

Addendum to Starting Point Services for Children’s Reopening Plan

Date: September 1, 2020

After meeting with parents, we have created this addendum to Starting Point Services for Children’s Reopening Plan dated August 7, 2020. This document is predicated on recent updates from the Governor's office, the New York State Education Department and the New York State Department of Health. Governor Cuomo has recently stated that "in order for schools to reopen, a region must be in phase four of reopening and the region's infection rate is 5% or lower, based on a 14-day average. If the rate exceeded 9% based on a seven-day average in a region, schools there would close". Currently, New York City is in phase 4. Additionally, he directed schools to discuss plans with staff and hold at minimum three information sessions with parents. Starting Point Services for Children (SPSFC) staff has met with parents according to guidelines as the chart below indicates.

SITE	Individual Parent Meetings Date	Agency Meeting Date	Site Meeting Date	Future Meetings
St. Mark’s Head Start	August 12, 13 &14	August 14, 2020 ZOOM Meeting all staff and parents	Individual Site ZOOM Meetings August 21, 2020 (AM & PM)	Week of August 31
Bishop Sexton Head Start	August 11 & 13			
Family Head Start	August 13			
Pedagogical Staff	August 18			On going
Administrative Office	August 11	August 18		On going

In our review we continued to research current trends in reopening plans. We have met with our collaborative partners to ensure that sites are properly cleaned, disinfected and equipped with a blueprint for maintaining safe conditions.

We have set-up a support system for students, faculty and staff as they return to school and adjust to new realities and emotional challenges presented by the COVID-19 pandemic. We have met with all staff to explain and review our office and partner sites reopening plans; staff meetings were held August 11th and 12th, 2020. In addition to meeting with staff we frequently sent staff updates via email.

FACE MASK OR COVERING

In compliance with directives from the CDC for a safe learning environment that protects students and staff, everyone must wear a mask. We have purchased face masks for staff and if needed face shields. The mask or face covering should be snug but comfortable against the sides of the face, cover the mouth and nose, be secured with ties or ear loops, and allow breathing without restriction.

HANDWASHING

We have reviewed the fact that washing hands is one of the easiest and most important things staff can do to stay healthy and stop the spread of bacteria and viruses. It is recommended that staff wash hands:

- ◆ Whenever they look dirty.
- ◆ Before and after preparation of food.
- ◆ Before and after eating.
- ◆ Before and after contact with an ill person.
- ◆ Before and after treating a cut, sore or wound.
- ◆ After using the toilet or changing diapers.
- ◆ When entering or exiting schools and the workplace.
- ◆ After blowing your nose, coughing, or sneezing.
- ◆ After touching garbage, bodily fluids, or anytime you have doubt if your hands are clean.

INCREASED COMMUNICATION TO STAFF, FAMILIES & COLLABORATIVE PARTNERS

We recognize that COVID-19 pandemic is a complex situation that requires frequent and consistent communication with all stakeholders in order to coordinate responses. At Starting Point our communication approach was to demystify information and provide our staff with the knowledge they need to do their jobs. We made it a point to have staff communicate to families daily via Starting Point staff or a partner's staff. Additionally, our partners will distribute newsletter which will include educational updates and relevant COVID-19 information.

MANAGING SYMPTOMS & TRACING

At our September 2020 staff conference, we will review with staff concerns about possible exposure to COVID-19 — and how to tell the difference between symptoms of the virus. These resources will assist staff not only recognize what symptoms to look for, but how to manage any situation where they have symptoms.

Staff will follow these steps if a student or staff members is suspected to have COVID-19 symptoms or feels ill during the school day:

- Immediately separate the person who is ill from others.
- Send home any staff member with symptoms of COVID-19 and they will be instructing them to self-isolate for 14 days from the onset of symptoms, as recommended by the CDC. Call 911 or sent to hospital if emergency care is needed.
- Call our Safety Office to manager contact tracing
- Close off all areas that the ill person was using.
- Ill students will be sent home and isolate there possibly 14 days.
- All areas will be clean/disinfected according to our reopening plan; following CDC guidelines.
- Contact our resource person if additional information and or assistance is necessary.

➤ **Contact Tracing**

Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus. We will cooperate via our safety officer with state and local health department contact tracing. The SPSFC safety officer in collaboration with our partners safety officer(s) and resource staff will assist public health departments in knowing who may have had contact at school with a confirmed case by:

- ✓ keeping accurate attendance records of students and staff members;
- ✓ ensuring student schedules are up to date;
- ✓ keeping a log of any visitors which includes date, time and where in the school they visited; and
- ✓ Assist local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program. This does not mean schools are required to have staff members take the contract tracing program. Questions should be directed to the local health department. Confidentiality must be maintained as required by federal and state laws and regulations. School staff

➤ **COVID-19 Testing**

The New York City Government website has information and local COVID-19 updates. It also has locations in the five boroughs for free COVID-19 testing. The website page for testing information is:

<https://www1.nyc.gov/site/coronavirus/index.page>

Additionally, for antibody testing follow this link:

<https://portal.311.nyc.gov/article/?kanumber=KA-03324>

Following the NYC guidance if your test results are positive:

- You must stay home and isolate for 10 days. You cannot attend your program, or any other child care program, until all the following are true:
 - It has been at least 10 days since your symptoms started; AND
 - You have not had fever for the last 24 hours without the use of fever-reducing medication; AND
 - Your overall illness has improved.
- You should notify your program leader about your positive test result and absence.
- You should notify SPSFC Safety Officer and your supervisor about your absence, and your positive test result.
- You will resume in-person services at the time of the positive test, we will contact your host site(s)/families and NYC contract tracing, if appropriate.

If you test negative, no additional steps are needed.

SITE TRACING

SPSFC and our collaborative partners may make evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff. SPSFC staff and or partner staff will immediately report any illness of students or staff to the designated-on site school staff. SPSFC safety officer will coordinate with site safety officer staff. All communication and reports will be made in compliance with FERPA, and Education Law 2-d. If school staff choose to go to classrooms to make assessments of students, this will be done in a manner that protects the student's confidentiality. If there are several students waiting to see the designated school COVID safety person/nurse students will wait at least 6 feet apart or in separate rooms with a supervising adult. Following the CDC and NYSDOH recommendations we will:

- ◆ 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, we will 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, and common areas. ☒

Note: Once the area has been appropriately cleaned and disinfected it will be reopened for use. Staff without close or proximate contact with the person suspected or confirmed to have COVID-19 will return to the area and resume school activities immediately after cleaning and disinfection. Reference: DOH's *"Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure"*.

Return to School after Illness

SPSFC will follow CDC guidance for allowing a student or staff member to return to school or work after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school. If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school or work and should stay at home until:
 - It has been at least ten days since the individual first had symptoms;
 - It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
 - It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

AAP Recommendations for Pre-Kindergarten

Starting Point recognizes the important recommendations that the American Academy of Pediatrics (AAP) has made for children returning to school during the COVID-19 pandemic. We have reviewed our plan to ensure it includes physical distancing but recognizes it may be difficult to implement in this age group, and its relative impact among children is likely small. Thus, for our students, we will follow our collaborative partners COVI-19 policies, while understanding that a focus more on mitigating risk strategies such as hand hygiene, infection prevention education for staff and families, creating cohorts and spending time outdoors. For all staff physical distancing and face coverings are important.

Therefore, we have given higher-priority to the following strategies:

- Group classes into cohorts to minimize crossover among children and adults within the school. The exact size of the cohort may vary and will depend on our partners local guidance.

- Utilize outdoor spaces when possible. We and our partners will limit unnecessary visitors into the building.

Our lower-priority strategies:

- Face masks or cloth face coverings for children in this age group may be difficult to implement and
- reducing classmate interactions/play in young children may not provide substantial COVID-19 risk reduction.

SITE COHORTS AND REMOTE TEACHING

As previously mentioned, Starting Point collaborates with two different head start programs; St. Mark's / Bishop Sexton and Family Head Start. We provide the educational services for the students identified by the New York City Department of Education/CPSE. The educational services are delineated in each student's IEP; special education teacher, teacher aide, and as appropriate related services. The following designation of teaching cohorts and remote learning have been developed in response to our partners reopening plans.

Current high priority strategies include:

A. St. Mark's and Bishop Sexton – 3 Classrooms (same administration):

- a. Both sites will have 2 in-person cohorts for two days and one day remote:
 - I. Cohort A students attend school, in-person, Monday and Tuesday
 - II. Cohort B students attend school, in-person. Thursday and Friday
 - III. All students receive remote instruction on Wednesday
 - IV. Related services will be provided remotely but where possible in-person
 - V. instructional, in-person, day hours will be from 8:30 AM to 2:30 PM

B. Family Head Start – 1 Classroom

- a. Site will have one cohort students in school for in-person instruction. The students will be in attendance on Monday, Tuesday and Wednesday.
- b. Remote instruction will take place on Thursday and Friday.
- c. Related services will be provided remotely but where possible in-person.
- d. Instructional, in-person, day hours will be from 8:30 AM to 2:30 PM

Remote teaching and/or related services will be conducted when students are not in school. Staff will attempt to accommodate parent requested scheduling of remote learning`. Students will receive instruction through both live interaction with their teachers through parent selected platforms, on video and assignments, projects, and work to be completed will at home.

STAFF ORIENTATION

Starting Point Services for Children will conduct an orientation for staff on September 8, 2020. The agenda includes the latest information on COVID-19, matters of the Individualized Educational Plan (IEP), documenting parent contacts and services, individual and group sessions, self-screening, and Departments of Education and Health (NYC DOE & DOH) guidelines. SPSFC will conduct on going supervision of staff as well as weekly meeting.

Addendum to Starting Point Services for Children’s Reopening Plan

Date: October 21, 2020

As the 2010-21 school year has progressed there have been numerous procedural and COVID guideline changes. On October 6, 2020, Governor Andrew M. Cuomo announced a “*new cluster action initiative to address areas of Brooklyn and Queens (and other parts of the state) where the COVID-19 infection rate has increased significantly. New York City (NYC) is taking action by implementing restrictions in three zones identified by New York State (NYS): red, orange and yellow. NYC is supporting nonpublic schools to institute required testing, including performing on-site rapid testing in partnership with a health care provider.*” We are currently observing the COVIDZONE guidance. All of our integrated programs can stay open; currently the yellow zone.

Our programs started September 9, 2020 with in-person and blended teaching models. Initially, transportation was an issue but has been resolved by the New York City Office of Pupil Transportation (OPT). After frequent meetings with parents from all sites we are continuing to operate with a COVID incident. All safety procedures have been implemented and followed by staff, children and visitors. We have created this updated addendum to Starting Point Services for Children’s previous plans dated August 7, and October 1, 2020 to show a change in the teaching model at our collaborative partners’ programs. The Family Head Start program teaching model, 3 days in-person and 2 days remote, will be changed to all in-person if parents so select. The Bishop Sexton Head Start and St. Mark’s will have an additional cohort. The new Cohort C will have students attending four (4) days a week in-person. The program will honor any parents request for remote sessions. Below are our teaching models across all sites with the updated teaching modifications. Starting Point Services for Children (SPSFC) staff and its collaborative partners (Family Head Start and St. Marks/Bishop Sexton) have communicated this change to all families in the program via phone and email.

UPDATED SITE COHORTS AND REMOTE TEACHING

Starting Point collaborates with two different head start programs; St. Mark’s / Bishop Sexton and Family Head Start but three locations. This changes effects both programs; Family Head Start, St. Mark’s and Bishop Sexton locations. We will continue provide the educational services for the students identified by the New York City Department of Education/CPSE. The educational services are delineated in each student's IEP; special education teacher, teacher aide, and as appropriate related services. The following designation of teaching cohorts and remote learning have been developed in coordination with our collaborative partners reopening plans.

A. St. Mark's and Bishop Sexton – MODIFICATION AT BISHOP SEXTON and ST. MARK'S - 3 Classrooms added Cohort C (same executive administration at both sites):

- a. Both sites will have in-person cohorts and remote teaching:
 - I. Cohort A students attend school, in-person on Monday and Tuesday (St. Mark's and Bishop Sexton)
 - II. Cohort B students attend school, in-person on Thursday and Friday (St. Mark's and Bishop Sexton)
 - III. Cohort C students attend in-person on Monday, Tuesday, Thursday and Friday (Bishop Sexton and St. Mark's)
 - IV. All students receive remote instruction on Wednesday
 - V. Related services will be provided remotely but where possible in-person
 - VI. instructional, in-person, day hours will be from 8:30 AM to 2:30 PM

B. Family Head Start – MODIFICATION 1 Classroom

- a. Site will offer 5 day in-person teaching to all families in the special education program.
- b. Remote instruction will be available for those parents who elect this teaching model.
- c. Related services will be provided remotely and in-person.
- d. Instructional, in-person, hours will be from 8:30 AM to 2:30 PM

It must be noted that the return to in-person teaching is due to the following:

- Family Head Start ability to safely open and follow all established safety protocols thereby making families feel comfortable sending their children to school 5 days/week and
- Parent request.

Remote teaching and/or related services will be coordinated with parents. Staff will attempt to accommodate parent requested scheduling of remote learning. Students will receive instruction through both live interaction with their teachers through parent selected platforms, on video and assignments, projects, and work to be completed will at home.