

Pathways, Inc. Preschool Re-Opening Plan

Submitted: 7/30/2020

Agency Name: Pathways, Inc. Preschool

BEDS Code: 571000890003

Administrative Address: 33 Denison Parkway West
Corning, NY 14830

Program Site Addresses: Avoca Central School: 17 Oliver St. Avoca, NY 14809
Columbian School: 25 Pearl St. Hornell, NY 14843
*The Lukomski Center 800 W. Broad St. Horseheads, NY 14845
(pending approval of the submitted application to modify an existing program).

Program(s) provided at this site:

- 4410 (Pre-school Special Education)
- Special Class

Contact Person: Lisa R. Rice MS. Ed. SAS
Director of Preschool Program

Contact Phone Number: 607.937.3288

Contact Email Address: lrice@pathwaysforyou.org

Website where this plan and any plan updates will be posted: www.pathwaysforyou.org

INTRODUCTION

This plan was developed to conform to the guidance provided by the New York State Education Department (NYSED) in their July, 2020, document entitled: *Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools – Reopening Guidance*. This plan will be revised and updated as needed to adjust to changing public health conditions caused by the COVID-19 virus and all of the new requirements and regulations which may emerge over time. We solicited input and involvement from the families we serve and our staff during the original drafting of our re-opening plan. We will rely on continued input from all stakeholders as we move forward implementing this plan and as we contemplate any additions or modifications.

We know our program must be as flexible and as responsive as possible to the needs of our students, families, and staff members. We will closely monitor the conditions of our community as the COVID-19 pandemic continues, and also monitor the effectiveness and appropriateness of our plan. Be assured that

nothing has changed our sincere commitment to our students and our determination to provide the highest possible quality of educational programming and related services even during these difficult times.

The goal of the plan is to guide the delivery of high-quality educational services as safely as possible whether that service delivery is in-person, through a remote learning platform or a blended combination of remote and in-person services. Our focus and concerns extend to the social and emotional needs of our students, families and staff members. By diligently working together and remaining focused on the outcomes we desire, we can find solutions to the many challenges ahead.

Our plan includes all the required elements identified by NYSED and follows the structure of the guidance by addressing the following areas as they apply to our students with disabilities and their families:

- Communication/Family and Community Engagement
- Health and Safety
- Facilities
- Nutrition
- Transportation
- Social Emotional Well-Being
- School Schedules
- Budget and Fiscal
- Attendance and Chronic Absenteeism
- Technology and Connectivity
- Teaching and Learning
- Special Education and 4410 Program
- Staffing

Any suggestions, concerns and/or questions about our plan should be directed to the contact person identified at the beginning of this document.

To help inform our reopening plan, the Pathways Inc. Preschool Program has sought feedback and input from stakeholders, including administrators, CPSE and County personnel, staff, parents/guardians of students, local health department officials and health care providers, employee unions and community groups. Engagement efforts included surveys, virtual forums/meetings and one-on-one conversations.

Pathways Inc. remains committed to communicating all elements of this reopening plan to parents, guardians, staff and visitors. The plan is available to all stakeholders via the Pathways, Inc. website at www.pathwaysforyou.org and will be updated throughout the school year, as necessary, to respond to local circumstances. In addition, prior to the commencement of the school year in September, each enrolled family will have the opportunity to meet individually to discuss the re-opening plan. If meeting individually is not an option, communication of the plan will occur through a phone call or virtual format. Already enrolled families will be contacted prior to August 21.

As part of its planning for the reopening of schools and the new academic year, the Pathways Inc. Preschool Program has developed a plan for communicating all necessary information to district staff, parents/guardians, visitors, education partners and vendors. The Pathways Inc. Preschool Program will use its existing communication modes – including phone calls, text messaging, e-mail, virtual meeting platforms, and individual meetings when required. Appropriate signage and training opportunities will be provided to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to our preschool program operations throughout the pandemic.

Pathways, Inc. Preschool Program Communication Goals:

- To encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to NYSED, CDC, and DOH guidance regarding the use of acceptable face coverings - a face mask covering the nose and mouth, when a social distance cannot be maintained.
- To provide regular updates about health and safety, scheduling, and all other information that staff and families should be aware of.
- To provide information to families through a wide array of platforms including mail, email, telephone calls, text messaging, 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.

1. Communications/Family and Community Engagement

The Pathways, Inc. Preschool Program will continue to develop communication materials accordingly, including the creation of sample messages/letters for COVID-19 cases or potential cases for various situations involving COVID-19. We will utilize communication methods in conjunction with our individual school districts to inform families and other stakeholders, as well as the school community. Information will be dispersed in a variety of platforms that include:

- Agency website
- Call list
- Email blast
- Online training
- Correspondence (letters) to homes
- Social media accounts used by district
- Town Hall Meetings (GoToMeeting)

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.
- The facts as we currently know them (NYSDOH, CDC).
- The importance of social 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, outside of the classrooms, 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 preschool community on program policies/procedures, including how to properly wear and dispose of a face mask/respirator.

2. HEALTH AND SAFETY:

NOTE: Students and staff will return to in-person instruction only when governmental authorities permit in-person education. Additionally, any return to in-person instruction will necessitate that the school's leadership also determines the number of students and staff allowed to return in person based on: the ability to maintain social distancing; the availability of PPE, including the availability of cloth face coverings and face masks; availability of safe transportation; local hospital capacity according to the local Department of Health

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 following protocols and procedures will be in place in all Pathways Inc. Preschool Program sites for the 2020-21 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 Safety Coordinator and Resource person, Lisa R. Rice MS. Ed., SAS, Director of Preschool Program, at Lrice@pathwaysforyou.org or 607.937.3288.

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

To ensure employees, families and caregivers comply with communication requirements, the Pathways, Inc. Preschool Program 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
 - Home visits

- Print copy mailings
 - Voice and/or video messaging
 - Traditional media outlets
- Provide policies, procedures and follow up training to parents/caregivers on the recognition of signs and symptoms of COVID-19, and their responsibilities following the observation of such.
 - 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, the Pathways, Inc. Preschool Program must 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

3. Facilities:

- Where feasible, entry and egress in and out of all buildings will be limited to a single location. If applicable, a single point entry and single point egress will be identified to minimize cross traffic. All entry to the buildings will occur through the main entrance to a check-in point at the security station.
- A face covering, must be worn by all individuals, students, staff, and visitors on Avoca/Columbian/Lukomski Center property when social distancing cannot be maintained. Students who are unable to wear a mask will be required to produce a note from their pediatrician/primary care physician to that affect.
- Proper face covering includes, but is not limited to, a surgical mask, cloth mask, balaclava or bandana and must completely cover the individual's mouth and nose.
- A plastic face shield alone is not an acceptable face covering.
- All individuals may choose to utilize their own face covering, however face coverings can and will be provided by the Pathways, Inc. Preschool Program daily.

Daily Health Screening

- Prior to entering all Pathways, Inc. Preschool Program locations, individuals must complete a medical screening questionnaire.
- Staff should complete this screening immediately upon arrival at work, and prior to entering the classroom.
- Staff will be required to monitor their own temperatures prior to arrival 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 roll.
- 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.
- Corridors will be created (outside, but preferably covered) where individuals can enter the facility when in-person screening is utilized.
 - Multiple lines and entrances will be coordinated, if needed to reduce crowding.
 - Markings (whether in tape or otherwise) will be placed on the ground or in the corridor to indicate six (6) foot lengths to provide for greater social 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.

Social Distancing:

- All individuals on district or Pathways Inc. premises must maintain social distancing and face covering when social distancing cannot be maintained.
- Proper social distancing is defined as a six (6) foot separation between individuals. When social distancing is practiced, such as in an isolated office or large meeting space, the individuals may remove their face covering. However, in common areas, such as breakrooms, hallways or bathrooms, the face covering must be worn.
- Ensure six (6) foot distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than six (6) feet apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If an area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
- Social 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. Schools should plan time in the school day schedule to allow for hand hygiene.

- Hand hygiene includes:
 - Signage encouraging hand washing and correct techniques;

- 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;
- Adequate facilities and supplies for hand washing including soap and water;
- Use of paper towels or touch-free paper towel dispensers where feasible (hand dryers are not recommended as they can aerosolize germs);
- Use of no-touch/foot pedal trash can where feasible;
- Extra time in the schedule to encourage frequent hand washing.
- Students and staff should wash hands as follows
 - Upon entering the building and classrooms;
 - After sharing objects or surfaces;
 - Before and after snacks.
 - 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;
 - When handwashing is not available use a hand sanitizer;
- 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 that sanitizers are flammable and students will not be using hand sanitizers containing alcohol. The safe and appropriate use of 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 or volunteers will be allowed at Pathways Inc. Preschool Program sites, except for the safety and well-being of students. Parents/guardians will report to the front office and not go beyond unless it is for the safety or well-being of their child. 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 must be wearing proper face covering prior to entering any building and it must be worn at all times when a six (6) foot social distance cannot be maintained.
- All visitors check in at the security or designated entrance for temperature screening and to fill out the COVID-19 CHECK-IN SCREENING. The visitors must sign in with their identification through the designated system for a visitor badge. This will indicate to all other locations that the visitor has been screened.
- No visitor should enter a building unless necessary. All meetings should be held outside or via virtual meetings when possible.
- All visitors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. All visitors should be accompanied 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 designee must scan the sign-in/out documents and send them individually to: (lrice@pathwaysforyou.org) Each document must be named indicating the location and date, following this 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 when six (6) foot social distance cannot be maintained.
- All vendors must report to the designated location and complete the temperature screening and to fill out the COVID-19 CHECK-IN SCREENING. The vendors must sign in with their identification through the designated system for a visitor badge. This will indicate to all other locations that the vendor has been screened.
- No vendor should enter a building unless necessary for completion of their job. All meetings should be held outside or via GoToMeeting 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 designee must scan the sign-in/out documents and send them individually to: (lrice@pathwaysforyou.org) Each document must be named indicating the location and date, following this format: LOCATIONMMDDYYYY.pdf.

Training

Pathways Inc. 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. Social 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.

Pathways Inc. Preschool Program staff will work diligently with all students to the extent possible in order for them to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene. Additional training will be provided in:

- The recognition of signs and symptoms that would require the removal of a student or staff to the designated isolation area.
- Policies and procedures related to the isolation and transportation home of any student or staff person who displays signs and/or symptoms of COVID-19. In the absence of a licensed health professional.
- 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).

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

Training for Screeners

Pathways Inc. 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 social distancing. If social distancing or barrier/partition controls cannot be implemented during screening, PPE should be used when within six (6) feet of a student.

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>
 - [Hand washing video](#)
- Proper cough and sneeze etiquette
- Social Distancing
 - Provide training for staff on how to address close contact interactions with students as part of every day job tasks.<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- Operating procedures (various by building)
 - Entrance into the building
 - Cleaning procedures
 - Sick child pick up
 - Staff who are sick or suspected to be sick<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Proper cleaning techniques
 - Cleaning and disinfecting<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf
- 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
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Use of face coverings (donning/doffing) (cloth vs. surgical)
 - [Face coverings don/doff video](#)
 - <https://www.youtube.com/watch?v=POxOc13DxvQ>

Signs and Messages

Signs will be posted in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures pdf icon](#) and describe how to [stop the spread pdf icon](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face cover image icon](#)).

When Students Eat in Classrooms

- Train teachers on food allergies, including symptoms of allergic reactions to food.
- Train all non-food service staff on any meal service-related activities they will be responsible for.
https://www.cdc.gov/healthyschools/foodallergies/pdf/13_243135_A_Food_Allergy_Web_508.pdf

Conference Rooms

- Will limit in-person meetings (refer to NYS guidance), if virtual meetings are not feasible
- If meetings are to occur in person, they will be conducted in a quick manner
- Social distancing among participants will be required
- Lingering and socializing before and after meetings should be discouraged

Break Rooms and Lunch Rooms

- Breakroom use is discontinued if a minimum of 6 ft. separation cannot be maintained when consuming food or drink.
- Staff are advised to take their lunch and breaks in their private offices or classrooms; in their vehicles or outside.

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 post and prior use.

Restrooms

- All 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.
- When a student must be assisted in the use of the lavatory, the adult present must be wearing all applicable personal protective equipment including a face covering and when medically applicable, the student will be wearing a proper face covering as well.
- Signage will be posted on entry indicating one person at a time.
- Automatic hand dryer use will be discontinued and replaced with touchless paper towel dispensers.
- Touchless water fixtures will be installed where applicable.

Hallways/Stairwells

- 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 floor/stairs
- Adequate distancing will be obtained between all individuals by taped off lanes on the corridor floors/ stair treads.
- 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.
- Each Student, teacher and support staff will receive not less than 6 ft. of separation from others.
- Additional considerations will be taken to account for space utilized for classrooms and teaching material.
- Overall class sizes will be reduced to accommodate all safety parameters.
- Students, teachers and support staff will be required to wear a proper face covering.
- Restrict items in the classroom to that of obvious use.
 - Remove any unnecessary furniture.
 - Remove any soft surfaces that are difficult to disinfect such as:
 - Area Rugs
 - Soft fabric chairs

Isolation Rooms

- Where applicable, separate, independent room/s with a door in close proximity to the exterior will be utilized for quarantining individuals who present with symptoms representative of COVID-19.
- Where excess space is not available. Designated rooms will be equipped with dividing curtains allowing for both a physical divide and at minimum 6ft of separation.

Ventilation

The Pathways, Inc. Preschool Program at The Lukomski Center will ensure sufficient ventilation and fresh air to all spaces of occupancy by means of:

- Modifications to the Building Management Systems to allow fresh air dampers to introduce more outside air.
- Spaces where fresh air is limited due to original building systems, fresh air will be introduced through open windows and doors.
- More frequent maintenance and inspection of the systems will occur to mitigate extra strain on systems.
- Filter replacement schedules will be more frequent.

The Pathways Inc. Preschool Program will work cooperatively with our partnering site school districts to review their plan assurances with respect to the Avoca and Columbian sites to ensure sufficient ventilation and air flow systems meet the established requirements.

Cleaning and Disinfection

The Pathways Inc. Preschool Program 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
- Health offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Classrooms
- Playgrounds (cleaning only)

Students 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.

The Pathways, Inc. Preschool Program will provide and maintain hand hygiene stations 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 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 site cleaning staff will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.

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

Disinfectants must be [products that meet 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* - Students and staff with symptoms of illness must be sent to the designated isolation room. Proper PPE will be required anytime a nurse and/or staff person may be in contact with a potential COVID-19 patient. Prior to return to school, the student/staff person must have evidence of testing from a physician for COVID-19. Parents/Caregivers will be given information on local health departments for additional information.
- *Isolation* - Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may also be in this isolation room if they can be separated by at least 6 feet. If they cannot be isolated in a separate room from others, facemasks (e.g., cloth or surgical mask) will be provided to the student if the ill

person can tolerate wearing it and does not have difficulty breathing, to prevent the possible transmission of the virus to others while waiting for transportation home. Students should be escorted from the isolation area to the parent/guardian. 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; 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 to increase air circulation in the area
 - Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
 - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, 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 school grounds, including students, faculty, staff and visitors.

Contact Tracing

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

To ensure the Pathways, Inc. Preschool Program and its employees comply with contact tracing and disinfection requirements, they 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>
- 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 tablets, touch screens, 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:

The Pathways, Inc. Preschool Program 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

The Pathways, Inc. Preschool Program will refer to DOH's ["Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure"](#) regarding protocols and policies for staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the staff member had close or proximate contact with a person with COVID-19.

The Pathways, Inc. Preschool Program requires that individuals who were exposed to the COVID-19 virus complete 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 the local health department.

Closure Considerations:

When a person has been identified (confirmed) or suspected to be COVID-19 positive; the process in the Pathways Inc. Preschool Program could include:

- Having administrators and CPSE personnel collaborate and coordinate with local health officials to make school closure decisions.
- Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the local DOH.
- Develop a plan for continuity of education, social services, meal programs and establish alternate mechanisms for these 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 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 preschool program director may consider whether school closure is warranted and 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.
- Additional close contacts at school outside of a classroom should also quarantine at home.
- Closing of schools could be a regional decision.
 - 7 metrics - NYS Dashboard
 - 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
- Thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response).
- Buildings may consider closing if required cleaning products (bleach and water can be used as a cleaning product) and PPE are not available
- Sites may close due to insufficient staffing available for the safe and effective operations of the program.

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
- Hold-In-Place
- Evacuation
- Lockout
- Lockdown

Shelter-In-Place

Areas will be identified in each school that will be used for the Shelter-in-Place along with areas that cannot be used for due to certain types of environmental hazards (i.e.: high winds, tornado, etc.). Shelter-In-Place protocols will be the same with the following changes:

- Provide 6 feet of space between students and staff during the Shelter-In-Place
- Use of face coverings throughout the event may be considered
- If 6 feet between staff and students cannot be achieved, face coverings should be worn at all times during the event
- Plan to have extra face coverings on hand in the event that a person does not have one
- Listen for updates and respond accordingly

Hold-In-Place

Hold-In-Place protocols will be the same the following changes:

- Provide 6 feet of space between students and staff during the Hold-In-Place
- Use of face coverings throughout the event may be considered
- If 6 feet between people cannot be achieved, face coverings should be worn at all times during the event

- Plan to have extra face coverings on hand in the event that a person does not have one
- Listen for updates and respond accordingly

Evacuate

Evacuation protocols will be routinely the same with some minor adjustments:

- Identify areas outside of the building in advance that will allow 6 feet of separation of students and staff. Verify that students and staff will not impede emergency responders
- In effort to get all staff and students out of the building as quickly and efficiently as possible, face coverings should be worn at all times
- Plan to have extra face coverings on hand in the event that a person does not have one
- Identify, in advance, who will be holding the door to get out of the building, therefore reducing the amount of people touching the door hardware when leaving the building. Personnel that will be conducting this task may be assigned to holding the door for one or more classrooms or until confirmation that everyone has vacated the building
- 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
- If no extra face coverings are available, instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

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, there will be a violation of the six (6) foot recommendation between people. In order to protect life safety, lockdown protocols will be mostly the same process as they have been conducted in the past.

- Evaluate, in advance, if there is room to social distance without being in the line of sight
- Face coverings should be worn during the event at all times
- Plan to have extra face coverings on hand in the event that a person does not have one
- Instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

4. Nutrition

Meals Onsite

For students onsite, a mid-morning and mid-afternoon snack 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. Snack food and drinks will be served in individual packets and drink containers. Student food allergies will be taken into consideration, and appropriate snacks provided. In addition, should ongoing communication with families/caregivers indicate any difficulty with adequate nutrition, support and additional referrals will be offered.

5. Transportation

The Pathways, Inc. Preschool Program will work cooperatively with municipalities and/or school district contracted transportation vendors to conduct activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students 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.

All students will have their temperature taken before disembarking and getting on the bus each day.

6. Social Emotional Well-Being

The Pathways, Inc. Preschool Program recognizes that the incidents of mental health difficulties in our families and staff have increased through our ongoing contacts since the onset of COVID-19. It has not yet been observed how the lack of socialization and exposure to an interactive learning environment has had on our young students. With the return to center based, in-person services, we also recognize that our staff, students, and families will be experiencing many changes to what has been previously known as preschool special education. Policies, procedures and many new rules and regulations will certainly cause everyone involved to experience greater levels of anxiety. The Pathways Inc. Preschool Program will work diligently to provide all of our stakeholders opportunities to communicate their feelings through a variety of ways. Staff will be provided information on our agency Employee Assistance Program. Family/Caregivers will be encouraged by our Family Advocates to take advantage of school district and community based resources in order to meet their needs. Additionally, families/caregivers will be offered home visits that will be tailored to their specific needs and corresponding requests. Upon return, staff will have the opportunity to express their feelings and emotions through self-care options that will be decided on by them.

7. School Schedules

Center-based: A five day per week, in-person program with six students attending from either 8:30 AM to 11:00 AM or 12:00 PM to 2:30 PM. Transportation is provided by C-Tran for Chemung County students, Durham Transportation for Avoca students, and individual school districts for Columbian students.

Parents/caregivers are encouraged to transport students whenever possible to assist with daily temperature checks, and communication. The individual sites will operate on the school district calendar for their site.

Hybrid Model and Virtual Models: Students in this model will attend center-based program, as well as have the opportunity to participate remotely via the classroom Seesaw app. This will allow families/caregivers the opportunity to engage with classroom and therapy staff in order to facilitate educational and therapy goals at home. The dates for remote only and virtual learning will coincide with the site district closing schedule.

8. Budget and Fiscal

- Pathways, Inc. Preschool Program has and will continue to track and monitor any COVID-19 related expenses in an applicable database.
- The appropriate use of 611/619 funds will continue to support any added expenses that may include PPE, other required equipment and modifications to the classroom, and supplies and materials utilized to support distance learning models. Communication with alliances has and will continue to provide links to grants and other sources of revenue.
- Should increased expenses or low enrollment have a significant impact on the sufficiency of tuition reimbursement, the Pathways, Inc. Preschool Program may submit a total cost screen waiver to the NYSED Department Of Budget/Rate Setting Unit to address those deficits.
- In order to maximize enrollment potential, the Pathways Inc. Preschool Program will maintain regular contact with our school district CPSE chairs, local municipality and Early Intervention representatives, and other 4410 providers.

9. Attendance, Reporting and Chronic Absenteeism

Attendance and Attendance Reporting

All sites in the Pathways, Inc. Preschool Program will take daily attendance whether school opens in September in-person, hybrid, or remote. Attendance policies and procedures will be communicated with families and students prior to the start of the school year or if the instructional model changes during the year. Communication will take the form site specific parent letters/newsletter, robocalls, emails, text messaging, and social media. Teachers will record daily attendance on both hard copy and CPSE Portal (where designated). The families/caregivers of a student who is absent from center-based program for more than three days will be contacted to determine reasons for absence and needs or barriers the student may have to participate in daily lessons. Families/caregivers who have opted for remote/virtual learning will have corresponding session notes for approved/provided related service therapies, and a contact note for virtual classroom support. After three “no-shows” for a scheduled therapy or classroom session, the family will be contacted prior to scheduling any additional sessions.

Chronic Absenteeism

While there is no one-size-fits all approach to addressing chronic absenteeism, the Pathways, Inc. Preschool Program is committed to providing interventions to prevent and address health-related and mental health chronic absenteeism. We recognize that many factors will influence student attendance, and may be greatly impacted by the instructional models provided.

10. Technology and Connectivity

Access to technology is essential for the success of this plan. The Pathways, Inc. Preschool Program has been committed to ongoing planning and implementation of technologies to ensure equitable access for staff and students. We will continue to work closely with families/caregivers and school district staff in order to monitor and update the technology needs of families. Should families require the support of clinicians in order to justify the purchase of equipment and technology, we will facilitate such a request.

11. Teaching and Learning

In the provision of services to our preschool students and their families /caregivers, each instructional model carries with it specific challenges that the Pathways, Inc. Preschool Program will work with all stakeholder to address. These include:

- The balance of balance screen time and authentic learning experiences during remote learning periods: The options provided by the Pathways Inc. Preschool Program will continue to provide “learning packets” for parents and caregivers to use at home. Communication between home and school will provide opportunities for parents/caregivers to access the classroom curriculum, individual IEP goals and objectives, and determine the most productive ways to engage the students and cooperatively measure their progress. Classroom staff will provide families/caregivers with needed materials to support the activities, as well as a “lesson plan” that can be easily facilitated during a virtual meeting, or home visits.
- All center-based and remote learning activities will be based on the Creative Curriculum adopted by the Pathways, Inc. Preschool Program. These activities will reflect the requirements reflected to meet the NYS learning standards. Regular opportunities to communicate between teachers, clinicians and family members/caregivers will allow for the collection and monitoring of progress toward established IEP goals and objectives.
- Best practice guidelines that can inform/facilitate high-quality remote instruction to be provided include: Each student’s family/caregiver will have the opportunity to complete a survey of how they could best utilize the resources that they have, and what other resources might be needed in order for them to feel successful with remote learning. Close collaboration between related service providers and teachers will allow for the opportunity to provide “quality vs. quantity” time spent with students and families engaged in remote learning. The addition of home visits will also provide added support to families whenever possible.
- Students may move from in-person center based to remote learning depending on individual circumstances affecting the family or preschool program. If a parent/caregiver wishes to change from one learning model to another, they will need to communicate that to the program. There may be additional documentation required before a student can begin to attend center-based services.
- Should the Pathways, Inc. Preschool Program need to discontinue center-based services due to reasons related to COVID-19, our continuity of learning plan will immediately begin to provide remote learning to all families via Seesaw, GoToMeeting teletherapy, bi-weekly learning packets and home based services where allowed and practicable.
- Should the Pathways Inc. Preschool Program enroll students whose family members/ caregivers speak another language, are hearing or visually impaired, or have any type of disability, our staff will work cooperatively with the school district and family to provide any and all appropriate accommodations. These may include the support of an interpreter, (sign language or other language) material printed in another language, braille, and the ongoing provision of in-person home visits to clarify/explain policies and procedures.

- All staff will be reminded and trained annually on their responsibilities and roles as mandated reporters.

12. Special Education and 4410 Programming

The Pathways, Inc. Preschool Program 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 the Pathways, Inc. Preschool Program provide equity and access for students with disabilities to be involved in and to participate and progress in the provided 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 (live-person, hybrid, or remote). The Pathways, Inc. Preschool Program will document the programs and services offered and provided to students with disabilities as well as to the communications with parents in their preferred language and mode of communication (i.e., Related Services Log). The district will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

The Pathways, Inc. Preschool Program is committed to providing meaningful parent engagement in the parents 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

The Pathways, Inc. Preschool Program will plan and support collaboration between the local municipalities, committees on preschool special education (CPSE) and committees on special education (CSE). These collaborations will occur regularly in order 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.

The Pathways, Inc. Preschool Program 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, as well as progress monitoring documentation, a record of school-family collaboration, and the provision of compensatory services records if required.

Models for learning include:

- Center-based/hybrid model: Based on the choice of the individual family, students may opt for in-person services that will be provided at each site. Each class will have a maximum of six students

per session. Students will be assigned to a specific classroom cohort with the same teacher who will provide in-person and blended learning. The classroom will also have a speech therapist, occupational therapist and physical therapist who will work closely to provide comprehensive and collaborative services in the classroom setting as much as possible. Students will attend either a five day per week, two-and-a-half-hour session from 8:30 AM to 11 AM, or an afternoon session from 12:00 PM to 2:30 PM, following the site location's school district calendar. The classroom cohorts will remain in their respective classrooms for therapies (as much as possible), and will only leave the classroom to use the bathroom, go outside, or to the gym if practicable. Within the day, all students will have the opportunity to participate fully with the following guidance and support:

- Avoid children having to share material
Students will have their own individual bins of materials that may include: markers, crayons, scissors, playdoh, manipulative items, puzzles, paper, etc. These materials will be sanitized at the end of the daily session.
- Follow sanitation guidelines during the day, i.e., after center time, after bathroom use, after snack time, whenever students put toys/materials in their mouth, Sanitation of surfaces will take place between the morning and afternoon sessions, and again at the end of the day.
- Discourage practices which encourage physical contact, i.e. partners holding hands. Daily experiences that will include students walking independently will be planned. The use of a walking rope with hard- surface handles will be used for individual students, then sanitized after each use.
- Remote learning: Should families opt for remote learning; they will be offered regular learning packets delivered to their home that will parallel the activities being offered in the classroom. Families may participate in on-line support through the Google Seesaw App that each classroom teacher and therapist contributes to. Regular activities, videos, websites, as well as both general and student specific information and can be accessed, monitored, recorded and evaluated for IEP goal and objective progress through Seesaw. With appropriate documentation of signed consents, teletherapy can be conducted through our GoToMeeting virtual online platform. Parents/caregivers will be provided with policies and procedures to accompany this method of remote learning. Parents will also have a clear understanding of the technology requirements of this model, and collaboration with school districts will assist in the provision of goods and services required.

Should the number of infectious cases and virus progression cease to be a threat to students, staff, and the community at large, the Pathways Inc. Preschool Program will move toward resuming the regular five hour per day schedule.

13. Staffing

- All Pathways, Inc. Preschool staff will hold valid certification/license appropriate to their service assignment.

- All licenses and certifications will be verified through the NYSED TEACH online system or Office of Licensed Professions as appropriate.
- The Pathways Inc. Preschool Program will undertake robust recruitment efforts to identify and process qualified substitutes. In the 2020/2021 school year, as permitted by NYSED, if qualified substitute teachers cannot be engaged, individuals with a high school diploma or equivalent, even those not working toward certification can first be engaged for up to ninety (90) days and then beyond the first ninety (90) day period through the end of June, 2021, as long as the program administrator documents and attests that recruitment efforts did not identify a fully qualified substitute teacher. The program administrator must attest to the shortage of qualified recruits initially and then at the end of the first ninety (90) day period. Recruitment efforts will be extensively documented.
- Staff members who are requesting an accommodation from reporting for in-person work due to concerns about their own health must notify the Human Resources department and then comply with submitting requested information before the agency can determine if a reasonable accommodation can be made based on applicable law, regulation and the agency's needs and resources.