



The Keswell School

The Keswell School is a private, not for profit school serving children from 3-21 years of age who have a diagnosis of Autism Spectrum Disorder. Applied behavior analysis (ABA), speech therapy and occupational therapy are provided in a 1:1 student to teacher ratio with individualized teaching.

COVID 19 : Plan, Preparedness, and Response

This safety plan will be utilized as a guideline based on CDC, Department of Health, and NYSED recommendations and guidance. We hope to prevent further cases or the spreading of the COVID-19 virus in a school setting. Compliance and sound judgement will help us in achieving that goal. Any Covid related questions may be directed to the School Director, COO or the School Nurse. Medical emergencies and serious injuries should immediately be reported to the school nurse and school director, or 911 if warranted.

School re-Opening (have been reopened since Sept 2020):

Communication with parents, staff and local health officials has been established in order to be able to communicate efficiently in the event of need. Open communication with families and staff remains essential to making our plan work and addressing areas of concern. We had a risk mitigation assessment in July & Aug of 2020. Staff training and building preparation began prior to school reopening. The building has been equipped with signage and taping for 6 foot social distance. Classrooms have been set up to maximize distance between students (greater than 6 feet) and individualized student material bins have been established to ensure there will be no sharing of materials. We will continue to consult the most recent federal guidance for school

programs, including ongoing prevention and mitigation strategies, support, and communication resources.

Covid19 vaccinations are safe and effective, and a critical component of public health response efforts. As such, The Keswell School is following the NYCDOE vaccination mandate. All staff are required to be vaccinated. All students 12 years of age and older are encouraged to be vaccinated.

School is fully in-person this 21/22 school year. If the school should be required to return to remote learning due to Covid19, distance learning will be continued using live synchronous and asynchronous learning platforms (Zoom, Google Classroom). Students will continue to receive the level of mandated services (speech and OT) that is specified in their IEP through Zoom live sessions. Individual ABA sessions will also occur in real time and assignments will be given. The number of live sessions and assignment based activities will be individualized and based on student and family needs. Scheduling will be coordinated with families within our school day to try to not further burden families that are balancing a number of scheduling needs throughout the day.

A health screening has been created based on CDC guidelines and is submitted to staff and families via email by the school nurse on each day the school is open. Staff and families are required to complete the form to ensure that our logging in of plans will work. Students are being taught hand washing procedures and are being desensitized to wearing masks and are practicing at home with their families.

Staff have received live online training from Hudson Valley Safety Associates, LLC, a NYS Certified WBE & NYS DOL WS-267 agency to learn how to utilize PPE correctly and follow safety protocols correctly.

The building has been cleaned and disinfected, and cleaning logs have been established. A nighttime maintenance company (GreenPoint Maintenance) has been hired to clean 5 nights a week as well as fogging of the entire building every Friday night.

School Opening

People:

Our school provides personal protective equipment (PPE) and cleaning supplies in order to combat Covid-19. Staff are supplied with gloves, masks, face shields and other PPE as necessary. Staff are trained in how to wear, remove, and maintain PPE. Students have been trained by the school and their families to wear masks and increase endurance for mask wearing. Disposable masks and face shields are supplied to students and ongoing training and desensitization to PPE continues to be practiced with students.

Staff and student's families fill out a daily health screening that includes Covid19 exposure, symptoms and temperature check before leaving to come to school. This form is emailed by the school nurse daily before school. This aids in determining if that individual is symptom free to enter the school. If a member of the staff/student's household exhibits symptoms of Covid-19 they are required to remain home and communicate with the COO, school nurse and administration.

Staff enter the building through two designated entrances based on the school they are assigned to. Lower school enters on side A and Upper school enters on side B. There is ample signage on the building noting physical distancing. Staff may take their temperature upon entering the building using a touchless infrared thermometer that is mounted in four locations (two inside each entry point). Physical distancing will be maintained throughout the school.

Students also enter the building through two designated entrances based on the school they are assigned to. Lower school enters on side A and Upper school enters on side B. For students, designated pick up and drop off areas are established and conducted outside the building weather permitting for students who are brought to school by their parents or caregivers. Students who arrive by bus are picked up by staff, one bus at a time, screened for temperature, and escorted into the building using proper social distancing. Students are taken off the bus so that the student in the front seat of the bus is picked up first unless there is a behavioral issue that would require a change in order. Both drop off and pick up times for students will be staggered so that students arriving with their parents will arrive separately from the busses to the extent possible. Parents will need to wear masks for drop off and pick up and will not be allowed into the school. Parent meetings and conferences will be conducted on Zoom.

For students, temperature checks are taken by the school nurse and school administration using a no-contact, infrared thermometer as they enter at the start of the school day. Temperature checks and medical assessments are also conducted during

the school day as warranted. Staff are trained to recognize and respond to possible signs of illness and the school nurse and administration are contacted.

Within the school physical distancing is practiced to the greatest extent possible. Mask wearing is mandatory when physical distancing cannot be practiced. Staff are required to wear masks in school. Students are encouraged to wear masks. Face coverings are not used for students who cannot medically or emotionally or for sensory reasons tolerate them, and training where appropriate will continue. Mask break areas are provided. Desks are spaced to comply with physical distancing among students and monitored and maintained throughout the day by classroom staff. Classroom composition (students and staff) are limited to class and direct instructors, supervisors, and therapists. Students and staff have their own materials to minimize the risk from sharing. Students bring their own lunches and wash/sanitize hands before and after eating. Students eat in the classroom.

For adaptive phys ed classes, the school gym will is utilized. APE takes place with no more than 5 student/teacher dyads and physical distancing of 6 ft between students will is maintained. Groups are spaced out so there is at least 20 minutes between groups to air out the gym space and materials are not shared. Materials are be cleaned using CDC approved cleaning and disinfecting products after use. Weather and condition permitting, students go outside for APE into our adjoining park.

Fire and lockdown drills are modified to maximize our ability to physically distance and allow staff and students to practice safety while maintaining physical distance to the extent possible.

Deliveries are received outside the building where possible and through one entrance (basement) where access is limited to deliveries and custodial personnel. Areas are disinfected after exposure to outside individuals as soon as possible.

For needed access for service personnel, custodial and maintenance are done after school hours when possible and documented in a log in book. For emergencies during the school day, non-school staff entry is documented and all who enter have their temperature checked and don proper PPE.

HEPA filtration air purifiers are installed in every classroom, break out room, office and bathroom to facilitate air cleaning.

The custodial staff deep cleans all areas of the school, including desks, bathrooms, offices, and other common areas. The COO, Tara Broderick, tbroderick@keswellschool.org, 646-783-6101, is the initial point of contact in Covid related matters. Any notifications to health authorities are made by the COO after consultation with school administrators.

Possibly infected individual:

If at anytime an individual displays any Covid related symptoms or signs:

- the individual will immediately be brought to a room (2nd floor mezzanine) designated for containment from possibly spreading the virus.
- the school nurse and administration will be notified and arrangements will be made for the individual to return home as soon as possible
- the infected room will be cleared of all personnel and children and plans for their pickup from school will be arranged. Remote learning will be instituted for students who are not in the school building.
- The room will be closed for 24hrs and the custodial staff will be notified and start a deep cleaning in accordance with CDC guidelines once it is safe to be in the room.
- the school nurse/administration will communicate with families and staff about a potential case of infection
- the individual may not return until they have been cleared by a health provider or negative covid test.

Positive Covid result:

- 1- The COO will coordinate with local health officials. Once learning of a COVID-19 case of someone who has been in the school, immediately notify local health officials. These officials will help administrators determine a course of action for the school.
- 2- Dismiss non-vaccinated students for 10 days (all staff are fully vaccinated). Fully vaccinated individuals do not need to quarantine after contact unless they present symptoms of infection; however, they should be tested 3-5 days after exposure and must wear a mask indoors for 14 days or until they receive a negative diagnostic test result. Remote learning will begin immediately for non-vaccinated students. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Local health officials' recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- Discourage staff, students, and their families from gathering or socializing anywhere. This includes group child care arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.
- The infected employee/child will have to remain home until they are cleared via testing or released by their medical provider or local health provider. All students who worked closely with that employee/child may also have to remain home for 10 days/until cleared via testing or released by their medical provider or local health provider.

2a. It will be determined that the infected or exposed individual can return to school through the utilization of one of these methods.

- Test based strategies: a) negative test results for Covid-19 b) resolution of fever without the use of fever-reducing medications or c) improvement of respiratory symptoms (e.g., cough, of breath)
- Time-since recovery strategies and time-since-illness-onset: Personnel/children with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue home isolation under the following conditions: a) at least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath) and b) at least 10 days have passed since symptoms first appeared.

3- Communicate with staff, parents, and students. Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- This communication to the school community will align with the communication plan in the school's emergency operations plan.
- Plan to include messages to counter potential [stigma](#) and discrimination.
- In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

4- Clean and disinfect thoroughly.

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. Room will not be accessed for at least 24 hours before beginning cleaning and disinfection.
- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection most common EPA-registered household disinfectants should be effective and will be chosen from the list of products that are EPA-approved for use against the virus that causes COVID-19. The manufacturer's instructions will be used for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc). Diluted household bleach solutions can be used if appropriate for the surface according to manufacturer's instructions for application and proper ventilation. Checks will be made to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. A bleach solution can be prepared by mixing: 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water. Additional information on cleaning and disinfection of the school can be found on [CDC's website](#).

Places:

Social or physical distancing: Our building is over 40,000 square feet and is occupied by under 100 staff and under 50 students. It affords us the ability to physically distance throughout the building and within classrooms. Our classrooms are occupied by a maximum of 6 students. Additionally the following provisions will be made to minimize risk where feasible

- Limit hallway movement
- Increase physical space between students, desks shall not face each other
- Reduce or halt interactions among groups of students or staff
- There will be no field trips, vocational placements for students

- Bathrooms will be monitored so that no greater than 2 students will be allowed at one time and adequate physical distancing can be accomplished. Bathrooms will have ventilation from windows or air purifiers.
- Students shall eat at their desks and not in groups, any activities in classroom will maintain appropriate physical distancing.
- Arrivals and dismissals will be staggered to extent possible.

Hygiene and Communication:

Hand sanitizer is placed in classrooms, common areas, offices and locations easily accessible to personnel. Signs are posted to remind staff and students to practice good hand hygiene. This includes washing with soap and water when hands are visibly soiled and using hand sanitizer in between when washing is not feasible. Students also receive education in proper hand washing and cough etiquette. Gloves may be worn if the staff member deems necessary. Wearing latex or nitrile gloves for extended periods may cause skin irritations. Non latex gloves will be available. Signage is posted throughout the building to remind all to adhere to proper social distancing, hygiene and PPE use and discarding of PPE. Directional tapes are utilized throughout to direct traffic to insure that physical distance is maintained.

Daily Cleaning:

Custodial staff has increased the frequency of cleaning and disinfecting throughout the day. Trash pails are emptied out more often to prevent masks and gloves from overflowing. Trash is kept near the door to limit custodial access to room while occupied. Handrails, push doors, phones, computers, doorknobs, water coolers, and any item frequently in contact with multiple individuals is disinfected frequently. Staff will use disinfectant on student's desks and classroom furniture. Toys and any other student items will be sprayed with disinfectant at the end of the day. Cleaning logs are kept daily. HEPA filtration air purifiers are installed in every classroom, break out room, office and bathroom to facilitate air cleaning.

Process:

Pre-screening takes place in student/staff homes. A health screening has been created based on CDC guidelines and submitted to staff and families via email by the school nurse on each day the school is open. Staff and families are required to complete the form to ensure the safety and health of everyone at the school.

Screening. Upon arriving to work every day, we ask that each employee and student submit to a temperature check upon entering the building using a no-touch thermal thermometer. Students and staff will only be permitted to participate in work/school if their temperature is below 100.0 degrees Fahrenheit. Temperature checks during the day may be taken depending on need and signs of illness. Individuals are encouraged to take precaution during off school hours to minimize risk to others in our community.

Upon re-entering state or following travel, staff and students are required to follow state travel guidelines/procedures.

Students will stay in their assigned classes with each student's learning area at least 6 feet apart from another student's learning area. Physical distancing will be practiced to the greatest extent possible, however, when direct teaching occurs, physical distancing will not be possible. In these instances, staff will be wearing masks and students will be encouraged and shaped to wear masks. Face coverings will not be used for students who cannot medically or emotionally or for sensory reasons cannot tolerate them, and training where appropriate will continue. Students who are able to wear masks during direct instruction periods who are not physically distanced will have time periods throughout the day where they will be able to access areas that are physically distanced so that mask breaks will be possible.

Students and staff will have their own materials to minimize the risk from sharing. Staff will wash or use hand sanitizer prior to moving to another student and engaging with that student's materials. Students bring their own lunches and will wash/sanitize hands before and after eating. Students eat in the classroom. Weather and condition permitting, students will go outside for APE into our adjoining park.

In the event the school must go remote due to Covid19, attendance will be taken daily in the form of engagement for live sessions and assignments will be taken for students who are learning remotely. Staff will work with families to maximize the amount of live sessions that students are able to access through remote learning. Remote learning students will receive the number of mandated services that is specified in their IEPs through live Zoom sessions. ABA sessions and where appropriate, small groups and socialization groups will be held on Zoom. For families and students who are not able to participate in their full schedule using Zoom, individualized assignments will be shared with families. Student progress will be assessed ongoing and families who are having difficulties with the programming will be supported. As in the building, data will be

collected for Zoom ABA sessions and notes taken for related service sessions. Families that are having difficulties with student compliance and behaviors will be assisted by ABA staff and educational supervisors.