in their classrooms while practicing social distancing from at least six feet apart. All staff and students will wash hands before eating. Staff members will be gloved when assisting students with meals. Students do not need to wear face masks while seated and eating. Sharing of food or drink is not permitted. The School at Springbrook has individual meal time plans for all students to ensure that students with allergies or special meal time considerations are safe while eating in their classrooms. Surfaces used for eating will be disinfected following the meal.

MENTAL, BEHAVIORAL AND SOCIAL HEALTH:

The School at Springbrook will provide support for mental, behavioral, and social health to faculty and students via the following roles:

- Tier 1 & 2 Intervention Teams including school counselors, special educators, behavior analysts, community members, and employees
- Behavioral Services Team
- School Based Health providers including psychiatric providers
- Springbrook Nursing Team
- Springbrook Administration

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 building wide resources and curriculum that includes social stories, break cards, universal hand washing task analysis, etc.
- Transition planning.
- Our Tier 1 prevention team will promote proactive strategies to alleviate stress associated with changes in routine and transitions and promote positive behavior throughout their school day.

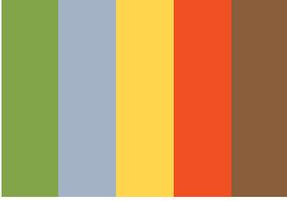
- Re-teach routines, rules, and procedures to students returning to school.
- School counselors have an open door policy and check ins with students and classrooms.
- Identify screening tools or processes to help identify students who may have mental health and emotional concerns.
- Training and professional development for staff.
- Character education for students with an emphasis on stressors related to COVID-19.

COMMUNICATION PLAN:

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

We will communicate with students and families as well as staff members and sponsoring CSE/CPSE chairs in US Mailed letters, webinar, email, phone calls and/or School Messenger. All parties can access pertinent information, including this plan, on our website, www.springbrookny.org, in the COVID-19 section. We will update routinely throughout the year, ensuring access to guidelines and protocols.

MANDATE/CONCERN	STRATEGY
Clear, Consistent Communication	Communications accomplished primarily through Springbrook’s website with families and staff members directed by the administrative team. IEP Coordinator designated as responsible party for point of contact communication for school districts and related services. Program Directors and school counselors act as primary points of contact for families regarding COVID-19 and normal daily operations.
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, hand washing, etc. Signage and instructions for screening, entry, and safety have been placed at all school entrances and throughout the building.
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.

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

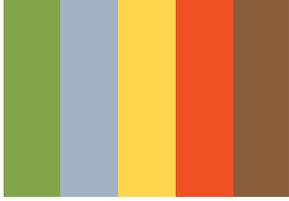
As per the CDC, people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- 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:

- Only healthy children will visit the School Nursing Office.
- Remove sick child to isolation room 111 or outdoors. 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.
- One staff member provides supervision while waiting and wears emergency PPE (N-95 mask, face shield or goggles, cloth mask, and disposable gown).
- When parent calls to indicate arrival, child is brought outside to them with directives to contact health provider, DOH, and return to school requirements.
- Administration determines best course of action for remaining children in the classroom
- School at Springbrook administration communicates as applicable:
 - 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 maintenance of need to treat room with Clorox 360 following 24 hours.
 - d. Collaborate with DOH regarding need for testing or contact tracing



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:
 - 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.

SCHOOL CLOSURE

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:

If it has been 7 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.

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.

Confirmed or Presumed Positive COVID 19 case in a Campus Home Unit during remote instruction:

- Refer to Springbrook “COVID-19 protocol for Testing and Diagnosis.” Follow steps for containment, testing, isolation and staffing guidelines.
- Non-essential teaching staff will be prohibited from entering the residence or any other Springbrook location until all children are well or safely isolated. Instruction will be provided by the licensed teaching assistant in collaboration with the remote guidance of the teacher. Staff must pass their pre-entry health screen to return.

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.

Questions about this plan may be submitted to The School at Springbrook, 607-286-7171, ext. 282. This plan will be updated as needed in response to the changing effects of the global COVID-19 pandemic.