Mount Pleasant Cottage School UFSD

Reopening Plan

Original date July 31, 2020
Second Revision August 30, 2020
Stephen Beovich, Superintendent of Schools
District Covid-19 Coordinator

Mount Pleasant Cottage Union Free School District
1075 Broadway, PO Box 8
Pleasantville, New York 10570
Edenwald School - Grades K-12
Mount Pleasant Cottage School - Grades K-12

Introduction

On Monday, July 13, Gov. Andrew Cuomo announced that school districts in New York can follow plans to reopen for in-person schooling in September if COVID-19 infection rates stay at 5% or lower in a given region.

Determinations will be made by region about opening and closing schools as the COVID-19 pandemic continues. If a region is in Phase 4 and has a daily infection rate of 5% or lower over a 14-day average, schools in that region could hold in-person instruction. If daily infection rates exceed 9% over a seven-day average, however, schools in that region would not reopen. Similarly, should a region see such an average after reopening, schools in that region would also be directed to close.

While districts have been instructed to prioritize efforts to return all students to in-person instruction, the district is also planning for remote/distance learning as well as for a hybrid model that combines in-person instruction and remote learning. Parents will always have the choice to remain in the remote learning model. Parents and guardians will be sent a form in August where they can opt in to remote instruction exclusively. Parents and guardians will be allowed to change their choice of instructional delivery throughout the school year as circumstances surrounding the pandemic change should they feel more or less comfortable with in-person instruction.

The plan outlined here is for the reopening of schools in the Mount Pleasant Cottage School Union Free School District for the 2020-21 school year, following the building closure related to the COVID-19 pandemic. In drafting this plan, we have taken into account the unique needs of a Special Act School District that serves residential students from the JCCA Westchester Campus as well as day students. This plan includes procedures that will be followed in the following schools:

- The Edenwald School
    - Principal – Ms. Christine Leamon
    - Office Phone Number – 914 -769-0456 ext. 3202
    - School Website: Edenwald

- Mount Pleasant Cottage School
    - Principal – Ms. Jessica Harris
    - Office Phone Number – 914 -769-0456 ext. 2302
    - School Website: MPCS

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the Centers for Disease Control and Prevention (CDC), the New York State Department of Health (NYSDOH) and the New York State Education Department (NYSED).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the

Governor. The level of infection, the spread of the virus, and response to the disease in our community will be at the forefront of our decision making as we move to open our schools.

Mr. Stephen Beovich, Superintendent of Schools, will serve as the district's COVID-19 Coordinator. Mr. Stephen Beovich and Mr. Angelo Rubbo, Assistant Superintendent for Business, Facilities and Finance will work closely with our local health department and will be responsible for the implementation of this plan. They will serve as the central contacts for schools and stakeholders, families, staff, and other school community members and will ensure the district is in compliance and following the best practices per state and federal guidelines. Mr. Beovich can be reached at (914) 769-0456 ext. 1201 or sbeovich@mpcsny.org. Mr. Rubbo can be reached at (914) 769-0456 ext. 1203 or arubbo@mpcsny.org. Their contact information will be sent to all staff and parents/guardians through school messenger.

Superintendent's Message

Dear Mount Pleasant Cottage School Community,

I must start by thanking the entire community as each stakeholder group has continued to impress me with tireless work and flexibility throughout the closure. This work has continued throughout the summer, and I am thoroughly impressed by Curriculum, Facilities, Health & Safety, and Special Education Committees for their tireless work and dedication in helping draft our reopening plan.

As a parent, I understand the anxiety many of you face as the time draws nearer to returning your child to school. With that in mind, this plan was drafted with extreme caution with health and safety always taking priority. I do want to highlight some key points of our plan:

- All parents/guardians have the option to continue to have their child's instruction delivered remotely.
- Face coverings will be mandated for all students and employees unless medically unable or a student has the inability to wear a mask listed as an IEP accommodation.
- NYSDOH guidance regarding social distancing will be enforced.
- All students and staff will need to pass a temperature check daily before entering the building.
- There will be multiple points of entry for students.
- A cohort model will be used, and students will remain in their classrooms while teachers travel for all classes in virtually all cases to limit student exposure.
- There will be student entrance periods before school and after lunch to ensure safe arrivals.
- Elementary classes will return at full capacity in large spaces throughout the district.
- Alternatively assessed students will return at full capacity by utilizing large spaces or multiple classrooms.
- All other classes will be delivered through a hybrid model.
- The district will be closed for cleaning and disinfection every Wednesday (subject to change), and all instruction will take place remotely.
- A second thorough cleaning and disinfection will take place every Saturday.
- If there is a positive case in the district in lieu of direct clearance from the Westchester County Department of Health the district will at the minimum close or quarantine locations of potential exposure for 24 hours, if possible. The length of any additional closure will be determined in consultation with the Westchester County Department of Health.

It is important to note that this plan is a living document and will be updated as circumstances require or to reflect new opportunities to enhance safety in the district. I encourage all stakeholders to thoroughly read the attached reentry plan and contact me at 914-769-0456 ext. 1201 or sbeovich@mpcsny.org if there are any questions, comments, or concerns.

Sincerely,

Stephen Beovich
Superintendent of Schools
Mount Pleasant Cottage School UFSD

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Communication/Family and Community Engagement

To help inform our reopening plan, the district has sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, alumni, JCCA administration and staff, local health department officials, and health care providers and employee unions. Engagement efforts included online surveys, virtual forums/meetings, and one-on-one conversations.

The district remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff, and visitors. The plan is available to all stakeholders via the district website at www.mpcsny.org and will be updated throughout the school year, as necessary, in response to local circumstances. The link to the plan appears on the district's website homepage and the homepage for the Edenwald School and the Mount Pleasant Cottage School. Every effort has been made to ensure that the plan is accessible to all individuals in accordance with the Web Content Accessibility Guidelines (WCAG) 2.0 Level A/AA. The plan can also be translated into other languages, via the G-Translate feature available on the district website.

As part of its planning for the reopening of schools and the new academic year, the district has developed a model for communicating all necessary information to district staff, students, parents/guardians, visitors, and education partners and vendors. The district will use its existing communication channels – including School Messenger (reaches stakeholders via phone, text, and email), district email and the district's website – as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements, and options related to school operations throughout the pandemic. We will be able to provide translation for documents, and phone conversation via our translation service, Trusted Translations. Any information on the website can be available via the G-Translate feature.

The district is committed to establishing and maintaining regular channels of communication. It has reviewed and determined which methods have proven to be the most effective in communications with our school community. The district will rely on School Messenger and the district's website to communicate news, requirements, and updates related to reopening and in-person instruction, including social distancing requirements, proper wearing of face coverings, and proper hand and respiratory hygiene. The information shared will be based on CDC, NYSDOH, and NYSED guidance and recommendations from the Health & Safety, Facilities, Curriculum, and Special Education Committees.

In support of remote learning, the district will make computer devices available to students and teachers. We have currently provided a Chromebook or laptop to any student or staff member who needs a device. The district will provide students and their families with multiple ways to contact schools and teachers during remote learning, including Video Conferencing, Virtual Town Halls, email and the staff directory found on the district's website.

The district will use existing internal and external communications channels to notify staff, students, and families/caregivers about in-person, remote, and hybrid school schedules with as much advance notice as possible. We will use school messenger, district email (staff and students), and our website to communicate the school schedule. We will continue to have meetings with JCCA administration, where a vast majority of students reside.

The district will follow its existing engagement and communication protocols with parents regarding the provision of special education services for their child. The students' counselors and the Director of Student Services will continue to be in constant communication with the parent/guardians through phone and email. For residential students' faculty and administration are in constant contact with JCCA clinical staff and administration. School-level meetings with JCCA administration will occur at least on a bi-weekly basis.

In addition, the district will make every effort to ensure that communication to parents/legal guardians is in their preferred language and mode of communication. The district uses Trusted Translations to translate phone calls and written communication for families whose primary language is not English.

The district is committed to ensuring that all its students and their families are taught and re-taught new expectations related to all public health policies and protocols. As part of this continuous training, the district will assess the best approach to communicating the information for each student's age group and will provide frequent opportunities for students to review these protocols. This targeted education will help ensure that all students and their families know what is expected of them as they successfully return to the school setting. These trainings will cover:

- Hand hygiene: The district will use the following CDC protocol for handwashing:
    1) Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
    2) Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
    3) Scrub your hands for at least 20 seconds.
    4) Rinse your hands well under clean, running water.
    5) Dry your hands using a clean towel or air dry them.

  When using hand sanitizer (must contain 60% or more alcohol): apply the product to the palm of one hand (read the label to learn the correct amount) and rub the product all over the surfaces of your hands until your hands are dry.

  Employees, students, and visitors will be required to perform hand hygiene at the following times:
    1) Arrival at the building (At the entrance or in the classroom)
    2) Departure from the building (visitors will be encouraged)
    3) Before and after eating or handling food
    4) Before and after administering medication
    5) After using the toilet or helping a child use the bathroom
    6) After coming in contact with bodily fluid
    7) After playing outdoors or in sand
    8) After handling garbage
    9) Before putting on a face covering

The district will use written materials and/or training videos and distribute electronically to parents/legal guardians to help train students on the proper procedure. Students will also receive training which may be delivered through a video, remotely or in-person.

- Proper face covering procedures (how to wear and remove)*:* the district will teach CDC protocol for wearing and removing a face covering:

  How to wear a face covering:
    1) Wash your hands before putting on your face covering
    2) Put it over your nose and mouth and secure it under your chin

3) Try to fit it snugly against the sides of your face
4) Make sure you can breathe easily

How to remove a face covering:

1) Untie the strings behind your head or stretch the ear loops
2) Handle only by the ear loops or ties
3) Fold outside corners together
4) Place covering in the washing machine (in waste basket if disposable)
5) Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

The district will use written materials and/or training videos and distribute electronically to parents/legal guardians to help train students on the importance of social distancing. Students will also receive training which may be delivered through a video, remotely or in-person.

- Social distancing: NYSDOH guidance regarding social distancing will be enforced:
    1) The district will require six feet of social distancing and/or the use of barriers at all times unless it interferes with a core activity.
    2) Student workstations will be six feet apart in all directions and/or barriers will be used in all instances.
    3) All present in the district will need to follow directional arrows on staircases to ensure social distancing requirements are met while traveling up and down staircases.

The district will use written materials and/or training videos and distribute electronically to parents/legal guardians to help train students on the importance of social distancing. Students will also receive training which may be delivered via video, remotely, or in-person.

- Respiratory hygiene: The district will use the following protocol for respiratory hygiene (drafted from CDC respiratory hygiene guidance):
    1) Masks should remain on to contain respiratory secretions. If not already covered by a mask cover your mouth and nose with a tissue when coughing or sneezing
    2) Use the nearest waste receptacle to dispose of the tissue after use
    3) Perform hand hygiene

The district will use written materials and/or training videos and distribute electronically to parents/legal guardians to help train students on the importance of respiratory hygiene. Students will also receive training which may be delivered via video, electronically, or in-person.

- Identifying symptoms: The district will make students and parent/guardians aware of the most common symptoms of COVID-19, which currently include:
    1) Fever or chills (100°F or greater)
    2) Cough
    3) Shortness of breath or difficulty breathing
    4) Fatigue
    5) Muscle or body aches
    6) Headache

7) New loss of taste or smell
8) Sore throat
9) Congestion or runny nose
10) Nausea or vomiting
11) Diarrhea

The district will use written materials and/or training videos and distribute electronically to parents/legal guardians to show how many of the symptoms can be identified. Students will also receive training which may be delivered through a video, electronically or in-person.

Parents/Guardians who identify that their child(ren) has any of these symptoms should immediately contact the building principal:

- The Edenwald School
    - Principal – Ms. Christine Leamon
    - Office phone number – 914 -769-0456 ext. 3202
    - Email - Cleamon@mpcsny.org

- Mount Pleasant Cottage School
    - Principal – Ms. Jessica Harris
    - Office phone number – 914 -769-0456 ext. 2302
    - Email - Jharris@mpcsny.org

The district will deploy signage throughout the district to address public health protections surrounding COVID-19. Signage will address protocols and recommendations in the following areas:

- Proper use of personal protective equipment (PPE)
- Acceptable face coverings and requirements related to their wear
- Hand washing
- Adherence to social distancing instructions
- Symptoms/prevention of COVID-19

In addition to signage, the district will encourage all students, faculty, staff and visitors through verbal and written communication to adhere to Centers for Disease Control and Prevention (CDC) and NYSDOH guidance regarding the use of PPE through additional means such as:

- Electronically distributing training videos to students, faculty, and staff.
- Electronically distributing visitor procedures to scheduled visitors.
- Staff will be required to complete the following Global Compliance Network modules to increase awareness:
    - COVID-19 Video: How to wear a Mask (OSHA)
    - COVID-19 Video: Proper Handwashing (CDC)
    - COVID-19 Workplace Guidelines

The district is committed to creating a learning environment that protects student and staff health, safety, and privacy. Our district will operate under a standard procedure for addressing situations in which an individual has tested positive for COVID-19 or appears symptomatic. These procedures are outlined in the Health & Safety section of our reopening plan.

The protocols and safety measures taken to contain the spread of the COVID-19 if an individual has tested positive any closure will be shared electronically via School Messenger. In the event that a student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state's contact tracing protocols as implemented by the local health department. The district will not notify the wider community unless specifically directed to do so by local health officials.

School Closures

The district is preparing for situations where one or more school buildings need to close due to a significant number of students or staff testing positive for COVID-19 or a considerable regional increase in COVID-19 cases.

The district will follow guidance by the Westchester County Department of Health and/or the New York State Department of Health to determine what parameters, conditions, or metrics, that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

The district may choose to modify operations in one or more schools prior to closing to help mitigate a rise in cases. The district will consult its school physician and the local health department when making such decisions.

If there is a positive case in the district we will work directly with the Department of Health and begin contact tracing immediately to determine the appropriate next steps. If there is a positive case in the district in lieu of direct clearance from the Westchester County Department of Health the district will at the minimum close or quarantine locations of potential exposure for 24 hours, if possible. The length of any additional closure will be determined in consultation with the Westchester County Department of Health. Any school closure will be announced through School Messenger.

School building administrators will communicate with each other regularly and, if needed, will consider closing school if they do not believe that they have the ability to operate safely, given the circumstances at that time. Depending on the school closure circumstances, the district may only require essential in-person functions to be completed on-site such as payroll processing, and determine which other employees can continue to work in-person safely. Other employees will be able to complete their job functions remotely until it is deemed safe to return.

The district would use School Messenger to communicate a school closure to all faculty, staff, and students.

The district will send this plan to all parents/guardians and employees by School Messenger to ensure all protocols have been received.

Health & Safety

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the Centers for Disease Control and Prevention

(CDC), the New York State Department of Health (NYSDOH), and the New York State Education Department (NYSED).

The district does not have beforecare and aftercare programs. The school does have a breakfast program for day students, and that procedure can be found in the Child Nutrition Section of this plan. The school does have an after-school enrichment and tutoring program which will remain virtual throughout the COVID-19 pandemic. Anyone with questions or concerns should contact our COVID-19 Coordinator at sbeovich@mpcsny.org or 914-769-0456 ext.1201.

For more information about how health and safety protocols and training will be communicated to students, families, and staff members, visit the Communication/Family and Community Engagement Section of our reopening plan.

Health Checks

The district has developed resources to educate parents/guardians and staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. The resources include the requirement for any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection to not come to school. The Centers for Disease Control and Prevention (CDC) list of Coronavirus symptoms was used to develop these resources.

The Mount Pleasant Cottage School UFSD will implement the following practices to conduct mandated health screening:

- The district will be using touchless thermometers to perform temperature checks for all staff and students.
- We will be using the electronic health screening attestation tool developed by the Northeastern Regional Information Center, where staff will answer the three screening questions. The staff will then receive an electronic pass to show the screener when they enter the building. If they do not have internet access, the questions will be asked while their temperature is taken during entry.
- Students will be given this survey periodically, either verbally, written, or electronically.
- Parents/guardians will be notified of all health screen requirements by School Messenger.
- Daily temperature checks for staff, contractors, vendors, and visitors will occur during building entry. The completion of the screening questionnaire provided in the New York Forward Pre-K to Grade 12 School Guidelines for staff will occur electronically whenever possible. Contractors, vendors, and visitors will answer the screening questions when they arrive at the school.
- Daily temperature checks for students will occur upon arrival at school. The temperature check will occur at a student's initial entry to school each day. The screening questionnaire will be answered by students periodically at entry. Residential cottages may be given an attestation form to have students fill out to bring to entry.
- All students will be screened following the same procedure.
    - Students will enter and pass through a metal detector.
    - The student will then have their temperature taken.
    - Periodically all students will be asked screening questions.
    - Throughout this process, students must maintain social distancing from all other students, which will also allow the screening to remain confidential to the greatest extent possible.

    - Residential students will be dismissed from school immediately if they have a temperature of 100°F or greater or have a positive response to a screening question and a JCCA employee is present.
        - If a JCCA employee is not present to escort the student a MPCS staff member may take the student to the JCCA health center or the student may remain in isolation awaiting the arrival of a JCCA employee.
    - Day students will be placed in isolation, and parent/guardians will be immediately contacted if they have a temperature of 100°F or greater or have a positive response to a screening question.
        - The district will be in contact with sending districts to learn whether they will be requiring students to complete an attestation before entering the bus. If this is a requirement the district will work with the sending district to ensure we are notified in the case of a positive answer to a screening question.
- A member of the business office will review the incoming health screening attestations of staff and contact the building principal if a staff member cannot come to work that day.
- Staff or students should immediately inform their building principal if they experience any COVID-19 symptoms after the entry process.
- There will be frequent electronic reminders to staff and parents/guardians of the health screening policy.
  * Any health information collected during screenings and temperature checks will not be saved.
- Temperature screenings will also include:
    - Supervision of students by a safety monitor or teacher aide while they are waiting their turn.
    - Students will be required to socially distance while waiting to be screened for entry.
        - There will be multiple entry points and a designated student entry period to reduce density while students are being screened.
        - School principals may designate specific entry points for student cohorts or residential cottages.
        - To the best of the schools' ability cottage entrances will be staggered.

Staff members performing temperature checks will be trained during a Superintendent's Conference day at the beginning of the year. Staff members performing screenings will be supplied with a mask, gloves, and if are not able to socially distance a barrier. The district will ensure that there are proper supplies for each entrance.

Social distancing, face coverings & PPE

The district has developed a plan with procedures for maintaining social distancing of all students, faculty, and staff when on school facilities, grounds, and transportation.

- Both schools have added an additional student point of entry and will stagger student entrances to allow for socially distancing during their entrance.
- Cohorts models will be utilized with only teachers moving at the end of periods, minimizing situations where it would be difficult for students to socially distance.
- Classes that will be returning at full capacity have either been moved to larger spaces or split into two classrooms to allow for proper social distancing.

- The hybrid model adopted for all other classes has ensured that social distancing will be followed in all classrooms throughout the district.
- Mount Pleasant Cottage School will use directional arrows for their staircases, allowing all students to be moving in the same direction (The Edenwald School does not have stairs).

Proper face coverings must be worn at all times. For those medically unable to wear face coverings or if the inability to wear a mask is an accommodation listed on a student's IEP, polycarbonate barriers or face shields will be possible accommodations that are provided. Face coverings may be taken off while eating meals. Students will be allowed to remove face coverings during meals, for short breaks that occur outside and for speech services if a clear face covering is not available and the student and speech therapist are separated by a polycarbonate barrier as well being able to be socially distanced.

Office settings in the district will follow NYSDOH Guidance for Office-Based Work when the office is locked, and not freely accessible to staff or students. If the door to the office suite is unlocked or freely accessible to either staff or students then face coverings must be worn at all times.

Face coverings will be provided to students and staff, if needed, at no cost. Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based coverings and surgical masks that cover both the mouth and nose.

An employee is allowed to wear their own acceptable face covering if they choose. Employees with healthcare provider documentation stating they are not medically able to tolerate face covering will not be required to do so.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, so there may be masks breaks.

Mask Breaks:
- Must occur outside
    - Tents will be available if there is inclement weather
- Social Distancing must continue
- Single or small groups of students can be taken outside by a teacher aide or safety monitor.
- A teacher can take the entire class outside for a mask break if needed.

Face coverings should not be placed on:
- Children younger than 2 years old
- Students who are medically unable to tolerate a face covering
- Students who have an accommodation on their IEP that states they are unable to wear a face covering
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

The district will instruct students, parents/guardians, and staff:
- The proper way to wear face coverings
- Washing hands before putting on and after removing their face covering
- The proper way to discard disposable face coverings

The district will provide a disposable face covering for any staff or student who forgets their own.

Infection Control Strategies

The district will utilize multiple points of entry, a student entry period for both the beginning of school and after lunch, a cohort model to extremely limit student movement, the addition of numerous hand sanitizing stations as infection control strategies.

The district has followed NYSED and NYSDOH guidance to ensure that social distancing will occur in all classrooms.

Facility Alterations and Acquisition

The district will be utilizing the library in the MPCS school building as an elementary classroom. We will be making no alterations to the physical space and will only be replacing the currently shared tables with individual student desks. The district is currently in contact with NYSED to determine if this is considered an alteration.

Space Expansion

We will be maximizing our current square footage, reconfiguring classrooms and using spaces such as libraries and faculty rooms to enable improved social distancing but will not be expanding space.

Tents for Additional Space

The district currently does not plan to utilize tents for additional classroom space. Tents may be utilized for outdoor mask breaks.

Plumbing Facilities and Fixtures

- The district will maintain above the number of toilet fixtures established in building code in all buildings; however, only one student will be allowed in a bathroom at a time.
- Touchless features in all bathrooms are being installed where possible.
- Social distancing rules will be adhered to by using signage and closing certain bathroom fixtures where possible.
- Drinking Water Facilities: The district has converted our traditional water fountains to new efficient bottle filler and drinking fountains; we have covered the water bubble to limit the use of the station to only fill bottles. We will also place paper cup dispensers to allow for single use water drinking. The district will maintain the required number of drinking fountains of one fountain for each one hundred occupants.

Ventilation

- The district will maintain adequate code required ventilation.
- Increased ventilation will occur by opening windows and doors to the greatest extent possible while maintaining health and safety protocols, particularly for younger students.
- The district will work with engineers and vendors to expand ventilation and filtration if possible.

Management of ill persons, contact tracing and monitoring

The district requires students, faculty, or staff members who develop COVID-19 symptoms during the school day to report to the nurse's office. If there are several students waiting to see the school nurse, students must wait at least 6 feet apart. The district has designated areas to separate individuals with symptoms of COVID- 19 from others until they can go home or to a healthcare facility, depending on the

severity of illness. One area will be used to treat injuries, provide medications or nursing treatments, and the other area will be used for assessing and caring for ill students and staff. Both areas will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies.

- Edenwald School:
    - Treatment/Medication area - Room 141C
    - COVID symptoms isolation area – Rooms 152 and 162B
        - Please note that students may be evaluated at the Mount Pleasant Cottage School and utilize their isolation area as it has the only registered nurse in the district.

- Mount Pleasant Cottage School:
    - Treatment/Medication area – Room 126
    - COVID symptoms isolation area – Rooms 128, 130, 132 and 135.

- Please be reminded that any residential student displaying symptoms will be sent directly to the JCCA health center.

PPE requirements for school health office staff caring for sick individuals includes both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (e.g., goggles or face shield) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, eye protection, and a fit-tested N-95 respirator will be used, if available. If an N-95 respirator is not available, a surgical face mask and face shield will be used.

School health office cleaning will occur after each use of cots, bathrooms, and health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes). Health office equipment will be cleaned following the manufacturer's directions.

Disposable items will be used as much as possible.

Aerosol Generating Procedures

Respiratory treatments administered by nurses generally result in aerosolization of respiratory secretions. These aerosol generating procedures (AGPs) potentially put healthcare personnel and others at an increased risk for pathogen exposure and infection. The district requires the following PPE to be worn during AGPs: gloves, N-95 or a surgical mask with face shield, eye protection and a gown. PPE will be used when: suctioning, administering nebulizer treatments, or using peak flow meters with students who have respiratory conditions.

Treatments such as nebulized medication treatments and oral or tracheostomy suctioning will be conducted in a room separate from others with nursing personnel wearing appropriate PPE. For nebulizer treatments, if developmentally appropriate, the nurse will leave the room and return when the nebulizer treatment is finished.

Cleaning of the room will occur between use and cleaning of the equipment should be done following the manufacturer's instructions after each use.

The district does not currently perform any aerosol generating procedures but would follow the above procedure in case it was necessary.

If Students or Staff become Ill with Symptoms of COVID-19 at School

The district requires residential students with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to the JCCA Health Center. The district requires day students with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, before being picked up or otherwise sent home. Staff with a temperature, signs of illness, and/or a positive response to the questionnaire may immediately leave the campus, or if not medically possible, they will be sent directly to the dedicated isolation area. Students will be supervised in the isolation area while awaiting transport home and will be separated by at least 6 feet. Students will be escorted from the isolation area to their parent/guardian.

Return to School after Illness

The district has established protocols and procedures, in consultation with the district physician, CDC and NYSDOH guidelines about the requirements for determining when individuals who screened positive for COVID-19 symptoms can return to the in-person learning environment. This protocol includes:

1. Documentation from a health care provider following evaluation stating that they are cleared to return to school and the person is symptom free for at least 24 hours without the use of fever reducing medication.
   Or
2. Negative COVID-19 diagnostic test result and the person is symptom free for at least 24 hours without the use of fever reducing medication.

If a person is diagnosed with COVID-19 by a healthcare provider, they should not be at school and should stay at home until:

1. At least 10 days have passed since symptoms first appeared/ 10 days from positive test if asymptomatic
   and
2. At least 24 hours have passed since the person has exhibited any symptoms without the use of fever reducing medication.
   and
3. Documentation from a healthcare provider following evaluation stating that they are cleared to return to school

The district requires individuals exposed to the COVID-19 virus to complete a fourteen day quarantine and have not developed symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with CDC guidelines. The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated.

COVID-19 Testing

Mount Pleasant Cottage School UFSD (MPCS) is not equipped to conduct testing in the event of a large-scale outbreak. We have a standing relationship with the Westchester County Department of Health and in the event that testing is required, we will defer to the Westchester county DOH for any required or relevant information. This information will be disseminated through our communications platform.

Testing is readily available in our community. Students, staff or visitors requiring COVID-19 testing should contact their health provider, a local urgent care, federally qualified health center or visit the NYSDOH website to locate a nearby testing facility https://coronavirus.health.ny.gov/find-test-site-near-you.

Contact Tracing

MPCS UFSD will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of MPCS. To assist the local health department with tracing the transmission of COVID-19, MPCS has developed and maintained a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

Districts may assist with contact tracing by:

- Keeping accurate attendance records of students and staff members
- Ensuring student schedules are up to date
- Keeping a visitor log that includes date and time address and phone number, and where in the school they visited
- Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program
- Informing the local health department of staff member testing positive regardless of county of residence.
- For all contact tracing, the DOH will require the name, address, and phone number as well as the name and phone number of the guardian of a student. MPCS will also provide contact information to JCCA and other applicable information when it contract tracing involves residential students.

If/when COVID-19 cases are discovered, in consultation with the local health department, MPCS will do the following:

- Close or quarantine locations of potential exposure for 24 hours, if possible
- Clean and disinfect locations as necessary
- Provide DOH with information as required

Confidentiality must be maintained as required by federal and state laws and regulations. **Staff should not try to determine who is to be excluded without guidance and direction from the local health department.**
For more information about how COVID-19 containment efforts will be communicated to students, families and staff members, visit the *Communication/Family and Community Engagement section* of our reopening plan.

School Closures

A closure refers to contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education and/or closing the school. The district will collaborate with the local health department to determine the parameters, conditions, or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

Conditions that may warrant reducing in-person education or closing the school:

- Schools will close if the regional infection rate rises over 9% after Aug. 1. Schools will close if the 7-day rolling average of the infection rate is above 9%.
- If the infection rate rises about 9%, schools must wait until the 14-day average is below 5%.
- Once schools open at Phase IV below 5% for a 14-day rolling average, schools can remain open even if the rate continues to rise about 5% until it reaches 9% for the 7-day average.
- If the district does not believe that they have the ability to operate safely, given the circumstances at that time.
- The district may choose to modify operations prior to closing to help mitigate a rise in cases. If County infection rates rise, the district will consider modifying school operations for medically vulnerable students and staff if they are participating in in-person activities or moving exclusively to remote learning.
- If there is a positive case in the district we will work directly with the Department of Health and begin contact tracing immediately to determine the appropriate next steps. In lieu of clearance from the Department of Health the district will close for at least twenty four hours.

Depending on the circumstances of the school closure, the district may only require essential in-person functions to be completed on-site such as payroll processing, and determine which other employees can continue to work in-person safely. Other employees will be able to complete their job functions remotely until it is deemed safe to return.

For more information about how school closure information will be communicated to students, families and staff members, visit the Communication/Family and Community Engagement section of our reopening plan.

Health hygiene

The district will emphasize healthy hygiene practices for students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the school (e.g., entrances, restrooms,

cafeteria, classrooms, administrative offices, auditorium, custodial staff areas), and regular messaging will be shared with the school community. Signage will be used to remind individuals to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering at all times.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of, or exposure to, COVID-19.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

Hand Hygiene

Students and staff must carry out the following hand hygiene practices:

1) Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2) Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3) Scrub your hands for at least 20 seconds.
4) Rinse your hands well under clean, running water.
5) Dry your hands using a clean towel or air dry them.

When using hand sanitizer (must contain 60% or more alcohol): apply the product to the palm of one hand (read the label to learn the correct amount) and rub the product all over the surfaces of your hands until your hands are dry.

Hand washing should occur:

1) Arrival at the building (At the entrance or in the classroom)
2) Departure from the building (visitors will be encouraged)
3) Before and after eating or handling food
4) Before and after administering medication
5) After using the toilet or helping a child use the bathroom
6) After coming in contact with bodily fluid
7) After playing outdoors or in sand
8) After handling garbage
9) Before putting on a face covering

Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, the district will emphasize the importance of respiratory hygiene.

Students and staff must carry out the following respiratory hygiene practices:

1) Masks should remain on to contain respiratory secretions. If not already covered by a mask cover your mouth and nose with a tissue when coughing or sneezing
2) Use the nearest waste receptacle to dispose of the tissue after use

3) Perform hand hygiene

For more information about how hygiene information will be communicated to students, families and staff members, visit the Communication/Family and Community Engagement section of our reopening plan.

Cleaning and disinfecting

The district will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster, as applicable. Cleaning and disinfection logs will be maintained to include the date and time of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include:

- Bathrooms
- Health offices, isolation rooms
- Administrative offices
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Faculty Rooms
- Cafeterias (Day Student Breakfast and Lunch Area) and Kitchens (if used)
- Computer labs (if used)
- Science labs (if used)
- Classrooms
- Maintenance offices and work areas
- Buses (if used), school vehicles
- Libraries
- Gymnasium
- Playgrounds (cleaning only)
- Outdoor seating areas (plastic or metal)

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or guardians on ways to reinforce this at home.

The district will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual's use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on the frequency of use.

For more information about how cleaning and disinfection information will be communicated to students, families, and staff members, visit the Communication/Family and Community Engagement section of our reopening plan.

Vulnerable populations/accommodations

The district recognizes that some students and staff members are at an increased risk for severe COVID-19 illness or live with a person who is at an increased risk. It is our goal that these individuals are able to safely participate in educational activities.

All parents/guardians will be given the option to have their child(ren) continue to have their instruction delivered through remote learning regardless if they are in the vulnerable population or not.

Any parent/guardian who requests accommodations for their child(ren) based on being in the vulnerable population or living with someone who is considered high risk will be provided accommodations such as enhanced PPE and/or barriers if deemed appropriate. The district will decide on additional accommodations based on the specific case.

Additionally, any staff member who requests accommodations based on being in the vulnerable population or living with someone who is considered high risk will be provided accommodations such as enhanced PPE and/or barriers if deemed appropriate. The district will decide on additional accommodations based on the specific case.

Visitors on campus

No outside visitors or volunteers will be allowed on school campuses, except for the safety and well-being of students. Parents/guardians will report to the district office (MPCS) or school office (Edenwald) and not go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities will be required to wear face coverings, receive a temperature check, answer screening questions, and will be restricted in their access to our school buildings.

Visitors must follow all safety protocols as listed above.

School safety drills

The district will conduct fire (evacuation) drills and lockdown drills as required by education law and regulation and the fire code without exceptions. Schools must continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. Drills will be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies.

- Schools will continue to conduct eight (8) evacuation and four (4) lockdown drills during the school year.
    - The evacuation drills will occur on a staggered schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site.

- Conduct a lockdown drill in a classroom setting while maintaining social distancing/using masks.
    - Students will not "hide" in the normal spot during lockdown drills but instead under their own desk and will be provided guidance where they should be if it were not a drill.
- Regardless of the modification used when conducting a drill, students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and will not be the first priority.

Facilities

In order to prevent the spread of COVID-19 infection in the district, facilities operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly. In carrying out projects or tasks supporting infection control, requirements will be met for changes associated with building spaces. Plans for changes or additions to facilities that require review by the Office of Facilities Planning (OFP), will be submitted to comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code.

The function, position of stairs, and corridor doors will remain unchanged. At Mount Pleasant Cottage one staircase will be designated for students to walk up and one staircase will be designated for students to walk down.

The district plans to meet the deadline for submission of Building Condition Survey or Visual Inspections on time. In addition, lead in water sampling will be carried out upon the reopening of school under conditions consistent with when the building is "normally occupied."

Upon reopening, the district plans to increase ventilation, to the greatest extent possible. Water systems will be flushed in buildings that have been unoccupied.

The building reopening plan and activities that will occur include:

- The district will work with our HVAC maintenance contractor, Honeywell, to review existing filtration areas to confirm compliance with NYSED. Additionally, we are investigating the use of MERV -13 filters to ensure we have the maximum filters for our units.
- The district will use the main school library as a classroom. No alterations will be made to the configuration of the space. A request has been sent to NYSED Office of Facilities Planning to determine if a diagram of the furniture layout is required.
- No offsite facilities will be utilized.
- There will be no temporary or permanent use of tents to hold daily classes. Tents will be utilized for shade during mask breaks.
- Drinking Water Facilities: The district has converted our traditional water fountains to new efficient bottle fillers and drinking fountains; we have covered the water bubble to limit the use of the station to only fill bottles. We will also place paper cup dispensers to allow for single-use water drinking. The district will maintain the required number of drinking fountains of one fountain for each one hundred occupants.

- Continue to maintain adequate code required ventilation.
- The district will continue to use electrostatic sprayers that are EPA approved to address nightly cleaning. These devices positively charge the cleaning mist that is sprayed and adheres to the negatively charged surfaces throughout the school building.
- To ensure the cleanest environment possible, the district will have a full distance-learning day every Wednesday (subject to change). This will allow the custodial staff to clean all areas of our school buildings aggressively. A full deep cleaning will also occur each Saturday. Cleaning will be throughout the district, hallways, stairways, bathrooms, classrooms, play areas outside the buildings, and any area that staff or student has used.
- The district has identified outside cleaning services to supplement our custodial staff if the need arises.

Child Nutrition

School meals will continue to be available to all students, including those attending school in-person and those learning remotely.

For information about how meal information will be communicated, visit the Communication/Family and Community Engagement section of our reopening plan.

Meals onsite

For students onsite, meals will be provided while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

The district will ensure social distancing between individuals while eating in an area large enough to accommodate our minimal day student population. Breakfast will be provided for day students upon arrival at school. Cleaning will take place after the designated space is utilized for breakfast. Students' lunch will only be one period. The designated space will be cleaned immediately after the lunch period and at the end of the school day by our custodial staff.

The sharing of food and beverages (e.g., buffet-style meals, snacks) is prohibited unless individuals are members of the same household. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

Our school nurse maintains a list of students with allergies. The allergy list is provided to the foodservice operator to confirm no meals will be served that endanger students. Breakfast and lunch meals will be bagged and provided to each child. The district Teacher Aides/School Monitors will distribute the bagged meals to each student. Before the students enter the lunch area, they will be brought to wash their hands while socially distanced. Immediately after the meal, the students will again be brought to a location to wash their hands before returning to the classroom. There will be assigned seating to maintain adequate social distancing.

The District food service provider is audited by the Child Nutrition program staff to ensure compliance with the program. Since each meal is bagged, all components will be provided to the student.

Meals offsite/remote

The District will work with day students' home districts to provide breakfast and lunch meals to them. We have already spoken to many of our day students' home districts, and the approach to providing these meals varies with many districts offering pre-bagged meals to be picked up by the student's family. Residential students will be provided with meals by JCCA.

Transportation

Please note the district will begin the year with no transportation. Our day students are transported by their home school district. We will also not take field trips or vocational trips until further notice. Below are the protocols we will follow if transportation is reinstated. The student disembarkment and bus drills are necessary to start school and will be followed immediately.

The district will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and school staff must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated) and should maintain appropriate social distancing to the extent practicable. Students who are medically unable or have an IEP accommodation stating they can not wear a face covering will not be required to wear masks but must be appropriately socially distanced. Members of the same household may be seated within 6 feet of each other.

All buses that are used every day by districts are cleaned/ disinfected once a day. High contact spots will be wiped down after the morning (AM) and afternoon (PM) run depending upon the disinfection schedule.

School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors, and attendants must not carry personal bottles of hand sanitizer with them on school buses.

Wheelchair school buses will configure wheelchair placement to ensure social distancing of 6 feet.

All students are entitled to transportation by the district to the extent required by law. Transportation departments do not have the ability or the right to deny transportation for children in foster care, homeless, or attend private or charter schools. Parents who may have missed the due date to request out of district transportation due to a reasonable excuse may file a 310 appeal with the Commissioner of Education.

School Bus Staff

School bus drivers will be required to perform a self-health assessment for symptoms of COVID-19 before arriving to work. If a bus driver is experiencing any of the symptoms of COVID-19, they will notify the district and seek medical attention.

School bus drivers must wear a face-covering along with an optional face shield.

School bus drivers will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

The district will provide Personal Protective Equipment such as masks and gloves for drivers.

Drivers who must have direct physical contact with a child must wear gloves.

Responsibility for transporting our day students remains with the home school district, and all protocols reside with the home school transportation service.

We are working with our sending school district to structure protocols if a student is exhibiting signs of COVID or any illness as they disembark. This protocol will include:

- Upon arrival, the students will disembark from the bus while following social distancing mandates.
- All students' temperature will be taken as they are disembarking from the bus or immediately after they disembark.
- The bus driver will be asked to stay until all students have been screened.
- If a student has a temperature of 100 F or greater or is exhibiting signs of COVID or other illness, the student will be asked to enter the isolation room. The student's parent/guardian will be immediately contacted.
- If the parent/guardian consents to the student being returned on the bus, they will return home.
- If the parent/guardian does not consent, the student will have to remain in the isolation room while waiting for the parent/guardian to pick their child up.

The district will continue to practice the mandatory bus drills for our students. We have planned the bus drills in a manner where only a limited number of students will be brought to each drill. After each set of students participate in the drill, the vehicle will be thoroughly cleaned, and the next set of students will arrive.

- The driver must wear gloves and a face covering during the drill.
- Transportation staff will be required to wash their hands with soap and water before and after any bus drill.

For more information about the training protocol for students and staff and how transportation information will be communicated, visit the Communication/Family and Community Engagement section of our reopening plan.

Social-Emotional Well-Being

We recognize that the social-emotional well-being of our students and staff during these challenging times is critically important. The district has made available resources to address the mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instructions. This will be done this by:

- Approximately 90% of our students already receive counseling services, and supporting students during the transition will be a focus of counseling sessions.
- Any student who does not currently qualify for counseling sessions, if requested or identified as having a difficult time transitioning back into the school setting, will be given the opportunity to receive counseling.
- Resources will be made available to faculty and staff on the district website to help students transition, such as the NYSED Guide to Mental Health Education Literacy in Schools and the CASEL Social and Emotional Learning (SEL) Roadmap for Reopening School.
- Faculty and staff who have a difficult time transitioning back can contact Millicent Lee, Director of Student Services, at (914) 769-0456 ext.1208 or mlee@mpcsny.org. She will assist in identifying steps, resources, or training that will help with their transition.

The district is currently establishing an advisory council that will involve shared decision-making and comprise of families, member(s) of the board of education, school building and/or district leaders, JCCA leadership, teachers, and certified school counselors and other pupil personnel service providers. Students may also be asked to participate periodically. The advisory council will inform the Comprehensive Developmental School Counseling Program Plan. This program plan will be reviewed and updated to meet current needs.

The district will provide professional development opportunities for faculty and staff to talk with and support students during and after the ongoing COVID-19 public health emergency and provide support for developing coping and resilience skills for students, faculty, and staff. This will be addressed by:

- Millicent Lee, Director of Student Services, will develop a professional development session to deliver to faculty and staff for an initial training focused on the topics above.
- Ms. Lee will also identify professional development opportunities that build upon the initial training and send to the staff.
- The district will also continue to use restorative justice practices previously in place to build the community and have discussions regarding the pandemic.

School Schedules

The district has planned the school year with two different school schedules based on the district's current student population and available space It is also important that this plan is based on current circumstances and can be modified to fully remote learning or add/subtract in-person capacity as circumstances change.

The middle and high school students (non-alternatively assessed) will be returning on a Hybrid AA/BB model. This includes 50% of students attending in-person instruction Monday and Tuesday where the other 50% will be learning virtually as the class is live streamed through Zoom (except for physical education where learning will be asynchronous) while utilizing a SWIVL to allow motion detection to the teacher as well as virtual access to view the TruTouch board directly. Wednesday will be a cleaning and disinfecting day for the entire district (subject to change) before the B group receives in-person instruction on Thursday and Friday as the A group will learn virtually through the live stream.

The elementary school and alternatively assessed classes will be returning at full capacity for four days a week with one day of virtual learning. Wednesday will be a cleaning and disinfecting day for the entire district (subject to change).

As mentioned above the cleaning and disinfecting day will be subject to change. The district will constantly reexamine all circumstances regarding the pandemic as well as circumstances specific to the district to determine if a full day of cleaning and disinfection continues to be necessary.

In the event it is no longer deemed necessary to clean and disinfect on Wednesday's the hybrid groups will alternate in-school attendance on Wednesdays. The first in-person Wednesday would require attendance of the "A" group and the second in-person would require attendance of the "B" group. The alternating weeks would continue until further notice.

The district will be utilizing the cohort model to minimize the possibility of student exposure with students staying in the same classroom throughout the day whenever possible (except for lunch where many students return to the cottages and, at times, physical education). Teachers will travel from classroom to classroom in almost all instances. Teacher aides and assistants will stay with an assigned cohort throughout the day whenever possible.

There may be a student entry period during the morning and after lunch. The morning entry will be scheduled longer than the period after lunch as initial entry will require student temperature checks. There will also be a student exit period before lunch and at the end of the school day. This will allow entry and exit to be staggered to be the greatest extent possible. This model will mean that there will be approximately five minutes less of instructional time each period, which the district plans to make up through asynchronous assignments.

Before the above schedules are implemented, there will be a one week phase-in period from September 8th - 11th. Staff will be in the building, getting acclimated to new safety protocols and cohort structure while teaching remotely. The district may have a student orientation on September 11th, bringing students in the buildings in a staggered fashion throughout the day to familiarize themselves with the new safety requirements and protocols. During the student orientation, there will be asynchronous remote learning and available video conferencing when teachers are not actively a part of student orientation.

For information about how school schedule information will be communicated to students, families, and staff members, visit the Communication/Family and Community Engagement section of our reopening plan.

School Activities

Extracurriculars

The after-school program throughout the COVID 19 pandemic has been virtual and will remain virtual for the foreseeable future. It will stay available to all students via zoom from 3:05 pm – 5:05 pm on weekdays and provide our students with opportunities to receive tutoring and enrichment activities. This will allow for enhanced cleaning immediately after the completion of the school day and further minimize risk by avoiding contact of students outside of their assigned cohorts.

The Mount Pleasant Cottage School UFSD does not currently participate in interscholastic sports during the fall season. There has been no decision for the winter season, but interscholastic sports would not return if the after-school tutoring and enrichment programs were still virtual.

Childcare

The district does not have beforecare and aftercare programs. The school does have a breakfast program for day students, which is addressed in the Child Nutrition Section of this plan. The school does have an after-school enrichment and tutoring program which will remain virtual throughout the duration of the COVID-19 pandemic. Anyone with questions or concerns should contact our COVID-19 Coordinator at sbeovich@mpcsny.org or 914-769-0456 ext. 1201.

Attendance and Chronic Absenteeism

Student Attendance will be taken using our student management program, SchoolTool, whether learning is in-person, hybrid, or remote. We are currently working with the program to add options that allow the teacher to differentiate if the student attendance was in-person or remote. In the case of an absence, the options would note whether the student was scheduled for in-person or remote learning.

Technology and Connectivity

The district has been committed from the beginning of the COVID-19 Pandemic to ensure all students and teachers had access to devices and high-speed internet. The district has provided and will continue to provide students and teachers with devices and high-speed internet through hot spots when needed, including providing the residential cottages at JCCA with Chromebooks for every resident and multiple hot spots for every cottage.

The district is committed to giving the students in-person, remote, and blended opportunities to learn and demonstrate mastery of Learning Standards. The district is working with BOCES to ensure that they have the proper bandwidth to make the hybrid model successful. However, in the event of technical issues, the students who are learning remotely will receive their instruction asynchronously.

Teaching and Learning

The school calendar will include multiple Superintendent Conference days before students arrive at school. Acknowledging the challenges that our teachers and staff will face this school year, the district will focus these in-service days on providing training to staff in new school health & safety protocols and requirements and training on new technology to make our Hybrid Learning Model as effective as possible.

As we enter the new school year, teachers will be encouraged to spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette at developmentally appropriate levels.

Certain groups of students have been prioritized for in-person learning to start the school year. Elementary Students and Alternatively Assessed Students will be receiving in-person instruction four days a week. All other groups will be receiving in-person instruction two days a week and virtual learning three days a week. Instruction will be delivered remotely for the entire student population every Wednesday (subject to change), as the district will be physically closed for a thorough cleaning and disinfection. It is important to note that all Parents/Guardians may choose to have their child receive remote instruction exclusively.

Regardless of the model, assessing student learning gaps or areas of need will be critical. Formative assessment before a unit of instruction to assess student understanding of pre-requisite skills will be common practice.

Acknowledging that the typical content in a given grade level or course may need to be adjusted, the content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students' success in future study.

Grading practices will follow the district's approved grading policy.

In-person Instruction

Upon reopening, the number of students in each classroom will be reduced to adhere to CDC guidance regarding proper social distancing. Class size will reflect the need to ensure that students' desks/seats are positioned no less than six feet apart.

The district has identified four of its largest spaces in the two schools to accommodate elementary school classes at full capacity while still ensuring social distancing. The district has also identified areas large enough for some alternatively assessed classes to return in one classroom at full capacity. Other alternatively assessed classes will be spread out between two classes to ensure social distance. In the

situation where a class is spread out between two classrooms, a teacher aide will be stationed in each classroom, and the teacher will go in-between the two classrooms while also being able to use live streaming technology while teaching a lesson.

All instruction will continue to be aligned to the New York State Learning Standards and follow the district's approved grading policy.

Student populations not mentioned above will utilize a hybrid model to ensure social distancing is possible, which is described in the next section of this plan.

Our schools will minimize students' movement by utilizing a cohort model where students will remain in the same class throughout the day (except for lunch where many students return to the cottages and, at times, physical education). The district will be eliminating assemblies, field trips, and other large-group activities. Special-area subjects (e.g., art, music, cosmetology) will be pushed into the classroom.

Whenever possible, students will utilize outside space for physical education instruction. We will adhere to 12 feet between students when engaging in physical activity. There will also be instances where physical education is pushed into a classroom and can not engage in physical activity during the class period.

For information on school schedules, visit the School Schedules section of our reopening plan.

For information about how in-person instruction information will be communicated to students and families, visit the Communication/Family and Community Engagement section of our reopening plan.

Remote/Hybrid Instruction

Given that the current school schedule will call for all students to receive their instruction remotely every Wednesday (subject to change) to allow the district to perform deep cleaning and disinfection and many student schedules call for a hybrid model, the district has fully developed a remote instruction model and a hybrid learning model.

The remote learning model will follow the district's distance learning plan. This plan includes four hours of synchronous learning for all students and in-person support by teacher aides/assistants/safety monitors in residential cottages. After the four hours of synchronous learning, additional instruction will be delivered through asynchronous assignments to ensure all students are receiving the required instructional time. All instruction will continue to be aligned to the New York State Learning Standards and follow the district's approved grading policy.
The hybrid model used will be the AA/BB model. This includes 50% of students attending in-person instruction Monday and Tuesday, where the other 50% will be learning virtually as the class is live streamed through Zoom (except for physical education where learning will be asynchronous) while utilizing a SWIVL to allow motion detection to the teacher as well as virtual access to directly view the TruTouch board. Wednesday will be a cleaning and disinfecting day for the entire district (subject to change) before the B group receives in-person instruction on Thursday and Friday as the A group will learn virtually through the live stream.

The district is working with BOCES to ensure that they have the proper bandwidth to make this model successful. However, in the event of technical issues, the students who are learning remotely will receive their instruction asynchronously.

All instruction will continue to be aligned to the New York State Learning Standards and follow the district's approved grading policy.

For information about how remote/hybrid instruction information will be communicated to students and families, visit the Communication/Family and Community Engagement section of our reopening plan.

Special Education

The district will continue to provide special education services to all students as it has throughout the pandemic whether the student is having instruction provided through in-person, remote, and/or through a hybrid model. All efforts will be made to have counseling and all other related services to be in-person, but understand in some instances it may not be possible and, in those cases, continue to deliver services remotely through video conferencing.

The related service providers will continue to take and keep documentation of attendance, whether these services are scheduled to be provided in-person or remotely. Related service providers will also continue to contact parents/guardians for day students and JCCA for residential students, especially in cases where the student has not been consistently attending their sessions.

Virtual CSE meetings will continue as appropriate based on a review of the student needs by the counselor. This meeting will include program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs, plans for monitoring and communicating student progress and commitment to sharing resources. In cases where the student is a residential student, a staff member of JCCA will be invited along with the student's parent/guardian. For day students, the meetings must include members of the student's local CSE and their parent/guardian.

The district will make every effort to provide all accommodations to students when they are not having their instruction delivered in-person. Any student requiring a 1:1 aide will have their aide scheduled to remain with them virtually throughout instruction. All related service providers can continue to provide sessions remotely. All needed assistive technology has been purchased and will be delivered to students.

For information about meaningful parent engagement regarding the provision of services to a child to meet the requirements of the IDEA, visit the Communication/Family and Community Engagement section of our reopening plan.

Bilingual Education and World Languages

The district currently only has three ELL students in the district. They have received required instructional units of study based on their most recently measured English language proficiency level

throughout the school closure, and this will continue in the 2020-21 school year. Group sessions will occur remotely if in-person sessions would cause an increased risk of student exposure.

For information about regular communication and engagement with parents/guardians of English-language learners, visit the Communication/Family and Community Engagement section of our reopening plan.

Staff

Teacher and Principal Evaluation System

All teachers and principals will continue to be evaluated pursuant to the district's approved APPR plan.

Certification, Incidental Teaching and Substitute Teaching

All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or education law.

Key References

- State Education Department Issues Guidance to Reopen New York State Schools (July 16, 2020)
- State Education Department Presents Framework of Guidance to Reopen New York State Schools *(July 13, 2020)*
- Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health *(July 13, 2020)*

Additional References

- Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency *(June 26, 2020)*
- Interim Guidance for Food Services during the COVID-19 Public Health Emergency. *(June 26, 2020)*
- Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency. *(June 26, 2020)*
- Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency. *(June 26, 2020)*
- *New York State Department of Health Novel Coronavirus (COVID-19)*
- New York State Education Department Coronavirus (COVID-19)
- Centers for Disease Control and Prevention Coronavirus (COVID-19)
- Occupational Safety and Health Administration COVID-19 Website