



Return to School Guidance

August 2020

Cantalician Center Contact Information

Reception Desk: (716) 901-8700 (7:00am – 3:30pm, M-F)

Health Office: (716) 901-8796

Email Address for Questions: CovidResponse@Cantalician.org

COVID-19 Resource Persons:

Primary:

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Secondary:

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Purpose

The purpose of this document is to provide general and specific directions, procedures, processes, and information related to the re-opening of in-person academic services following the long-term closure due to COVID-19.

It is intended to be read and adhered to by parents, guardians, and caregivers. The contents may change as new circumstances arise and/or new directives are received from the Department of Health (DOH), the Center for Disease Control (CDC), the State Education Department (SED) and/or other overseeing entities.

These plans maximize safety while balancing the instructional and therapeutic needs of our students.

Topics

Communication

Attendance

Arrival and Dismissal

Visitors to the School

Behavior Management Strategies

General Student Guidelines

Technology and Connectivity

Therapy Delivery

Food Service

Cleaning Procedures

Health Office

Communication

Information may be communicated to parents, guardians, and caregivers via phone, email, robo-call, or written correspondence.

Parents are required to provide the school with up-to-date and accurate phone numbers and email addresses.

Changes to phone numbers or email address can be given to your child's classroom teacher.

Attendance

The teacher collects and documents (See Attendance Codes) each of their student's daily attendance.

Given remote instruction, teachers are encouraged to establish a pre-determined schedule with the parent on when the student will be engaging in instruction. This allows for attendance documentation during the school day even if the student independently learns/practices skills in their home after regular attendance hours.

Due to the specific learning needs of each student, the teacher/therapist utilizes judgment as to how much the student should be actively engaged to be considered present.

The teacher will gain an understanding of when/how often/what methods the parent prefers to communicate. This can be completed via phone call, email, or paper document.

The student's distance learning schedule is created in collaboration with the parent, teacher, and therapist.

Flexibility on behalf of the parent, teacher, and therapists is essential in meeting each student's scheduling needs.

Teachers and therapists are encouraged to use a variety of medium to communicate with parents and colleagues (e.g. Zoom, email, phone calls).

Attendance Codes

The following attendance codes are used to document each student's daily attendance or absence. The definitions provided below are general guidelines established by the Cantalician Center for Learning. They are collectively exhaustive and are subject to change.

Present

- The student has arrived early or late to school
- The student arrives to school, is sick and goes to the nurse's clinic
- The student receives education or therapeutic services

Present – Distance Learning

- The student participates/engages in distance/at-home learning
- The student independently learns/practices skills in their home without direct instruction from a teacher
- The student participates in a therapy session.
- Given the specific learning needs of each student, the teacher will utilize judgment as to how much time the student should be actively engaged to be considered present.

Unexcused

- The student is truant
- The family has moved and has not set up transportation to/from school
- Family vacation
- Missed bus
- The parent refuses to send their child to school or participate in distance learning

Excused

- The student is absent due to circumstances outside of the parent/guardian's control and would otherwise be present
- A legal circumstance that permits the student to be away from school that is not an illness, medical, court or religious matter
- The student is incarcerated
- The student attends their CSE meeting
- The student attends a meeting related to their schooling, such as a meeting with a care coordinator

Court

- The student has a court appearance or other related legal matter that is preventing attendance

Religious

- Family bereavement
- Observation of a religious event or day that prevents student from attending

Illness/Medical

- The student is hospitalized
- The student has surgery and/or recovery from surgery
- The student has a doctor or dentist appointment

- The student is sick

Suspended

- The student is restricted to come to school for violation of the schools’ code of conduct

School Closed

- The school closed for weather
- The school is closed for safety or health related matters

Arrival and Dismissal Procedures

Arrival:

Parents will be required to complete a health screening. An electronic screening method is available to parents/guardians for this purpose. Parents/guardians who are unable to access this system can use a paper submission.

Remote	Hybrid		All in Person
Student remains home	Student reports two day		Student reports everyday
No health screen required to be turned in	<u>Mon-Tues</u> Heath screening due Sunday night or Monday morning if using paper copy	<u>Thurs-Fri</u> Heath screening due Wednesday night or Thursday morning if using paper copy	Heath screen required <u>every</u> Sunday night or Monday morning if using paper copy

Failure to complete the health screen prior to student arrival will result in the nursing department contacting the family via phone for completion.

One completed health screening questions is require once per week.

What you will be looking for in the health screening:

Any student with a fever of 100°F or greater cannot be permitted in school.

The following are listed as the most common symptoms of COVID-19:

- Fever or chills (100°F or greater);
- Shortness of breath or difficulty breathing

- Cough
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If your child has a pre-existing condition please contact our health office.

Electronic Health Screening Questionnaire:

Parents will be able to answer the health screening questions electronically prior to their child arriving. Once completed, this information will automatically be generated into our database. Then, when students arrive at, screeners will already have your child's completed questionnaire.

Paper Health Screening Questionnaire:

Parents will be able to answer the health screening questions on paper prior to their child arriving.

Arrival:

The school parking lot will be marked with signs and/or cones to assist with student drop-off (parent, preschool and school age bussing). Please refer to map in your welcome packet.

Student temperatures will be taken upon disembarking from the bus or while still in the parent/guardian's car. Once the health screen has been passed the arrival team will mark the arrival of student. Classroom staff will assist the students in transition to their classroom. Students will enter through assigned doors to maintain physical distancing (gym doors/ yellow wing, bussing doors/blue and green wings, main lobby door/ preschool and parent pickup).

If the student's temperature reads 100° or above, then their temperature will be taken temperature again after 2-5 minutes to ensure an accurate reading. Bussing students will be taken to the gym holding area for the second reading, and parent drop-offs will be directed to park and return to the line after the wait period.

If the reading is below 100°, students will be taken to classroom. If the student's temperature is 100° or greater than the student will need to go home. Parents will need to either take their child home or pick them up immediately.

If a student arrives late, the parent/guardian must call the reception desk (716-901-8700) to notify nursing to come out to take the student's temperature prior to entering the school building. Classroom staff will escort the child to the classroom.

Dismissal:

Dismissal will begin at 1:45 p.m. to accommodate physical distancing. Parents who arrive prior to 1:45 p.m. will need to call the school (716-901-8700) to notify reception that you are requesting early dismissal for your child. Classroom staff will bring your child to your car.

Parent pick-up locations will be marked off in the parking lot for curbside pickup. Parents will sign out their child with the dismissal team, then the team will notify classroom staff, a staff member will bring your child out to you.

Bussing locations will be marked curbside (school age and preschool bussing). The dismissal team will notify the classrooms when busses have arrived.

Students will depart through assigned doors to maintain physical distancing (gym doors/ yellow wing, bussing doors/blue and green wings, main lobby door/ preschool and parent pickup).

Parents should be prepared to show ID.

Visitors to the School

Visitors, including parents, will not be allowed in the building except in extraordinary circumstances. In those extraordinary circumstances, all visitors need to complete a COVID-19 Screening Questionnaire, have their temperature taken, and wear a mask while in the building. Only visitors who have scheduled meetings with an employee in the building should be allowed in.

Restroom facilities will be restricted only for use by students and employees.

Visitors will only be permitted entry through the main entrance and will be required to buzz for entry to the building.

Deliveries are made to the main entrance vestibule. Delivery people are required to wear a face covering when entering the building. Physical distancing will be practiced.

Parents/Guardians who are unable to adhere to face covering requirements must notify the facility ahead of their arrival for instructions.

Applications for employment will only be accepted on-line.

Signage advising all visitors of the face covering requirement, health screen, physical distancing, and facility contact information are posted at all entrances.

Where feasible, all business conducted by visitors/vendors will be virtual.

Behavior Management Strategies

The Behavior Support Team will continue to support students and staff on an as needed basis. When feasible a “hands-off” approach, will be utilized in order to reduce extended physical contact time between your child and staff members. In the interest of limiting the number of people in a classroom or therapy space, one member of the department will respond to each crisis call, and will seek out further support from additional department members when necessary. When working with any student in response to a crisis call, behavior support staff will be equipped with PPE (Personal Protective Equipment) including face mask, face shield, protective gown, etc. Following working with each student, the behavior team member will properly dispose of or clean all PPE and replace with fresh PPE before responding to another crisis situation.

General Student Guidelines

Isolation Units:

Cantalician Center will have two locations for students showing COVID-19 symptoms. If the student’s fever is above 100° they will be located in the gym isolation center with a nurse waiting for parent pick-up. If a student’s symptoms are more severe, they will be located in the isolation unit near the nurses’ office while waiting for parent pick-up.

These locations allow for the nurses’ clinic to be used for other student needs.

Hand Hygiene:

Students are to practice good hand hygiene to help reduce the spread of COVID-19.

Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method; use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available, and hands are not visibly dirty.

Hand sanitizer is provided throughout common areas (e.g. entrances, cafeteria, classroom) and near high touch surfaces.

Signage is placed near hand sanitizer indicating visibly soiled hands should be washed with soap and water.

Students who are unable to use alcohol-based hand sanitizers for health reasons are permitted to wash their hands with soap and water.

Alcohol-based hand sanitizer dispensers are permitted in rooms and corridors in limited quantities in accordance with FCNYS 2020 Section 5705.5.

Proper face covering:

Any student who is over age two (2) and able to medically tolerate a face-covering shall be encouraged to cover their nose and mouth with a cloth face-covering when in a public place and unable to maintain, or when not maintaining physical distance.

Students can use their own acceptable face coverings.

The school will provide students with acceptable face coverings and maintain an adequate supply of face coverings in case of replacement.

Face coverings must be cleaned or replaced after use or when damaged or soiled, cannot be shared, and should be properly stored or discarded. If personal cloth face coverings are used, they must be washed frequently by the parent/guardian at home. Disposable surgical masks will be discarded in the trash. Face coverings are strongly encouraged at all times, except for meals and instruction with appropriate physical distancing.

Students who are able to wear a mask or cloth face-covering are required to wear them:

- Any time students are less than six (6) feet apart from one another
- Upon entry to the building
- While in any common spaces (for example, hallways, bathrooms, cafeteria)
- When in tightly confined spaces occupied by more than one individual at a time
- When there is more than one occupant in a school vehicle

Masks or cloth face-coverings do not need to be worn when:

- At least six (6) feet of physical distance is able to be maintained
- In-person gatherings when held in an open, well-ventilated space with appropriate physical distancing among students

Exceptions to mask/face covering requirements are made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors. Face coverings should not be placed on:

- Children younger than 2 years old
- Students where such covering would impair their health or mental health
- When it would present a challenge, distraction, or obstruction to education services and instruction
- Anyone who has trouble breathing or is unconscious

All staff are required to wear face coverings. Continuous instruction on proper face covering is provided throughout the school day to all students. Appropriate signage/posters are located throughout the building with written and visual supports, as well as demonstration/modeling, social stories, and the use of videos.

Physical distancing:

Continuous instruction on proper physical distancing is provided throughout the school day to all students. Appropriate signage/posters are located throughout the building with written and visual supports, as well as demonstration/modeling, social stories, and the use of video.

Students are taught to recognize the physical changes of their environment including changes to physical space and movement patterns in and around the building.

Respiratory Hygiene:

Students are taught and encouraged to cover their mouth and nose when coughing or sneezing with a tissue and are instructed on how to dispose of the tissue appropriately. When no tissue is available, students will be encouraged to use the inside of the elbow (or shirtsleeve) to cover the mouth or nose.

Hand hygiene is performed after sneezing, coughing and handling dirty tissues or other soiled material.

Accommodations for Students Who are at High-risk:

When a student is unable to wear a face covering and/or physical distance due to their disability, medical condition/needs, behavioral/emotional needs, staff will be expected to follow the PPE guidelines outlined in this plan while working with the student.

Students are provided instruction and accommodations to increase tolerance to wear a face covering and understanding of PPE guidelines (social stories, verbal prompting, and reinforcement plan).

Students are provided alternate means of instruction, such as Teletherapy and remote instruction.

Changes to Physical Environment:

Hallways will be divided and students will be encouraged to remain on the right side of the hallway. Stairs will all be marked one way to reinforce physical distancing.

The student's schedule has been altered to maximize time spent in their classroom and/or therapy space(s).

Restroom capacity is adhered to.

Classroom, therapy space, and office capacities have been modified.

Classroom furniture is turned to face in the same direction to reduce transmission caused by virus-containing droplets (e.g., from talking, coughing, sneezing).

Visual aids are utilized (e.g., painter's tape, stickers, posters, cones, etc.) to illustrate traffic flow and appropriate spacing to support physical distancing.

Gatherings are limited in small spaces (e.g., elevators, faculty offices) unless all individuals in such space are wearing acceptable face coverings. Signage outside of spaces note the capacity.

Outdoor play spaces are being used with proper safeguards in place. Students will wash hands before and after touching play structures and keep 6-feet of space from other students as much as possible.

There are visual cues throughout the building that demonstrate physical spacing.

Excess furniture and high-touch items have been removed.

Technology and Connectivity

The school provides ways to demonstrate mastery of Learning Standards through multiple modalities (live/recorded video/audio, written transcripts, etc.).

Instruction is provided to enable access at a later time to families for learning (recorded sessions).

Class materials will be available to supplement technology.

Classroom staff will develop systems for families to provide information, feedback, and return materials.

The school's established distance learning support person can be reached at: distancelearning@cantalician.org

Therapy Delivery

Will be a combination of in-person services, Teletherapy, Digital meetings and Distance Learning.

Work spaces are provide appropriate social distancing allotments whenever possible. They are be adapted by the therapist to meet both the needs of the student and the therapist. Therapist input is essential in creating a functional safe work environment.

Therapy services are encouraged to be provided outdoors when weather permits, if and when appropriate. Department Heads will provide therapists with appropriate number of persons recommended for their indoor therapy space.

Classroom Instruction

Classrooms will look different. Student desks are to be spread 6-feet apart from each other and markings on the floor designate individual student areas. Students will have their own supplies that will not be shared with other students. All unnecessary materials, and any materials that cannot be easily cleaned, are to be removed from the classroom.

Students will spend most of their time inside their classroom, or outside if the weather permits. Students will eat breakfast and lunch in their classroom. The cafeteria and other large areas are closed. Students will not rotate into other classrooms or interact with students outside of their classroom.

Initially, much of your child's day will be spent developing rapport and re-acclimating to school and changes in the daily routine. You will be asked to work on some of your child's goals at home. Lessons that require very close contact or exposure to bodily fluids will not be taught by the classroom team (e.g., tooth brushing).

Special area teachers (e.g., music, art, physical education) may instruct students within their own classroom or outdoors.

Weather permitting, instruction/therapy may be conducted outdoors.

Student belongings are kept separate from their peers. Supplies are limited to cohorts of students and are cleaned between cohort usages.

Student assemblies, athletic events/practices, performances, school-wide parent meetings are cancelled, limited, or provided virtually. Some field trips, vocational opportunities, and school events are virtual (e.g. talent show).

Student Materials:

Each child is provided with a personal set of classroom items (crayons, scissors, glue, etc.) which can be transported to therapy to limit cross contamination.

Student Transitions:

Several options are available to therapists regarding transitions for in person services:

1. Therapist have the option to provide services within the classroom
2. Classroom staff can bring students into the hall way while therapists wait outside of classroom
3. Classroom staff can walk students to therapy areas upon request

Food Service

All meals, beverages, and utensils provided by the kitchen will be individually prepared and packaged. Student meals will be served in their classrooms. Meals will be sorted by classrooms and individually packaged for pick-up or transport to the classroom.

All eating surfaces will be cleaned and sanitized before and after meals. Student feeding protocol and plans remain in place. Staff wear appropriate PPE while assisting students. Students will eat facing the same direction. No tooth brushing until further noticed.

The Buffalo Public Food Service Department will continue to comply with Child Nutrition Program requirements, including all applicable health and safety guidelines, whether we are serving meals to our children in-person or remotely. This includes providing school breakfast and lunch options to students each day who are enrolled in the School Food Authority (SFA). This includes students while in attendance at school and those learning remotely.

All applicable health and safety guidelines are followed.

Alterations to the kitchen and cafeteria are made to meet the physical distance guidelines; including floor marking, signage, etc.

Food service workers are monitored on a daily basis; by completing Cantalician Center's daily Health Screen questionnaire and temperature check in addition to self-reporting any COVID - 19 symptoms that may develop throughout the day.

All food service staff are required to wear face coverings, gloves, and hairnets at all times while prepping and servicing food.

Students eat all meals in their classrooms while following federal and state guidelines.

Use of the salad bar and condiment/beverage stations are suspended.

Students are trained in proper hand washing techniques following signage and steps posted in all bathroom and sink areas.

Students are required to hand wash before and after all meals. Hand sanitizer is available in all classrooms to be used as needed.

Staff are required to hand wash before serving.

Staff are required to wear gloves while serving and assisting students.

No shared snacks will be allowed at this time.

Sharing of food and beverages is prohibited.

Teachers will present and discuss new expectations and rules during mealtimes using a variety of tools and visual supports.

Cleaning Procedures

Cantalician Center adheres to hygiene, cleaning, and disinfection requirements from the CDC and DOH and maintain logs on site that document date, time, and scope of cleaning and disinfection.

Cleaning and disinfecting happens frequently throughout the day to include all touched surfaces within the school at least daily (e.g. equipment, door handle, sink handles) and shared objects (e.g. games, art supplies) between uses.

Sanitizing Materials/Area Increased Cleaning Materials Provided

Beginning of day:

1. Ensure that the table/workspace is clear of materials that are not be used during the day. Any surfaces that have food contact are wiped down with a clean/damp paper towel.
2. De-clutter learning spaces.

During the day (portions of these steps can be done with student assist if appropriate and sage for the student you are working with):

1. All materials handled during a session should be cleaned and sanitized.
2. Spray materials, table and chairs with providing cleaning fluid. (See cleaning supply protocols below)
3. Prep work area for next student.
4. Wash hands or sanitize.

Note: If materials are unable to be cleaned immediately after use, place them in a designated bin for cleaning/sanitizing at a later time.

At the end of the day:

1. Thoroughly clean table, chairs, equipment/materials and any remaining items potentially used during the day in work space with Virex by spraying each item and wiping it down or spraying and leaving it to dry.

Cleaning Supply Protocols:

To clean surfaces/materials with provided cleaning supplies, spray and wipe down with paper towel.

Virex- kills viruses in 10 minutes (sit time)

Oxivir- kills viruses in 1 minute (sit time)

Provided wipes- will clean and remove viruses

Soap and water will clean and remove viruses

Health Office

In an effort to ensure good health for all the students, we are asking your help in observing certain health measures. Below are guidelines that you must follow when deciding if you should send your child to school:

Do not send your child to school when he/she has:

- A fever (temperature of 100° or greater) — this includes a fever that requires control with medication (Tylenol, Motrin, etc.)
- Shortness of breath or difficulty breathing
- Cough
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea or has been vomiting (throws up) in the last 24 hours.
- a rash that is contagious
- a rash and you do not know what it is
- suspected pink eye (conjunctivitis) — eye is red, and a discharge is present
- any other contagious condition

Consider keeping your child home from school when he/she:

- has a severe cold and/or cough
- is unusually sleepy
- generally, does not feel well, or does not act like he/she usually does

NOTE:

- If a student becomes ill or injured at school, a Parent/Guardian must be available to pick up their child upon a Health Office request. Please ensure you have someone available to pick up your child in case of an emergency.
- If a student shows signs of a contagious condition (such as Covid-19 virus, pink eye, lice, chicken pox, etc.), the Health Office will request that the student be picked up.
- If a parent or guardian is unable to do so, alternate arrangements for pick up must be made. Please make every attempt to have your child picked up within the hour of the call.
- Please ensure that your family and emergency contact information is up to date.

Easy-to-follow Diagram:

Cantalian Center for Learning

Protocol for Symptomatic or Positive COVID-19 Student or Staff

