



Southern Westchester BOCES

Center for Special Services

Pandemic Visitor and Community Access Plan

Center for Special Services - K-12 Locations

- Tappan Hill School, Tarrytown, NY
- Valhalla Center, Valhalla, NY
- Pocantico Hills School, Tarrytown, NY
- Rye Lake Campus, White Plains, NY
- St. Matthew's School, White Plains, NY
- Irvington High School, Irvington, NY

Table of Contents

[Visitors](#) 2

Protocols

Essential Personnel

[Community Access](#) 3

Community-Based Instruction

Protocols

Visitor Protocols

Parameters for permitting visitors on Center for Special Services campuses are based on current need, social distancing guidelines and current regional infection rates. Visitors must follow all SWBOCES protocols including signing an attestation upon entering the building.

We must assure that all Westchester County Department of Health and SWBOCES guidelines are followed. All visitors will be required to take their own temperatures on site and will attest to the same health questions via a sign-in sheet, which will record their name, email address, and phone number as well as the date and time of entry and exit. Face masks will be available at all entry points if individuals do not have their own masks.

Visitors will need advance appointments and upon entry, will be accompanied by school personnel to their intended destination within the school facilities.

The number of visitors will be monitored to ensure that maximum occupancy guidelines are not exceeded.

Essential Personnel

Only visitors deemed “essential personnel” will be approved for entry to Center for Special Services schools. When possible, appointments will be made in advance of any visits. These may include:

- Approved contractors
- Approved vendors
- Parents/guardians as necessary
- Families and/or district personnel for intake visits that cannot be conducted virtually
- Consultants approved to deliver in-person services
- Partner district representatives

Community Access

With the arrival of spring, there will be additional opportunities for outdoor activities and excursions for community-based learning for students. During all excursions and activities, face coverings/masks will be required and social distancing of six feet will be maintained when possible.

Activities may vary by instructional program need, interests, and location and may include:

- Walks into the community
- Public parks and picnics
- Public farmers markets
- Visits to other SWBOCES campuses to use outdoor space and outdoor facilities
- Other outdoor activities and field trips to venues with limited members of the public

The standard permission slips will be in place.

For any necessary transportation by bus, maximum capacity in accordance with current social distance guidelines will be observed.