Rochester Childfirst Network
Serving children since 1857

COVID-19 Re-opening Plan
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Introduction

At Rochester Childfirst Network (RCN) our primary commitment is to the safety of the students and families we serve as well as the RCN staff. Our priority is keeping everyone safe. When the 2020-2021 school year begins, school will look different than previous years due to COVID-19 and the health and safety measures that continue to evolve. This School Reopening Plan will define clear guidance for the reopening of RCN’s 2 locations (941 South Ave. and 250 East Main St. Suite 110) and aligns with the regulations developed in collaboration with New York State Department Of Health (NYSDOH) and the New York State Education Department (NYSED).

The areas outlined in this plan represent the myriad of considerations Rochester Childfirst Network has addressed and continues to address in order to reopen preschool safely and to sustain a safe operation. It is important to note that our plan retains a strong focus on instruction in order to enhance student performance and address learning loss. An emphasis on the social-emotional needs of our students and staff is a priority and therefore, these have been addressed this within our plan.

This plan includes procedures that will be followed in the following locations:

Rochester Childfirst Network
941 South Ave.
Rochester, NY 14620

Rochester Childfirst Network
250 East Main St. Suite 110
Rochester, NY 14606

To be clear, the health and safety of our students, our staff, and their families is our top priority. We have developed a plan that intends to ensure that students and employees feel comfortable and safe returning to school. 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 decision making as the community moves to open schools.

The Executive Director, Ann Marie Stephan, will serve as RCN’s COVID-19 Administrator. She will serve as a central contact for families, staff and other school community members and will ensure RCN is in compliance and following the best practices per state and federal guidelines. She can be reached at astephan@rcn4kids.org or 585-473-2858.

Of course, as with every plan being developed throughout New York State, this document is fluid and will change as necessary based on guidance from NYSDOH, CDC, and NYSED and in consideration of
our families and our staff. We strongly believe the services described throughout this plan are in the best interests of our students, families, staff, and community.

**Guiding Principles**

The development of this plan was guided by and grounded in the following guiding principles:

1. Safeguarding the health and safety of students and staff;
2. Providing the opportunity for all students to access education in the fall;
3. Monitoring schools, students, and staff. When necessary, modifying schedules to appropriately contain COVID-19 spread;
4. Emphasizing equity, access, and support to the students and communities that are emerging from this historic disruption;
5. Fostering strong two-way communication with partners, such as families, educators, and staff;
6. Factoring into decision making the challenges to the physical safety, social emotional well-being, and the mental health needs of our students caused by school closure; and
7. Considering and supporting diversity RCN as we provide education is essential.

**Communication/Family and Community Engagement**

To help inform our reopening plan, RCN has sought feedback and input from stakeholders, including staff, parents/guardians of students, administrators from Rochester City School District, Office of Child and Family Services (OCFS), other preschool providers, the Monroe County Department of Public Health, and various community groups (e.g., Early Childhood Education Quality Committee; Quality Stars, etc.). Engagement efforts included phone calls, online surveys, virtual forums/meetings and one-on-one conversations.

RCN 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 RCN’s website at [www.rnc4kids.org](http://www.rnc4kids.org). We also are providing several opportunities for parents/guardians to participate in live Zoom sessions to discuss any questions regarding all elements of the plan. It is important to note that this plan will be updated throughout the school year, as necessary, to respond to local circumstances.

As part of its planning for the reopening of schools and the new academic year, RCN has developed a plan for communicating all necessary information to school staff, students, parents/guardians, visitors, the local community, education partners and vendors. RCN will use its existing
communication modes – including verbal communication, email, US postal mail and social media, 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.

RCN’s Communication Goals are:

- To encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage in English and Spanish) to adhere to NYSED, CDC, and NYSDOH guidance regarding the use of acceptable face coverings - a face mask covering the nose and mouth at all times. Exceptions to this rule include the following: infants and toddlers do not need to and should not wear face coverings; an individual in his/her office alone with the door closed does not need to wear a face covering; and any other preschool or school-age child or adult who has written justification by a medical provider that they are unable to wear a face covering due to a medical or health condition.
- If this is the case, the parent/caregiver of the child or the staff person will be asked to provide documentation from a medical provider indicating this.
- To provide regular updates about health and safety, scheduling, and all other information faculty, staff and families should be aware of.
- To provide information to families through a wide array of platforms including mail, email, telephone calls, social media and website postings.
- To provide information on how families can access technology and receive technical support to assist with utilization and maintenance of equipment.

RCN has developed communication materials accordingly, including the creation of sample messages/letters for COVID-19 cases or potential cases for various school audiences. Information will be dispersed in a variety of platforms that include:

- RCN’s website
- Email blast
- Online training
- Telephone calls
- Correspondence (letters) to homes
- Social media accounts used by RCN
- Zoom Meetings for families and/or staff

Clear messaging will be prepared and consistently communicated before re-entry, on the first day, during the first week, throughout the first month, and continuously throughout the year. Minimum monthly communication will provide information on the following topics:

- Who to contact with questions, concerns or suggestions. Empower people to make a positive difference and communicate the expectation for them to do so.
- The facts as we currently know them (NYSDOH, CDC).
- The importance of physical distancing, monitoring symptoms of COVID-19 and when to stay home.
● Set protocols for entrance (screening) and the review process for staff calling in sick. Constant reminders for staff to stay home if they feel sick.
● Encourage and implement social distancing in bathrooms, break rooms, hallways, etc.
● Installing social distancing markers on the floors, etc.
● Practice proper hand hygiene. Staff is allowed to use hand sanitizer, but hand washing with soap and water for at least 20 seconds is still more effective. Hand sanitizer works best on clean hands.
● Encourage and practice proper respiratory etiquette (i.e., coughing or sneezing into your elbow if a tissue is not available).
● Encouraging personal responsibility for yourself and your work area.
● Educating the school community on RCN’s policies/procedures, including how to properly wear and dispose of a face covering.

Health and 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 RCN’s 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 following protocols and procedures will be in place at RCN for the 2020-21 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 Safety Administrator.

To ensure employees and students comply with health and safety requirements, RCN will:

● Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning/disinfecting protocols.
● Establish a communication plan for employees, visitors, and parents/guardians with a consistent means to provide updated information. This will be accomplished through:
  ● Website
  ● Email
  ● Social media
  ● Print copy mailings
● Maintain a continuous log of every person, including staff, workers, and visitors, who may have close contact with other individuals at the work site, school, or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
● If a worker or staff member tests positive for COVID-19, RCN will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
Facility Entry

- Where feasible, entry and egress in and out of all buildings will be limited to a single location. If possible, a single point entry and single point of egress will be identified to minimize cross traffic. All entry to the buildings will occur through the main entrance where a health screening will take place.
- A face covering, must be worn by all individuals, preschool and school age students, staff, and visitors on RCN’s property when social distancing cannot be maintained. As stated above, the only exceptions to this are infants; toddlers; and any other child or adult who has written justification by a medical provider that they are unable to wear a face covering due to a medical or health condition.
- Proper face covering includes, but is not limited to, a surgical mask or a cloth mask, and must completely cover the individual’s mouth and nose.
- A plastic face shield alone is not an acceptable face covering. If one chooses to wear a face shield and/or plastic glasses, a face covering must also be worn.
- All individuals may choose to utilize their own face covering, provided it covers both mouth and nose; however face coverings can and will be provided by RCN.

Daily Health Screening

- Prior to entering all of RCN’s locations, individuals must complete a medical screening questionnaire. This questionnaire will be accessible through the RCN website at www.rcn4kids.org and hard copies will be provided.
- Staff should complete this screening prior to arriving at work via the electronic submission form or by completing and submitting a hard copy.
- Although filing of the health survey is preferred to be done online, paper copies of the questionnaire for visitors will be available at the entrance.
- Staff will be required to monitor their own temperatures prior to arrival on campus and throughout the day. Anyone whose symptoms response changes from a NO to YES during the day, must contact their supervisor immediately and await further instruction.
- Students and visitors will be screened for temperature at arrival.
  - Parents are encouraged to monitor for temperatures and symptoms prior to sending their student on a bus, however students will be screened at arrival for temperatures.
  - Visitors will have their temperatures taken upon arrival.
- All staff must sign in and out of each building with the security desk each time they enter and exit the building.
- Students will be signed in and accounted for as without fever/symptoms and able to attend school through attendance.
- For multiple individuals entering the building simultaneously, they will be required to stand at the marked out locations on the floor, maintaining social distance until they can be signed in and screened.
  - Markings (whether in tape or otherwise) will be placed on the ground to indicate six (6) foot lengths to provide for greater physical distancing for individuals while in line.
- Only after all individuals have been accounted for, cleared through the medical screening and wearing proper face coverings, will access to the building be granted.
• Should a person fail the medical screening, specific procedures should be followed. Please reference the Suspect or Confirmed COVID-19 Case section for guidance.

Physical Distancing
• Proper physical distancing is defined as a six (6) foot separation between individuals.
• All individuals on RCN’s premises must maintain physical distancing to the greatest extent possible.
• Ensure six (6) foot distance between personnel, unless safety or core function of the work activity requires a shorter distance.
• Tightly confined spaces will be occupied by only one individual at a time whenever possible, and all occupants will wear face coverings. If an area is occupied by more than one person, occupancy will not exceed 50% of maximum capacity.
• Physical distance separation will be using tape or signs that denote six (6) feet of spacing in commonly used and other applicable areas on the site (e.g., clock in/out stations, health screening stations, reception areas).
• In-person gatherings will be limited as much as possible and we will use tele- or video-conferencing whenever possible. Essential in-person gatherings, such as meetings, will be held in open, well-ventilated spaces with appropriate social distancing among participants.
• Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible.

Personal Hygiene
Hand washing - Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. RCN has planned time throughout the school day schedule to allow for hand hygiene.

• Hand hygiene includes:
  o Signage encouraging hand washing and correct techniques;
  o Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method. This can be accomplished by singing or humming the happy birthday song twice;
  o Adequate facilities and supplies for hand washing including soap and water;
  o Use of paper towels or touch-free paper towel dispensers where feasible;
  o Use of no-touch/foot pedal trash can where feasible;
  o Extra time in the schedule to encourage frequent hand washing.

• Students and staff should wash hands as follows
  o Upon entering the building and classrooms;
  o After sharing objects or surfaces;
  o Before and after snacks and lunch;
  o After using the bathroom;
  o After helping a student with toileting;
  o After sneezing, wiping, or blowing nose or coughing into hands;
  o Anytime hands are visibly soiled;
  o When handwashing is not available use a hand sanitizer;

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Hand Sanitizer - At times when hand washing is not available students and staff may use a hand sanitizer. In order for the sanitizer to be effective it must contain a minimum of 60% ethanol or 70% isopropyl alcohol. It should be noted the sanitizers are flammable and students must be monitored and supervised when using these. Using hand sanitizers should include:
  ○ Signage should be placed near sanitizer dispensers indicating soiled hands should be washed with soap and water;
  ○ Placement of sanitizer dispensers should be located near entrances and throughout common areas.

Visitor and Vendor Practices
No outside visitors will be allowed on school campuses, except for the safety and well-being of students. Essential visitors to facilities and parent/guardian visitors will be required to wear face coverings and will have restricted access to our school buildings.

Visitors
- All visitors, including parents and guardians, must be wearing proper face covering prior to entering any building and it must be worn at all times.
- All visitors check in for temperature screening and to fill out the COVID-19 CHECK-IN SCREENING which can be found, in advance, on the website, and/or a hard copy will be provided.
- No visitor should enter a building unless necessary. All meetings should be held outside or via virtual meetings when possible.
- With the exception of those dropping children off or picking children up, all visitors must sign in and out at the main entrance of each location stating their destination at that building for contact tracing. All visitors remaining in the building will be accompanied to their destination by a staff member.
- Should a visitor become ill while on campus, they must alert the staff member they are visiting to report the issue and then immediately seek medical attention.
- At the end of each day, the RCN receptionist at the South Ave. location and the General Education Teacher for 3-year-olds at Center City, must scan the sign-in/out documents and send them individually to Meredith Moore and Ann Marie Stephan, who will label each save each document according to the following format. LOCATIONMMDDYYYY.pdf.

Vendor
- All vendors must be wearing proper face covering prior to entering any building and it must be worn at all times.
- All vendors must report to the Director of Facilities first for temperature screening and to fill out the COVID-19 CHECK-IN SCREENING which will be provided.
● No vendor should enter a building unless necessary for completion of their job. All meetings should be held outside or via Zoom when possible.
● All vendors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. All vendors should be accompanied by a staff member.
● Should a vendor become ill while on campus, they must alert the staff member they’re visiting to report the issue and then immediately seek medical attention.
● At the end of each day, the RCN receptionist at the South Ave. location and the General Education Teacher for 3-year-olds at Center City, must scan the sign-in/out documents and send them individually to Meredith Moore and Ann Marie Stephan, who will label each save each document according to the following format. LOCATIONMMDDYYYY.pdf.

Training
RCN will train all personnel on new protocols and frequently communicate safety guidelines. Training on the precautions listed below will be conducted either remotely or in person. Physical distancing and face coverings will be required for all participants if training is conducted in person. Training material is designed to be easy to understand and available in the appropriate language and literacy level for all workers.

RCN will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, physical distancing, and respiratory hygiene. Additional training will be provided in:
- Prevention of disease spreads by staying home when they are sick.
- Proper respiratory etiquette, including covering coughs and sneezes.
- Avoiding the use of communal objects. If communal objects must be used, provide information on proper disinfection procedures between use. Examples of communal objects include, but are not limited to, other workers’ phones, desks, offices, computers or other devices, other work tools and equipment.
- Provide employees and students with up-to-date education and training on COVID-19.
- Risk factors and protective behaviors (i.e., cough etiquette and care of PPE).

Training for Screeners
RCN will identify individuals familiar with CDC, OSHA protocols, and DOH guidelines in each building who will be a trained screener. Screeners will wear appropriate employer-provided PPE, including at a minimum, a face covering, temperature screenings and physical distancing.

Training topics for all staff and substitutes
- Proper hand washing: proper hand hygiene. Promote frequent and thorough hand washing by providing employees, the school community, and visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% ethanol or 70% isopropyl alcohol. Provide training on proper handwashing and hand sanitizer use. https://www.cdc.gov/handwashing/when-how-handwashing.html

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● Proper cough and sneeze etiquette
● Social Distancing
  ○ Provide training for faculty/staff on how to address close contact interactions with students as part of every day job tasks.
● Operating procedures (various by building)
  ○ Entrance into the building
  ○ Cleaning procedures
  ○ Sick child pick up
  ○ Staff who are sick or suspected to be sick
● Proper cleaning techniques
  ○ Cleaning and disinfecting
● Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
● Hazard Communication – Right-To-Know
  ○ Proper use of chemicals and Safety Data sheets
    ■ https://www.osha.gov/dsg/hazcom/
  ○ No chemicals from home
  ○ Transfer of hand sanitizer in smaller containers
  ○ List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)
    ■ https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19
● Exposure Control Plan – with a focus on Pandemic/COVID-19
● Personal Protective Equipment - PPE
  ○ Update Hazard Assessment and PPE Selection Worksheet for all identified employees
  ○ Proper type, use, and size
  ○ Cleaning and sanitizing of the face covering (if applicable)
  ○ Provide training for staff and students on wearing, putting on, removing and discarding PPE, including in the context of their current and potential duties
● Use of face coverings (donning/doffing) (cloth vs. surgical)
  ● Face coverings don/doff video
  ● https://www.youtube.com/watch?v=PQxOc13DxvQ

Signs and Messages
Signs will be posted in highly visible locations (e.g., entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering.)
When Students Eat in Classrooms

- Classroom staff are trained on food allergies, including symptoms of allergic reactions to food.

**Space Design and Capacities**

**General Office Area**

- All offices will be limited to 50% the rated occupancy for the space. Offices must normally maintain a minimum of 150 sq. ft. per individual.
- Whenever possible, all offices and small spaces will be limited to one (1) individual at a time.
- In a multiple occupant office, occupancy will be reduced to 50% normal load in addition to maintaining at least 6ft of separation between individuals.
- Additional protective barriers such as polycarbonate screens or strip curtains will be utilized to create a physical separation without hindrance to egress or airflow.
- Workstations will be reconfigured so that employees do not face each other, or establish partitions if facing each other cannot be avoided
- Additional breaks may be allotted to allow individuals time to leave the space to remove their masks. Specific determination of these conditions will be determined by the individual’s program supervisor.
- Will reduce tasks requiring large amounts of people to be in one area.
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.
- If in-person meetings are essential, RCN will limit meetings to 10 people or less depending on local, state, and federal guidelines and the ability of the space to accommodate a minimum of 6 foot physical distance between attendees.

**Break Rooms and Lunch Rooms**

- More than one break room has been established so as to be able to maintain a minimum of 6 foot physical distance between staff.
- Staff are assigned to a specific break room on the daily schedule so as to insure that a 6 foot physical distance can be maintained between staff at all times.
- Staff are also encouraged to take their lunch and breaks in their private offices, when applicable; in their vehicles or outside at the picnic tables located on the campus.
- Commonly touched surfaces, such as handles to the refrigerator and microwave, as well as coffee pots, will be disinfected after each use.
- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate.

**Copier Rooms/Areas**

- Congregating in copier rooms/areas is discouraged.
- Cleaning supplies will be provided at copier stations.
- Staff are encouraged to wipe down touch surfaces prior to use and after.
• Tape has been placed on the floor so staff waiting for the copier can maintain a 6 foot distance from one another.

Restrooms
• All adult bathrooms, regardless of size, will be limited to one person at a time.
• Individuals must knock before entering a bathroom to ensure there is no other occupant present.
• Signage will be posted on entry indicating one person at a time.
• In the classrooms, since the students need assistance the adult present must be wearing a face covering and, unless medically not appropriate (or an infant or toddler), then the student will be wearing a proper face covering as well.

Hallways
• Where feasible hallway traffic may be limited to single flow direction.
• Where single flow is not applicable, bi-direction traffic will be permitted.
• Directional flow will be identified by indications on the floors.
• All individuals must also allow for adequate space between when traveling in the same direction.

Classrooms
• Occupancy in each classroom will be specific and determined based off of the overall square footage of the space per OCFS guidance which actually requires 35 square foot/child and we will follow the square footage requirements in the NYSED re-opening guidance document for all other spaces.
• Overall class sizes have been reduced to align with OCFS regulations which allow for a maximum classroom size of 15 in preschool and school-age classrooms.
• All staff and visitors are required to wear a proper face covering.
• Items in the classroom will be restricted, as appropriate, to those of obvious use.
  - Unnecessary furniture will be removed.
  - Soft surfaces that are difficult to disinfect such as, area rugs and soft fabric chairs, will be removed.

Isolation Rooms
• Individuals presenting with symptoms representative of COVID-19 will be immediately isolated to reduce risk of transmission.
• Two, separate, independent room/s with doors in close proximity to the exterior have been identified for use for quarantining individuals who present with symptoms representative of COVID-19. (One room for children and one room for staff.)

Reception area upon entering the building
• This will serve as the primary location for accounting for all individuals entering and exiting the building.
- Floor demarcations have been installed to indicate where visitors shall stand to maintain social distance.

**Engineering Controls**
- Portable hand wash stations has been installed in the main entrance of the building.
- Alcohol based hand sanitizer will be available at the entry, by the copier machines and in each classroom.
- Bathrooms
  - Limited to one occupant at a time.
- Floor Demarcations
  - All entrances or areas of “static wait” have floor signage installed allotting for a minimum of six(6) feet of separation between all individuals
  - All Corridor floors will be fitted with tape to indicate directional traffic flow and social distancing.
- Temperature Screening Equipment

**Cleaning and Disinfection**
Rochester Childfirst Network 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 that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include:
- Bathrooms
- Isolation rooms
- Special Education Therapy Rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/Kitchens
- Classrooms
- Maintenance offices and work areas
- Large meeting areas (auditoriums, gymnasiums, music rooms)
- Playgrounds (cleaning only)

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home. During in-person learning, students will wash their hands before and after using all technology devices. Devices will also be disinfected in between each cohort to minimize the chance of cross-contamination between cohorts.
RCN classrooms are equipped with running water so that children can maintain proper hand hygiene.

- 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. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

RCN will ensure regular cleaning and disinfection of restrooms.

The disinfectant product RCN uses meets the EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and be appropriate for the surface.

**Suspect or Confirmed COVID Cases**

- *Emergency Response & Isolation* - Students with symptoms of the illness will be accompanied by a staff person to the isolation room for students. The front office will be notified and the parent will be contacted to come and pick up the student. Students should be escorted from the isolation area to the parent/guardian out the back entrance of the building. The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center. The Director of Children’s Programs will be notified so that she can remain in contact with the parent regarding the child’s status. Staff with symptoms of illness will be sent home immediately. If they need to wait for a ride, then they will go to the isolation room for adults until their ride arrives. The HR Specialist will also be notified so that she can continue to stay in touch with the staff person regarding his/her status.

- Other considerations include:
  - Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
  - Opening outside doors and windows, if applicable, to increase air circulation in the area;
  - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, and common areas.
  - Once the area has been appropriately cleaned and disinfected it can be reopened for use.
Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

- **Notification** - the NYS and local health departments will be notified immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on RCN grounds, including students, faculty, staff and visitors.

**Contact Tracing**

Public Health Officials assume the task of contact tracing, once notified.

To ensure the RCN and its employees comply with contact tracing and disinfection requirements, RCN will do the following:

- Have a plan for cleaning, disinfection, and notifying Public Health, in the event of a positive case. In the case of an employee testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting your building or facility if someone is sick. [https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)
- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like computers, keyboards, remote controls, and copier machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.

**Return to School after Illness**

RCN has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

1. Documentation from a health care provider following evaluation
2. Negative COVID-19 diagnostic test result
3. Symptom resolution, or if COVID-19 positive, release from isolation
RCN will refer to [NYSDOH’s Pre-K to Grade 12 COVID-19 Toolkit](#) regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

**Closure Considerations**

When a person has been identified (confirmed) or suspected to be COVID-19 positive; the process at RCN will include:

- The Executive Director, or her assigned delegate, will collaborate and coordinate with local health officials to make school closure decisions.
- The Executive Director will notify OCFS.
- An established plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the local DOH.
- A plan for continuity of education and other support services as needed to continue.
- Implement, as needed, short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
  - Closing off areas used by ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area. If possible, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Do not use the area(s) until cleaning and disinfection has taken place.
  - Opening outside doors and windows, if applicable, to increase air circulation in the area.
  - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.
  - Communicating as soon as possible with staff, parents, and students.
- Using DOH guidance/procedures for when someone tests positive.
  - In consultation with the local DOH, the Executive Director may consider whether school closure is warranted and the period of time (prior to re-opening) based on the risk level within the specific community as determined by the local DOH.
  - In accordance with guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff quarantine.
- Closing of schools, which would impact UPK and the Preschool Special Education program at RCN could be a regional decision. According to the current guidance,
  - Schools will reopen if a region is in Phase IV and the daily infection rate remains below 5% using a 14-day average.
  - Schools will close if the regional infection rate is greater than 9% using a 7-day average after August 1, 2020.

**Facilities**

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In order to prevent the spread of COVID-19 infection at RCN, facilities operations will be geared toward meeting physical distancing requirements and cleaning frequently touched spaces regularly.

**Emergency Response Protocols & Drills**
The 2020-2021 school year may include hybrid models of the traditional school day. Emergency response drills, including evacuation and lockdown drills, may be spread across the different student populations dependent on the day each population is present the day the drills are scheduled.

**Emergency Response Protocols**
- Shelter-In-Place
- Evacuation
- Lockout
- Lockdown

**Shelter-In-Place**
Areas will be identified at RCN that will be used for the Shelter-in-Place. Shelter-In-Place protocols will be the same with the following changes:
- Students and teachers will remain in classroom
- Provide 6 feet of space between students and staff during the Shelter-In-Place
- Use of face coverings
- Listen for updates and respond accordingly

**Evacuate**
Evacuation protocols will be routinely the same with some minor adjustments:
- Areas outside of the building will be identified that allow 6 feet of separation of students and staff.
- Face coverings should be worn at all times
- As written in the established protocols, bring all necessary items needed and consider adding the following items: extra face coverings, in the event a face covering becomes unusable and hand sanitizer

**Lockout**
Lockout protocols will be the same, besides maintaining six (6) feet of space between students and staff in the area.

**Lockdown**
During a Lockdown, protocols will follow the same process as they have been conducted in the past, excluding “hiding,” and all persons will maintain a 6-foot distance.

**Child Nutrition**
Meals Onsite

RCN will continue to provide nutritious meals for children onsite. Due the current pandemic, RCN will not implement family-style meals; instead, the adult will serve the children. Meals will be provided while maintaining appropriate social distancing between students. During meal time, face coverings are not required when seated and eating.

Through our agency’s CACFP program, breakfast, snack and lunch have also been approved to be provided for children who are learning remotely. Families will need to come to the center to pick these up.

Social Emotional Well-Being

RCN is committed to prioritizing social emotional well-being for both students and staff. After prolonged closure, we realize that many of our students and staff will require social-emotional supports to help them re-engage and re-enter work and school.

RCN is committed to creating emotionally and physically safe, supportive and engaging learning environments promoting all students’ social and emotional well-being and development. Resources include the implementation of the Pyramid Model, PATHS curriculum, and support for children experiencing behavioral challenges through consultation from The Children’s Institute.

RCN is also focusing on strengthening the partnership between staff, children and families in order to be responsive to families ongoing needs during the pandemic. Regular surveys will be issued throughout the year to gather feedback and data from families regarding how to support their child’s learning needs, as well as general basic needs the families may be encountering (e.g., food, clothing, shelter, etc.).

All RCN employees have access to the Employee Assistance Program (EAP) which offers many free services including short-term counseling services and referrals to other needed services. Training and implementation of reflective supervision will be also be provided. All staff will participate in Infant Mental Health training to support our staff in establishing and maintaining meaningful and trusting relationships with children and families. This training will also provide strategies for staff members to support children in developing coping and resilience skills. Staff will have access to resources for mental health, managing responsibilities, finding a work-life balance.

Transitions are important every year, and they will be even more important this school year as children and staff return from continuous remote learning to in-person instruction in buildings or a phased in approach to in-person instruction.
School Schedules

Below is an outline of the 3 different learning models that possible for the 2020-2021 school year:

<table>
<thead>
<tr>
<th>In-person Model</th>
<th>Remote Model</th>
<th>Hybrid Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>*This model assumes no changes to the total number of children enrolled/classroom.</td>
<td>*This model assumes that the same description listed under the “in-person” model applies, but all of the children will remain at home or in child care, so instruction would be delivered remotely.</td>
<td>*A hybrid model of education will be provided for both UPK and Special Class Integrated Settings (SCIS). Hybrid means a combination of in-person and remote learning. SCIS are our classrooms that include both children in UPK and children in our SMILE preschool special education program.</td>
</tr>
<tr>
<td>72 General Education students (25 three-year-olds and 47 four-year-olds) will attend RCN in-person.</td>
<td>Remote learning sessions would be a combination of “live” sessions and recorded sessions that a family could view their child at a later date.</td>
<td>UPK preschool students will be divided into cohorts. Per Rochester City School District (RCSD), we cannot have more than 8 three-year-olds and no more than 8 four-year-olds in a cohort in the UPK classrooms.</td>
</tr>
<tr>
<td>Classroom ratios are:</td>
<td>In this model, a parent/caregiver would need to be available to participate with the child either during the “live” session or while viewing the recorded sessions.</td>
<td>Cohort A will attend in-person on Monday and Tuesday and learn remotely on Thursday and Friday. Cohort B will learn remotely on Monday and Tuesday and attend in-person on Thursday and Friday.</td>
</tr>
<tr>
<td>- 18 three-year-old children to 1 General Education Teacher to 2 Teaching Assistants</td>
<td>- 7 or 8 3 year-old children integrated with 7 or 8 Special Education students (total not to exceed 15) to 1 General Education Teacher; 1 Special Education Teacher; and 2 Teaching Assistants.</td>
<td>Cohort C will be the Special Education students in an integrated setting (SCIS).</td>
</tr>
<tr>
<td>- 18 four-year-old children to 1 General Education Teacher to 1 Teaching Assistant</td>
<td>- 7 or 8 four-year old children integrated with 7 or 8 Special Education students to 1 General Education Teacher; 1</td>
<td>No children will report to the school on Wednesdays. We are awaiting further definition from RCSD regarding Wednesdays but teachers, teaching assistants, and</td>
</tr>
<tr>
<td>- 7 or 8 3 year-old children integrated with 7 or 8 Special Education students to 1 General Education Teacher; 1</td>
<td></td>
<td></td>
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</tbody>
</table>

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Special Education Teacher; and 2 Teaching Assistants.

clinicians will be required to report in-person and activities will include, but not be limited to classroom cleaning, professional development, remote learning, etc.

Several of the General Education classrooms will be integrated with full-time preschool child care students.

### Attendance, Attendance Reporting and Chronic Absenteeism

**Attendance and Attendance Reporting**

Attendance policies and procedures will be communicated with families and students prior to the start of the school year or if the instructional model, or district expectations change during the year. General Education teachers will record attendance in COMET or utilizing other district methods and Special Education administrative staff will record attendance in the preschool portal (McGuinness software). Weekly reports will be generated to identify students who are absent and/or chronically absent. Contact with the families will be made to determine reasons for absence and needs or barriers the student or family may have to participate in daily lessons.

**Chronic Absenteeism**

While there is no one-size-fits all approach to addressing chronic absenteeism, RCN is committed to providing interventions to prevent and address health-related and/or mental health chronic absenteeism. We recognize that many factors will influence student attendance, and may be greatly impacted by the instructional models provided; in-person, hybrid, and remote.

RCN will address chronic absenteeism by:

1. Nurturing a culture of attendance
   - Communicate clearly to families and students what the attendance policy is and expectations for participating based on the model of instruction.
   - Explain the importance of attendance to the entire school community.
   - Track daily attendance in the relevant software system or following district guidelines.

2. Early Identification and Intervention
   - RCN regularly monitors attendance data and communicates with parents about issues as they arise.
   - RCN will work with teachers to identify which students are at risk, so we can take action to prevent isolated absences from becoming chronic absenteeism.
• RCN will employ a variety of methods to address chronic absenteeism, which may include: addressing basic needs, parent texts and/or phone calls, home visits, instructional modifications, drive-through events, communication via SeeSaw and/or ClassDojo, providing learning packets or engaging other community partners that may be working with the family and could assist.

3. Create a more positive school culture and a focus on engaging instruction
• RCN will work with teachers to evaluate and address students' and their parents'/caregivers engagement in learning, especially during remote only or the hybrid model of learning.
• RCN will work with teachers who may need additional support to make remote only or the remote portion of the hybrid model of teaching more engaging. A variety of training and professional development opportunities have been provided to meet the needs of staff.
• Investigation of financial resources to provide additional materials and resources to families and children.
• Provide families with technology to actively engage with instruction and access audiovisual media.

Technology and Connectivity

Access to technology is essential for the successful roll-out of this plan. RCN is committed to ensuring equitable access for staff and students. The team has initiated plans that are mindful of student home access to reliable internet and computers.

1. RCN will confirm level of access to devices and internet access of returning students. RCN will gather data from families to identify their level of access to devices and internet access from their residence. In the event, students and/or teachers do not have access, RCN will take the necessary steps to meet their needs where plausible.
2. Conduct and/or maintain an inventory of equipment and other assets.
   a. Identify which students, families, and staff have RCN assets in their possession.
3. Procure, manage and/or maintain hardware, software, licenses, learning management systems, etc. to support and improve virtual instruction and student engagement.
4. Identify professional learning needs for teachers and continue to support their development of skills and pedagogy in a virtual learning environment.

RCN will provide all students with access to learning materials and resources in multiple formats, wherever possible. In the event students do not have sufficient access to devices and/or high-speed internet, RCN will provide the students with alternate methods to access materials and instruction, i.e. pick up materials at school, drop off materials to students’ homes, etc. Further, RCN will support teachers through professional development and coaching on pedagogical methods that enable students to participate in multiple ways.

Teaching and Learning
In an effort to assure high-quality teaching and learning a continuity of learning plan has been developed for the 2020-21 school year. This plan considers and plans for teaching and learning in-person, remotely, and through hybrid models of instruction. Our plan assures that instruction is aligned with the New York State Learning Standards and assures equity as well as quality for all learners.

Equity is at the heart of all school instructional decisions. All instruction at RCN will be designed so that whether it is delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear, comprehensive, and accessible learning opportunities for all students. Such opportunities will be aligned with state standards. Our teaching and instructional plan follows the Highscope curriculum, which includes a daily schedule. Children are encouraged to “plan” their work by choosing where they’d like to play and there are opportunities for recall and review of the children’s work.

The school calendar typically includes one or more staff-only days before students arrive at school. Acknowledging the challenges that our teachers and staff faced this spring delivering remote instruction under stressful circumstances, RCN will focus these in-service days on providing support to staff in the areas of social-emotional health, remote learning, as well as health and safety protocol as outlined by NYSED guidance and required by NYSDOH.

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.

**Extracurricular Activities**

RCN has determined that Creative Dance for Kids and Soccer Shots will not be offered at this time. The opportunities to provide this extracurricular programming will be assessed during the year with the hope that we may be able to provide these programs again once it’s been deemed safe to do so.

**Special Education**

RCN’s reopening plan provides a framework to ensure that all students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living in the least restrictive environment (LRE). In consideration of the health, safety, and well-being of students, families, and staff, our plan is designed to enable transitioning between in-person, remote, and hybrid learning environments to ensure the provision of FAPE consistent with the changing health and safety conditions that exist.

Special education programs and services of RCN provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum with
access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students. While not all formats allow for maximum benefit to students, these programs and services can be provided in all formats (in-person hybrid, or remote).

RCN is committed to providing meaningful parent engagement in the parent’s preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA. Further, we will maintain regular communication with the parents/guardians and other family members of to ensure that they are engaged in their children’s education during the reopening process.

RCN will plan and support collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and 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 (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

RCN will maintain records to document the implementation of each IEP. The documentation will include, but will not be limited to: narrative records of how the student is adjusting to live, hybrid, and remote instruction during 2020-21, a record of what instruction and services were provided and progress monitoring documentation.

The special education programs and services (SCIS) are provided to students in a hybrid model that includes four (4) days in-person and one (1) day remote. An all remote option is also offered and provided at the parent/guardians request. Related Services Only are provided remotely or “Clinic Style” depending on the availability of the family and provider. RCN considers in-person services a priority for preschool students with disabilities. RCN is providing opportunities for students with disabilities to have instruction with students without disabilities to the greatest extent possible. RCN will continue to partner and collaborate with all appropriate school districts to remain informed regarding the planned activities for the nature and delivery of instruction and related services and to identify shared resources, materials, and technology that may be available to students, as appropriate.

Consistent and continuation of previously issued OSE March 27, 2020 and April 27, 2020 guidance documents, and until schools return to normal operation conditions, the same flexibility with respect to the IEP implementation for delivery of services during school closures due to the COVID-19 outbreak continues to apply to RCN whether delivered in-person and/or remotely (e.g., flexibility to the respect to mode and/or manner; group or individual sessions; specific group size for related services. Frequency, duration and location or related services, and special class size ratio, etc.). RCN will continue to review and implement relevant federal and NYS resources issued by the Office of Special Education for the delivery of special education programs and services.

**Staffing**

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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 or education law.

Student Teachers and CFYs
Student teachers from NYSED registered college or university programs can serve under the supervision of fully certified teachers at RCN. Speech-Language Pathologists in their Clinical Fellowship Year (CFY) can serve under the direction of NYS licensed speech-language pathologists. Student teachers and/or other students conducting fieldwork/internships at RCN will follow all of the social distancing, mask wearing, health status reporting, and other COVID-19 procedures that the teachers follow.

Substitutes will assigned based on need, OCFS-approved clearances, and following the guidelines set forth by New York State Office of Teaching Initiatives guidance.

Closing Remarks
This plan is considered a “living” document and will be updated regularly to reflect the most current guidance available to RCN. We want to assure you that we are doing everything we can to keep your child, your family, and our staff safe. Communication is paramount during this pandemic. If, at any time you have questions or concerns, please contact Ann Marie Stephan, Executive Director at astephan@rcn4kids.org or 585-473-2858. On behalf of all of us at RCN, I extend my sincere thanks to you for your patience and partnership during this unprecedented time.

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 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)
● 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)