



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 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 (before opening):

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 is essential to making our plan work and addressing areas of concern. Students for whom COVID-19 presents a higher risk for severe illness (e.g., medically fragile, immunocompromised etc.) can continue with remote services or can attend school with a doctor's note. We have had a risk mitigation assessment and staff training and building preparation will begin prior to school start. 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.

Families will be polled on whether they would require in school or distance learning. If a family decides after choosing distance learning that they are ready for their child to attend school and would like their child to begin in school learning that will be accommodated. Distance learning will be continued using live synchronous and asynchronous learning platforms (Zoom, Google Classroom). Students who are remote learning 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 staff and families will practice filling out the form and sending to the school nurse 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 will receive 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.

School Opening

People:

Our school has stocked up on personal protective equipment (PPE) and cleaning supplies in order to combat Covid-19. Staff will be supplied with gloves, masks, face shields and other PPE as necessary. Staff will be trained in how to wear, remove, and maintain PPE. Students have been training with our distance learning teams and their families to wear masks and increase endurance for mask wearing. Disposable masks will

and face shields will be supplied to students and ongoing training and desensitization to PPE will be practiced with students.

Staff and student's families will fill out a health screening that includes Covid exposure, symptoms and temperature check before leaving to come to school. This form will be emailed to the school nurse daily before school. This will aid 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 school nurse and administration. In compliance with CDC and NYSED guidance COVID-19 testing or antibody testing of staff or students is not required as part of the screening process. However, testing may be required based on DOH and healthcare provider guidelines to return to school following a positive COVID-19 test result.

Staff will enter the building through two designated entrances based on the cohort they are assigned to. Signage on the building and door monitors will monitor physical distancing. Staff will take their temperature upon entering the building using a touchless infrared thermometer that is mounted in four locations (two inside each entry point). School nurse and administration will check that screening form has been received before staff can proceed to their assigned classroom or break out room for their cohort. Physical distancing will be maintained as they ready the classroom for the students.

For students, designated pick up and drop off areas are established and will be conducted outside the building weather permitting for students who are brought to school by their parents or caregivers. Students who arrive by bus will be picked up by staff, one bus at a time, screened for temperature, and escorted into the building using proper social distancing. Students will be taken off the bus so that the student in the front seat of the bus will be 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 will be taken 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 will also be conducted during the school day as warranted. Staff will be trained to recognize and respond to possible signs of illness and the school nurse and administration will be contacted.

Within the school physical distancing will be practiced to the greatest extent possible. Mask wearing will be mandatory when physical distancing cannot be practiced. Staff will be required to wear masks in classrooms. Students will be encouraged 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. Mask break areas will be provided. Desks will be spaced to comply with physical distancing among students and will be monitored throughout the day and maintained by classroom staff. Classroom composition (students and staff) will be limited to class and direct instructors, supervisors, and therapists. Staff will remain in the classroom cohort and access break areas that are designated to individuals from that classroom to minimize exposure. Students and staff will have their own materials to minimize the risk from sharing. Students will bring their own lunches and will wash/sanitize hands before and after eating. Students will eat in the classroom. Weather and condition permitting, students will go outside for APE into our adjoining park. Fire and lockdown drills will be modified to maximize our ability to physically distance and allow staff and students to practice safety while maintaining physical distance to the extent possible.

Team meetings within the classroom cohort will be held, with participants from outside the classroom cohort participating on Zoom.

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

For needed access for service personnel, custodial and maintenance will be done after school hours when possible and will be documented in a log in book. For emergencies during the school day non-school staff entry will be documented, contained to the greatest extent possible and all who enter will don proper PPE and areas will be disinfected.

For the past few months, the custodial staff has deep cleaned all areas of the school, including desks, bathrooms, offices, and other common areas. The school nurse, jlam@keswellschool.org, 646-783-6116, will be the initial point of contact in covid related matters. Any notifications to health authorities will be made by the school nurse 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 school nurse or administration will coordinate with local health officials. Once learning of a COVID-19 case in 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 students and most staff for 2-5 days. Remote learning will begin immediately. 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. This allows the local health officials 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 employees and children who worked closely with tht employee/child may also have to remain home for 14 days/until cleared via testing or released by their medical provider or local health provider. Infected employees/children will also identify all individuals

who worked in close proximity to for a prolonged period of time (10 minutes or more) with them during the 48-hour period before the onset of symptoms to ensure there is a full list of those who should be notified and remain home.

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 7 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 should 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 should 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 should 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](#).

5- Decisions about extending the school dismissal will be made in conjunction with local health officials.

- School administrators will work in close collaboration and coordination with local health officials to make dismissal and scope of cancellation decisions. School dismissals and cancellations may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- Administrators will seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

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
- Group activities outside the classroom within the building will be cancelled. There will be no field trips, vocational placements for students or community purchasing during this time.
- water coolers will not be utilized and staff and students will bring their own water to the school.
- 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 by busing.

Hygiene and Communication:

Hand sanitizer will be placed in classrooms, common areas, offices and locations easily accessible to personnel. Signs will be 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 will 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 will increase the frequency of cleaning and disinfecting throughout the day. Trash pails will be emptied out more often to prevent masks and gloves from overflowing. Trash will be 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 will be 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. If necessary to ensure the cleanliness of the building through deep cleaning one day per week students

will engage in remote learning for a deep cleaning day in which no students or staff will be present. Cleaning logs will be kept daily.

Process:

Pre-screening will take place in student/staff homes. All Keswell community will complete a screening form including temperature check and possible exposure questions and email to school nurse.

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. School nurse will log information on screening. 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 or exposure staff and students are required to follow state quarantine procedures and should plan to be available for when school starts. Please notify administration or school nurse when there is travel outside of NY State.

For in school learning 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 required to wear 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. Staff and students who are able to wear masks during direct instruction periods that 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.

Staff will remain in the classroom cohort and access break areas that are designated to individuals from that classroom to minimize exposure. 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 will bring their own lunches and will wash/sanitize hands before and after eating.

Students will eat in the classroom. Weather and condition permitting, students will go outside for APE into our adjoining park.

Attendance will be taken daily for students who attend school in the building and attendance 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.