



Reopening Plan 2020-2021 School Year

(during COVID-19 Health Emergency)

Schools are required to create a comprehensive plan with schedules that include in-person instruction, remote instruction, or a hybrid of both in-person and remote instruction. Information regarding plans for instruction is contained within this document. These plans are fluid and will be adjusted as needed based on the current circumstances related to COVID-19 and safety.

Organization Name:	Newmeadow, Inc.		
Organization Sites:	Clifton Park Site	23 Sitterly Road, Clifton Park, NY 12065	
	Fort Edward Site	220 Broadway, Fort Edward, NY 12828	
Executive Director:	Andrew McKenzie		amckenzie@newmeadow.org
Additional contacts:	Stacey Cornell, Director of Program Services scornell@newmeadow.org		Ramona Grugnale, Director of Corporate Compliance and Quality Assurance rgrugnale@newmeadow.org
	Central Office Address: 23 Sitterly Road, Clifton Park, NY 12065		
Central Office Phone Number:	518.899.9235		
NYSED/DOH Approved Center Programs:	Clifton Park Site	Integrated Classroom	Self-contained Classrooms
		9:1:1 SCIS - 7	12:1:2 Special class- 3
	Fort Edward Site	Integrated Classrooms	Self-contained Classrooms
		9:1:1 SCIS – 2	12:1:2 Special class – 1

- Newmeadow is prepared to offer in-person instruction to all special education students per their IEP. Class schedules will remain unchanged. We can do this due to establishing reduced density in the building and classrooms. Classrooms can be reconfigured regarding furniture and materials to allow for spacing between students as practical.
- Newmeadow will continue to provide the remote education experiences and therapies that have been utilized since March if all education must be provided remotely because schools are unable to open or must suddenly close.
- Newmeadow will plan for the provision of virtual classroom special education instruction and related therapies (speech, occupational therapy, physical therapy, family counseling, and training) using asynchronous and synchronous methods of instruction for students from families who select not to send their child to school.
- Newmeadow will communicate through the school website, email, social media, mail, and electronic messenger service.

Full-Remote Instruction

- Classrooms will post weekly activities to the web-based learning platform (Education.com)
- Weekly classroom team meetings
- Office hours
 - Teachers will offer two, two-hour slots per week; families attend by appointment only. Office hours are used to discuss specific goals, activity help, questions about curriculum, etc.
- Facebook posts – will be used to communicate and interact with families.
- Classroom staff (SET/GET/TA) will pre-record an activity such as a morning message, circle time, a story, a special learning activity – asynchronously.
- Each SET and GET will offer 2 – 15-minute, individual learning sessions for each student.
 - Parents will need to schedule this for an appointment and will maintain the same day and time.
- On Fridays – each classroom will submit their weekly plans for the next week via email.
 - Plans should include pre-recorded session topics, individual activity topics/objectives, and Zoom session activity/objective. Seesaw items will continue to be monitored through the app.
- Indicate on weekly lesson plan classroom staff responsible for conducting each part.
- Individual session schedules should be submitted to the Director.
 - Update the Director as students are added to the weekly schedules. Contact parents directly for interest in this option and to schedule.

All materials will be mailed to students who do not have access to the internet, a printer, or a computer. When available, the teacher will speak with the parent by phone to determine the level of activity occurring at home. Families who are unable to participate using the internet will be asked to submit student work samples via mail.

Hybrid Instructions

Students will be split into Group A and Group B.

	Group A	Group B
MONDAY	IN PERSON	VIRTUAL
TUESDAY	IN PERSON	VIRTUAL
WEDNESDAY	VIRTUAL	IN PERSON
THURSDAY	VIRTUAL	IN PERSON
FRIDAY	Full remote day	Full remote day

- Virtual Friday plans will be sent by classroom teachers.
- In-person instruction will follow the schedule below:

8:30-9:15 – Free Play/Bathrooms	11:30- 12:00- Outside
9:15- 9:45 - Morning Meeting	12:00-12:30 – Lunch
9:45 – 10:10 – Snack	12:30-1:00 – Math/Music
10:10 – 10:30 –Quiet Books	1:00-1:15 – Goodbye Circle
10:30 – 11:00 Listening and Learning	1:15 – 1:30 Dismissal
11:00-11:30- Skill Drill	

Virtual sessions M-Th will include the items listed below.

Parents can choose to have their children participate in any of these activities.

- ✓ Morning meeting
- ✓ Circle time activity
- ✓ Music/Movement
- ✓ Good-bye circle

Virtual sessions will occur through Zoom invite and teachers will set up a laptop/camera in the classroom for participation.

To track and report daily teacher-student engagement/attendance, teachers (or designated classroom staff) will complete a daily schedule that indicates who participated during each activity.

Virtual Friday sessions:

All staff will be on-site and will participate in deep disinfecting procedures, planning, and prep for the next week, training, etc.

To track and report daily teacher-student engagement/attendance, teachers (or designated classroom staff) will complete a daily schedule that indicates who participated during each activity.

In-person Instruction

Classroom schedule – sample below. The schedule is planned with an enrollment max of 15 per classroom. The schedule will be adjusted to stagger larger group times to split into two groups. ***(Remote teaching team will be assigned for any family that chooses to do remote learning)***

8:30-9:15 – Free Play/Bathrooms	11:30- 12:00- Outside
9:15- 9:45 - Morning Meeting	12:00-12:30 – Lunch
9:45 – 10:10 – Snack	12:30-1:00 – Math/Music
10:10 – 10:30 –Quiet Books	1:00-1:15 – Goodbye Circle
10:30 – 11:00 Listening and Learning	1:15 – 1:30 Dismissal
11:00-11:30- Skill Drill	

Miscellaneous specifics for classrooms:

- ✓ Hand-washing before and after snack and lunch, upon arrival to school, when entering or exiting the classroom, and throughout the day as necessary.
- ✓ Single cubby use only
- ✓ Individual student materials kits will be prepared for each student.
- ✓ Staff disinfects throughout the day and after the students leave.
- ✓ One staff assigned per day to do children's bathroom time for each classroom.
- ✓ Staff assigned to student bathroom assistance will wear face masks and gloves. Face shields and gowns are optional except when diaper changing is necessary.
- ✓ In classrooms, mask always required.
- ✓ Additional mask breaks (aside from snacks and lunch) will be determined by the individual classrooms.

Transportation:

Parent transported students

- ✓ Escorts will wear a face mask. Face shields and gloves will be provided but not required. Staff that chooses not to wear gloves **MUST** clean hands with hand sanitizer or soap and water, if available, between escorts.

Staggered arrival time

- ✓ There will be two screening stations, one located by the front main entrance and one located by the side bus entrance, once students are cleared to enter the building, the escort will take the students to their assigned classrooms.
- ✓ 1-5 will enter the door located in the west wing (by the front main entrance).
- ✓ Rooms 6-10 will enter at the side entrance by the playground.

Staggered dismissal time

- ✓ Rooms will be called according to assigned dismissal time to avoid congestion and to maintain social distance when possible.
- ✓ Escorts will retrieve students from the classroom and take students to the appropriate screening station based on classroom assignments for pickup.
- ✓ Students will exit through the same doors they entered during the morning arrival time.
- ✓ Parents/guardians will meet their students at the assigned screening station (same as morning drop-off).

Bus transported students

Arrival

- ✓ Buses will be unloaded two students (bus cohort) at a time. Students will then be screened at the entrance and then taken to their classrooms by an escort.
- ✓ Students will be escorted to the door of the classroom so that the classroom teacher can escort them into the classroom; escorts will not enter a classroom other than theirs.
- ✓ Rooms 1-10 bus transported students will enter the building at the bus entrance.

Dismissal

- ✓ Students will be dismissed as their assigned bus arrives.
- ✓ Students will exit the school through the same entrance that they arrived at.
- ✓ Classroom staff will escort students to their buses.

Mealtimes:

- ✓ Students' masks will be removed.
- ✓ Social distancing will be required anytime mask are off.
- ✓ Snack and lunch periods will be staggered to allow for socially distanced seating, as necessary.

- ✓ Students and staff will wash their hands before and after mealtimes.
- ✓ Staff will wear masks during student snack and lunch periods.
- ✓ Staff will wear food gloves to assist students during mealtime if needed. Gloves will be changed between students.
- ✓ For students with specific food allergies, their Individual Health Care Plan (IHCP) will be created and implemented by the school nurse. All staff will be trained regarding the IHCP.
- ✓ Visual models and verbal models for appropriate handwashing and hygiene before, during, and after mealtimes will be posted next to handwashing areas. Verbal models will be provided by staff during the handwashing times.
- ✓ Practice and reminders will be built in by school staff throughout the day.

Related services

- ✓ Speech services will be relocated to an area that allows for proper social distancing.
- ✓ OT/PT services will take place in the motor room.
- ✓ Therapies will be provided on an individual basis.
- ✓ Therapists will not enter classrooms. Teachers will bring students to the door to leave with their therapists.
- ✓ Therapists will disinfect the therapy area between each student.
- ✓ Therapists will wash hands between each student.
- ✓ Students will wash their hands before leaving the classroom and when returning to the classroom.

Additional Information

- ✓ All activities will continue to be aligned with the New York State Learning Standards.
- ✓ Student's IEPs will be followed as written and data collected according to the goals.
- ✓ Students in need of assistive communication devices, such as Personal Exchange Communication Systems, will be provided (mailed or by parent pick-up) a personal book set up by their speech therapist.
- ✓ When needed, for a student participating remotely, materials will be mailed to their home. This may include items needed to participate in related services, special education activities, and general education activities.
- ✓ All teacher certificates are closely monitored by the Certification Support Manager to ensure valid and appropriate certificates apply for the positions.

Communication/Family & Community Engagement:

- ✓ Communication with stakeholders, employees, and parents/guardians will continue to be conducted through various forms of communication including surveys and virtual meetings.
- ✓ Communication will continue through the school website, email, social media, mail, and electronic messenger service.
- ✓ Guidance on healthy hygiene practices will be posted throughout the building through signage from the CDC regarding PPE, face-covering, and social distancing. All individuals are encouraged to follow the CDC and DOH guidelines. Training will be provided.
- ✓ Ramona Grugnale, Director of Corporate Compliance and Quality Assurance has been designated as the school's COVID Coordinator.
- ✓ Surveying our Parents
 - We will utilize parent surveys that are as timely and convenient as possible to assist in the development of data sets on which to base our decisions.
 - Where specific data is needed (e.g., will your child ride the bus?), surveys will require a name and email address. Where we are seeking information on what is working (e.g., our approach to remote learning), surveys will be anonymous.
- ✓ Identified Stakeholders—Board of Directors, Administrators, and staff, Parents/Guardians, local health department.
- ✓ All communication concerning student programs will be sent to families via electronic messenger service, email, or by a direct phone call. Additionally, the information will be posted on the school website as necessary.
- ✓ Student-specific information such as IEP information, program information, and any other individual information will be communicated via email or by phone.
- ✓ All parents will be directed to contact the Director of Program Services with any program questions or concerns.
- ✓ When necessary, a translator will be used to communicate information to parents who do not speak English.
- ✓ To the extent it is developmentally appropriate students will receive instruction and communication on handwashing, face covering, social distancing, and respiratory hygiene.

Health and Safety:

- ✓ Social distancing
 - Newmeadow will require all individuals to practice 6 feet social distancing **wherever** possible including in classes, hallways, and on school grounds.
 - In the event of an emergency and social distancing cannot be maintained for safety reasons, social distancing will resume as soon as practical.
 - Employee and student arrival/departure times will be staggered. Employees will enter and exit the building through doors based on their work/class location.

- Confined spaces will have maximum occupancy signs posted and staff will be reminded to adhere to the requirements.
- ✓ Face coverings/Masks/Personal Protective Equipment (PPE)
 - All individuals will be required to wear approved face coverings during program hours and anytime 6' social distancing cannot be maintained once students have been dismissed.
 - Approved face coverings will not be required during lunch breaks and for short breaks as long as 6 feet social distancing can be maintained.
 - Individuals who are unable to medically tolerate a face covering will not be required to wear one provided they submit documentation from their doctor stating so.
 - Employees will be provided appropriate face coverings. A disposable mask will be available to all individuals who do not have their own.
 - Additional PPE (face shields, gowns, gloves, etc.) will be provided to individuals as required by the Department of Health and available to all others upon request.
 - Students should wear masks when not socially distanced to the extent possible given their tolerance, age, and developmental levels. Face coverings are not required if doing so presents a challenge, distraction, or obstruction to educational services and instruction. We will incorporate learning activities that encourage students to wear a mask. Breaks from wearing a mask will be provided. Masks can be removed for snacks and lunch, assuring for social distancing.
 - Newmeadow will maintain an adequate supply of masks for employees and students who forget their masks and other PPE for employees.
 - Guidance on healthy hygiene practices will be posted throughout the building through signage from the CDC regarding PPE, face-covering, and social distancing. All individuals are encouraged to follow the CDC and DOH guidelines. Training will be provided.
 - To the extent it is developmentally appropriate students will receive instruction and communication on handwashing, face covering, social distancing, and respiratory hygiene.
- ✓ Health checks of students and staff
 - Parents/guardians will be required to certify each day that their child meets health requirements. Temperature checks will be conducted upon arrival by the school nurse or trained individuals.
 - Staff will be required to certify each day that they meet health requirements before entering the building. Temperature checks will be conducted by the school nurse or trained individuals.
- ✓ Health hygiene reminders and training
 - Signage, reminders, and training will be provided regarding handwashing, respiratory hygiene/cough etiquette.
 - Training on face-covering/masks wearing and social distancing will be provided.

- All employees and parents/guardians will be provided with information for reporting signs of illness.
- ✓ Cleaning and disinfecting
 - Newmeadow will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, and OCFS.
 - Cleaning and disinfection logs will be maintained that includes the date, time, and scope of cleaning and disinfection.
- ✓ Visitors
 - Visitors will be limited and only admitted in the building when necessary and by appointment only, whenever possible.
 - Health screenings will be conducted before admittance into the building.
 - Face coverings will be required. A disposable mask will be available if needed.
- ✓ Infection Control Strategies (response to a positive diagnosis of a student or staff member)
 - Newmeadow will work with the Department of Health on our response to a confirmed case of COVID-19.
- ✓ Management of Illness for Students
 - Parents/guardians should utilize the NYSDOH COVID Toolkit—Decision-making Flowchart for Student Attendance.
 - Students who report symptoms before or after school are to remain home.
 - Students who become ill during the day will be seen by the school nurse or designated individual, isolated as necessary, and sent home.
 - Parents/guardians must consult with a healthcare provider and receive a doctor’s note indicating the student is cleared to return to school.
 - Parent/guardian must submit the doctor’s note to the School Nurse/designated individual before the student may return to school.
 - Students who have become ill or symptomatic **and** have been cleared by their doctor to return to school must first consult with the school nurse and provide a doctor’s note before returning.
- ✓ Management of Illness for Staff
 - Staff should utilize the NYSDOH COVID Toolkit—COVID-19 Flowchart for Staff Reporting to Work.
 - Employees who become ill during the day will be seen by the school nurse or designated individual, isolated as necessary, and sent home.
 - Employees who report symptoms before or after work are to remain home.
 - Employees who have become ill or symptomatic must either consult with their health care provider OR obtain negative COVID-19 test results or isolate for 10 days.
 - To return to work, employees must submit a doctor’s note OR negative COVID-19 test results to the Human Resources Department before returning.

- ✓ After a positive COVID-19 result, the following will be required before returning to work or school:
 - Documentation from a health care provider indicating the individual is cleared to return to work/school; OR
 - A copy of the “Release Letter” or some form of documentation from the Department of Health if the person was ordered to quarantine; AND
 - Staff must consult with the Human Resources Department and provide documentation to return to work;
 - Families of students must consult with the School Nurse and provide documentation before returning to school.
- ✓ Contact tracing
 - To help assist public health departments in knowing who may have come into contact with someone confirmed of having COVID-19, Newmeadow will:
 - keep accurate attendance records of employees and students;
 - ensure student records are up to date;
 - keep a log of any visitors which includes the date, time, and contact number; and
 - assist local health departments in tracing all contacts of the individual at school following the protocol, training, and tools provided through the New York State Contact Tracing Program.
 - Confidentiality will be maintained as required by federal and state laws and regulations.
- ✓ Cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19 will be conducted within the CDC guideline.
 - Close off exposed area(s)
 - Open outside windows and doors to increase air circulation in the area.
 - Wait 24 hours before cleaning and disinfecting the area, unless waiting 24 hours is not feasible (wait as long as possible).
 - Clean and disinfect all areas used by the person such as offices, classrooms, bathrooms, and common areas.
 - Once an area has been appropriately cleaned and disinfected, it can be reopened.
- ✓ Individuals without close or proximate contact with the person can return to the area and resume school activities immediately after cleaning and disinfection.

Facilities:

- ✓ Classroom Arrangements
 - Utilizing the 6 feet rule for social distancing, our classrooms will be rearranged to safely accommodate students and employees as much as possible.
- ✓ School Safety Drills
 - Fire and Lockdown drills must continue to be conducted during in-person schooling.

- Fire (evacuation) drills will be conducted according to requirements and modified to fit social distancing requirements. Each classroom will have an individual drill using a pre-recorded fire alarm. Additional staff will assist in evacuating the classroom. Classroom-by-classroom drills will maintain the safety of preschool students during a non-emergency practice drill that requires exiting the building and allowing for social distancing requirements. **In accordance with the latest guidance, Newmeadow will whenever possible, hold traditional alarm-activated evacuation drills while still maintaining social distancing requirements when feasible.**
- Lockdown drills will be conducted as normal using an odd-even classroom schedule. This will allow for more space for social distancing while still maintaining appropriate protocol.
- ✓ Fire Code Compliance: No changes or additions to facilities.
- ✓ Doorways: The function, position, and operation of doors will remain unchanged.
- ✓ Inspections: Inspections will be completed as required and within necessary time frames.
- ✓ Lead Test due in 2020: Newmeadow has been occupied consistently. Required lead testing will be completed promptly, if applicable.
- ✓ Cleaning and Disinfecting
 - Newmeadow will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, and OCFS guidelines.
 - Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.
- ✓ Ventilation in Our Schools
 - Ventilation: Newmeadow ventilation system has been upgraded with MERV-13 filters. When feasible, exterior windows will be opened to increase fresh air entering the building.
 - Exterior doors will remain locked for security purposes.

Social/Emotional well-being practice for Students:

Newmeadow employs Board Certified Behavior Analysts who can address the social-emotional needs of students. They will work directly with employees and families to provide appropriate referrals and resources to address support programs.

Newmeadow utilizes techniques based on the principles of Applied Behavior Analysis (ABA) to address behavioral and social/emotional support. ABA enables staff to effectively analyze behaviors and make socially significant changes in an individual's life.

- ✓ Individual and group behavior plans are implemented and monitored to ensure an increase in desired behaviors.
- ✓ Social stories will be provided to students needing additional support.
- ✓ Curriculum-based activities are also used to addresses social/emotional skills.

Employees will participate in social/emotional support in-services presented at school and/or through webinars. Additionally, readings and information will be provided to employees.

Links of information provided to staff:

<https://register.gotowebinar.com/recording/recordingView?webinarKey=8504397391560195083®istrantEmail=scornell%40newmeadow.org>

<https://www.naeyc.org/resources/pubs/yc/mar2018/promoting-social-and-emotional-health>

<https://www.iste.org/explore/meeting-students-social-emotional-needs-during-covid-19-lockdown>

Attendance

Newmeadow will follow the current protocol of collecting daily student attendance and reporting.

- ✓ Attendance is taken once students arrive in classrooms for in-person instruction.
- ✓ Attendance at therapy sessions is maintained for each encounter.
- ✓ Attendance is taken when students participate in live remote learning activities, both classrooms based and related service therapies.
- ✓ All synchronous and asynchronous activities and interactions are logged on the classroom's distance learning log.
- ✓ Families are contacted regularly using e-mail, phone, text, or other messaging systems to maintain home-school communication and student participation in learning. Contacts are made by all service providers for a student in a frequency that is acceptable to the family.
- ✓ Attendance for Reporting and Billing Purposes
 - All attendance data will be entered into the appropriate system/portal for reporting.
- ✓ Chronic Absenteeism
 - Attendance will be monitored, and school districts and counties will be notified as appropriate.
 - Ongoing communication with families will be utilized to determine an effective level of engagement to ensure continued student achievement.

Technology and Connectivity:

- ✓ In the event of remote learning and/or a hybrid plan, families will be sent surveys to indicate the student's name, access to the internet, and access to a computer. This process will also apply to new families.
- ✓ Employees will be provided with needed technology, such as laptops and iPads, to provide remote learning and teletherapy services.

- ✓ In the event of the need for remote learning, face-to-face online classes will be made available in addition to a pre-recorded activity for family convenience.
- ✓ Families will sign off on Newmeadow's privacy policy. in compliance with Educational Law 2-D and FERPA. More information can be found at <http://www.nysed.gov/edtech/digital-tools>.
- ✓ All materials will be mailed to students who do not have access to the internet, a printer, or a computer. When available, the teacher will speak with the parent by phone to determine the level of activity occurring at home. Families who are unable to participate through the internet will be asked to submit student work samples via mail.

Teaching and Learning:

- ✓ Providing Parent Option for Remote Learning
 - Parents will be given the option of remote or in-person instruction.
 - A six (6) week commitment is required for remote instruction. Exceptions may be considered by the Director of Program Services.
- ✓ Standards Aligned Instruction
 - All activities will continue to be aligned with the NYS Learning Standards.
 - We will continue using the Creative Curriculum which includes themes that are inclusive, culturally responsive, and consider the needs of all students.
- ✓ Whether instruction is in-person, remote, or hybrid, teachers and therapists will continue to communicate regularly with parents through online platforms, phone, email, and mail.
- ✓ Newmeadow will plan for the provision of virtual classroom special education instruction and related therapies (speech, occupational therapy, physical therapy, family counseling, and training) using asynchronous and synchronous methods of instruction for students from families who select not to send their child to school. These services will approximate face-to-face instruction to the extent possible.

Special Education:

- ✓ Newmeadow will continue collaboration with CPSE committees to ensure that special education and related services are in place and consideration of health and safety, we are prepared to both teach in-person and remotely if necessary.
- ✓ Regarding the least restrictive environments, we are planning to continue to provide opportunities for interactions and instruction with non-disabled peers.
- ✓ Teachers and therapists will continue to collect data, whether in-person or remotely, and will use the data to monitor each student's progress toward annual goals.