

**Rockland Institute for Special Education  
Extended School Year 2020 and  
2020-2021 School Year  
Reopening Safety Guidelines**

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**Dear Parents/Guardians and Staff,**

**As the 2019-2020 school year draws to a close, we are preparing to open our summer school program during the most uncertain of times we have ever faced. Of paramount importance is the safety and well-being of everyone who enters the building. A number of questions and concerns have been raised. We have received numerous communications from the New York State Education Department regarding how to safely open and maintain an onsite summer school. It is our intention to provide you with a comprehensive document which addresses the protocols and precautions that will be implemented. Throughout the summer we will remain abreast of any changes which may be disseminated from the State Education Department or any local or state government officials which would pertain to RISE.**

**While we believe this manual to be comprehensive, you may have some additional questions or concerns which you feel were not addressed. If that is the case, please feel free to contact any one of us.**

**Thank you for your understanding and cooperation as we prepare to embark on Extended School Year 2020.**

**Joseph Weissman**

**Robert Kelderhouse**

**Pery Twersky**

**Since we will have several new students entering the program in September 2020, these guidelines will be given to the parents prior to the beginning of school.**

## **Hygiene, Cleaning and Disinfection**

**In preparation for the opening of school on July 1<sup>st</sup>, there will be a deep cleaning of the entire building. RISE has hired a special cleaning person who will clean and sanitize all high top areas throughout the day. Staff and student bathrooms will be sanitized throughout the day. At the end of each school day, the RISE maintenance team will clean and sanitize the entire building. This will include all classrooms, therapy rooms, offices, common areas, bathrooms and hallways. All surfaces will be wiped down.**

**All staff and students are expected to practice hygiene in the following instances:**

- \* Upon arrival to the building**
- \* Between all program activities**
- \* After using the restroom**
- \* Before and after eating**
- \* Before departing at the end of the school day**

**Hand sanitizer, gloves and disinfecting wipes will be provided to all classrooms, therapy rooms, offices and common areas. In addition, hand sanitizing stations will be located throughout the building.**

**Classroom staff and therapists will be responsible for cleaning all surfaces, equipment, student furniture and any materials used for instruction after every use and before another student uses it. This includes all classroom toys and games as well as all equipment used during Physical Education classes.**

**When students are brought to the bathrooms for changing, staff will first wipe down the changing table and all surfaces. This procedure will be repeated after the changing process is completed. Soiled clothing will be placed in a plastic bag to be brought home at the end of each day. All staff must wear gloves during the changing process. Before returning to the classroom, staff and students must wash their hands.**

**Signs will be placed throughout the building to remind staff and students of expected hygiene procedures and social distancing rules.**

### **Arrival, Dismissal and Procedures for Visitors/Vendors**

**It is expected that all staff and students will remain in the building throughout the day except when outdoors for Physical Education classes or going on periodic off campus activities.**

**The front door will be the single point of entry for the building. All other doors will remain locked. All staff will assist their students in safely entering the building. The School Nurse will screen all staff and students upon entry into the building. Anyone with a temperature will be immediately sent home and cannot return to the program without written approval from their doctor. A hand sanitizing station will be placed at the door. Everyone must wash their hands.**

**At the end of the day, staff will escort their students to either their bus or car depending on the individual transportation arrangements for each student. Hygiene protocols will be followed by everyone before exiting the building.**

**Visitors will not be allowed to enter the building during the school day. All vendors will be asked to drop off their deliveries outside the front door. If a parent needs to come to school, he/she must first call the office and speak with a member of the administrative team. The administrator will discuss the nature of the visit and if warranted a meeting will be arranged to take place in the conference room. Parents cannot just show up unannounced. School district personnel, outside supports including case managers and therapists will not be permitted to enter the building during school hours.**

### **Screening**

**All staff are instructed to stay home if they are experiencing any symptoms. Parents must do the same with their children. Any student who shows up showing symptoms will be immediately sent home. If a staff member calls in sick, he/she must speak with an administrator and/or the School Nurse. The staff**

member must also contact their doctor and be cleared in writing to return to school. The doctor will determine if Covid-19 testing is warranted. If a staff member or student tests positive for Covid-19, the school must be notified immediately. If someone appears to be symptomatic while at school, the School Nurse must be contacted immediately. The Nurse will determine if the person needs to go home. If a staff member or student or a member of their immediate family tests positive or becomes symptomatic, the staff member and student must quarantine and not return to school until after quarantine is complete. The school must be notified immediately of such an occurrence. All appropriate local and state guidelines and mandates will be followed.

### **Physical Distancing and Classroom Procedures**

All staff members must wear a face shield or mask when they enter the building. Staff have the option of wearing either depending on their comfort level. RISE will provide face shields and masks for all staff. It is understood that many of our students have little or no concept of what a mask is and they would not tolerate having a mask placed on their face. However some students do have the necessary social awareness to understand the concept and as such, staff will work with them to wear a mask when appropriate.

Physical Distancing will be maintained to the greatest extent possible. When in the halls, staff and students should stay on the right side of the hall. There should not be any physical contact.

RISE classes are designated as either 6:1:1 or 8:1:1 based on the needs of the students. As such we will maintain classes of those sizes unless a variance from the New York State Education Department is warranted. No group will exceed ten students. Within each classroom, student desks and workstations should be placed at least six feet apart. If a group activity is to occur, staff must wear a shield or mask as should students if possible.

Throughout the day, students attend therapy sessions in the Speech, OT/PT and Vision Therapy rooms. There will be a maximum of three students being served at one time in those areas. Therapists must wear a shield or mask during therapy sessions. When possible, students should also wear a mask. All Hygiene procedures must be followed before, during and after each session.

All staff members are entitled to a duty free lunch period. However, there should be a limited number of people in the staff lounge at a given time and staff maintain a distance of six feet while eating lunch. Staff should spread out as much as possible during lunch times and utilize other appropriate areas within

**the building. Classroom teachers should stagger when their staff have their lunch so as to ensure there is a balance during the lunch periods. Students will have their lunch in their classrooms. While this time is typically a valuable social/learning experience, at this time the students should not be in close contact with each other. Everyone is to eat his/her own food. There is to be no sharing of food. All staff and students must follow all Hygiene Protocols before, during and after lunch or any other time when food is being served.**

### **Physical Education, Recess and Outdoor Activities**

**It is understood that the students cannot remain within the school building all day without getting outside for appropriate activities. However, there will not be any large group activities. Classes will stay together for outdoor activities in order to limit the size of the group to the class ratio. Activities should be limited to non-contact games. Staff and students should not come into direct contact with each other. At the end of each activity all equipment must be sanitized. Staff and students must adhere to our hygiene protocols before returning to their classrooms.**

### **Sign In Procedures**

**This summer we will not be utilizing the finger check system. There will be sign in sheets in every classroom. It is important that you sign in and out every day. The sheets will be collected every Monday morning when the new ones are placed in the classrooms. We will not be chasing after people. It will be your responsibility to make sure you have signed in and out. If there are days left blank, you will not be paid for those days. Therapists and other hourly employees are to follow their regular procedures.**

### **Staff Work Day**

**The school day will be 9:00-3:00 Monday-Thursday and 9:00-1:00 on Friday. However, staff will report to work at 8:45 each day. Everyone will be screened with a temperature check before entering the building. This will enable us to screen all staff before the students arrive so that we will be able to screen them in an orderly fashion before they enter the building.**

**All RISE protocols and procedures must be followed when small groups are visiting local parks, playgrounds and swimming pools. Staff will ensure proper social distancing when classes are off campus. When at pools, staff will remain**

**on the deck while the students are in the pool unless a student must have a staff member nearby for safety reasons. All hygiene protocols are to be followed before the group returns to campus and again when re-entering the building.**

**These guidelines were developed to ensure that everyone has a safe, happy and healthy summer school experience. It is important that everyone does their part and follows the procedures. It is also vital that parents, staff and school administration remain in close contact throughout the summer session.**

**For the 2020-2021 school year the work day for staff will be 8:30-3:30 Monday –Thursday. The students will be dropped off at 8:45. This will allow time for the screening team to screen all staff members before the students arrive. The students will then be screened as they exit their bus and before entering the building. The school day for both staff and students on Fridays is 7:30-1:30. There will be separate screening teams for staff and students. Everyone will be screened before entering the building.**

**The guidelines contained in this document were implemented during ESY 2020 and will continue to be adhered to during the 2020-2021 school year or until there is an Executive Order indicating that they are no longer required.**