**Vanderheyden Reopening Plans**

Regular school Year (RSY)

2020-2021

Extended School Year (ESY)

2021-2022

Vanderheyden School has remained open and in-person during the Regular School Year (RSY). Given concerns emanating from families and school districts, Vanderheyden has made the following three options for instruction available to students:

* In-person Instruction – in this scenario, the students from both our Day-Program and our Residential-Program will attend school daily. Personal Protective Equipment (PPE) will are as outlined in the latest DOH guidance, and social distancing, whenever possible with masks used at all times by students and staff.
* Hybrid Instruction – In this model, both in-person and remote instruction are employed in a manner that provides a greater opportunity for social- distancing in the school environment. The specific pattern or timing of Hybrid programming will be partially dependent upon bussing and participating districts’ willingness to support the proposed schedule. In this scenario, all students are supplied Chrome Books for access to on-line learning via Google Classroom. This model is also be employed in situations arising from student illness requiring individuals to remain in isolation or quarantine.
* Remote instruction – remote instruction the sole learning platform. In this scenario, remote learners will participate in learning both in synchronous (live teaching) and asynchronous (assignment completion without live teaching) modalities in a carefully scheduled daily format.

During the 2020-2021 RSY, Vanderheyden has been able to support in-person instruction for more than 95% of its student population consistently. With the exception of our two-week pause in January, we have utilized the hybrid and remote scenarios for unique situations requiring flexibility in programming. It is the explicit intention of Vanderheyden to support students in person if possible.

**Capacity**

Vanderheyden is a specialized 853 School that already employs a specific set of student to teacher ratios that allow for social-distancing in our classrooms throughout the day. No more than 11 students and adults will be assigned to one classroom at any given time. Vanderheyden also has specific meal delivery plans allowing the distribution and consumption of food in a safe and socially distanced manner.

**Health and Safety**

The health and safety of Vanderheyden students and staff is our number one concern at all times. During the COVID-19 Pandemic, we have created systems to assure monitoring of individuals, on-going instruction for students and staff regarding COVID-19, social-distancing, the provision of personal protective equipment, cleaning and disinfection protocols, and planned management of ill persons.

Vanderheyden has continuous contact with our county department of health for the purpose of assuring facilities’ adherence to acceptable ventilation, physical plant safety and the availability of hospital beds in the event of multiple exposure in our population.

The administrative and clinical staff at Vanderheyden have adopted communication protocols assuring students, caregivers, staff and districts will have timely notice regarding any changes in our routines or potential school closures.

Vanderheyden Health Services Department, in communication with families and relevant stakeholders, will identify staff and students who are potentially vulnerable to severe COVID-19 impacts. Working in concert with these individuals and families, specific plans for risk mitigation are in place and communicated appropriately.

Vanderheyden continues to monitor all individuals for illness on a daily basis - specific health protocols are in place to insure all Department of Health guidelines in the event of the discovery of ill persons or positive COVID-19 cases. These protocols are included in the Detailed Policies and Procedures, later in this document. This plan is in place for ESY as well.

**Visitors**

At this time, Vanderheyden School is limiting visitors to people or persons that directly interact with students for the purpose of health - or education related activities. Examples of this include emergency personnel, medical personnel, programmatic personnel (i.e. school psychologist). Additionally, routine maintenance workers such as technicians, repairpersons and contractors may work in our building after receiving COVID-19 screening. The Vanderheyden Leadership Team reserves the right to provide access to stakeholders such as donors, district partners, board members and other parties with vital interest in our school. All visitors are required to check in and complete COVID-19 screening immediately.

**Faculty and Staff Meetings**

Vanderheyden will continue to hold full, weekly staff meetings from 2:45 – 4:00 PM in spaces that are adapted to promote adequate social distancing as well as video-conferencing. Staff are required to wear face coverings should the distance between individuals be less than 6 feet. Additional meetings may be required as deemed necessary by administrative staff. Vanderheyden Administration continues to stand ready to respond to staff concerns regarding school operations at any time.

**Closure**

Vanderheyden works closely with the Rensselaer County Department of Health to monitor regional and county health concerns regarding the COVID-19 Pandemic. Our operations will be switched from in-person to remote should the number of infections or symptomatic individuals reach a level that our Health Department partners determine requires a school shut-down. All cases of symptomatic individuals are reported to the Department of Health immediately. During January 2021, Vanderheyden chose to utilize an all-remote strategy for a period of two weeks. This experienced has informed our practice and we stand ready to move quickly in this manner should it become necessary in the future.

**Annual Review of Program**

Vanderheyden will undertake an annual assessment and evaluation of all activities, policies and procedures regarding the specialized COVID-19 educational/school program. This review is informed by specific data points including (but not limited to); school attendance, proper documentation of all required activities, and the specific classroom measures surrounding student social emotional and academic success.

**Grading and Instruction**

Vanderheyden recognizes that teachers and administration are required to take a flexible stance on the potential models for instructional delivery and grading. We recognize that our policies and procedures need to be clearly communicated to students and parents. Vanderheyden education Department will provide written guides for students and parents to clarify these expectations and remain flexible and open to communicating with these parties regarding their concerns. Teachers and service providers will continue to collect data regarding student performance and IEP related goals and objectives. This data will (continue to) inform planning, instruction and student progress.

**Parent Resources**

Vanderheyden will provide a variety of resources to parents both through the Vanderheyden Agency web site, and through various written communications via the US Postal Service and email. These resources will provide details on the daily responsibilities of families regarding the behaviors associated with decreasing the risk of COVID-19 infection, the signs and symptoms of potential infection and the actions indicated in these cases. Parents are provided descriptions of the supports available in school and the expectations for PPE use and social distancing. Vanderheyden will provide translated materials to any community members who require them in their preferred language.

**Emergency Drill Protocols**

See Appendix A

**General School Opening Matrix**

This chart includes general information surrounding the three modes of opening – In-Person, Hybrid, and Remote. This section is followed by appendices, which provide details on each pertinent aspect of re-opening.

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| --- | --- | --- | --- |
| **Instruction Type** | In-PersonParticipating Districts and Residential Students all attend school in person.  | HybridStudents enrolled in day-program from districts that are open attend in person. Students enrolled in Day-Program schools that are closed participate remotely. Residential students attend in-person.  | RemoteStudents participate remotely as a result of multiple factors which include (but are not limited to) Day-Program district closures, the identification of multiple COVID-19 positive individuals at Vanderheyden or Government mandates.  |
| **Classroom Set-Up** | Social Distance requirement of 6’ separation and mask wearing will be implemented throughout. When instruction or testing requires at least 6’ will separate participants and face shields will be used when applicable. Students will be seated 6’ apart avoiding any face to face seating arrangements.  | Remote: Students will participate in instruction in both synchronous (live teaching) and asynchronous (assignment completion) through Google Classroom. Students who do not have computer access will be provided with an internet “hot spot” for this purpose. In Person: See adjacent column to the left.  | Remote: Students will participate in instruction in both synchronous (live teaching) and asynchronous (assignment completion) through Google Classroom. Students who do not have computer access will be provided with an internet “hot spot” for this purpose.  |
| **Class Sizes and Special Education** | All classroom ratios presented on students IEPs will remain in place. Non-identified students will be taught in small, specialized classroom setting. All IEP services and mandates will be carefully supported including Related Services, Program Supports, and Modifications and all related IEP services and requirements.  | In Person: see adjacent column to the leftRemote: All IEP mandates will be followed through the remote platform including teletherapy for related services delivery. Teachers will follow all State Education Department guidelines for class ratios, length of instruction and special considerations.  | Remote: All IEP mandates will be followed through the remote platform including teletherapy for related services delivery. Teachers will follow all State Education Department guidelines for class ratios, length of instruction and special considerations.  |
| **Schedule** | The school schedule will provide for static classes whenever possible – allowing for a separation of day and residential students as appropriate and feasible. Teachers will move from class to class and students will stay in groupings throughout the day. Some exceptions will include Science, Art, and PE. | In Person – students will follow the same schedule as noted in the adjacent column to the left.Remote – students will have a daily synchronous (live video with instructor) and asynchronous (classroom assignments in Google Classroom) schedule with additional 1:1 or small group assistance provided remotely as needed and as an extension of student program supports and modifications.  | Remote – students will have a daily synchronous (live video with instructor) and asynchronous (classroom assignments in google classroom) schedule with additional 1:1 or small group assistance as needed and as an extension of student program supports and modifications.  |
| **Instructional Standards** | All courses will meet the appropriate NYS Next Generation Learning Standards, or, when applicable, the Common Core Learning Standards or Learning Standards for alternately assessed students.  | All courses will meet the appropriate NYS Next Generation Learning Standards, or, when applicable, the Common Core Learning Standards or Learning Standards for alternately assessed students.  | All courses will meet the appropriate NYS Next Generation Learning Standards, or, when applicable, the Common Core Learning Standards or Learning Standards for alternately assessed students.  |
| **Social Emotional Well-Being** | The social emotional well-being of students will be addressed through trauma-informed instruction, Sanctuary based practice, and supported by clinical staff in collaboration with teachers, administrators, and health practitioners.  | The social emotional well-being of students will be addressed through trauma-informed instruction, Sanctuary based practice, and supported by clinical staff in collaboration with teachers, administrators, and health practitioners. | The social emotional well-being of students will be addressed through trauma-informed instruction, Sanctuary based practice, and supported by clinical staff in collaboration with teachers, administrators, and health practitioners. |
| **Food Services** | Students are provided breakfast and lunch each day. Residential students will eat both breakfast and lunch in their assigned classrooms. Day-Program students will eat both breakfast and lunch in the cafeteria. All seating for meals will continue to be 6’ apart and those students who have completed their meal will resume mask wearing. Students requiring special consideration – i.e. food allergies, will be provided an individualized meal delivery plan. The cafeteria, and the classrooms utilized, will be sanitized prior to and after each meal | In Person: see adjacent column to the left.Remote: Those Day-Program students who participate in remote instruction will be provided access to lunch in partnership with their home district and Vanderheyden School. Residential students will receive their meals in a manner similar to weekends and days when school is not in session.  | Remote: Those Day-Program students who participate in remote instruction will be provided access to lunch in partnership with their home district and Vanderheyden School. Residential students will receive their meals in a manner similar to weekends and days when school is not in session. |
| **Transportation** | Transportation will be provided in a manner consistent with DOH guidelines and in partnership with school districts, Vanderheyden Programs, and transportation providers. Transportation will be monitored for quality assurance under DOH guidelines.  | Transportation will be provided in a manner consistent with DOH guidelines and in partnership with school districts, Vanderheyden Programs and transportation providers. Transportation will be monitored for quality assurance under DOH guidelines.  | N/A |

**Detailed Policies and Procedures**

Vanderheyden RSY Reopening

Health, Safety and Operational Protocols

1. Daily Arrival of Staff - Screening
	1. Staff will exclusively use the two entrances leading into the main foyer of the school building. All staff entering the building must be wearing appropriate face coverings. All staff badges have been re-programmed to allow entry only through these designated doorways.
	2. Designated staff will check the temperature of each individual as they enter the building. Each staff will be required to answer the DOH COVID-19 questionnaire and sign the document daily.
	3. If a staff has an elevated temperature of 100.0 degrees or greater, they will not be allowed beyond the COVID-19 checkpoint. Such staff will be directed to procure a COVID-19 test and to seek medical attention. Should the staff test positive for the COVID-19 virus, they will be directed to quarantine and will remain on leave for a period of 14 days and symptom free (without medication) for a period of 72 hours prior to return. All documentation regarding testing is provided to HR prior to approval for return to work. If staff has an elevated temperature of 99.0, they will be evaluated by the nurse in the Health Office. The nurse will determine if such individuals may safely remain at school.
	4. If a staff provides a positive response to any of the questions in the DOH protocol, they are directed to the nurse and a decision will be made regarding how they will proceed. Positive answers to the different questions on the protocol require different actions, which will be determined by Health Services department staff.
	5. Contact tracing for all individuals testing positive will be pursued immediately upon receipt of the information to assure the health and safety of all individuals at Vanderheyden.
2. Daily Arrival of Students – Transportation
	1. Vanderheyden Day-Program Students will be provided transportation by each of their home districts. Vanderheyden has consulted with each district to assure that the minimum requirements set forth in the Governor’s guidance have been met. If there are indications that the requirements are not being met, Vanderheyden responsible staff will contact the district to report irregularities. In cases that require changes, Vanderheyden will closely monitor to assure safe conditions during transport.
3. Daily Arrival of Students - Screening
	1. Students entering the school building will be required to wear appropriate face coverings. Face coverings will be provided if necessary.
	2. All residential students will have their temperatures checked prior to walking to the school building. Additionally, they will answer the DOH COVID-19 questionnaire. Each student will be required to sign this document daily
	3. Should students present with a temperature of 99.0 or greater, they will be kept back from the school building and sent directly to Health Services for evaluation.
	4. Residential students will enter the school building through one of two designated entrances. They will be escorted directly to their classrooms for breakfast.
	5. Day-Program students are checked for symptoms prior to boarding their bus each morning. As students get off of their bus, designated staff check their temperature. If students present with a temperature of 99 degrees or greater (but under 100), they will report directly to the Health Office. The school nurse will assess these students and determine whether they need to be returned home.
	6. Day-Program students will answer the COVID-19 screening questions upon entrance to the school. Students who answer any of the COVID-19 screening questions positively will be immediately brought to the Health Office and assessed by the nurse. The nurse will determine if such students will be sent home or remain in school.
	7. All Day-Program students are required to wear face coverings and will not enter the building without an appropriate face covering. Students who need face coverings will be provided them by Vanderheyden staff.
4. Daily Dismissal of Students
	1. All residential students will be dismissed by classroom and will depart through the 2 designated student dismissal doorways. They will be accompanied by staff and brought to each of their cottages. Staff will remain with students until they are assured designated parameters are in place.
	2. All Day-Program Students will be dismissed via announcement at 2:30 each day. They will be accompanied by staff to the cafeteria to gather their personal belongings and dismissed by bus through the cafeteria entrance.
5. Masks and Personal Protective Equipment (PPE)
	1. Staff are required to wear face coverings at all times throughout the school day. Staff who have health conditions that prohibit the wearing of face masks will be provided alternate PPE such as face shields. Staff are asked to provide their own cloth mask for daily use. If staff do not bring a face covering, they will be provided with a medical mask. Face coverings are required when a minimum of 6 feet social-distancing cannot be maintained.
	2. Students are also required to wear face coverings throughout the school day. Parents are asked to provide cloth masks to students attending school. If students do not come to school with a face covering, one will be provided for them. Students are required to wear protective face coverings when they are unable to maintain a minimum of 6 feet social distance when they remove their masks for the purpose of eating or drinking or in cases that allow individuals a “designated mask break”.
	3. In some cases, face shields may be required as per CDC regulations. Vanderheyden recognizes that face coverings are required to be worn with face shields to insure safety.
6. High Risk Individuals
	1. Students and staff who are considered to be high risk under CDC guidelines will be provided options for their concomitant with this guidance through Director of Human Resources (staff) and the Director of education (students).
7. Training for Hand Hygiene, Respiratory Hygiene, Proper Face Covering Use and Social-distancing
	1. All Vanderheyden students and staff will be trained on the proper technique for hand hygiene, face covering use and social-distancing.
	2. All approved maintenance workers, contractors and other approved visitors will be required to review social-distancing and mask wearing procedures prior to entry into the school building. These individuals are also required to complete the COVID-19 screening and have their temperature taken. Those who do not meet the requirements will not be allowed entry.
	3. Vanderheyden will provide written resources to parents to assure their awareness regarding the specific behaviors that reduce the spread of the COVID-19 virus as well as the symptoms parents should be looking for each day.
	4. Vanderheyden will provide training to all staff and students on the proper methods of cough and sneeze suppression as well as specific guidance on the use of rescue inhalers.
	5. Vanderheyden will provide staff and students the opportunity to take “mask breaks” as needed. This will include the specific areas for such breaks as well as the duration and frequency of these breaks.
8. Assurance of Adequate Supplies
	1. Vanderheyden has developed a purchasing and renewal system to assure adequate supply inventory for COVID-19 cleaning, sanitization and PPE is in place at all times.
9. Learning Tools
	1. Sharing of objects such as pens, pencils, computers, and other school and personal items will be prohibited. In rare cases, instructional objects that must be used by multiple individuals will be properly sanitized prior to redistribution.
10. In - Person Screening
	1. All persons implementing and performing screening procedures in all Vanderheyden sites are provided with PPE and appropriately protected from potential exposure by infected persons. All persons providing screening in this manner are trained according to CDC and department of health guidelines. Additionally, all persons performing in-person screening are supplied with alcohol wipes for the purpose of disinfecting/wiping the infrared thermometer between each use.
11. Health Office
	1. The Vanderheyden Health Office is staffed 100% of the time with a RN who is responsible for isolating students presenting with symptoms. The nurse will remain in visual contact with any student who has presented with symptoms until they exit the building. The nurse follows all CDC guidelines and utilizes all proscribed PPE including N95 masks, gowns, goggles/face shield, and gloves. Vanderheyden nurses have been provided with this equipment and the Rensselaer County Department of Health has provided N95 training.
	2. After a suspected COVID-19 case has been discovered, sanitization and disinfecting procedures will be followed for the Health Office. Disinfecting and sanitization after the occurrence of a suspected case will be performed initially by the Vanderheyden maintenance and janitorial staff and if deemed necessary by the Health Services Director, by the outside agency utilized by Vanderheyden subsequently.
12. Food
	1. Staff Training – since residential students will dine in various classrooms, all staff supervising meals in this setting will receive training on required hand hygiene, food allergies and all meal service activities they will be responsible for.
	2. Breakfast:
		1. Residential-Program – breakfast will be provided to Residential-Program students in their classroom, delivered by staff each day. When breakfast is completed, students will dispose of all food trash as directed by staff, one at a time, in the covered waste basket provided.
		2. Day-Program – breakfast will be provided in the cafeteria with students seated in social distance, 6 feet apart as marked on each cafeteria table. Masks will be worn until food is delivered, taken off while eating and put on when the meal is completed. Students will bring their garbage to the waste bins provided upon staff direction.
	3. Lunch
		1. Residential-Program - lunch will be provided to Residential-Program students in their classroom, delivered by staff each day. When lunch is completed, students will dispose of all food trash as directed by staff, one at a time, in the covered waste basket provided.
		2. Day-Program – lunch will be provided in the cafeteria with students seated in social distance, 6 feet apart as marked on each cafeteria table. Masks will be worn until food is delivered, taken off while eating and put on when the meal is completed. Students will bring their garbage to the waste bins provided upon staff direction.
		3. Meal time sanitization – students will be directed to wash their hands properly prior to and after meals and hand sanitizer for use prior to all meals by Vanderheyden staff. Sanitization will be required prior to food distribution.
		4. Food Sharing – students will be prohibited from sharing food at meal times.
		5. Food Allergies - Students presenting with food allergies will be provided alternative meals and will be assured safety from possible contaminates in their educational and mealtime setting.
13. Ventilation: In conjunction with our Maintenance department and our County Department of Health, school ventilation has been evaluated and all steps to insure proper air flow have been taken. When possible and weather permitting, outdoor air supply will be enhanced through the use of open windows and doorways. All windows have been inspected to assure opening/closing is operational.
14. Cleaning and Disinfecting
	1. Vanderheyden Maintenance and custodial staff have developed cleaning and disinfecting procedures for our building that include the use of daily logs to assure coverage in instructional, recreational, and meal preparation/delivery areas as well as specific “high touch” areas. Daily cleaning checkoff lists have been implemented to provide logging of these activities. Responsible parties will provide inspections on an every-other day basis to assure compliance.
	2. Bathrooms – each student and staff bathroom is equipped with paper towels, disinfectant, and a covered waste can that is operated by a foot lever. Touch-free amenities have been ordered and in some instances installed. These amenities will be present in all bathrooms once received. All Vanderheyden bathrooms are single use only and do not require physical barriers.
	3. Classrooms – school personnel will be provided a daily checklist for classroom and work area inspection to assure that adequate supplies for PPE, hygiene and sanitization are present (i.e. tissues, face coverings, hand hygiene product, cleaning supplies)
15. Communication Plan
	1. Residential-Program – any and all communication regarding the daily functioning of the school will be communicated via email and telephone to medical staff, clinical staff, and direct care staff via the school administration. This includes, but is not limited to, any discovery of symptomatic individuals emanating from in or outside the school. These stakeholders will be informed of the required responses to symptomatic individuals as well as COVID positive cases and the required actions to be taken. Clinical staff will also contact parents, guardians, school personnel, district personnel, and other pertinent individuals as to the status of the school as soon as practicable. The Residential Administrator on Duty (AOD) will provide a written account regarding all communication impacting residential students.
	2. Day-Program – any and all communication regarding the daily functioning of the school will be communicated via email and telephone to medical staff, clinical staff, community services personnel, and school personnel via the school administration. This includes, but is not limited to, any discovery of symptomatic individuals emanating from in or outside the school. These stakeholders will be informed of the required responses to symptomatic individuals as well as COVID positive cases and the required actions to be taken. Clinical staff will contact parents, guardians, district personnel, and other pertinent individuals as to the status of the school as soon as practicable and through each individual’s preferred mode of communication.
	3. Staff – a phone tree has been created and disseminated to assure timely communication of emergent issues and situations requiring staff actions. Staff will additionally be available at 2:40 each day for updates regarding health, safety, and general school operating procedures during the COVID Pandemic. Each Wednesday, a 1.25-hour staff meeting will provide an opportunity for additional training and professional development to support student learning, well-being and growth as well as the individual well-being and professional growth of staff members at Vanderheyden.
	4. Students – will be provided instruction on current COVID-19 protocols including the use of PPE, hand washing, social-distancing, and acceptable face coverings.
	5. All students, staff, faculty, and approved visitors will be trained on current COVID-19 approved use of PPE, hand washing, social-distancing, and acceptable face coverings.
	6. Vanderheyden has designated the Director of Health Services, Deborah Lajeunesse R.N., to serve as the main contact regarding the identification of positive COVID-19 cases. Ms. Lajeunesse will be responsible for answering questions from students, faculty, staff, parents and legal guardians regarding the COVID-19 public health emergency and plans implemented by the school. The Vanderheyden Health Services Director will work closely with local health officials to monitor public health conditions as well as jointly develop monitoring strategies.
	7. Parents - Parents are required to notify the school through their child’s Clinician or through the Administrative Offices if they have traveled, or plan to, travel to a state or region designated as a “hot zone”. In such cases, the parents will be required to provide home quarantine for their son/daughter for a period of 14 days upon their return. Students who are symptom free after the 14-day waiting period may return to school. During their absence, students who are quarantining at home will be provided with remote instruction. If a student is ill and cannot participate, they will be expected to participate once they are symptom free.
16. Residential Living Considerations
	1. Residence facilities (“cottages”) Vanderheyden operates 7 “Cottages” or residential houses for students. All OCFS regulations are in place in each residential cottage. The specific capacity of each cottage is strictly observed and meets with all applicable laws regulating residential treatment centers. Staff are required to wear protective face covering at all times and youth residing in cottages are strongly encouraged to wear face coverings. Non-essential gatherings are prohibited and contact with other youth from adjacent cottages is limited to outdoors. Face coverings as well as social-distancing are required whenever multiple cottages are using outdoor common areas. Youth are closely supervised at all times. No visitors are allowed in students’ living spaces and are directed to visit residents in alternate sites designated by the Director of Residential Services. All visitors and staff are required to be screened and answer COVID-19 screening questions. A log of all staff and visitors coming to the residential campus is kept and checked each day by the Director of Residential Services or their designee.
	2. All residents and staff are screened each time they return to campus from another location. Any resident or staff member that screens positive for COVID-19 symptoms is required to isolate and test for COVID-19. Negative results will result in the individual returning to the residence and campus with close monitoring for potential relapse of symptoms.
	3. Quarantine and Isolation – the following protocols have been developed by the Vanderheyden Health Services Department in cooperation with the Rensselaer County Department of Health:
		1. Precautionary Quarantine:
			1. Individuals who have traveled to high risk areas within the last 14 days.
			2. Having proximal contact with someone known to test positive with COVID-19 (not having symptoms).
			3. Ordered by the local health department per item #2 above.
		2. Procedure:
			1. Resident will stay in their room for 14 days. Meals to be brought to their room.
			2. Resident to wear a surgical mask when walking from their room to and from the bathroom.
			3. Resident to wear a surgical mask when walking when staff enters their room.
			4. Employees to wear surgical mask at all times.
			5. Temperature checked twice per day to assure absence of symptoms.
			6. Residents in quarantine shall have a designated bathroom.
			7. Residents in quarantine will not share any common areas with other residents or staff.
		3. Mandatory Quarantine:
			1. Close contact (within 6 feet) within the last 14 days with someone known to test positive for COVID-19.
			2. Having onset of sore throat, fever and/or respiratory symptoms including cough, difficulty breathing, and shortness of breath.
			3. Answering yes to 2 or more questions under the Precautionary Quarantine protocol.
			4. Ordered by the health department per statement #1 above.
		4. Procedure:
			1. Resident stays/eats/sleeps in the Alternative Site with a single occupancy bedroom for 14 days.
			2. Resident to wear surgical mask when staff enter their bedroom and when walking to the bathroom.
			3. Temperature checked twice per day to assure absence of symptoms.
			4. Staff to wear surgical mask when entering their room. Wear N95 mask, eye protection, gown, and gloves if resident has symptoms.
			5. Residents in quarantine must not share any common areas with others.
		5. Required Mandatory Isolation:
			1. Tested Positive for COVID-19
			2. Close contact (within 6 feet) within last 14 days and is showing symptoms.
			3. Ordered by the local health department.
		6. Procedure:
			1. Resident stays in Alternative Site with single occupancy, dedicated bedroom.
			2. Temperature checked twice per day to assure absence of symptoms.
			3. Resident to wear surgical mask at all times.
			4. Staff to wear surgical mask when entering their room. Wear N95 mask, eye protection, gown, and gloves if resident has symptoms.
		7. General:
			1. Anyone showing symptoms – adults and residents – will be tested for COVID-19.
			2. Residents’ rooms to be cleaned and sanitized daily.
			3. Staff to wear surgical mask when entering their room. Wear N95 mask, eye protection, gown, and gloves if resident has symptoms.
17. Positive Screen Protocols
	1. **Any Vanderheyden staff member, student or visitor who screens positive for COVID-19 symptoms or exposure will be immediately sent home or directed to remain home with instructions to contact their health care provider for assessment and testing.**
	2. Students who are being sent home as a result of the presentation of symptoms, or disclosure of a COVID-19 exposure, will be immediately separated from other students and supervised until their parent/guardian or Residential direct care worker can retrieve them from school.
	3. Students whose parent or caregiver disclose that their son/daughter is presenting with symptoms of illness during the daily attendance check will be required to obtain a negative COVID-19 test prior to their return to school. The Vanderheyden Attendance Clerk will ask any parent or guardian who phones their son/daughter in sick to answer all of the screening questions and provide information as to the student’s temperature. If the student presents with a temperature over 100.0 degrees or answers positively to any screening questions, they will be required to obtain a COVID-19 test. If the child or family refuses, they will be required to self-quarantine and receive remote instruction for a period of 14 days (or the prescribed time currently recommended by the DOH).
	4. Parents/guardians will be provided with information on health care and testing resources if applicable. A letter has been sent home to all Day Program parents/guardians explaining these processes and procedures.
	5. State and local health departments will be notified regarding the discovery of any COVID-19 positive case in students, staff, or faculty.
	6. Any Vanderheyden staff who experience symptoms consistent with the health screening protocol are directed to contact the Director of Health Services or the Director of Education immediately.
	7. Should individuals test positive for the COVID-19 virus, they will be directed to quarantine and will remain on leave or out of the school premises for a period of 14 days and symptom free (without medication) for a period of 72 hours prior to return. All documentation regarding testing will be provided to administration prior to approval for return to work.
	8. Additionally, individuals who are returning to Vanderheyden after a positive COVID-19 test will be required to wear a mask and social distance at all times. These individuals will be directed to disclose any symptoms of sickness they experience to the school nurse immediately. This procedure will be updated weekly as informed by the Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure. <https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeereturntowork_053120.pdf> . This guidance also applies to Vanderheyden students and residents as it pertains to the school setting.
	9. Review of all screening information will be performed on a daily basis by the Director of Education or their designee. Any irregularities or positive responses will be reported to the Health Services Director as the central point of contact for COVID-19 screening results.
18. Mental Health, Behavioral, and Emotional Support Services and Programs
	1. Vanderheyden is in the unique position of being a school and Residential-Program specifically designed to meet the challenges presented by students who present with behavioral and mental health challenges. To this end, Vanderheyden has a core mission of supporting the mental and behavioral health of students and residents in a trauma-informed manner at all times. Vanderheyden students and residents are all assigned weekly individual counseling sessions in the 1:1 setting, and receive constant support from their assigned clinician. Specialized programming including (but not limited to) group work, substance abuse counseling, specialized wrap-around services, and family counseling and support are all integrated part of the Vanderheyden program. Vanderheyden is also a certified Sanctuary agency which acts as a foundational guide to our professional practice in and outside of the classroom and residential setting.
	2. Chronic Absenteeism – Vanderheyden operates as a trauma-informed, Sanctuary certified school. All of our policies on chronic absenteeism are informed by a desire to support families and students and bring them to a place of success. Vanderheyden is aware of all indicators of chronic absenteeism.
19. Instruction, Classrooms, and Student Management
	1. General Introduction: Instruction at Vanderheyden covers New York State Next Generation Standards for students in grades 7-12, ages 12-21. Vanderheyden also provides significant programming for work readiness via work-based learning programs. To this end, the COVID-19 Pandemic has had a significant impact on the timing, location and delivery of services. Vanderheyden has natural groupings that represent assessment type (New York State Regular Assessment and regents as well as New York state Alternate Assessment), student origination (Day-Program and Residential-Program), Grade Level and individual learner characteristics. Given these natural groupings, many students have already been taught in a self-contained/static environment. These groups include all students identified to participate in the New York State Alternate Assessment and regularly assessed Middle School (grades 7-8). The remaining students (9-12 regular assessment), travel from class to class to receive subject specific instruction in English, Math, Social Studies, and Science. Additionally, all students travel in order to receive special area subjects including Art, Physical Education, Literacy, and Family and Consumer Science (as well as counseling and work based learning).
	2. Static and Active Learning Environments: Vanderheyden will maintain static groups to the extent possible, for all students. This year, Vanderheyden has provided in-person instruction for Extended School Year (ESY), and this experience is central to informing our Regular School Year (RSY) opening plans. Our experience thus far has shown which class groupings are amenable to student learning as well as which aspects of in-person instruction are most challenging regarding student and staff safety. Vanderheyden recognizes that static groupings are highly effective for social-distancing and for student/staff safety.
	3. Science, Special Area Classes and Related Service Provision: Some subjects require specialized physical settings that do not afford the opportunity for static groupings and single classroom locations. Science classes and their lab components as well as PE, FACS and Art are all examples of subjects that will require creative scheduling and student transition and movement during the day.
	4. Aerobic activities – Vanderheyden requires that students participating in aerobic/athletic activities that induce heavy breathing must maintain a distance of 12 feet in all directions.
	5. Transitions: Student transitions from class to class will be monitored by Vanderheyden safety Team, Administration and Staff. Students will be prompted to maintain social distance and to keep masks on at all times. Given the population at Vanderheyden, certain students who repeatedly ignore these directives will be addressed in a manner consistent with their individual plan and their families/care-givers will be engaged to assist in improving non-compliant PPE and Social Distancing behaviors.
	6. Extra-Curricular Activities: Vanderheyden recognizes the importance of extra-curricular activities including clubs, teams, music and dance related groups. To this end, Vanderheyden will continue to support after school activities within the scope and guidance of the department of health – assuring social-distancing and proper PPE use as well as specific regulations that inform the manner in which sports, dance and music are provided safely.
	7. Work Based Learning
		1. Opportunities for Work based learning will continue into the 20-21 school year following applicable health and safety guidelines. Work-based learning experiences will be in line with students’ individualized education program (IEP) goals. The CDOS Coordinator will work to give students the opportunity to earn work based learning hours through on and off campus positions in collaboration with outside partnerships with permissions, safety precautions, and health in mind. Students that are working will be required to wear masks and/or appropriate PPE while they are working in on and off campus sites while working in their official positions.
		2. When meeting with students, the student will sit behind a plexi-glass barrier placed on the desk between the student and CDOS Coordinator. Students and staff will also be required to wear appropriate PPE during these meetings. When working on documents such as a resumes, the student will provide the information needed and the CDOS Coordinator will enter the information into the computer in an effort to encourage social-distancing and protection for both the student and staff.
		3. When feasible, appropriate, and attainable, remote work based learning will be utilized for student enrichment. An example of such would be exploring and utilizing the Xello program, which provides resources for career exploration, lessons on independent skills, college exploration, and testimony from individuals who work the specific careers that are being explored.
	8. Face Coverings, Social-distancing and Classroom Spaces: Vanderheyden has purchased and is utilizing signage and stickers to maximize awareness in all school spaces of social-distancing, proper PPE use and the application of universal health precautions including proper handwashing and sanitization. All Vanderheyden classrooms and bathrooms are equipped with stickers denoting desk locations in support of proper social-distancing as well as paper towels and sanitizing spray and hand cleaner. Staff have been trained on the proper use of PPE and the need for social-distancing across all classroom/school building locations.
	9. Technology Provision and Use: Vanderheyden supplies Chrome Books to all students with the expectation that these devices will not be shared and will be used solely for educational and therapeutic purposes as directed by teachers and staff. Vanderheyden uses Google Classroom as a repository for assignments and virtual classrooms. Students may use these devices in their homes during times of remote instruction and in school for lessons and activities designed to utilize technological resources. Students who require assistive technology as part of their Individualized Education Program are provided with devices to support them in-person as well as remotely. Vanderheyden Teaching staff have been trained in the utilization of Google Classroom and will continue to participate in Google Classroom trainings as part of their Professional Development. Vanderheyden has also provided it’s teaching staff with clap-top computers for home and school use to assure powerful tools are available for lesson planning and implementation whether remote or in-person. Vanderheyden is responsive to the challenges of families regarding internet connectivity and availability and has taken steps to assure the provision of “hot spots” to support families and students who receive instruction remotely and require this assistance. Vanderheyden IT department will provide supports to families for the maintenance and operation of equipment.
20. Special Education
	1. Vanderheyden serves students identified as having a disability under the regulations of the Commissioner of the State Education Department of New York and the Individuals with Disabilities Education Act (IDEA). Vanderheyden will continue to support all services on student Individual Education Plans as well as conduct the necessary evaluations required to assure student needs are met in a manner consistent with the law. Vanderheyden will hold Committee on Special Education meetings both in-person and remotely in accordance with all regulations. Vanderheyden recognizes and will continue to comply with all mandates and guidance emanating from the New York State Education Department.

**Appendix A**

**School Protocol for Emergency Drills**

Vanderheyden will stagger all emergency drills by classroom. Drills will be done with two classes at a time to maintain social distance. All students are receiving instruction in emergency procedures and participating in drills while they are in attendance, in-person.

Grab “To Go Bag” Accessories

* Mask
* Hand sanitizer
* Flash light/Batteries
* First aid kit
* Pen and Paper
* Ponchos

Assembly Area

* Pavilion
* Gazebo
* Side of Cafeteria

Fire Drill

1. Grab the “To Go Bag” and exit the building.
2. Go to one of the designated meeting locations during a fire drill. Pavilion, Gazebo Cafeteria side outside.
3. Have the students line up 6 feet apart (if possible). Distribute masks if students do not already have one.
4. Wait for Safety team member to give directions on what to do next.

Evacuation

1. Listen for instructions about the situation and your actions.
2. Grab the classroom “To Go Bag” and lead students to the designated assembly area, or announced assembly area.
3. When at the assembly area have the students line up 6 feet apart if possible. Distribute mask if students do not already have one.
4. Listen on radios for updates from the safety team or administration.

Lockdown

1. When you hear lockdown announced, you should move quickly to execute the following actions:
	1. If safe, gather students from hallways and common areas near your classroom.
	2. Lock your door. Barricade if necessary.
	3. Move students to a safe area in the classroom out of site of the door.
	4. Leave windows, blinds/lights as they are.
	5. Keep everyone quiet, silence phones.
	6. Take attendance and distribute mask, if possible.
	7. Do not communicate through the door or answer room phone.
	8. Do not respond to P.A announcements or fire alarm.
	9. Stay hidden until physically released by law enforcement.

Lockout

1. Listen for instructions regarding the situation and your actions.
2. Lock all exterior windows.
3. Pull down blinds if possible
4. Take attendance
5. After initial instructions listen for updates
6. Classroom instruction continues as normal
7. All outdoor activities are terminated.
8. Listen to radio for updates

Hold in Place

1. Listen for instructions about the situation and your actions.
2. Students in hallways should return to assigned classroom if possible.
3. Classroom teachers take attendance.
4. All other staff assist students as needed.
5. Listen for updates.

Shelter in Place

1. Listen for instructions about the situation and your actions.
2. Students in hallways should return to assigned classroom if possible.
3. Classroom teachers take attendance.
4. All other staff assist students as needed.
5. Move Away from windows if situation warrants
6. If instructed, move out of classroom to designated safe area. Stay together at all times.
7. Take attendance.
8. Listen for updates.

Power Outage

1. Remain inside your classroom. Grab the classroom “To Go Bag”.
2. Students and staff in hallways should return to assigned classroom or office.
3. Turn on your radio to hear for updates regarding to what to do next.