



*A letter from Senior Director for Educational Services, Lynn Rafalik*

August 13, 2020

Dear Staff, Parents and Community Members,

We continue to provide communication and updates to you regarding our School Re-Opening/Re-Entry Plan. Last week, Governor Cuomo asked that every school address three basic questions and post a summary on their websites for each of the followings questions, so that parents and teachers can easily access these three areas of our plan:

1. **Remote learning:** “how and when does our School Re-Opening/Re-Entry Plan provide remote learning?”
2. **Testing:** “how does our School Re-Opening/Re-Entry Plan address testing (which is separate from screening) and referral to the county health department?” The question includes who is tested, who conducts/provides the tests and when testing is conducted. The presumption is that it is not the school’s responsibility to test, but that we should have a protocol in place to identify testing resources, and connect parents and staff with those resources.
3. **Contact tracing: while** it is not the school’s responsibility to conduct contact training, we will have protocols in place that facilitate tracing by creating lists of pods/cohorts or other groups of students, such as those transported on the same bus, and tracking the movement of students within our buildings to provide useful information regarding others with whom positive students may have come into contact, so that the local health department can effectively conduct tracing.

Brookside School and Parkside Preschool each has a specific plan for these three areas, and we want to ensure that this information is readily available to you. In addition, to answer any questions you may have about our plan, we will hold three (3) virtual parent meetings and two (2) or more staff member meetings. A reminder that our Comprehensive Re-Opening/Re-Entry for our schools can be found on [www.arcmh.org](http://www.arcmh.org) under the tab for each of our schools. We are excited to open safely and to once again be together with the children and staff at our schools.

## REMOTE LEARNING AT OUR SCHOOLS

### Brookside School

As noted in our School Re-Opening/Re-Entry Plan we are planning to open with a Hybrid Model (In-person and Remote Learning opportunities) and for some students, parents have chosen Remote only. In the event that Brookside School is required to close due to positive cases of COVID-19, under the guidance of the Ulster County Department of Health, we will immediately move to a full Remote Learning option for all students.

The hours for our In-person school days will be 8:45am-2:15pm. Our schedule for our Cohorts of students are:

GROUP	IN-PERSON	REMOTE	OT/PT/Speech	PLATFORM
A  # of Students	M/W	Every other Friday	Service Providers schedule when in school  Scheduled with Parent if Remote	Google Meets  Google Hangouts  Webex or Zoom
B  # of Students	T/TH	Every Other Friday	Service Providers schedule when in-person  Scheduled with Parent if Remote	Google Classroom  Google Meets  Webex or Zoom
C "All Remote"  # of Students	X	Parents have chosen this option for their child	Scheduled with parent	Google Classroom  Google Meets  Webex or Zoom  Teacher Check in often

**Parkside Preschool**

Our Special Class program will operate in half-day hybrid sessions. The morning in-person instructional session will run from 8:45 – 11:15 am. The afternoon in-person instructional session will run from 12:30 – 3:00 pm. Fourteen (14) students total will attend each in-person instructional session resulting in a maximum of 28 students on site in the Special Class Program each day. Students will also be provided with 2.5 hours of remote instruction daily.

Our SCIS program, run in collaboration with Pine Grove Country Day School, will operate full day, from 9:00 – 3:00 pm. Students will bring their own lunches, as was done prior to the COVID-19 pandemic.

GROUP	IN-PERSON	REMOTE	OT/PT/SPEECH/SBC	PLATFORM
Special Class AM Session  Max 14 Students	8:45-11:15am	Daily 2.5 hours  Alternate Fridays	Mainly in-person  Scheduled with parent when Remote	Microsoft Teams  Google Classroom  BOOM Learning  Skill Gen. Binder
Special Class PM Session  Max. 14 Students	12:30-3:00pm	Daily 2.5 hours  Alternate Fridays	Mainly in-person  Scheduled with parent when Remote	Microsoft Teams  Google Classroom  BOOM Learning  Skill Gen. Binder

SPECIAL CLASS INTEGRATED SETTING  Max 12 Students	9:00- 3:00pm	If classroom or school closes  If student must quarantine  Alternate Fridays	During school day  Scheduled with parent when Remote	Microsoft Teams  Google Classroom  BOOM Learning
“ All Remote”  Currently 4 Students	X	Parent has chosen this option for child	Scheduled with parent	Microsoft Teams  Google Classroom  BOOM Learning  Individual Materials  Packets provided as needed  Daily Teacher Check In

### **COVID-19 TESTING**

Protocols have been established via our School Re-Opening/Re-Entry Plan. Although, Brookside and Parkside Schools are not responsible for COVID-19 testing, each school’s COVID-19 Coordinator will consult with local health department officials, whenever needed, to assist in formulating plans for the testing of symptomatic individuals, close contacts of individuals suspected or confirmed cases of COVID-19, and individuals who have recently traveled internationally or to states with widespread transmission of COVID-19, as designated by the New York State Travel Advisory. The school will comply with Department of Health advisement

regarding which individuals must be tested and cleared before returning to school. The schools themselves will not be testing students for COVID-19.

Testing is readily available in our community. Students, staff or visitors requiring COVID-19 testing should notify their health care 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>.

**Brookside School Staff and Families** - A list of testing sites in Ulster County are available at

<https://covid19.ulstercountyny.gov/get-tested/>

**Parkside Preschool Staff and Families** - A listing of testing sites in Putnam and Westchester Counties are available at:

Putnam County: <https://www.putnamcountyny.com/health/coronavirus/#toggle-id-1>

Westchester County: (<https://health.westchestergov.com/2019-novelcoronavirus>).

Information can be found under the testing, results and treatment tab. Students, faculty and staff can also call the NYS COVID-19 hotline at 1-888-364-3065 for assistance locating a testing site.

### **Contact Tracing**

Case investigation and contact tracing, a core disease control measure employed by local and state health department personnel for decades, is a key strategy for preventing further spread of COVID-19.

**Case investigation and contact tracing is a specialized skill.** To be done effectively, it requires people with the training, supervision, and access to social and medical support for patients and contacts. We rely on our partners in public health and local health authorities to carry out effective contact tracing and to guide our staff in any additional measures needed on a case-by-case basis.

In accordance with CDC and NYSDOH guidelines we will implement the following:

- Upon notification of a confirmed or suspected case of COVID-19 in our school, the COVID coordinator, and/or school nurse will coordinate closely with the local department of health to help rapidly identify contacts of the case within the school setting, in a confidential manner.

· For symptomatic persons presenting during the course of the school day the school nurse and/or COVID-19 Coordinator will keep students/staff isolated until sent home. Parents and/or guardians and staff will be directed to seek further medical attention from their health care provider. If they do not have a health care provider the COVID Coordinator and/or school nurse will assist with locating an appropriate health care provider.

· Return to school or work will be at the direction of a Healthcare Provider after examination and/or the local department of health. Documentation of such will be required prior to return.

Brookside School and Parkside Preschools have developed a plan to assist the local department of health in their contact tracing efforts through early identification of contacts in the school setting.

This is accomplished through implementation of the following safety measures:

- Maintaining accurate attendance records of students and staff members
- Ensuring student schedules and cohort information are up to date
- Maintaining a visitor log that includes date and time, address and phone number, and where in the school they visited
- Informing local health department of staff member testing positive regardless of county of residence
- Providing the DOH with the student or staff member's name, address, and phone number as well as the name and phone number of the parent or guardian of a student.

If/when COVID-19 positive cases are discovered, in consultation with and at the advisement of the local health department, we will do the following:

- Closure of area and/or school as discussed with local department of health
- Clean and disinfect locations as per CDC recommendations
- Provide DOH with information as required
- Thresholds for closure will be determined on a case-by-case basis and are highly dependent on variables within the public health sector.

**Confidentiality will be maintained as required by federal and state laws and regulations.**

A COVID Hotline is available to parents and/or guardian(s) and staff for additional support.

**NYS Coronavirus Information Hotline:**

**888-364-3065**

Resources

<https://health.westchestergov.com/images/stories/PDF/faqschoolreopening082020.pdf>

[https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K\\_to\\_Grade\\_12\\_Schools\\_MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf)

References:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

<https://coronavirus.health.ny.gov/new-york-state-contact-tracing>

<https://coronavirus.health.ny.gov/covid-19-testing>