

Staten Island Mental Health Society Headstart Re-Opening Plan

2020-2021

This plan was developed to insure the health and safety of our students, our staff and their families. It incorporates recommendations and guidance from the New York State Education Department and the New York State Department of Health.

Health and Safety

- Daily health checks of children; temperature, etc. Students will wash their hands when they arrive.
- Handwashing will be done periodically during the day.
- A face covering must be worn by all children, staff and visitors when social distancing cannot be maintained.
- Proper face covering includes cloth-based coverings, surgical masks that cover both the nose and mouth, as well as face shields.
- Signage is posted regarding Personal Protective Equipment (“PPE”), face covering and social distancing.
- To the extent that it is developmentally appropriate, students will receive instruction on handwashing, face covering and social distancing.
- Entry and egress in and out of the building will be limited to a single location. A single point of entry and a single point of egress will be identified to minimize cross traffic.

- Students will be allowed to remove their masks when eating, during short breaks and when social distancing.
- Staff will be required to monitor their own temperatures and log it in upon arrival.
- All vendors, contractors and guests must complete a temperature check upon arrival.

Social Distancing

- All individuals on premises must wear a face covering when social distancing cannot be maintained. However, in common areas, such as breakrooms, hallways or bathrooms, face coverings must be worn.
- Students will be instructed in small groups of no more than two at any classroom station.
- In-person gatherings will be limited as much as possible. Essential ones, such as meetings, will be held in open, well ventilated areas, with appropriate social distancing.
- The ability to maintain appropriate social distancing has been increased by limiting class size to no more than 12 children in each room.
- When taking children for handwashing, take no more than two children at a time.
- Circle time will be conducted in small groups; more than one each morning can be done, in order to spread the students out in a wider area to allow all to participate.

Hygiene

- Children and staff must practice good hygiene to help reduce the spread of COVID-19. Classrooms will plan a time during the day to allow for hand hygiene.
- Traditional handwashing with soap and water, for 20 seconds, is the preferred method.
- Use of paper towels to dry hands.
- Use of no-touch/foot pedal trash can where feasible.
- Adequate supplies and facilities for handwashing.
- When handwashing is not available, use a hand sanitizer.
- Placement of sanitizers should be located near entrances and common areas.
- Children and staff should wash hands upon entering the classroom; after sharing objects; before and after snacks and lunch; after using the bathroom; after sneezing, blowing nose; coughing into hands.

Face Coverings/Social Distancing

- Face masks and shields will be made available to staff
- Students will be encouraged to wear face coverings, if possible.
- A plastic face shield alone is not an acceptable face covering.
- Ensure 6 feet distance between personnel, unless the work activity requires a shorter distance. If not, a face covering must be worn.

- Additional PPE may be worn. This includes gloves and plastic face shields (a face covering must be worn with the plastic face shield).
- Designated areas for pick-up and delivery will be established, limiting contact to the greatest extent possible.
- Face coverings will be required by all individuals (students, staff, and visitors) when 6 foot social distancing cannot be maintained.
- All individuals should continue to practice proper hygiene even with the added protection of PPE.

Suspected Illness

- Staff showing symptoms will be told not to come to work or will be sent home immediately.
- Children showing signs of symptoms will be isolated in a room, separate from others, with a supervising adult present, utilizing appropriate PPE, while waiting for parent arrival.
- Parent will be instructed to call their health care provider for follow-up.
- If screened positive for COVID-19, individual must present a negative COVID-19 diagnostic test result before returning to class.
- Use Department of Health Guidance/Procedures when someone tests positive for COVID-19 and consult with Department of Health whether closure is warranted.

Social/Emotional

- Social Workers are available to address the social-emotional needs of the students and staff.
- Social Workers will work directly with teams and families to provide appropriate referrals and resources to address mental health, behavioral and emotional support programs.
- Regular communication with families to check on the well-being of students and their families, particularly if the student is found to be absent from school more than one day.
- Classroom teachers will implement activities to address social/emotional well-being, virtual or face-to-face.

Facilities

- Operations will be geared towards meeting social distancing requirements and cleaning frequently touched spaces regularly.
- Classrooms will be set up in a station format, so that no area has more than two students at a time.
- Staff will be reminded that when meeting in common areas, social distancing should be employed.
- Workstations will be re-configured so that employees do not face one another.
- Additional breaks may be allotted to allow individuals to remove their face coverings.

- All adult bathrooms will be limited to one person.
- Regular cleaning and disinfecting of the facility will occur, including more frequent cleaning, disinfection for high risk and frequently touched surfaces.
- Increased cleaning and disinfecting of restrooms.
- Hallway traffic will be managed by decreasing density in the school, eliminating parent entrance to the school at drop off and pick up times.

School Schedules

- Staggered arrival and pick up times will facilitate proper social distancing.
- The teaching and related-services staff are prepared to offer each student in-person, remote or hybrid instruction. Whatever format is chosen by a parent, the teachers and therapists will continue to communicate regularly with parents through on-line platforms, phone and e-mail.
- The provision of virtual classroom special education instruction and related therapies for families who choose not to send their child to school, will be available.
- Will continue collaboration with CPSE committees, to ensure that special education and related services are in place and in consideration of health and safety, we are prepared to teach in person and remotely, if necessary. Teachers and therapists will continue to collect data, whether in person or remotely, and will use this data to monitor each students' progress toward annual goals.