

THE ARC OF MID-HUDSON RE-  
OPENING/RE-ENTRY PLAN FOR  
BROOKSIDE SCHOOL AND PARKSIDE  
PRESCHOOL 2021-2022

*To empower people with intellectual and other developmental  
disabilities to achieve and experience the highest quality of life.*

## **School Re-Opening/Re-Entry Plan**

August, 2021

**Agency Name:** The Arc Mid-Hudson

**BEDS Code:** 620901999364

**Administrative Address:** 471 Albany Avenue, Kingston, NY 12401

**Program Site Address:** Brookside School 11 Tanhouse Brook Rd, PO Box 67, Cottekill, NY 12419 and Parkside PreSchool 125 Baldwin Place, Mahopac, NY 10541

**Program(s) provided at this site:**

- 4410 (Pre-school Special Education) (Brookside and Parkside)
- Special Class (Parkside)
- Special Class in an Integrated Setting (Brookside and Parkside)
- Multi-Disciplinary Evaluations (Brookside)
- 853 (School Age Special Education (Brookside)

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**Website where this plan and any plan updates will be posted:**

The information will be posted at [www.arcmh.org](http://www.arcmh.org). Each school will have a link on their section of website for staff, parents, families, and community agencies. Brookside School link is Brookside School link is <https://www.arcmh.org/family/the-brookside-school>. Parkside Preschool link is <https://www.arcmh.org/family/parkside-preschool>. Both schools will have this Re-Opening/Re-Entry Plan on their respective FACEBOOK social media pages.

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## **TABLE OF CONTENTS**

## **PAGE**

Program Information

1

Table of Contents

2

Overview

3

Health and Safety

3

Facilities

17

Child Nutrition

18

Transportation

19

## **OVERVIEW**

The Arc of Mid-Hudson Re-Opening/Re-Entry Plan describes our plans and protocols to provide a learning environment that supports the health and safety of our students and staff. The overall goal for the Brookside School and Parkside Preschool for the 2021-2022 school year is to maximize in-person teaching and learning, be responsive to student needs, and keep students and staff healthy and safe. Our schools will open on September 9th for in-person learning five (5) days a week, and we will be operating a normal school schedule for all students. In person learning is critical to the academic and social and emotional well-being of our students. This plan includes the protocols necessary to keep our students in school on a regular schedule, reduces the need for individuals to quarantine should they be exposed to an infected individual, and further reduces the potential closure of schools due to positive cases within the school community.

The plan was developed based on guidance from the New York State Education Department (NYSED), The Centers for Disease Control (CDC), the New York State Department of Health (NYS DOH), and the American Academy of Pediatrics (AAP). This plan is subject to change during the year depending on any new and relevant data that we receive from our guiding organizations. Due to the changing nature of what is known about the COVID-19 health crisis our plan is designed to be “fluid” in order for our schools to adapt as needed. We will monitor data points including but not limited to the Counties percentage of positive COVID-19 results and number of hospitalizations, COVID-19 vaccination coverage in each County and among our students, teachers and staff, COVID-19 outbreaks or increasing trends in our schools and the counties and the effectiveness of our prevention strategies.

## **HEALTH AND SAFETY**

The health and safety of our students, our staff, and their families as they return to in person learning this fall is our top priority.

### **Personal Protection Equipment (PPE) and Face Coverings**

#### *Indoors*

- Masks are required to be worn indoors by all individuals including students, staff, visitors, and vendors regardless of vaccination status.
- Acceptable face coverings include, but are not limited to, cloth face coverings and surgical masks that cover both the nose and mouth.
- Staff and students are expected to wear face coverings or masks. Masks will be made available to staff and students if needed.
- Mask breaks will be offered to students throughout the day.
- Masks are not required to be worn while seated and eating but are required at all other times in the classroom.
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical or mental health, are not subject to the required use of a face covering.

- All students and staff will be trained on how to adequately put on, take off, clean and discard their PPE, including but not limited to appropriate face coverings.

#### *Outdoors*

- Masking will be optional (student and staff choice) for all outdoor activities.
- Staff and students are encouraged to wear masks in crowded outdoor spaces.

#### *During transport (buses)*

- Masks must be worn by all students and staff on school buses and vans.

### **Handwashing & Respiratory Etiquette**

#### *Hand Hygiene*

- All students and staff will be trained on proper hand washing and respiratory hygiene.
- Age appropriate signage on proper hand hygiene in all areas where students and adults wash their hands.
- We encourage adults and students to wash their hands with soap and water for at least 20 seconds
- We remind everyone in school to wash their hands frequently and to assist young children with handwashing and, when handwashing isn't possible,
- We provide hand sanitizer containing at least 60 percent alcohol for all adults and students who can safely use it.

Staff and students are encouraged to wash their hands as follows:

- Upon entering the building and classrooms
- After sharing objects or surfaces
- Before and after snacks and meals
- After using the bathroom
- After helping a student with toileting
- After sneezing, wiping, or blowing nose or coughing into hands
- Anytime hands are visibly soiled

#### *Respiratory Hygiene*

- We encourage covering coughs and sneezes to help keep teachers, staff, and students from getting and spreading COVID-19 and other infectious illnesses.

**Physical Distancing:**

Because of the importance of in-person learning, we will implement physical distancing to the extent possible within our structures, but we cannot exclude students from in-person learning to keep a minimum distance requirement.

In addition to other prevention strategies (masking, hand and respiratory hygiene, cleaning, ventilation, symptom management, etc.) we will strive to maintain the recommended physical distance of three (3) feet between students in the classroom and six (6) feet of physical distance between adults and between adults and students.

**Daily Health Screenings:**

Completion of a Daily Health Questionnaire/Attestation of wellness will be required each day for all students and staff.

***It is of critical importance that any student or staff member who is sick to stay home.***

**Staying Home When Sick and Getting Tested;**

Parents/Guardians are encouraged to screen for COVID-19 symptoms prior to their child attending school each day.

Students and staff member should stay home if they are showing signs and symptoms of infectious illness, including COVID-19. When symptoms of illness are compatible with COVID-19 symptoms individuals should be evaluated by their Health Care Provider and/or tested. This will help with rapid identification, contact tracing, and can prevent the spread of COVID-19 at school.

We will continue to follow the Department of Health's guidance on return to learn and return to work requirements.

Students and staff should remain home if they have a fever of 100.0 degrees or greater and/or if they exhibit symptoms of possible COVID-19 virus. The Centers for Disease Control and Prevention (CDC) keeps an up to date list of symptoms of Coronavirus on its website. The following symptoms are listed as the most common symptoms of COVID-19:

- Fever or chills (100.0 degrees Fahrenheit or greater)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache

- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting; and/or
- Diarrhea

Staff will be educated to observe students and other staff members for signs of any type of illness such as:

- Flushed cheeks
- Rapid or difficulty breathing (without physical activity)
- Fatigue, and or irritability; and
- Frequent use of bathroom

**Staff/Visitor Questionnaire** (Questions 3-6 require yes/no responses. If a staff member responds with a “yes” please stay home).

1. If you have a temperature of 100 degrees or higher you must stay/go home. Immediately notify the COVID-19 Coordinator and your Supervisor.
2. The purpose of today’s visit (Employee/Visitor)? \_\_\_\_\_
3. Are you or have you experienced the following symptoms in the last 14 days: fever (100 degrees or above), cough, shortness of breath and difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell?
4. In the last 14 days, have you been in prolonged, close contact (less than 6 feet) with anyone else who has any of the above symptoms?
5. To your knowledge, have you had contact with any Person’s Under Investigation (PUI’s) for COVID-19 within the last 14 days or with any one with known COVID-19?
6. Have you or anyone you have been in prolonged contact with traveled within the last 14 days outside of NYS or to an area where you or they may have been exposed to COVID-19?
7. What is a good phone number to reach you? \_\_\_\_\_
8. Today’s Date \_\_\_\_\_
9. Signature \_\_\_\_\_

**Parent Questionnaire for Student** (Questions 3-9 require yes/no responses. If a parent responds “yes” in regard to their child please keep your child home).

1. Child’s Name \_\_\_\_\_
2. Adult Family Members Name \_\_\_\_\_
3. Contact Phone Number \_\_\_\_\_
4. Does your child have a temperature above 100 degrees Fahrenheit?
5. In the last 14 days has your child had any of the following symptoms:
  - Temperature above 100 degrees Fahrenheit
  - Cough (new or worsening)
  - Sore throat (new or worsening)

- Runny nose
- Shortness of breath (new or worsening)
- Trouble Breathing (new or worsening)
- Fatigue
- Chills
- Fever
- Muscle Pain (new or worsening)
- Headache (new or worsening)
- Gastro-intestinal issues (nausea, vomiting, diarrhea)
- Rash
- New loss of taste or smell

6. If a member of your household or a person in close contact of your child (e.g. Day Care Provider) demonstrating any of the above symptoms?
  7. Has a child or a member of your household had any known contact with a person confirmed or suspected to have COVID-19 in the last 14 days?
  8. Has a child or a member of your household traveled within the last 14 days outside of NYS or to an area where you or they may have been exposed to COVID-19?
  9. Has your child received any medication or treatment including any symptom relieving medication (Tylenol, Ibuprofen, Cough Medicine, Lozenges) or nebulizer treatment in the last 24 hours?
- Students that come to school with a temperature of 100.0 degrees or over, signs of illness, and without responses by their parents to the questionnaire will be sent directly to a dedicated isolation area in the Brookside School and Parkside Preschool. Students will be supervised prior to being picked up by a parent/guardian or emergency contact.

At Brookside School a school nurse (Registered Professional Nurse, RN) can assess individuals for chronic conditions such as asthma and allergies or chronic gastrointestinal conditions that may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat.

In the absence of a school nurse to provide such an assessment the student or staff member will be sent home with instructions to be assessed and evaluated by their Health Care Provider.

Proper Personal Protective Equipment (PPE) is required to be worn anytime a nurse or staff member is in contact with a potential COVID-19 patient



## **Report of Confirmed Cases of COVID-19**

### *Notification*

The local Department of Health will be notified by the school after being informed of any positive COVID-19 diagnostic test result by an individual who is or has been in school facilities or on school grounds, including students, faculty, staff, and visitors.

### *Isolation*

A confirmed positive case will be required by health officials to isolate for 10 days. The period of isolation from beginning to end will be determined by local health departments and contact tracers.

## **Contact Tracing, Quarantine, and Return:**

### *Close Contact*

The CDC defines close contact as interactions within six (6) feet for more than 15 minutes (15 minutes combined over 24 hours).

### *Identification and Notification*

In collaboration with our local Ulster County Health Department and as allowable by privacy laws such as the Family Educational Rights and Privacy Act (FERPA) to confidentially provide information about individuals diagnosed with or exposed to COVID-19 we will identify which students, teachers, and staff with positive COVID-19 test results should isolate, and which close contacts should quarantine. The school will report new diagnoses of COVID-19 in their school to their local health department as soon as they are informed. In coordination with the local Department of Health and in accordance with privacy laws the school will notify the teachers, staff, and families of students who were close contacts as soon as possible after they are notified that someone in the school has tested positive (within the same day if possible).

### *Quarantine*

Pre K-12 students identified as close contacts in the classroom setting AND who have been properly masked themselves AND when the infected student has also been properly masked for the duration of the exposure are **excluded from quarantine requirements**.

Staff members identified as close contacts AND who are fully vaccinated AND who do not have symptoms of illness are not required to quarantine. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they do not have symptoms, and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

In all other instances a close contact of a positive case will need to quarantine.

### *Contact Tracing*

To determine the potential or confirmed case's contacts with other students or staff, the nurse and/or designee will trace back 48 hours from the time the individual either tested positive or presented with symptoms of COVID-19 and determine who may have been a close contact with that individual. A report of those individuals will be shared with the local County Department of Health.

### *Return to School or Work*

Return to school, either from quarantine or from isolation will be subject to the protocols prescribed by the most up to date NYSDOH, local DOH and/or the NYSED guidelines.

### **Closure Considerations:**

The school, in close coordination with the local County Department of Health will decide on a case-by-case basis any closures and/or continued operations of the school, after being notified of a confirmed positive case of COVID-19 in the school community.

### **Cleaning and Disinfection**

- School buildings and school buses will be cleaned at least once a day with an appropriate EPA registered cleaning, sanitizing and/or disinfecting agent to sufficiently remove any germs that may be on surfaces.
- High touch surfaces and/or high traffic areas will be cleaned more often.
- If someone in the building who tested positive for COVID-19 within the last 24 hours presents cleaning and disinfection of the space that they occupied will occur as soon as possible.

### **Ventilation**

We will ensure sufficient ventilation and fresh air to all spaces of Occupancy by:

- Bringing in as much outdoor air through open windows as is safely possible
- Ensuring Heating, Ventilation, and Air Conditioning (HVAC) settings are maximizing ventilation
- Filtering and/or cleaning the air per industry standards

### **Child Nutrition**

### **Screening Testing for COVID-19:**

The CDC recommends using a strategy of screening testing for the early identification of COVID-19 spread in schools in areas with substantial or high community transmission levels and in areas with low vaccination coverage.

**\*\*Screening testing for COVID-19, a prevention measure, used in schools is not the same thing as diagnostic testing for COVID-19, which is used to diagnose someone with symptoms. Only a Health Care Provider can 'diagnose' a case of COVID-19 in an individual.**

In areas of substantial or high community transmission levels, students who are unvaccinated should be encouraged to participate in regular screening testing for COVID19; and all faculty and staff should be encouraged to participate in regular screening testing for COVID-19 regardless of vaccination status.

We are currently working with the local County Department of Health to determine how to best accomplish this prevention strategy in our school based on our community transmission risk.

### **Visitor and Vendor Practices:**

Visitors are discouraged in areas of substantial or high transmission of COVID-19. If deemed essential, visitors will sign in upon entering a building and complete a health screening questionnaire. All visitors must wear proper face covering in the building and must maintain physical distancing of six (6) feet.

#### *Vendors*

Vendors will sign in upon entering a building and out upon leaving and will complete a health screening questionnaire. All vendors must wear proper face covering in the building and must maintain physical distancing of six (6) feet.

### **Classrooms, Zoom, and Google Classroom:**

As schools will be open five days a week for in-person instruction, students no longer need to face the same direction, and sneeze guards/desk shields will no longer be utilized, and we are no longer running a hybrid or remote program. Zoom will no longer be livestreamed and will only be utilized if a class or building pivots to fully remote learning. Classroom assignments will be in Google Classroom for quarantined/isolated students, or when a class or building pivots to fully remote learning.

### **Field Trips**

We will not be scheduling any field trips at this time.

