

Henry Viscardi School Updated Reopening Plan

Effective: September 1, 2021



Henry Viscardi School
at The Viscardi Center



HVS Reopening Committee

The Reopening Committee will continue to 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 is to develop procedures that will keep our staff, students, 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, SVP of Public Affairs & Marketing
- Sheryl Buchel, Executive VP & CFO
- Mike Caprara, Chief Information Officer
- Frantz Michel, HR Coordinator
- Jennifer Neft, SVP of Human Resources & 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

- **NYSED Guidance: August 12**

<http://www.nysed.gov/common/nysed/files/programs/back-school/nysed-health-and-safety-guide-for-the-2021-2022-school-year.pdf>

- **CDC Guidance: August 5**

[Guidance for COVID-19 Prevention in K-12 Schools | CDC](#)

- **NYSDOH Guidance: June 7**

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



Health and Safety: Preventative Actions

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 CDC guidance.

Face Coverings and PPE

- Staff are required to wear face coverings indoors.
- Students are recommended, but not required, to wear a face covering indoors.
- Face coverings are not required to be worn by students and staff outdoors on school grounds, provided appropriate physical distancing is maintained.
- 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: Screening

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: Screening

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: Temperature

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: Screening/Temperature

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: Response Team

Response Team

The COVID response team consists of the COVID-19 Safety Coordinator, our medical department, and our school medical director. The response team will work closely with the Nassau County Department of Health to assist with contact tracing efforts, monitor public health conditions, and provide information.

Important Contact Information

- HVS COVID-19 Safety Coordinator, Jessica Caggiano, Assistant Head of School: 516-465-1681 or jcaggiano@henryviscardischool.org
- HVS Medical Department: 516-465-1560
- HVS Reopening Committee: reopeningcommittee@viscardicenter.org
- Clinical questions from school nurses & school medical directors can be directed to the Nassau County Department of Health: 516-227-9496.
- Questions from superintendents and administrators can be directed to 516-227-9408.
- General questions from the public will be referred to the New York State Coronavirus Hotline at 888-364-3065 or the Nassau County Coronavirus Hotline at 516-227-9570.
- Updates on Coronavirus in Nassau County can be received by texting COVID19NC to 888777 or by going to the Nassau County Website at <https://www.nassaucountyny.gov>.



Health and Safety: Return Protocol after Illness or Positive Case

After testing positive or exhibiting symptoms of COVID-19, a student or staff member may return to school according to the following:

If a person is diagnosed with COVID-19 based on a positive diagnostic test, they cannot be at school and need to isolate at home until:

- It has been 10 days from test date if the individual is asymptomatic;
- It has been at least 10 days since the individual first had symptoms;
 - ✓ It has been at least 24 hours since the individual has had a fever (without using fever-reducing medicine); and
 - ✓ It has been at least 24 hours since the individual's symptoms improved, including cough and shortness of breath.

If a person is exhibiting symptoms of COVID-19 and not diagnosed by a healthcare provider (HCP) with COVID-19, they can return to school:

- Once they receive a negative test result
 - ✓ Symptoms are improving.
 - ✓ Must be fever-free for at least 24 hours without the use of fever reducing medicines.
 - ✓ A note from HCP indicating the test was negative OR provide a copy of the negative test result.
- If they have been diagnosed with another condition and have a HCP written note stating they are clear to return to school.



Health and Safety: Contact Tracing and Quarantine

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. The Department of Health contact tracers will communicate with affected families/staff directly. Your caller ID will say “**NYS Contact Tracing**” (518-387-9993). School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local Department of Health.

HVS will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds. If an HVS administrator or the HVS medical department is notified by the parent/guardian of a student, a staff member, or the Department of Health Services of a positive COVID-19 student or employee, the school will assist the Department of Health in contact tracing by:

- Providing the staff and student lists and contact information to identify individuals who may have been exposed, but the Department of Health has the primary responsibility for contact tracing contacts and quarantine directives.
- 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.
- Assisting 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.

Confidentiality will be maintained as required by federal and state laws and regulations.



Health and Safety: Direct Contact

Coronavirus Disease (COVID-19) Direct Contact Protocols

If a staff member or student has been in close contact (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, they must report such to the school.

Individuals who are not fully vaccinated:

- This is immediately reported to the Nassau County Department of Health (DOH).
- They are then disallowed from entering school property and must quarantine for 10 days and monitor symptoms through the 14th day.
- During self-quarantine, watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19 until 14 days after exposure.
- If symptoms develop, the individual must immediately self-isolate and report such to the school.



Health and Safety: Direct Contact

Direct Contact Protocols Continued

Individuals who are fully vaccinated:

According to the CDC, in general, people are considered fully vaccinated 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

- People who are fully vaccinated must get tested 3-5 days after exposure and wear a mask in public indoor settings for 14 days or until they receive a negative test result.
- If asymptomatic, fully vaccinated close contacts do not need to quarantine at home following an exposure.
- Asymptomatic individuals can continue to attend school in-person and participate in other activities wearing a mask.



Health and Safety: Direct Contact

Direct Contact Protocols Continued

Individuals who have tested positive for COVID-19 within the past 3 months and recovered:

- Do **not** need to get tested if they do not have COVID-19 symptoms (for example, cough, shortness of breath).
- Do **not** need to stay home, if they remain without COVID-19 symptoms (for example, cough, shortness of breath).



Health and Safety: Testing

Testing

Staff and students will not be required to receive a COVID-19 test or antibody test prior to reentering the school building in September.

If a student or staff member is recommended for a COVID test, they may procure a test from the following locations. This list is not exhaustive but provides information on rapid tests and local testing sites:

- CityMD Roslyn Heights Urgent Care, 363 Willis Avenue, Roslyn Heights, 516-430-5780
- ProHEALTH Urgent Care of Roslyn, 250 S Service Road, Roslyn Heights, 516-399-2311
- Passport Health, 200 S Service Road, Roslyn Heights, 516-626-2004
- Northwell Go-Health Urgent Care-Mineola, 50 East Jericho Turnpike, Mineola, 516-399-3068
- Link to, NYS Find a Test Site Near You: <https://coronavirus.health.ny.gov/find-test-site-near-you>



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: Staff Face Coverings

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 when appropriate physical distancing can be maintained
- 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.



Health and Safety: Student Face Coverings

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.



Health and Safety: Physical Distancing

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

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: Hygiene

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

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: Drills

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 of Instruction

Objectives for the Models of Instruction

The primary objectives of the instructional models are to provide clear direction to our community on how HVS will provide instruction 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 of Instruction

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

NOTE: A hybrid schedule will not be offered.



Models of Instruction: In-Person

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 of Instruction: Remote

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 of Instruction: Remote Choice

Students Not Attending In-Person Instruction

- HVS is offering 5 days of full remote instruction for students.
- If you are choosing to be full remote, please call the Main Office at (516) 465-1560 or email Irene Hawxhurst at ihawxhurst@henryviscardischool.org.
- We must receive your decision to be full remote no later than Friday, August 27th.
NOTE: If you decide on in-person instruction, you do not need to respond.
- Students not attending in-person will be provided continuity of instruction remotely. (Refer to Slide 27, Remote Learning, for additional information.)



Events & Visitors

- **After-School Activities:** All after-school activities are postponed until further notice.
- **Assemblies, Large Gatherings, Field Trips:** Are postponed until further notice.
- **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.

