

Henry Viscardi School Updated Reopening Plan
Effective: July 6, 2021



Henry Viscardi School
at The Viscardi Center



HVS Reopening Committee

The Reopening Committee will meet on a monthly basis to discuss building reopening plans that ensure compliance with all NY reopening and other regulatory guidelines. Most importantly, our goal was to develop procedures that will keep our staff and other building occupants as safe and healthy as possible during this time.

All Stakeholders' feedback is important in our planning process. Should you have any questions or suggestions, please email the Reopening Committee at reopeningcommittee@viscardicenter.org.

Reopening Committee Members

The Viscardi Center

- Kim Brussell, VP of Public Affairs & Marketing
- Sheryl Buchel, Executive VP & CFO
- Mike Caprara, Chief Information Officer
- Frantz Michel, HR Coordinator
- Jennifer Neft, VP of Administration
- Theo Vazanellis, Director of Facilities & Construction

Henry Viscardi School

- Angelo Zegarelli, Head of School
- Jessica Caggiano, Assistant Head of School & COVID-19 Safety Coordinator.
- Jeanette Glover, Clinical Support Services & Admissions Coordinator

Abilities

- Alice Muterspaw, AVP of Vocational Services
- Barry Tussman, AVP of Transition Services



Formal Guidance

The guidance that was issued from the CDC, NYS Department of Health, and NYS Education Department, taking into consideration the unique needs of the Henry Viscardi School, was utilized to drive our reopening plans and protocols.

Recent Guidance

- **NYSDOH Guidance: June 7**

[Pre-K to Grade 12 Schools MasterGuidance 6-7-2021.pdf](#)

- **NYSDOH Guidance: April 9**

[P-12 EDU -- MASTER GUIDANCE \(08.26.20\) \(UPDATED 04.09.21\).pdf](#)



Process & Timeline

HVS Administration presented Reopening Considerations and Next Steps, in accordance with SED and DOH guidance, to all Stakeholders for feedback prior to updating the Reopening Plan. Stakeholders were encouraged to submit questions and comments to the Reopening Committee email, reopeningcommittee@viscardicenter.org

- **All Staff Meeting: May 5**
- **SEPTA Meeting: May 6**
- **All Staff Meeting: May 12**
- **Reviewed Stakeholder Feedback and Updates to the HVS Reopening Plan: May 12-June 23**
- **HVS Reopening Plan sent to all Stakeholders for Final Comment: June 23**
- **HVS Finalized Reopening Plan filed with NYSED, DOH and posted on HVS Website: July 6, 2021**



Health and Safety

Focus of Preventive Actions In Schools

Monitoring Health Conditions

- Schools must instruct staff to recognize signs and symptoms of illness in students and staff as well as conduct health screenings per DOH guidance.

Face Coverings and PPE

- Students and staff are required to wear face coverings indoors, unless medically exempted.
- Face coverings are not required to be worn by students and staff outdoors on school grounds.
- Additional PPE will be provided based on specific job functions.

Physical Distancing

- Schools must develop plans to maximize physical distancing whenever possible.

Management of Ill Persons

- Persons with signs and symptoms of COVID-19 will be isolated for further evaluation.

Health Hygiene

- Schools must instruct students and staff in proper hand and respiratory hygiene and provide necessary supplies.★

Cleaning and Disinfecting

- Cleaning and disinfecting procedures for the school are in accordance with CDC recommendations.



Health and Safety

Student Health Screening Protocols

- Parents/guardians must conduct a health screening each morning before sending their child to school.
- The following questions require a yes or no answer:
 - Does your child have any symptoms possibly related to COVID-19?
 - Have you had a positive COVID-19 test within the last 10 days?
 - Have you been in contact with anyone confirmed or suspected of having COVID-19 within the last 10 days?
 - Have you traveled internationally per the [COVID-19 Travel Advisory | Department of Health \(ny.gov\)](#) in the past 10 days?
- If the answer is "yes" to any of the above questions, students may not be able to attend school. Please call (516) 465-1560, and our medical department will provide additional guidance.



Health and Safety

Student Health Screening Protocols Continued..

- The following are listed as the most common symptoms of COVID-19:

- **Fever or chills (100°F or greater)** - **Cough**
- **Headache** - **New loss of taste or smell**
- **Shortness of breath or difficulty breathing** - **Sore throat** - **Congestion or runny nose**
- **Fatigue** - **Muscle or body aches** - **Nausea or vomiting; and/or** - **Diarrhea**

If your child is exhibiting any of these symptoms, they cannot come to school.

For more information: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>



Health and Safety

Student Daily Temperature Taking Protocols

- Parents must take their child's temperature prior to sending the child to school.
- No student with a temperature of **100.0 °F or greater** should come to school.
- Upon arrival at school, all students will pass through a temperature scanner.
- Students with a temperature of **100.0 °F or greater** will be isolated in a separate space near the medical suite. A parent/emergency contact will be called to immediately pick the child up from school.



Health and Safety

Staff Health Screening and Temperature Protocols

- All staff will complete a daily Health Screening/Entry Requirements Questionnaire remotely prior to entering the building.
- In the event that you cannot complete the health screening at home, you must complete the screening immediately upon arrival to school. (iPads will be available in the main entrance.)
- Upon arrival, all staff will pass through a temperature scanner; an individual with a temperature of **100.0 °F or greater** will immediately be sent to the designated isolation area for further evaluation.



Health and Safety

Return to School Protocols after Illness or Diagnosis of Confirmed Case of COVID-19

Schools must follow CDC guidance for allowing a student or staff member to return to school 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 have a healthcare provider written note stating that 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 and should stay at home until:

- It has been at least 10 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.



Health and Safety

Coronavirus Disease (COVID-19) Direct Contact Protocols

A staff member or student comes into direct contact (within six feet for more than 15 minutes) with a person with COVID-19, they must report such to the school:

- This is immediately reported to the Department of Health.
- They are then disallowed from entering school property and would likely be self-quarantined by the Department of Health for 10 days.

A staff member or student with COVID-19 enters a school facility:

- This is immediately reported to the Department of Health and HVS will assist in the contact tracing investigation.



Health and Safety

Personal Protective Equipment (PPE)

- Wearable equipment that is designed to protect from exposure to or contact with infectious agents. PPE that is appropriate for various types of patient interactions and effectively covers personal clothing and skin. These include gloves, face masks, protective eye wear, face shields, and protective clothing.
- Protocols and procedures were developed for students, faculty, staff, and other individuals to ensure appropriate PPE is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities.

Acceptable Face Coverings

- Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based face coverings (e.g., homemade sewn, quick cut, bandana) and surgical masks that cover both the mouth and nose.
- Face shields worn without other face coverings are not considered adequate protection or a source control against COVID-19 and should not be used.



Health and Safety

Face Coverings and PPE for Staff

- All staff are required to wear face coverings indoors.
- Exceptions include:
 - Those who are medically unable to tolerate a face covering (alternate PPE will be made available based on individual needs)
 - While eating
 - Short breaks with proper physical distancing
 - Outdoors on school property
- Additional PPE will be provided, at no cost to staff, for workplace activities that require a higher degree of protection due to the nature of the work. For those types of activities, other PPE will be utilized according to [DOH](#) and [NYSED](#) guidelines.



Health and Safety

Face Coverings for Students

Students with special needs or students who are medically fragile may not be able to maintain physical distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety.

- Students are recommended but not required to wear a face covering indoors.
- If a student wears a face covering at school, please consult with your physician.
- Students wearing a face covering must be able to take off and put on the face covering independently.
- Students are not required to wear face covering outdoors.



Health and Safety

Physical Distancing

Classrooms

- Desks will be six feet apart to maximize physical distancing whenever possible.
- Polycarbonate barriers will be made available when needed.
- Students will stay with their group/cohort throughout the school day to the extent possible.

Related Services

- Related services will be provided based on the individual needs of each student, following physical distancing and appropriate PPE guidelines.
- Polycarbonate barriers will be made available when needed.

Hallways

- In-school movement in hallways will be reduced by utilizing signage (e.g., arrows, tape on floor, and postings).

Cafeteria

- Students will eat their lunch in the cafeteria with their group/cohort while maintaining physical distancing guidelines. Thorough cleaning and disinfecting will be conducted in between lunch periods.



Health and Safety

Physical Distancing

Restrooms

- Students' use of restrooms will be staggered and monitored by the restroom staff (CNAs). Restroom staff will assist students in proper hand hygiene following restroom use.

Arrival/Dismissal

- **Students Arriving/Dismissing By Bus**
 - Transportation staff will coordinate a staggered routine to allow students to embark/disembark school buses safely and to ensure physical distancing.
- **Parents/Guardians Bringing/Picking Child up from School**
 - In an effort to limit the contact and entry of parents/guardians into the building, students will arrive and dismiss from the HVS main entrance. Students will be signed in/out by the HVS Security Guard.



Health and Safety

Health and Hygiene

Protocol for Hand Hygiene

Students and staff must practice good hand hygiene to help reduce the spread of COVID-19.

- Students and staff will be trained on proper hand washing techniques and frequency.
- Time during the school day will be provided to ensure proper and frequent hand hygiene.
- Hand sanitizer is provided throughout all common areas (e.g. entrances, cafeteria, classrooms), near high-touch surfaces.
- Students or staff unable to use alcohol-based hand sanitizers for health reasons will be given time to wash their hands with soap and water.
- Signage will be placed near hand sanitizing stations.
- Ample supplies will be provided in classrooms, bathrooms, and hand sanitizing stations.
- Receptacles will be placed around the school for disposal of soiled items, including paper towels and PPE.
- For students unable to independently practice hand hygiene, proper PPE and hand hygiene will be utilized by staff when providing assistance.
- Sharing of food, beverages, and other personal items is not allowed.

Protocol for Respiratory Hygiene

The COVID-19 virus spreads from person-to-person in droplets produced by coughs and sneezes.

- Students and staff will be trained on proper respiratory hygiene techniques.
- It is important that students and staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately.
- Always perform hand hygiene after sneezing, coughing, and handling dirty tissues or other soiled material.
- A supply of tissues will be available in each room.
- For students unable to cover their mouths or noses, proper PPE and hand hygiene will be utilized by staff when providing assistance.



Health and Safety

Cleaning and Disinfecting our School

Henry Viscardi School implemented enhanced cleaning and disinfection of surfaces (including high-touch surfaces) and will continue to provide this level of service in accordance with State guidelines. Such practices will include:

- Cleanings logs will be maintained.
- Additional staff hired to provide daily disinfecting services throughout the day and after students' departure.
- Use of approved cleaning and disinfecting materials, which includes disinfecting cloths to be used specifically for computers and other electronic devices.
- Disinfecting will occur in the cafeteria between lunch periods.
- Availability of disinfectant wipes, hand sanitizer, and other PPE.
- Daily use of electrostatic sprayers for disinfection of classrooms and other areas.
- Current HVAC systems include economizers which provide fresh air to properly balance air flow. Additionally, the Henry Viscardi School uses MERV filters, which are more efficient in HVAC systems.



Health and Safety

Safety Drills Modifications

Education Law § 807 requires that schools conduct 8 evacuation and 4 lockdown drills each school year. Conducting drills is an important part of keeping students and staff safe in an emergency; however, steps should be taken to minimize the risk of spreading infection while conducting drills.

Regardless of the modification used when conducting a drill, students should be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety. Maintaining physical distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

Modifications to evacuation drill protocols may include, but are not limited to:

Full In-Person

- Conduct drills on a "staggered schedule."

Fifty Percent Capacity

- All students will receive instruction in emergency procedures and participate in drills on a day they are in attendance in-person.

Modifications to Lockdown Drills may include, but are not limited to:

- Conduct drills on a "staggered schedule."
- Conduct drills in classroom without "hiding" / "sheltering" but provide an overview of how to hide or shelter in the classroom.
- Conduct drills in the classroom while maintaining physical distancing.



Social and Emotional Well-Being

SEL and Mental Health

We recognize that many of our students, their families, and our staff may be experiencing a wide range of emotions, creating challenges for many during this time. Social and emotional well-being is our top priority in supporting our students during this school transition, not at the expense of academics, but in order to create the mental, social, and emotional space for academic learning to occur.

SEL at HVS will continue to be a focus to support all students, staff, and families by:

- Providing Staff, Students, and Families with Social and Emotional Support.
- Continuing to Address Referrals to Identify Students in Need of Mental Health, Behavior, and/or Emotional Support.
- Providing Professional Development.
- Consulting with Students, Staff, and Families in Need.
- Continuing Implementation of Embedding an SEL Curriculum and Supports within the School Day.

Mental Health Support TEAM Includes: PGS (Psychology, Guidance, and Social Work) and DASA (Dignity for All Students Act) team in collaboration with Administration.



Models for Reopening HVS

Objectives for the Models of Reopening

The primary objectives of the reopening models are to provide clear direction to our community on how to best reopen HVS for in-person learning, 5 days per week beginning July 6, 2021, in a manner that continues to provide programs and services consistent with students' Individualized Education Program and supports the health, safety, and wellness of students and staff.

Models for Reopening

- A. All Students In-Person: 5 days per week
- B. Remote Learning: 5 days per week



Models for Reopening HVS

A. All Students In-Person: 5 days per week

- All students will receive in-person instruction Monday through Friday.

In-Person (M - F): All Students

- Students receive instruction and related services onsite.
- Teaching staff will remain in their classrooms to the extent possible (including specials area teachers).
- Students will stay in cohorts, to the extent possible, and will move from class to class.
- Cleaning will be performed between classes.



Models for Reopening HVS

B. Remote Learning

There may be instances when full-time remote learning may be necessary during the 2021-22 school year. In such instances, HVS will transition to our Remote Learning Plan to provide continuity of instruction.

Formalization of Remote Learning:

- **Schedule**
 - Elementary: AM and PM Live Virtual Instructional Sessions
 - Secondary: Live Virtual Instructional Sessions that are content specific and follow their typical schedule to the extent possible
 - + Related Services
- **Attendance Monitoring**
- **Track Participation**
- **Grading**
- **Assessments**
- **Communication/Feedback**



Models for Reopening HVS

Students Unable to Attend In-Person Instruction

- Medically vulnerable and/or students with medical conditions may not be able to attend in-person school due to the increased risk for complications from COVID-19.
- Students who have family members who are in high-risk groups may also need to attend school remotely.
- Parents/guardians may have other reasons and choose not to send their child back to school.

For any of the above reasons, students not attending in-person will be provided continuity of instruction remotely (refer to Slide 23, Remote Learning for additional information). Parents/guardians will be contacted by a staff member directly to determine their intent to return to school.



Events & Visitors

- **After-School Activities:** All after-school activities will likely resume in September.
- **Assemblies, Large Gatherings, Field Trips:** Will be at the discretion of HVS Administration and subject to NYSED and DOH guidelines.
- **Visitor Policy:** Visitors will be limited to essential and/or necessary and follow the following health screening protocols:
 - Visitors will complete a daily Health Screening/Entry Requirements Questionnaire.
 - Any person failing the health screening may not enter the building.
 - Upon arrival visitors will pass through a temperature scanner, and any individual who screens positive for COVID-19 exposure or symptoms will not be permitted to enter.
 - Visitors will be required to wear a face covering at all times.

