**Villa of Hope School: Re-Opening Plan 2021-2022**

March 31, 2021

**The following revised Reopening Plan reflects a return to school for our ESY Summer Program and through the 2021-2022 School year, 5 full days, 5 days per week:**

***Staff who will remain working remotely during Summer ES, unless needed:***

School Counselor, Data Coordinator, Speech Teacher/Therapist, School Psychologist, and IEP Coordinator/CSE Chairperson. Also includes Office Manager…will have office phone calls linked to home phone.

The above staff will return fully in-person for the 20-22 school year beginning in September, with the exception of our part-time Speech Teacher/Therapist, School Psychologist and IEP Coordinator/CSE Chairperson.

The Office Manager will work in the main office, behind shield with limited access to staff and students. Access to the office will be via the Security Desk where the Director of Education will be as a temporary home base during the Summer ESY session and the 21-22 school year and/or until further notice.

***Visitation to School will continue to be limited:***

All Visitors will be asked these Questions before being scheduled to visit and/or entering the building unannounced, if appropriate:

1. Do you have a fever or symptoms associated with COVID 19 within the last 14 days?
2. Have you tested positive for COVID 19 within the last 30 Days?
3. Have you been exposed to anyone that has tested positive for COVID 19?
4. Have you traveled outside of the United States and/or to and from any of the States currently on the Quarantine list for NYS?

**\*\*\***The Social Workers will work with each family to ensure their comfort level returning to full time in-person school.

Parents have access to the Director of Education via email, phone, and/or text 24/7, contact information below, see COVID 19 Safety Coordinator.

Students have been equipped with a computer/learning device, internet and/or MiFi device to connect, participate and engage in virtual and remote/distance learning. This includes each of our residential youth in our OCFS and OMH programs receiving individual computing devices.

Students are expected to bring their devices to school each day; they will be expected to charge their devices each evening to ensure full power during the school day.

1. **Building Preparation:**

* Ventilation and Air Circulation Check and Maintenance
* 6 ft. Distancing Markers in appropriate common areas…box out 6 ft areas with a desk for up to 6 students in each classroom
* No drinking fountains, water bottles only, bottles of water will be made available
* All Enter Door 2/3; All Exit Door 4
* Cleaning supplies for daily use; antibacterial stations in classrooms
* Nightly Cleaning of building with COVID focus, includes classrooms, restrooms and all common areas.
* Isolation Room-designate large conference room divided in 2; include the current classroom/space next to conference room…isolate up to 3, up to 6 if needed

\*Track infection, keep Quad home, 24 hours clean, consult with DOH with regard to quarantine and/or additional isolation.

1. **Practices and Procedures:**

* Survey daily…before 7 a.m. each day, sign attestation, applies to students/families and staff
* Temperature Checks at Door 2/3\*…limit entry to 4 youth…2 enter, scan, temperature and escort to classroom\*\*, 2 enter…hold social distanced, advance to scan, temp and classroom…REPEAT\*\*\*

\*Day students enter 8-8:15; residential students enter 8:15-8:30

\*\*Students enter classroom, each has own personal locker bin; each bin has pens, pencils, paper needed for instruction…no cross contamination, students transition to next class with personal bin.

Students will not be allowed to carry backpacks and/or other personal belongings. These will be stored in the homeroom, along with any personal cell phone and/or devices. The \*\*\*Villa of Hope School will provide what is needed via locker bins, nurse, and/or other.

* Exit through door 4, limit by Homeroom, call out to bus loop and/or to residential cottage; Stairwell by office will be ONLY way up and down during in-person instruction, transitions will be coordinated to ensure one-way traffic in this stairwell.
* Attendance: Staff will submit daily attendance in SchoolTool. A spreadsheet has been developed to account for students by period, documenting appointments, time outs, and/or other.
* Masks worn in all common areas, masks removed for eating, remove periodically during instruction if remain in 6ft boxed area with desk…Personal cloth masks are acceptable, if student arrives without a mask, a mask will be provided (cloth or surgical). Additional protection with N95 masks will be available to staff upon request with weekly replenishment upon request.
* Meals-Grab and Go: Breakfast includes cereal and milk, juice, yogurt and/or bagel…separate stations 6ft apart in each hallway up and down\*, teachers to send out by HR.

Lunch includes bagged lunch, separate food items and offerings 6ft apart in each hallway up and down, teachers to send out by HR…work with Facilities and Operations/Food Service to coordinate stock for breakfast, and coordinate with vendors for bagged lunch meals.

Snacks available to students throughout the day, protocol as described above for breakfast and lunch.

Staff distributing meals have received Safe-Serv training. All meals will follow allergy guidelines. Meals consumed in the classrooms under teacher supervision at each individual student desk, each 6ft. distanced. Students will be educated and monitored with regard to no sharing of food, and to take every precaution not to cross-contaminate.

\*Wash hands before eating and after eating; wipe down eating spaces before and after; collect and dispose all utensils and containers in appropriate receptacles.

* Signage: Appropriate signage will be displayed throughout the school building and will include: Social Distancing, Wear a Mask, Proper Hand Washing and other appropriate personal hygiene measures, Enter/Exits, Flow of Traffic, Meal stations, Antibacterial stations, and other.
* Emergency Drills: Modified emergency drill practices and procedures to ensure social distancing. Fire Drills to be conducted during in-person school days to meet regulations for safety. Quads 2 and 3 will exit the rear stairwell to the north of the building through door #15, please move toward Lifehouse and stay safely in that area until released to return to building. Quads 1 and 4 will exit the front stairwell through the gauntlet and exit door #2 and #3, please move through the bus loop area and stay safely in the area until released to return to the building.

1. **Supplies:**

* Masks for students and staff-Cloth, surgical and N95
* Shields required for Support Team, optional and available to staff, goggles also available
* Thermometers
* Locker Bins
* Cleaning Supplies/Antibacterial
* Bottles of water
* Folding tables for hallway meal service
* Yellow/other Tape for floor markings
* Signage
* School Supplies
* Other

1. **Areas of Concern/Close Monitoring upon Reopening:**

* Med distribution throughout the day…nurse goes to student, mask, practice appropriate hygiene.
* Behavior…insubordinate about wearing mask, social distancing, other; See Disciplinary Issues below.
* Therapy and Counseling delivered by clinic at school.

1. **Disciplinary Issues:**

* No mask, no school…parent called for pickup, hold in ISS Room; residential youth return to cottage; count as unexcused absence.
* No Social Distance/Jeopardize health and safety of self and others…parent called for pickup, hold in ISS Room; residential youth return to cottage; count as unexcused absence.
* Next level of discipline…result in one week of suspension from “in-person” instruction, full week of remote/distance learning.

1. **Testing Positive:**

* Isolate until picked up by parent/significant other if staff member in designated conference room spaces; space monitored by school nurse, with medical clinic backup as needed.
* Staff dismissed immediately; sub if appropriate (Floating Teacher Sub and/or Curriculum Specialists).
* Track exposure…isolate cohort/pod…by Quad, 10-14 days of quarantine; the Quad would deliver instruction remotely as if we were fully in-person.
* If not diagnosed: Return after no fever for 24 hours, if diagnosed with another condition, healthcare provider submits written note stating clear to return to school.
* If diagnosed: Return after 10 days of no symptoms; at least 3 days since the individual has had a fever; at least 3 days since the individual’s symptoms have improved, including cough and shortness of breath; clear to return from medical professional and/or nursing at clinic.

1. **Mental Health Supports:**

* Professional Development/Training
* Frequent check-ins with Social Workers, day and residential
* Treatment Meetings, team approach
* Clinic Support
* MTSS/PBIS
* Ensure that every student has a new and/or updated ICMP, Safety Plan and Self-Care Plan. This work will be facilitated by the Social Workers, Quad team, and other collaboratively; and communicated appropriately with all team members, parents/guardians, and other service providers

1. **Staff Meetings:** Follow schedule on Training Calendar, hold via zoom, unless all can be social distanced. These meetings will be Professional Development focused.
2. **CSE/IEP Coordination:**

Remain Remote via Zoom, unless extenuating circumstances and practice safe guidelines.

IEP Coordinator/CSE Chairperson will attend Zoom Classes to monitor IEP implementation and to ensure that the appropriate accommodations, modifications, and supplementary aids are being used in accordance and in compliance.

1. **Work Based Learning (WBL):** WBL team to remain remote-providing remote course work, internships, and vocational exploration virtually, provide location and Teacher/TA to support/supervise youth during their scheduled WBL period(s) when attending school in-person. WBL team will continue to support FLVS remotely, and will work with FLVS to modify our credit recovery/new course needs related to fiscal year contract renewal.
2. **Other:** The Villa of Hope School has created a Summer ESY Schedule to deliver instruction full time and in-person. A full-time remote schedule will be used if a transition to full virtual learning is warranted. Infection rates locally, regionally and state-wide will be monitored to ensure the learning environment is healthy and safe. The staff and students have the equipment, devices, and technology support to continue through the Fall Semester of the FY 2021-2022. Staff have been using Microsoft Teams and Zoom Classes to deliver instruction, connect students, and engage students in learning. In addition, we have made a recent investment in Schoology to allow for improved growth in the area of technology integration and virtual learning.
3. **COVID 19 Safety Coordination:** Kimberle Ward, Director of Education

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