



## **REVISED FEBRUARY 2021**

**ORANGE COUNTY CEREBRAL PALSY ASSOCIATION, INC. DBA INSPIRE / INSPIRE KIDS  
("UCP OF ORANGE COUNTY" BEDS CODE 440601880084)**

### **INTRODUCTION**

Inspire Kids (identified in BEDS as "UCP Orange County") has developed this plan to assist our staff, students, families and partner Counties and School Districts as we prepare for the 2020-2021 school year within the currently declared public health emergency.

Inspire Kids is an approved 4410 preschool program. Preschool programming is provided in both self-contained and integrated classes for children, ages three to five years, with various developmental needs. We are also licensed by the New York State Office of Children and Family Services (OCFS).

This document reflects our current plan, as revised as of this writing. We will continue to update, modify, and amend this plan to reflect additional guidance that we receive from New York State regulators, changing public health conditions, and to reflect our ongoing assessment of the plan as we implement it.

The purpose of this plan is to keep our students and staff as safe as possible as we reopen our programs, and continue to provide the critical educational and therapeutic supports required for our students' progress and educational development.

## PROGRAM OVERVIEW

We educate approximately 202 students in our special education preschool program across five locations in Orange County, identified below.

LOCATION	NUMBER of CLASSES	RATIO	CLASS TYPE
2 Fletcher Street	2	8:1:2 half-day	Self-contained
Goshen, NY	3	8:1:2 full-day	Self-contained
	2	12:1:2 half-day	Self-contained
	2	12:1:3 full day	Self-contained
	1	12:1: (3:1)	Self-contained
	1	6:1:1	Integrated
344 Gidney Avenue	1	8:1:2 half day	Self-contained
Newburgh, NY	3	8:1:2 full day	Self-contained
	1	12:1:2 half day	Self-contained
	1	12:1:3 full day	Self-contained
49 Gidney Avenue	1	8:1:2 full day	Integrated*
Newburgh, NY			*hosted by Head Start
One Washington Center	1	6:1:2 full day	Integrated*
Newburgh, NY			*hosted by SUNY Orange
45 Gilbert St Ext.	1	8:1:2 full day	Self-contained
Monroe, NY	1	12:1:3 full day	Self-contained
	1	6:1:1 full day	Integrated

This plan as written will apply to each location. For those integrated classes that are embedded with hosts other than Inspire Kids, we will follow our hosts' plans to the extent it meets or exceeds our own. For model of instruction, these embedded classes will follow the hosts' decisions (in-person, hybrid, or remote).

Within all classrooms, curriculum and instruction are based on the developmental levels of the children, and are guided by the NYS Learning Standards.

### A. COMMUNICATION

In preparing this plan, we received input from Inspire Kids program administrators, providers, instructional and facilities staff, parents, school districts, counties, peer agencies, consultants, and our Health & Safety Committee and our Board of Directors.

## **1. Parents and Guardians**

The classroom teacher, or designated classroom staff member, performs regular outreach to students' families. This communication may be conducted through phone calls, text messaging, video conferencing, mailed communications, or any combination of these methods, depending on family preference. Parents/guardians will be provided contact information for staff working with their child, including teachers, therapists, social workers, and program directors and will be encouraged to communicate with the education team with any questions, comments, or concerns.

## **2. Social Media and News Outlets**

Inspire Kids may choose to share non-child specific program information with families by Facebook and Instagram. Family participation in these media platforms is optional. Communication through Facebook and Instagram may include:

- Announcements regarding program events or closures
- Details regarding health and safety procedures
- Guidelines from the CDC and DOH
- Resources for families regarding general activities for children's developmental, physical and mental health, and community events of interest

Information on closures and emergency notices are shared on local news media including the radio and online media outlets.

## **3. Agency Website**

Information on closures and emergency notices are posted on our website. This Reopening Plan will be available on the Inspire website.

## **4. Translation / Interpreting Services**

In the event parent/guardians require translation or interpreting services, Inspire Kids staff works with the families to provide this support.

## **5. Staff**

Inspire Kids staff members will be assigned an email account that can be accessed through any internet connection. This will be used as the main form of communication to disseminate information to staff in Inspire Kids education programs. Faculty and Staff have also been instructed to send any COVID-19 related questions, comments, concerns to a dedicated COVID-19 email address at [reopeningIK@inspirecp.org](mailto:reopeningIK@inspirecp.org), so that timely responses can be prepared.

# **B. HEALTH & SAFETY**

Inspire Kids is committed to ensuring the health and safety of all students and staff enrolled in our education programs, and recognizes and accepts its responsibility as an employer and provider of services. Inspire Kids has implemented the following health

and safety protocols, in accordance with guidance from the New York State DOH, NYSED, OCFS, OSHA, and CDC.

### **1. COVID-19 Safety Coordinator**

The COVID-19 Safety Coordinator is Annieka Mangum, Corporate Compliance Officer. All stakeholders are encouraged to contact Annieka Mangum or her designee should questions, comments, or concerns arise. Annieka can be contacted via email at [amangum@inspirecp.org](mailto:amangum@inspirecp.org).

### **2. Signage**

All Inspire Kids education program locations will have signage prominently displayed in areas such as bulletin boards, school entrance doors, bathrooms, school offices, lobbies, and janitorial areas. These signs will include information on:

- To stay home if sick
- Hand washing
- Cough hygiene
- Physical distancing protocols
- Face covering use
- CDC signs and symptoms related to COVID-19 illness
- Reporting of signs and symptoms of COVID-19
- Cleaning and disinfecting guidelines

### **3. Hand Washing & Hand Sanitizer**

All employees are required to wash their hands upon arrival at work. Hand washing stations are available in all buildings and in most classrooms. Hand washing is expected upon arrival in the building, whenever hands are soiled, before and after eating, after toileting, after personal care of the students, and after removing gloves and facemasks.

Hand sanitizer will be available for instances when hand washing cannot be done. Use of hand sanitizer is not a substitute for hand washing upon arrival at work, nor for when hands are visibly soiled. Hand sanitizer is not to be used with young children, including our students.

Students will be taught to wash their hands upon arrival to school, before and after eating, after toileting, and when their hands are soiled.

### **4. Face Coverings**

- All Inspire Kids staff will be required to wear a face covering at all times while in the school building, except when in a solo office or when eating (with 6 foot distancing). Cloth masks will be provided by Inspire Kids. Staff may choose to wear their own face covering if it satisfactorily provides the same coverage. Staff must wear the mask appropriately, covering the entire mouth and nose. Cloth masks must be washed daily, and changed if soiled within the day.

Staff will be trained on the proper use of face coverings. Failure to follow the Agency face covering policy can lead to disciplinary action.

Beginning January 19, 2021 the following is required:

- For in-person instruction and in-person therapies, including for non-providing employees who are proximate to the service delivery (less than 6 feet away for more than 10 minutes): face shields + surgical masks are required to be worn during provision of all in-person supports. For clarification, this includes classroom teaching, childcare activities, and therapy sessions. Cloth face covering cannot substitute for the surgical mask. These required levels of PPE apply to each employee performing these functions regardless of COVID vaccination status.

Students will be asked to wear their own masks to attend in-person instruction. Inspire Kids will provide cloth masks for students who forget to bring their own; parents will be responsible for daily washing and maintaining this mask. It is expected that many of our students may not tolerate face coverings because of their age and developmental level. Therefore, staff will be required to wear face coverings at all times regardless of physical distancing. Sharing of materials will be limited with students who will not or cannot wear masks.

The educational and clinical teams will develop goals based on each student's development and physical/medical ability to wear a face covering. Strategies will be developed to teach wearing a face covering, increasing the amount of time that a covering is tolerated and for wearing the face covering for extended periods of time.

### **5. Daily Health Checks for Staff**

Inspire Kids has implemented daily temperature checks and COVID-19 screenings for ALL staff prior to reporting to work at the start of the workday. The screenings will be completed according to CDC and NYS guidelines.

- There are designated entrances for staff.
- Screenings are attested electronically when the employee logs in to the time and attendance system. Employees who fail the screening cannot clock in for the day. Non-contact, thermal scanners are available if needed.
- Screening questions per NYS DOH and SED required screening questions, including, whether the individual has:
  - a temperature or any symptoms of COVID-19
  - has been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who had symptoms of COVID-19;
  - has tested positive through a diagnostic test for COVID-19 in the past 14 days or is waiting for test results;

- has experienced any symptoms of COVID-19 in the past 14 days: or has traveled in the past 14 days internationally or from a non-contiguous state per the [New York State Travel Advisory](#)

The completed logs are retained electronically in the time and attendance system and are reviewed by Human Resources or a designated supervisor.

Any staff who is ill, running a temperature  $\geq 100.0^{\circ}\text{F}$  or who fails the COVID-19 screening questions will be required to remain home until they meet all required criteria to return. All staff will be required to follow up with their health care provider prior to their return. Prior to return, staff must be symptom free and must have been fever-free for at least 72 hours without the use of fever reducing medication. If a symptomatic staff member is tested for COVID-19, they will need a note from the Department of Health or healthcare provider releasing them back to work.

## **6. Daily Health Checks for Students**

Parents/Guardians are critical in protecting the health and safety of students. Pre-screening students at home, before their arrival to school, is a required part of our plan. Printed information packets will be provided to families with instructions on screening their children each morning before in-person school. This guidance is consistent with most current NYSDOH and NYSED guidelines.

Families will be instructed to:

- Check the temperature of the child/student before placing them on the bus or transporting them to school;
- Look for and monitor the child/student for any signs or symptoms of COVID-19.

Families will also be asked the following:

1. Has the student knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has had symptoms of COVID-19;
2. Has the student been tested for COVID-19, and/or has tested positive through a diagnostic test for COVID-19 in the past 14 days;
3. Has the student experienced any symptoms of COVID-19, including a temperature of greater than  $100.0^{\circ}\text{F}$  in the past 14 days: and/or
4. Has the student travelled internationally or from a non-contiguous state per the [New York State Travel Advisory](#)

Parents will be asked to send the completed checklist to school each day of in-person instruction. If they fail to do so, the parents will be called to confirm that the screening was completed before the child may enter the classroom.

## **7. Physical Distancing**

Physical distancing is required to contain any spread of COVID-19 and to help protect people who are at higher risk of getting sick. Staff and students will be encouraged to:

- Stay at least 6 feet apart from others at all times unless the core activity (instruction or therapy) requires otherwise
- Not gather in groups
- Stay out of crowded places and avoid large gatherings
- Engage in non-contact methods of greetings
- Adhere to a staggered schedule of meal breaks
- Maintain 6 feet of separation for meal times unless a barrier is used
- Keep cohorted students with the same teacher each day
- Stagger the use of restrooms
- Limit playground use to one class at a time. Children and staff will wash their hands before and after using the playground and will maintain 6 feet physical distancing to the maximum extent possible.
- Within classrooms, tables will be separated and children assigned to tables will face in the same direction instead of facing each other.

**NOTE:** the core function of our schools is to provide special education services to students with very complex behavioral needs, and very delayed physical and cognitive development, requiring significant adaptation of instruction including physical prompts. Maintaining physical distancing may not always permit interventions necessary for the safety of the students. Therefore, staff will be masked at all times when in the school building.

### **8. Personal Protective Equipment (PPE)**

Inspire Kids will provide PPE as needed to all employees, including custodial staff for cleaning. Inspire Kids will identify the PPE required for anticipated tasks, and will supply this PPE to employees engaged in these tasks. PPE includes disposable (surgical) masks, KN95 and N95 respirators, gloves, face shields, and gowns. Hand sanitizer, hand soap and cleaning supplies will be maintained by Facilities in coordination with the COVID Coordinator.

PPE supplies will be centrally stored and inventoried; managers and directors will request PPE for their units as needed and as consistent with the completed OSHA risk assessment for the task. Central inventory will be used to monitor supplies and ensure timely reorders.

Staff may choose to wear their own PPE that exceeds the equipment identified as needed by Inspire's risk assessment.

### **9. Cleaning & Disinfection**

Education staff, administration and custodial crews will be trained on proper cleaning and disinfecting procedures related to COVID-19. A cleaning checklist will be utilized to ensure continuity and compliance with NYS DOH and NYSED guidelines. This checklist must be completed throughout the day, and submitted daily to Facilities.

Several times throughout the day, non-custodial staff will provide additional cleaning of high touch points such as:

- Electronic devices
- Tables
- Surfaces in classrooms
- Instructional and therapy materials before returning to use
- Adaptive equipment will be cleaned between children
- Restroom fixtures (handles) - as needed

Non-custodial staff will clean an area they use after each use. They will be expected to clean all areas in their personal workspace as needed but at least once a day.

Facilities/custodial staff will regularly clean high touch surfaces at intervals during the day, including

- Door handles
- Light switches
- Restrooms

Facilities/custodial staff will follow a revised schedule of daily/nightly cleaning and disinfection of floors, shared surfaces, and common areas.

➤ Cleaning and Disinfecting Following Exposure

In the event of a suspected exposure, that area of the building will be closed off for cleaning and disinfection. In the event of a confirmed exposure, that area of the building will be closed off for 24 hours. Following 24 hours, the area will be cleaned and disinfected according to CDC and DOH protocols. Following cleaning and disinfecting, the area will be reopened.

If the area subject to exposure cannot be closed off, that building or portion of the building will be closed until these procedures are completed. Student sessions will be transferred to virtual/remote schedules until the building is reopened.

Cleaning and disinfection following an exposure may be done by Facilities staff wearing appropriate PPE, or may be done by contracted services. Facilities employees who are doing a post-exposure cleaning must wear a face shield + surgical mask (or respirator) + gown or coverall appropriate for the cleaning product + gloves appropriate for the cleaning product.

## **10. Visitors**

Inspire Kids will actively limit the number of visitors allowed in school buildings depending on the nature of the visit. Aside from regulatory and “official” visitors, every attempt will be made to prohibit visitors in the school buildings. The intent is to reduce introducing non-cohorted individuals in the buildings. All essential visits, or work to be performed that must be done in person, will be subject to the following guidelines:

- Visitors may only enter the building through a designated door



- Visitors will be subject to health screenings;
- Visitors will be required to wear a mask through the duration of their stay
- Visitors will be asked to provide basic contact information to assist with contact tracing efforts,;
- Physical distancing protocols will be enforced.

If a visitor or vendor fails the COVID-19 screening, they will not be permitted to proceed beyond the entry to the buildings.

### **11. Instructing Staff on Signs and Symptoms of COVID-19**

All education division staff will receive training in accordance with the NYS Department of Health, NYSED and CDC guidelines. The following trainings will be offered prior to resumption on in-person instruction:

- Signs and symptoms of COVID-19
- Hand Hygiene and appropriate use of hand sanitizer,
- When to call the School Nurse (RN) and what to do if the Nurse is not available
- When and where to isolate a child until they can be picked up;
- How to complete necessary reporting - reporting sick children to the building administrator, and sick staff to Human Resources;
- Agency policy for staff illness and COVID-19 return to work policies;
- Universal Precautions.

### **12. Assessing ill students**

When a child develops symptom of illness while in school, the child is removed from the classroom. The School Nurse (RN) will assess the child's symptoms and temperature. For that assessment, the Nurse will wear appropriate PPE. If the nurse is unavailable, the ill child will be assigned to the isolation room under the supervision of a familiar staff person, such as a classroom paraprofessional. This staff person will wear appropriate PPE. Appropriate PPE includes:

- A KN95 respirator with a face shield
- A Level 1 gown
- Gloves
- Disposable health office supplies (as needed)

A separate room will be utilized for isolation of sick children, separate from the nurse's office. After use, Facilities will be notified to clean the isolation room according to CDC guidelines.

### **13. Returning to School after a Positive Case**

Staff and students testing positive for COVID-19 will be directed to work with their county's Health Department. The health department will determine the length of time that person must be under isolation/quarantine. Staff or the parents of students will be required to submit documentation from the Department of Health or their primary care provider, releasing them from isolation/quarantine before they can return to the program/work.

All staff and students must:

- Provide documentation of release of isolation/quarantine from DOH or primary care provider;
- Have been 10 days since first having symptoms;
- Be three days since symptoms have improved including cough and/or shortness of breath;
- Be fever free for at least 72 hours without the use of medication.

If a staff or student is placed under quarantine due to contact with a COVID-19 positive individuals, the same protocol will be followed.

#### **14. Safety Drills:**

NYSED and OCFS mandate the number and type of emergency drills that must be conducted each school year. Emergency drills include fire/evacuation drills, shelter-in-place drills, and lockdown drills. Drills will continue during all scheduled in-person instruction times.

Fire/evacuation drill routes have been modified to permit physical distancing. Congregation points have been modified to maintain student cohorts. Partial building drills may be employed to ensure distancing and cohorting. Shelter in Place drills will be modified to practice moving to the shelter location but with reduced numbers and time in shelter to maintain physical distancing.

In the case of a drill, physical distancing will take priority. In a real emergency, getting children to safety immediately will take priority over physical distancing guidelines.

## **C. FACILITIES**

During this interval of remote instruction, adjustments have been made to physical spaces to maximize distancing and minimize exposure risks of COVID-19.

### **1. Ventilation**

Inspire Kids has worked with its vendor to ensure that the fresh air ventilation rate and filtration is functioning a maximum efficiency according to the systems' specification in buildings owned by the Agency. Staff will be encouraged to increase ventilation by keeping vents at maximum openings in internal rooms, and to open external windows when it is safe to do so.

### **2. Code Review**

Any physical changes to use of space, alterations or additions to the physical space and/or facilities will be submitted to the Office of Facilities Planning (OFP), local municipalities and/or codes enforcement officials to ensure review, approval and/or compliance with applicable codes. At this writing, Inspire Kids does not anticipate physical changes requiring review.

## **D. NUTRITION**

Inspire Kids is not a School Food Authority and is not a participant in the Child Nutrition Program.

There will be no use of shared food, drink or cooking appliances, including microwaves, toasters, ovens, coffee makers, water coolers. Filters have been installed on all classroom and kitchen faucets to encourage use of tap water. Staff and parents will be encouraged to bring bottled water from home if tap water is not preferred.

Children's snacks will be provided in individual portions, individually plated. There will be no communal or "family style" service. There will be no communal food preparation. Preparation of food for feeding therapy may be done as individual portioned and with appropriate PPE (gloves).

### **1. Meals**

Parents will be required to send lunches for students that are ready to eat without additional preparation. Staff will not heat or otherwise prepare meals for students. Staff will be required to bring their lunches ready to eat. There will be no use of kitchen/breakroom food preparation appliances.

### **2. Hygiene**

All students will wash their hands with soap and water prior to eating and again after they eat. If necessary, staff will assist students with this task.

### **3. Location**

Children's lunches will be stored in individual cubbies and served by Inspire Kids Staff. Students will have meals in their classrooms. Allergy sensitive foods are not permitted in the school buildings.

## **E. TRANSPORTATION**

Inspire Kids is not responsible for the transport of students attending our program. Inspire Kids works with County Department of Health officials to facilitate parent communication for preschool student transport. Inspire Kids has communicated with parents on their interest in transportation services.

Parents who choose to transport their children to school will report to a separate entrance from the buses. Parents must wear a face covering to enter the school building, and may not move beyond the designated entry points. Parents will need to document the screening of their children before the children may enter their classrooms.

## **F. SOCIAL AND EMOTIONAL WELL-BEING**

Recognizing the stresses, anxieties, and potential trauma in the context of COVID-19, for staff and for students, we will introduce monitoring of well-being, with training and strategies. This does not replace IEP mandated Counseling Services for students.

### **1. Environment and Support**

Each student's education team will work toward maintaining a calm and predictive environment to provide support and a "safety zone" for students and staff. Care will be taken to identify and monitor new or extraordinary responses to the pandemic environment. Recommendations may be made regarding modifications in programming or the introduction of individual or classroom supports to help better meet student's needs relative to COVID-19. Staff will be encouraged to continue to show positive regard toward students, invite students to participate in activities, minimize non-essential demands, enrich the environment, provide choices in activities and preferred items, follow the students' leads, and thoughtfully respond to challenging behavior.

### **2. Staff**

Inspire Kids has an Employee Assistance Program (EAP), which all staff can access. Staff who are experiencing concerns with their own social and emotional well-being are encouraged to reach out to the EAP program, or, seek help from an outside provider. The Agency EAP can be accessed at [www.theeap.com](http://www.theeap.com)

## **G. SCHOOL SCHEDULE**

Decisions on the scheduling to be offered is based on the needs of students, families, and staff, available space and student enrollment, restrictions imposed by distancing and other accommodations, and availability of PPE and related supplies.

Inspire Kids will prepare each of three scheduling models: full-time in-person sessions, virtual or remote learning, and a hybrid model that combines partial in-person with partial remote learning. The same models will apply to each location fully owned or operated by Inspire Kids. Classes embedded in host programs will follow the model of the host program (remote, hybrid or in-person). Program models may change across the school year, and may need to change quickly in response to changing conditions. Parents preferring a different model will be directed to contact their School District.

- Unless otherwise identified under (M) below, the following schedule applies to all Inspire Kids locations.

### **1. In-Person Model**

When implemented, all students will be in program, receiving in-person instruction, at the same time. For in-person classes, we expect the following:

- Screening of both students and staff;

- Face coverings and PPE available and used ;
- Physical distancing maintained ;
- Student cohorts, where teachers/adults move from class to class and students remain in the same location throughout the day;
- No non-essential visitors in the building while students are present;
- Staggered arrival and departure times likely to limit the number of students congregating at the same time.

## **2. Virtual / Remote Model**

When implemented, remote instruction will use virtual mediums, such as Google Classroom, Zoom video-conferencing, Face Time/Skype, telephonic contact, and postal delivered packets and instruction. In this remote model, instructional, classroom and therapy staff will have a scheduled presence on-site while also working remotely. School offices will be open.

Within a virtual or remote model, we expect the following:

- Coordination with the child’s school district to support student to devices and high speed internet;
- A schedule of live, remote instruction with parental support to achieve at minimum of one instructional contact per day, per student;
- Instructional activities aligned IEP goals;
- “Family friendly” activities that facilitate each parent’s understanding of strategy and expected outcome,
- Regular, meaningful communication with the parent/guardian to assess engagement and progress;
- Telehealth delivery of related services

## **3. Hybrid Model**

**At present, this is the model being followed.** Students will attend in-person instruction on a schedule of assigned days, keeping on-site attendance at or below 50% of normal student enrollment on any given day.

Within a hybrid model, we expect all the elements listed above for both “In-Person” and remote models, in addition to the following

- Students initially will be grouped into one of three groupings, “A”, “B” or “C”.
- Group “A” students will attend program in person on Monday and Thursdays with Tuesday, Friday and possibly Wednesday assigned to a Virtual / Remote Model as described above.
- Group “B” students will attend program in person on Tuesdays and Fridays with Monday, Thursday and possibly Wednesday assigned to a Virtual / Remote Model.
- Group “C” students will attend on Wednesdays. Group C students will be a fixed group drawn from Groups A or B, and reflect students whose progress within the hybrid model most suggests the need for increased in-person instruction.
- Group A and B students who do not attend on Wednesdays will continue to receive virtual/remote instruction and related services on Wednesdays.

- On-going communication with the parent/guardian will be maintained to assess progress and the modifications/accommodations needed in order to better facilitate student learning.

Student progress, status of the public health emergency, and considerations of safety protocols and supplies, will continue to be actively monitored with adjustments identified as needed to respond to changing conditions. In this context, planning is underway for the resumption of full in-person instruction by or before Spring 2021.

#### **4. Accommodations for High Risk Students**

Inspire Kids recognizes that our students frequently require more intensive care or medical supports. If a student requires medical care and supports that cannot be provided within physical distancing, the parent should work with their child's medical provider to make a decision as to whether in-person instruction is appropriate, or whether it is more appropriate for the student to participate in a virtual/remote learning option.

## **H. ATTENDANCE**

Student participation and attendance will be tracked regardless of the school schedule.

### **1. Tracking**

Inspire Kids will track and monitor attendance records throughout the program, regardless of school schedule. Teachers, or designees will enter classroom attendance records that reflect both in-person attendance, and teacher-student engagement in virtual/remote services. Therapists will use K-Systems to record attendance in IEP mandated therapeutic services, both in-person and through telehealth. Attendance information will be available to the Counties and to the students' school districts.

The education team will use this information to monitor and assess student/family engagement, attendance, communication, and outreach. Progress monitoring and responses to goals will also be recorded.

### **2. Absenteeism**

Within virtual/remote schedule or the remote component of a hybrid school schedule, the teacher or a designated staff member will be responsible for contacting parents on a daily basis via phone call, text message, email or other means of communication.

To support those students with extended periods of absences, or those that have failed to maintain contact with us, Inspire Kids will communicate with the student's School District to discuss next steps/additional efforts that should be attempted. During this time, educational content and curricular goals will still be made readily available through virtual instruction, packets mailed to the home, or a combination of the two.

A known or excused absence will not be penalized as chronic absenteeism.

# **I. TECHNOLOGY**

## **1. Student Access to Technology**

Understanding that the use of technology for classroom instruction is not the same as individualized need for assistive technology, Inspire Kids will coordinate with the School Districts to support technology usage in the home as may be need to access virtual/remote instruction.

As students are enrolled in Inspire Kids education programs for the 2020-21 school year, designated staff members will ask parents and/or legal guardians about student access to technological devices and internet connectivity. This survey can be conducted via phone call, text, email or other means of communication. If it is determined that the student is in need of a device to use for virtual learning, their contact information will be sent to the student's school district with an indication of what the family needs.

Training regarding the use of provided technology will be provided as needed and requested by a student/parent/guardian.

In the event that parents/guardians decline the use of technological equipment, or if internet connectivity is not provided in the area, the classroom teacher and school district will be notified. Teachers, therapists and other education team members would create low-tech or no-tech solutions for delivering course instruction and curricular materials such as mailed packets, including regular telephonic contact.

## **2. Staff Access to Technology**

Teachers, therapists, counselors, and any other faculty that need to provide direct services to students remotely will report to their direct supervisor if they do not have access to a device. Supervisors and/or the staff member will report technology needs to the IT Manager. Inspire Kids will utilize and arrange available technology resources as necessary to accommodate the staff member.

Trainings will be held to support staff members as they create content for the distance learning. These trainings will also allow time for specific, real time questions about the tools being utilized.

## **3. Student Privacy**

Parents have been asked for authorization to share information within the teleconference and virtual classroom and telehealth platforms. Parents do have the option to rescind the authorization at any time.

## **J. TEACHING AND LEARNING**

A combination of in-person, remote, and hybrid instructional models will be developed to support student learning, skill attainment, and goal achievement. Students will be provided with daily instructional opportunities regardless of model, through activities and instruction which align to the NYS Learning Standards and the student's individual IEP goals. Instructional activities will be differentiated based on student needs and interest, and family resources and engagement.

### **1. COVID-19 Driven Instruction**

Students enrolled in an Inspire Kids program are young and have developmental and medical needs that may make it difficult for them to fully understand or fully comply with COVID-19 safety protocols. Staff will create opportunities for our students to practice these safety behaviors, including wearing a mask, washing their hands, cough hygiene, physical distancing. Visual cues, icons, schedule boards, and structured learning activities will be used to help the children understand and cooperate in these safety behaviors.

### **2. Cohorts**

Students will be divided into classroom cohorts to limit potential exposure to the COVID-19 virus. Students will be self-contained in their designated classrooms without intermingling among rooms. Teachers and classroom staff will remain static in classrooms to the maximum extent possible. Therapists will move across a limited number of classrooms.

### **3. Assessment**

IEP goals will be used as the measure to monitor student growth and progress. Data will be collected on goals when students are participating in the in-person school schedule. During virtual/remote schedule, staff will work with parents to monitor goals and growth.

### **4. Parents / Guardians**

Parents are our partners in limiting the spread of COVID-19 within school. Parents will be asked to sign and return an agreement to comply with the expectations for screening their children, keeping them home when ill, picking up their children when ill at school in addition to limiting the items they send with their child, and adhering to the schedule of in-person attendance.

All parents will be given teacher and therapists contact information. Parents will have access to teacher's/therapist's phone numbers and email addresses. Teachers will be regularly available to communicate about student progress and to answer any questions. The school social worker will also assist families with community supports when necessary.



## **K. SPECIAL EDUCATION**

Inspire Kids will operate in partnership with the student's home school districts for technology needs required by families. Inspire Kids will provide the proper documentation of programs, services and communications utilizing resources currently available and provide such documentation to parents and school districts as appropriate. Inspire Kids will utilize in-person, virtual/remote learning and a hybrid models to ensure effective implementation of a student's IEP.

We propose to begin in September with a hybrid model. As may be required, we are prepared with contingency plans to modify to remote learning in the event of intermittent or extended issues due to COVID-19. Conversely, we are prepared to expand in-person sessions beyond the initial hybrid design to address triaged needs of our students. When expanding in-person sessions to provide daily or near daily in-person instruction for all students, truncated sessions may be required to maintain safety in distancing and capacity.

## **L. STAFFING**

### **1. Certification**

Teachers will hold appropriate certification or be qualified to function as substitute teachers consistently with the Commissioners Regulations. We do not anticipate use of student teachers during the tenure of this plan.

### **2. Professional Development**

Professional Development will be provided to staff on reopening procedures and protocols prior to school resuming. The first day of school will be used as a professional development day for all staff. The procedures outlined in this plan will be reviewed with education staff. Teachers and therapists will be encouraged to meet to share practices and strategies for a hybrid model. On-going professional development will occur on functional skill development, language acquisition, and best practices with virtual learning.

As appropriate trainings are developed within the LITMOS system, they will be assigned to specific employee groups. Completion of assigned trainings will be monitored and program administrators will follow up with any staff that fail to complete the assigned trainings.

### **3. Accommodations for High Risk Staff**

Staff who consider themselves at medical high risk for exposure to COVID-19, or due to personal circumstances will be directed to meet with Steve Peach, Director of Human Relations for discussion and review.

## **M. REVIEW, AMENDMENT, AND TEMPORARY SCHOOL CLOSURES**

This document reflects current planning based on available guidance and anticipated conditions. Both external and internal factors may require amendment of the plan. Should circumstances dictate, instruction will shift across the available instructional models, including remote, hybrid, and fully in-person. The model or combination of models described in (G) above reflect the schedule in place at this writing. These shifts may be specific to a single location, or apply across all Inspire Kids locations. Changes to specific locations will be identified below.

As we implement the plan, we will maintain ongoing assessment of its efficacy, its safety, and its feasibility. This assessment will include enrollment and student/family engagement, staff participation, availability of necessary supplies including PPE and cleaning agents, and overall safety. Changes in the public health emergency, municipal and state directives, and changes in guidance may also require amendments to this Plan. At all times, we will prioritize the education and health of our students, and the health and safety of our staff and community.

# APPENDIX 1

## TEMPORARY SCHOOL CLOSURES ACCESSED BY REMOTE INSTRUCTION:

### ALL SITES:

- September 1 – September 14, 2020: All instruction and related services were accessed remotely during this period, prior to initiation of hybrid instructional model.
- November 30 – December 11, 2020: All instruction and related services were accessed remotely during this period, in response to County Health Commissioner request for a post-holiday “pause” of in-person instruction.
- January 2 – January 18, 2021: All instruction and related services were accessed remotely during this period, in response to County Health Commissioner request for a post-holiday “pause” of in-person instruction.
- January 26, 2021: All instruction and related services were accessed remotely because of inclement weather conditions.

### NEWBURGH: 344 Gidney Avenue

- November 23 – December 11, 2020: Classes at 344 Gidney Avenue and 49 Gidney Avenue were accessed remotely, initially for a self-imposed quarantine period subsequent to a confirmed positive COVID test at the site, then extended to accommodate the post-holiday “pause” described above.
- February 16, 2021: Instruction and related services at 344 Gidney Avenue were accessed remotely to accommodate extra cleaning due to two positive COVID-19 tests at this site.

### NEWBURGH AT HEAD START: 39 Gidney Avenue

- September 1 – October 5, 2020: All instruction and related services were accessed remotely due to the site partner’s decision to defer in-person services.
- October 9 – October 16, 2020: All instruction and related services were accessed remotely due to a positive COVID-19 test at the partner site.
- November 19, 2020 – January 18, 2021: All instruction and related services were accessed remotely due to a positive COVID-19 case at the partner site, then extended through the post-holiday “pause.”
- February 16, 2021: Instruction and related services at 49 Gidney Avenue classroom were accessed remotely due to positive COVID-19 test of employee itinerant to this site.

### MONROE: 45 Gilbert St Ext:

- January 29, 2021: Classes were accessed remotely as a self-imposed closure subsequent to a suspected COVID-positive case.

NEWBURGH AT SUNY ORANGE: One Washington Center

- October 8-October 9, 2020: All instruction and related services were accessed remotely due to a positive COVID-19 test at the partner site.
- February 10 – February 15, 2021: All instruction and related services were accessed remotely due to the site partner's staffing reductions subsequent to COVID-19 quarantines. These quarantines were not directly tied to Inspire Kids classroom or occupants.