

PROGRAM RE-OPENING PLAN August 6, 2020

Agency Name: HeartShare Human Services of New York

BEDS Code: 331300880219

Administrative Address: 12 MetroTech Center, 29th Floor, Brooklyn, NY 11201

Program Site Address:

Program(s) provided at this site:

4410 Pre-school Special Education

Special Class

Special Class in an Integrated Setting

Multi-Disciplinary Evaluations

**Gov. Mario M. and Matilda Raffa Cuomo First Step Early Childhood Center
115-15 101st Avenue, South Richmond Hill, NY 11419**

**Lefferts/Liberty Kiwanis First Step Early Childhood Center
82-12 151st Avenue, Howard Beach, NY 11414**

**Dolly and Frank Russo, Sr. First Step Early Childhood Center
82-12 151st Avenue, Howard Beach, NY 11414**

**Taranto First Step Early Childhood Center
1825 Bath Avenue, Brooklyn, NY 11214**

**853 School Age Special Education
HeartShare Education Center/The HeartShare School
1825 Bath Avenue, Brooklyn, NY 11214**

Other:

**Contact Person: Carol Verdi, Executive Vice President of Education 4410
Programs Executive Director, HeartShare Education Center**

Contact Phone Number: 718-805-7117

Contact Email Address: carol.verdi@heartshare.org

Website where this plan and any plan updates will be posted:

www.heartshare.org and www.theheartshareschool.org

Table of Contents

State and Federal Guidance	3
Introduction	4
Communication/Family and Community Engagement	5
Health & Safety	8
Facilities	27
Child Nutrition	28
Social Emotional Well-Being	31
School Schedules	35
Attendance & Chronic Absenteeism	37
Technology & Connectivity	39
Teaching & Learning	43
Certification, Incidental Teaching, and Substitute Teaching	47
Special Education	48

State and Federal Guidance

HeartShare Human Services of New York's School Programs Reopening Plan adheres to all guidance from the New York State Education Department (NYSED), New York State Department of Health (NYDOH), and the United States Centers for Disease Control and Prevention (CDC). The following documents guided the preparation of this plan:

NYSED School Reopening Guidance

<https://www.sewanhaskaschools.org/cms/lib/NY01001491/Centricity/Domain/3447/NYSED%20Reopening%20Guidance.pdf>

NYSED Checklist for Pre-K to Grade 12 School Reopening Plans

https://www.sewanhaskaschools.org/cms/lib/NY01001491/Centricity/Domain/3447/NYSED%20P12_Checklist.pdf

NYDOH Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency

<https://www.sewanhaskaschools.org/cms/lib/NY01001491/Centricity/Domain/3447/NYSED%20DOH%20Guidance.pdf>

CDC Guidance for Schools and Childcare Programs

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

SCHOOL AGE PROGRAM and 4410 Preschool Program

HeartShare Human Services of New York operates four early childhood 4410 programs in Queens and Brooklyn (Cuomo, Kiwanis, Russo, and Taranto) and one school age 853 Program in Brooklyn (The HeartShare School.) HeartShare is committed to re-opening school for in-person instruction, five days per week, in September 2020. The program will conform to the guidance provided by the *NYSED Recovering, Rebuilding and Renewing: The Spirit of New York's Schools Reopening Guidance* and *NYS Department of Health Interim Guidance for In-Person Instruction to Pre-K through Grade 12 Schools During the COVID-19 Public Health Emergency*.

HeartShare Human Services of New York's school programs' primary commitment is to ensuring the health and safety of all students and staff as well as a fun, focused academic and social curriculum. The development of this plan was guided by the following circumstances: keeping the safety and health of our students and staff; providing ongoing opportunities for all students to have access to education and related services in the fall; establishing a strong communication with parents, staff, and all other partners including but not limited to NYSED, NYCDOE, CACFP and NYCDOHMH. HeartShare also has a strong commitment to monitoring the schools and to be ready to modify schedules appropriately in the midst of COVID-19. Our students' mental health and emotional well-being are also at the forefront. We will provide staff development in dealing with these needs and offer as much assistance to students as we can. HeartShare will also continue to support diversity in our schools and within our communities as we have for the past 38 years.

HeartShare recognizes that students as well as their families face many obstacles during these uncertain times. Family health issues, transportation, fear, anxiety and overall angst may impede a child's return to in school instruction. HeartShare will be providing a Hybrid model which will offer choice for families. HeartShare will take every opportunity to adhere to strict cleaning and sanitizing protocols to help ease the fear of the parents and staff.

COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT

1. The school and/or district engaged with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing reopening plans. Plans for reopening should identify the groups of people involved and engaged throughout the planning process.

HeartShare engaged in several different attempts to engage school stakeholders and community members in the planning process. The parents were sent a survey through survey monkey. The results were too few to determine a consensus for September planning. We next created a survey that was sent to parents and a phone call from either the Director, Social Work Department and classroom staff to garner the desires of each family. Although families wanted their children to return to school, there was fear and anxiety over transportation protocols, sanitizing of the schools and overall COVID-19 safety. In order to allay fears HeartShare informed the parents that every precaution would be strived for. We informed the parents that we were working diligently to ensure that all safety precautions will be in place for the return back to school for our children and staff.

The directors held staff meetings with their staff for open discussions on reopening. All staff members were regularly updated via email and group conversations. Additionally, we consulted with our own Human Resources department, as well as neighboring school districts, community Kiwanis clubs, and NYC Department of Health and Mental Hygiene. We used the Inter Agency Council for Developmental Disabilities who kept us updated on the latest regulations from our governing agencies at weekly meetings. We looked to HeartShare's Residential Programs, who followed OPWDD, DOH and CDC, to guide us as they remained open during the COVID-19 pandemic.

2. The school and/or district developed a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with

information. Responsible Parties may consider developing webpages, text and email groups, and/or social media groups or posts.

HeartShare prides itself on the open communication between staff, families and stakeholders. All information sent to students, parents/legal guardians and staff has primarily been done via email, text and phone calls, and posting on our Microsoft TEAMS virtual platform. Since the initial school closure, all updates have also been posted on the HeartShare website. It has been updated to apprise the families about our virtual platform, our YouTube channel and any changes made to our school programming during this pandemic. HeartShare will amplify communication via secondary channels, such as utilizing Classroom DoJo, with staff and families to preserve and foster relationships to schools and learning communities.

In preparing for the school reopening, the administration will be attending trainings, and revamping our orientation to include COVID related information and trainings to staff and parents. All parent and staff handbooks will be revised to include all new COVID related policies, including policies on remote learning. The reopening plan will be posted on the website, emailed to parents, and a hardcopy at each of the sites.

3. The school and/or district will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

A majority of the HeartShare school programs serve children with severe disabilities, which impedes the way in which they can be trained on following the new COVID-19 protocols. By video modeling, in person modeling, hand over hand assistance and repetition, all students that attend HeartShare will be trained in the new protocols. School staff and administration will also offer the families/caregivers of our students, trainings on how they can work with their children at home to follow the new safety protocols. By providing the training both in school and at home, our children will more likely learn and retain safe and correct ways to

wash their hands, how to wear proper face coverings, how to physically distance and appropriate respiratory hygiene (sneezing into elbow).

4. The school and/or district will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.”

HeartShare will encourage all students, faculty, staff, and visitors to adhere to CDC and DOH guidance regarding the use of PPE, specifically face coverings, when physical distance cannot be maintained by posting signage at all entrances and throughout hallways. Verbal instructions will be given upon entering the building from building personnel to all visitors. Staff and families will also receive daily reminders on their Microsoft TEAMS page regarding these instructions and students will be reminded via classroom teachers and public address announcements throughout the day.

5. The school and/or district will provide communications in the language(s) spoken at home among families and throughout the school community. Written plans must be accessible to those with visual and/or hearing impairments

All plans posted to HeartShare’s website and sent via other communication methods will be readily available in the languages spoken at home. Some examples of the languages are Spanish, Bengali, Hindi, Arabic, and Mandarin. Written plans are accessible via the website to those with a visual or hearing impairment.

Health and Safety-Mandatory Assurances

1. Each school reopening plan must review and consider the number of students and staff allowed to return in person. These factors should be considered when determining resumption of “in- person” instruction: (1) Ability to maintain appropriate social distancing; (2) PPE and face covering availability; (3) Availability of safe transportation; and (4) Local hospital capacity-consult your local department of health.

(1) HeartShare education programs have adopted a hybrid model for reopening schools, to comply with the NYSED guidance of 50 square foot per child. Physical distance will be difficult with students ages 3-21 who are diagnosed with Intellectual Disabilities. Whenever safe & feasible physical distancing will be implemented. Alternating weekly (A week and B Week), and allowing only ½ of the enrolled students to be physically present at a time, will assist in trying to maintain physical distance. For example, if a classroom is mandated as a 12:1:2 only 6 students will attend “in-person” instruction per week. The other 6 students will receive remote instruction through their individual Microsoft TEAMS platform. Teachers and teacher assistants will upload activities that coincide with the student’s IEP goals each day. Additionally, the students can watch several classroom lessons as the teacher will live stream from the classroom to the students who are at home that week. The following week, the students who attended school will remain home for remote instruction, while the other half attends school in the building. The students will again have the ability to have access to the go live sessions. Since classroom groupings are set according to the students’ IEP mandate each classroom grouping will remain static through the school year, whenever feasible. A change could occur if it is deemed the student would benefit from a more or less restrictive class placement. In this case, HeartShare would follow all procedures established by the NYCOE for requested reviews. This change would only occur with the full understanding & support of the parent/guardian and upon discussion and approval of the CPSE or CSE administrator.

Within the classroom, work areas or learning centers will be designed for physical distancing when possible. Recognizing that our students may not be able to distance, we will take precautions to teach them about safely remaining

apart, frequent hand washing practice and limit them from sharing objects by creating an individual box of supplies for them. Instruction will continue to take place in the classroom and on Microsoft TEAMS. For students in the school age program, desks will be placed six feet apart facing one direction. Related service therapists, where feasible, will provide therapy in a designated area in the classroom. When this is not possible, such as for physical therapy, group speech or counselling, the therapist may escort the student to their office or gym or cafeteria which will be disinfected after every use. Student therapy assignments will remain constant as much as possible. All staff will wear face shields and face masks and wash down all areas used by the students with the NYDOHMH approved bleach and water solution and adults immediately after the session has ended. Masks with clear panels will be made available to the therapists in order to provide maximum modeling to children who need those interventions. Face shields must be worn with a mask and are not permitted as a sole protective measure.

- (2) Face shields, gowns, gloves, masks, booties and electrostatic sprayers have been ordered. We have ordered cloth face masks that can be laundered for staff and students. In the event someone does not bring their mask, we will have disposable masks on hand. Designated staff who are taking temperatures upon arrival and staff who are designated for the isolation room will have full PPE including KN95 masks for added protection. We will train designated staff on fitness testing for the KN95 masks when used. All PPE will be stored safely and monitored for use. It will be ordered as necessary to ensure that a full stock is always available.
- (3) Transportation of students is the responsibility of the School District, in HeartShare's case that is The NYCDOE through the Office of Pupil Transportation. Transportation is mandated on every students' IEP. The NYCDOE transportation secures the busing through a bidding process. The bus company will have to comply with the DOH, CDC, and OPT guidelines to keep their bused clean and to train their staff in COVID-19 safety practices. Currently, there has been no information provided to us from NYCDOE Office of Pupil Transportation.

(4) Local Hospitals

HeartShare had established contact with the local hospitals that are near to the schools. In Queens, Jamaica hospital services all three 4410 preschools. In Brooklyn, there is a choice of three hospitals for both our 4410 preschool and 853 school age program. They are Coney Island Hospital, Maimonides Hospital and Methodist Hospital. We will work closely with each hospital as well as the NYCDOHMH to determine capacity as needed.

2. Each school reopening plan must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) in developing their reopening plan and identifying those that participated in the reopening plans.

HeartShare's school reopening plan is developed through guidance set forth by NYSDOH and NYSED. The parents have been contacted through the Microsoft TEAMS platform as well as by surveys and telephone outreach to keep the communication open. Similarly, the directors held staff and departmental meetings to engage the staff in the planning. HeartShare has relationships with community groups such as the Kiwanis organization and sought their insight as well into the final opening plan. The final plan will be shared with all groups via "Town Hall Meetings." HeartShare considers September a "Soft opening" as we will only be able to address concerns and questions as we go through our initial opening phase. We will be always mindful to keep our families, staff, regulatory agencies and stakeholders involved in all decision making.

3. Each school reopening plan must include a communications plan for students, parents/guardians, staff and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

Through virtual town hall meetings, postings on classroom and individual student's Microsoft TEAMS pages, phone calls HeartShare will keep everyone apprised of the information. Additionally, we have updated our parent manuals to include all COVID-19 related procedures as relates to sanitizing procedures, physical distancing, temperature/symptoms check, and protocol for school closures should this be determined necessary. Signage throughout the school will provide an additional means of education regarding healthy hygiene practices, social distancing and stopping the spread of infectious disease.

4. Each school and/or district reopening plan has a written protocol developed in collaboration with the district or school's director of school health services to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.

The requirement would be for symptomatic staff persons, including temperatures over 100 degrees Fahrenheit, to be sent home and for students who develop fevers to be sent to the school isolation room until they can be picked up by their parent or guardian. All staff and families will answer COVID-19 related questions each day. If they respond yes to any question, they will be asked to remain at home. In the case of someone becoming ill at school, the staff member will be sent home and the student will remain in the isolation room until they can be picked up by their parent/guardian. Staff will continue to be trained in observance and signs of illness as well as healthy hygiene practices.

5. Each school reopening plan has a written protocol for temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.

It has been our practice during COVID-19 pandemic for staff check in virtually on our Microsoft TEAMS platform for their daily attendance. Going forward, this procedure will continue and include the COVID-19 screening questions. This will afford the opportunity for expeditious entry upon arrival at school. The questionnaire will be comprised of the following five COVID-19 screening questions:

1. Have you or anyone in your household had any of the following symptoms in the last 21 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit?
2. Have you or anyone in your household been tested for COVID-19?
3. Have you or anyone in your household visited or received treatment in a hospital, nursing home, long-term care, or other health care facility in the past 30 days?
4. Have you or anyone in your household traveled in the U.S. in the past 21 days?
5. To the best of your knowledge have you been in close proximity to any individual who tested positive for COVID-19?

All staff will be required to complete the questionnaire before coming to work between the hours of 6-7:30 am. Each director will have access to the information, and if any of the answers on the questionnaire are positive, the staff member will be required to stay home from work. Upon coming to work, all staff members will have their temperature taken by the person(s) designated in the building to do so. A log will be kept which lists the staff member's name and cleared or not cleared. The staff member's or student's temperature reading will not be recorded.

Students are required to have a daily temperature check and periodic completion of the screening questionnaire. Parents will complete the COVID-19 screening questionnaire prior to their child's arrival via Microsoft TEAMS platform. Administrative assistants will ensure that the parents have checked the questions. If they have not, a phone call will be made to document the answers. If a yes response, parents will be asked to keep child home and participate in school via the virtual platform. Parents will be encouraged to screen their child with a temperature check before putting their child on the bus. Upon arrival at school from the bus, the student's temperature will be tested before entry into the school building. Any student or staff member with a temperature of 100 degrees F or higher and/or who has a positive response to any of the screening questions will be isolated immediately and sent home. A record will be kept of students/staff

seeking access to the building and either Cleared or Uncleared regarding the temperature check. No record of individual temperatures will be recorded only C or U. Staff and parents will be sent daily reminders of the requirements through the Microsoft TEAMS platform. A designated staff member at each school will review the incoming screening reports by staff/parents.

6. Each school reopening plan requires that all students and staff be assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare professional.

Three of HeartShare's schools have a nurse in the building. These sites are our Cuomo site in Queens, and our Taranto and The HeartShare School in Brooklyn. In those schools, the nurse will assess ill students and staff. In the two schools that do not have a nurse, the responsibility of assessing ill students or staff will fall to the Director. If the Director is not present, the administrator in charge during that time, or the social worker, will assess the ill student or staff member. The ill student will be watched by a nurse or designated staff member until such time as a parent/guardian can come to the school for the child. If the school has a nurse, the ill student will remain in the nurse's office until the parent/guardian comes for pickup. An ill staff member will be sent home if he/she is able to travel safely.

7. Each school reopening plan has written protocol requiring students or staff with a temperature, signs of illness, and/or positive response to the questionnaire to be either sent directly home (staff member) or sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.

Any student with a temperature of 100 degrees F or higher and/or who has a positive response to any of the screening questions will be isolated immediately and sent home when their parents come to pick them up. Students will be supervised during isolation by a staff member in full PPE, including KN95 mask, face shield, gown, booties, and gloves. A separate room in the school is set aside for isolation. Staff will be immediately sent home if they are not feeling well.

HeartShare's Human Resources Department has a dedicated email for staff to report any COVID-19 diagnosis.

8. Each school reopening plan has written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.

As much as possible, visitors will not be allowed to enter the school buildings while school is in session. Non-essential deliveries will be scheduled for after school hours. Parents/guardians who are transporting the student to and from school will be met outside of the school by a staff member who will escort the student into the building. The student's temperature will be taken. If the student's temperature is higher than 100 degrees, the parent will be asked to take the child back home. Every visitor, guest, contractor or vendor who must enter the school building while students are present will undergo a temperature checks and complete a health screening form before entry to the building is allowed. Once entry is granted, the visitor, guest, contractor or vendor will be signed in by the administrative assistant, given a security tag, and will be escorted through the building by a designated staff member.

9. Each school reopening plan has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.

Through virtual town hall meetings, postings on classroom and individual students' Microsoft TEAMS pages, phone calls and additionally through the parent manual, parents will be educated as to the protocols established by HeartShare before sending their child to school. Parents and guardians will be educated regarding careful observation for symptoms of COVID-19, including-a fever of 100 degrees F or greater and/or these COVID-19 symptoms: cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose not typical of allergies, nausea or vomiting, and/or diarrhea. This information will be shared with parents in multiple

ways—through email, in the Parent Handbook, posted on the student’s individual TEAMS page, and posted on the classroom’s TEAMS page. As continues to be HeartShare’s policy, all information will either be translated into the family’s preferred language or spoken verbally by a staff member who speaks the language.

10. Each school reopening plan has a written protocol and appropriate signage to instruct staff and students in correct hand washing and respiratory hygiene.

Healthy hygiene practices, as put forth by the NYCDOH, are practiced and taught in all HeartShare education programs. All staff and students are instructed to stay home if they are sick, to cover nose and mouth with a tissue, paper towel or the crook of their arm when sneezing or coughing and to dispose of soiled tissues/towels immediately and wash hands. Hand and respiratory hygiene are taught upon hire, annually at staff orientation, and continually to students. Posters throughout the school building reinforce proper hand and respiratory hygiene. All staff and students are instructed to wash hands for 20 seconds under running water with soap: upon entering the building; after using the restroom; before handling food; after eating; after sneezing or coughing; when returning from outdoors; after activities; and whenever they are soiled. All staff and students are instructed to dry hands by: obtaining a paper towel; drying fronts and backs of hand and between fingers thoroughly; turning off the faucet with the paper towel; and disposing of the paper towel. In addition to health and hygiene practices already in place, HeartShare will adopt the following practices: physically distancing when feasible; wearing of a face mask or face covering for all staff all day every day; temperature checks for all staff and students before they begin the day at school; and completion of the health questionnaire for all staff. Hand sanitizer dispensers will be placed in each entry and exit and sporadically in hallways throughout the school. These dispensers will be out of the reach of students and primarily used for the adults when hand washing is not an immediate solution. Students will have sinks in their classrooms to enable frequent hand washing as recommended by the NYCDOHMH. Signage will be placed throughout the schools to remind staff and students to wash frequently and instruct on proper use of PPE—when they are to be worn and how to dispose of them.

11. Each school and/or district reopening plan has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.

HeartShare has reduced student capacity by 50% per classroom—rotating students in cohorts of A/B weeks to ensure appropriate space for physical distancing in the classroom whenever possible. This model will also allow for a blend of hands-on in person and virtual learning for all students. HeartShare services students with Special Needs (4410-ages 3 to 5, and 853 Programs ages 5-21) who require close physical proximity to allow students to engage in school and learn. IEPs are followed, which include goals requiring hand-over-hand assistance (maximal physical assistance) in order for students to acquire and build on skills. We will take everyday protective protocols to help stop the spread of the COVID-19 virus. Signage and directional decals will be posted to assure proper flow and encourage 6-foot distancing. Parents and staff will be given COVID-19 health and safety protocols prior to returning to school in September, 2020 (via email and virtual platform, TEAMS.) The Health and Safety Protocols will also be available on the HeartShare website. Children will 6-foot distance when possible and appropriate. Dealing with young children, the distancing will be difficult to enforce as the nature of children that age is to be together with age peers and adults in the classroom. HeartShare will follow CDC guidelines, as deemed possible for the population of students served, to the best of its ability while continuing to educate students according to state and federal laws, IEPs, and FAPE.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

12. Each school and/or district reopening plan has written protocol detailing how the district/ school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.

HeartShare follows all ADA regulations pertaining to reasonable accommodation including, but not limited to, the cooperative dialogue process.

1. Students

Students who are requesting reasonable accommodations will be offered Remote ONLY Learning. This will allow them to remain at home and not put anyone in their household at risk. All lessons will be provided via Microsoft TEAMS both “live” and activities placed in the students’ channels.

2. Staff

Staff who are requesting a reasonable accommodation can obtain the Request for Reasonable Accommodation Form at all times through our HR department or through the ADP Portal. HeartShare encourages employees to include with their request such relevant information as a description of the accommodation being requested, the reason for the requested accommodation and how the accommodation will enable the employee to perform the essential functions of their job.

Cooperative Dialogue

After a request for accommodation has been made, the next step is for the staff member and HeartShare to begin a cooperative dialogue to determine what, if any, accommodation may be provided. This means that the individual requesting the accommodation and Human Resources must communicate with each other openly and in good faith about the nature and extent of the disability and accommodation requested, as well as any alternative accommodations that may be effective in meeting the individual’s needs. The cooperative dialogue may take place in person, by telephone, or by electronic means.

Appropriate accommodations are determined following an individualized assessment of each request. Depending on the request for accommodation, HeartShare may request supporting documents showing that the employee has a disability within the meaning of applicable federal, state and/or local laws, and that the disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, HeartShare may require that an employee see a health care professional of HeartShare’s choosing, at HeartShare’s expense. It is the staff member’s responsibility to provide the requested

documentation regarding his/her disability. If the individual fails to provide the requested information or see the designated health care professional, the individual's request for a reasonable accommodation may be denied.

Although due consideration will be given to the accommodation preferred by the individual involved, where there are multiple reasonable accommodations that would allow an employee to perform the essential functions of their position, HeartShare has the final discretion to decide the reasonable accommodation to be provided to the individual. All accommodations must be approved by HeartShare.

Determinations

HeartShare makes determinations about reasonable accommodations on a case by case basis considering various factors and based on an individual assessment in each situation. HeartShare strives to make determinations on reasonable accommodation requests expeditiously.

After evaluating the individual's request for an accommodation, HeartShare will notify the individual in writing of HeartShare's determination and an expected implementation date of the accommodation, if applicable. If an individual disagrees with the determination and/or proposed accommodation, he or she should contact Human Resources. Please note that all accommodations may not be able to be accommodated as in person school requires staff to be present on site.

3. Confidentiality

HeartShare is committed to confidentiality and follows all HIPPA guidelines. HeartShare will keep communications regarding requests for reasonable accommodations and all circumstances surrounding an employee's or student's disability or medical condition confidential.

4. No Retaliation

HeartShare prohibits retaliation against an individual seeking an accommodation.

13. Each school and/or district reopening plan has written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.

All employees are required to wear masks and face shields throughout the day. Employees will be given mask breaks as part of their workday. There will be no adult visitors allowed inside the schools. All team meetings, staff meetings, CPSE/CSE meetings and parent trainings/activities will be held virtually, via the established platform used to provide remote learning or via phone. Deliveries will be scheduled to take place after school hours to further limit exposure. If that is not possible, one entrance will be designated for delivery, and all health screening protocols will be administered prior to entrance.

Signage will be posted throughout the schools in accordance with face masks/covering requirements. HeartShare requires wearing of face masks/covering by all staff in the building at all times. Due to the nature of the disabilities of students taught by HeartShare, students may not be able to tolerate masks/face coverings. Students with disabilities may encounter difficulties wearing a mask for the full school day. The students will then only wear it when tolerated. In addition, we will be providing child sized face shields. Some students have underlying health and or breathing issues that would preclude them from wearing the mask at all.

Face coverings/masks will be provided to staff (5 washable masks per employee). Building maintenance and school nurses will be provided with N95 masks, and additional PPE as needed. The designated staff who administers temperatures in the morning, will have full PPE, as will the designated staff who oversees the isolation room. Additional masks and PPE will be stocked and available for staff and students as needed.

14. Each school and/or district reopening plan has plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.

HeartShare has established business relationships with providers of face masks/coverings and PPE. HeartShare will secure additional face masks/coverings and PPE, which will be stored in a separate location in the schools. This supply will be closely monitored and inventoried, and orders will be placed to replenish supplies on a regular basis, or on an as needed basis.

15. Each school and/or district reopening plan has written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school.

HeartShare will be following our school districts (NYC DOE) COVID-19 confirmed case policy

<u>Conclusion of Investigation</u>	<u>During Investigation</u>	<u>Post Investigation</u>
A. 1 confirmed case	Close Classroom, transition to remote learning	Classroom remains closed for 14 days; students and staff in close contact with positive case self-quarantine for 14 days.
B. At least 2 cases linked together in school, <u>same</u> classroom	Close Classroom, transition to remote learning	Classroom remains closed for 14 days; students and staff in close contact with positive cases self-quarantine for 14 days
C. At least 2 cases linked together in school, <u>different</u> classrooms	Close school building, transition to remote learning	Classrooms of each case remain closed and quarantined, additional school members are quarantined based on where the exposure was in the school (e.g., the locker room)
D. At least 2 cases linked together by circumstances outside of school (i.e., acquired infection by different setting and source)	Close school building, transition to remote learning	School opens post investigation, classrooms remain closed for 14 days
E. At least 2 cases not linked but exposure confirmed for each outside of school setting	Close school building, transition to remote learning	School opens post investigation, classrooms remain closed for 14 days
F. Link unable to be determined	Close school building, transition to remote learning	Close school for 14 days

16. Each school and/or district reopening plan has written protocol that complies with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.

The following protocols are updated as needed and disseminated on a regular basis.

1. Employees Returning from Restricted States

HeartShare employees are provided with the list of Restricted States identified in the New York State Travel Advisory. HeartShare employees have been notified that if they choose to travel to these states, they will be required to be tested within 24 hours of returning to New York State. Employees will be required to quarantine for 14 days from the date of re-entry into New York State in accordance with the New York State Department of Health Travel Advisory Guidance.

2. Employees Who Tested Positive for COVID-19

HeartShare Employees who test positive are required to quarantine for 10 days from the date of the test or the date of onset of symptoms, whichever is later. Employees who are continuously asymptomatic may return to work with clearance from a healthcare provider, including documentation of evaluation, and negative COVID-19 diagnostic test result. Employees who are symptomatic may return to work with clearance from a healthcare provider, including documentation of evaluation, negative COVID-19 diagnostic test result, symptom resolution (no fever without medication for 24 hours), and release from isolation. Employees returning to work following a COVID-19 positive test result will wear a surgical mask for 14 days upon return to work.

Discharge from isolation and return to school will be conducted in coordination between the School Director and the NYC DOHMH.

3. Employees Exposed to a Positive or Suspected Positive Person

HeartShare Employees who have had close or proximate contact with a person with COVID-19 for a prolonged period of time (within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated) and who are experiencing COVID-19 related symptoms may return to work upon completing at least 10 days of isolation from the onset of symptoms.

If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time and is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine.

Discharge from quarantine and return to school will be conducted in coordination between the School Director and the NYC DOHMH.

17. Each school and/or district reopening plan has written protocol to clean and disinfect schools following CDC guidance.

HeartShare will adhere to all guidance provided by the NYS DOH and CDC in order to maintain the cleanest and safest environment for students and staff. The classrooms and children's toys will be cleaned each day, and the classrooms, bathrooms, offices and common areas will be sanitized each night with electrostatic sprayers.

Centers for Disease Control and Prevention (CDC)

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

New York State Department of Health (NYSDOH)

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

New York State Education Department (NYSED)

Building maintenance will complete check lists to assure all cleaning protocols laid out by the NYS DOH and CDC are strictly adhered to. The Directors of the schools will be tasked with walk-through checks of the building, as well as cleaning protocol checklists to maintain a safe, clean environment.

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

HeartShare has purchased Electrostatic Sprayers which will be used at the close of each day to disinfect all classrooms, bathrooms, common areas, offices, and handrails. In addition, HeartShare has purchased an Electrostatic Gun which will be used to spray the playground after each use.

Disinfecting tablets, which are EPA approved will be used to disinfect toys after each use, as directed (1 tab/5gallons of water). Each class will have one bucket/pail mixed and ready for use available to them to put toys in after use for appropriate cleaning in accordance with NYS DOH and CDC guidelines.

Disinfecting wipes will be available in adult bathrooms for staff to wipe down surfaces such as toilets, doorknobs and sink handles. Disposal pails will also be available for staff upon completion of cleaning.

Portable sinks will be installed and anchored in those classrooms which do not have stationary sinks already. Students will engage in proper and frequent handwashing as required by the NYS SED, NYS DOH and the CDC. Soap and disposable paper towels will be supplied and replenished regularly.

Hand sanitizing stations will be available throughout the building to further enhance health and safety measures when hand washing cannot be immediately accomplished. Availability of hand sanitizer has been established through a business relationship with an appropriate provider and will follow EPA guidelines.

18. Each school and/or district reopening plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons.

HeartShare will conduct required school safety drills, practicing physical distancing between peers and staff when possible. Due to the nature of the disabilities affecting the children we serve, students need physical assistance, guidance and hands held by adults to appropriately and safely follow required drills. All staff are involved in required drills to safely enact the drills. Staff will follow signage, directional decals/signage on the floors, and distance 6 feet to the best of their ability while guiding students in/out of the building, room, etc. Staff are required to wear masks throughout the day, and students are encouraged to wear masks when tolerated. Staff will hold hands with no more than 2 students—one on either side of the staff member—to help with distancing during required drills.

19. Each school and/or district reopening plan has written plan for district/school run before and aftercare programs (or, for charter schools, as required by the school's charter).

N/A

20. Each school and/or district reopening plan designates a COVID-19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

HeartShare has designated school Directors as the COVID-19 safety coordinators in each school. The COVID-19 safety coordinator is responsible for overseeing and ensuring all safety measures and protocols are being followed in the school, as outlined by the NYS DOH and the CDC.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.htm>

HeartShare will take the temperatures of all students and adults upon immediate entry into the building. If a student or staff member has a temperature exceeding the guidelines laid out by the CDC and NYCDOHMH, they will be sent home immediately, or moved to the isolation room. A staff member will remain with the student in the isolation room while they wait for a parent to pick them up. The

school nurse or designated staff, will follow protocols as laid out by the CDC and NYS DOH to ensure medical attention is received, as well as follow up on quarantine procedures and ability to return to school when appropriate. The nurse or designated staff will report all measures to the COVID-19 safety coordinator, Director, who will alert the NYCDOHMH, NYSED, NYCDOE when necessary. The nurse will have the appropriate PPE and N95 mask, as well as the staff member who remains in the isolation room with the student. The COVID-19 safety coordinator will oversee the staffing, PPE, cleaning and safeguarding of such measures. The isolation room will be near the front entrance and, when possible, will have windows for ventilation.

The COVID-19 Safety coordinator will ensure that staff are trained appropriately in all required health and safety measures laid out by the CDC, NYCDOHMH and NYSED.

Hygiene and sanitation requirements from the Centers for Disease and Prevention (CDC) and Department of Health (DOH) shall be adhered to. Hand hygiene stations for students and staff will be provided and maintained. Soap, water, and paper towels will be at all portable and standalone sinks for adults and students. Additionally, alcohol-based hand sanitizer containing 60% or more alcohol will be provided for adults only at all entrances and exits, and sporadically throughout the building. Signage will be posted throughout the buildings reminding students and staff to adhere to proper hygiene. All Staff and students will be trained on How to Wear a Mask (OSHA) and Proper Hand Washing (CDC).

In the event there is a COVID-19 positive case confirmed, the COVID-19 safety Coordinator, along with the school nurse if one is onsite, will assure that appropriate notification is sent to families and staff members who were in close contact with the COVID-19 positive person(s). All appropriate local agencies will be notified as NYCDOHMH, NYSED, NYCDOE and the CDC protocols will be followed. HeartShare will cooperate with all contact tracing efforts as necessary if there is a positive COVID-19 case.

The COVID-19 safety coordinator will review checklists completed by school maintenance recording cleaning and sanitizing procedures daily. The COVID-19

safety coordinator will review the checklist for the playground, which will be completed by staff daily after use of the playground. Staff will complete the sanitizing of the playground after each use, utilizing the electrostatic gun.

The COVID-19 safety coordinator will review and oversee quantities of PPE, face masks/coverings, hand sanitizer, disinfecting wipes, disinfecting tablets, and electrostatic sprayers and guns for use in the school building to assure appropriate amounts are maintained and ability to obtain necessary items is in place.

The COVID-19 safety coordinator will have the safety plan and COVID-19 health and safety procedures posted and available within the school, online, and distributed to families and staff. The safety coordinator will also spearhead the staff training on all safety protocols.

The COVID-19 safety coordinator will ensure temperatures of all persons entering the building have been taken by assigning staff to such roles, as well as ensuring a checklist is completed by all persons entering the building, assuring safety as per the CDC and NYCDOHMH. Results will be recorded appropriately as cleared or not cleared to maintain confidentiality. The logs will be maintained in a safe place.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.htm>

The COVID-19 safety coordinator will provide classrooms with a sign in/out sheet to track entry of people into classrooms to provide appropriate information for contact tracing if needed. Logs will be stored in a secure place in the school building to ensure access when needed.

The COVID-19 safety coordinator will ensure all staff is following safety protocols, wearing masks, taking mask breaks, attempting to 6-foot distance when possible, and cleaning to ensure all measures required to maintain and clean according to CDC and DOH guidelines. Additionally, the COVID-19 safety coordinator will teach, model and encourage students to wear masks as tolerated and 6-foot distance when possible. Due to the nature of the students HeartShare serves, tolerating masks and 6-foot distancing will be difficult, but encouraged whenever possible. Proper cleaning and sanitizing of all toys and surfaces will be overseen by the COVID-19 safety coordinator.

Facilities Mandatory Assurances

1. Each school and/or district reopening plan which include changes or additions to facilities must comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to OFP.

HeartShare Human Services of New York will abide by all requirements of the 2020 Fire Code of NYS and will continue to maintain fire protection systems, secured means of egress, and fire drills and logs to provide a safe and secure environment at all times.

Heart Share Human Services of New York will abide by all the requirements noted in the recently released 2020 NYS Uniform Fire Share programs and will continue to abide by codes required by all governing agencies. HeartShare programs will be available for any inspection required during business hours, as needed.

2. Each school and/or district reopening plan must ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.

At this time Heart Share Human Services of New York is not anticipating opening any new facilities and, if needed, this plan may be modified accordingly.

Child Nutrition Mandatory Assurances

1. If the school is a School Food Authority (SFA), the school reopening plan must provide all students enrolled in the SFA with access to school meals each day. This must include students in attendance at school and students learning remotely. The reopening plan for SFAs must also include protocols that describe communication with families through multiple means in the languages spoken by families

The school has two vended contracts for meals with CACFP for the 4410 programs and the school nutrition program for the 853 school. The school will make the students' meals available for those who are in remote learning. Families will inform the school if they would like to pick up the child's meal at school. All families will be notified the menu of the month by email and in the Microsoft TEAMS platform and will also notify families through the Classroom DoJo platform. Families can either come to school to pick up meals for their children, or they can go to the free meal distribution sites that New York City provides throughout the five boroughs. They can also call 311 to find out the locations. HeartShare translates forms and letters into the parents' preferred language. In the case where translation is not available, staff who speak the language will call and explain all aspects of the program to the families.

2. If the school is a School Food Authority (SFA), each school reopening plan must ensure compliance with Child Nutrition Program requirements. SFA are responsible for the food service operations and corresponding reopening plans at all buildings (recipients) that operate under them and for which they receive Child Nutrition funding. Recipients must work with their SFA to ensure that reopening mandatory requirements are met.

Although HeartShare is not an SFA, the Food Service Companies, Henry the Hippo, and the school nutrition program will comply with protocols and procedures for food delivery to our schools. In the preschool we adhere to the CACFP protocols, and in the 853 school we will be adhering to school nutrition program protocols.

3. Each school and/or district reopening plan must address all applicable Food Service health and safety guidelines outlined in the DOH guidance.

The students' nutrition program complies with the requirements of the CACFP in the 4410 programs, and the school nutrition program for the 853 school that align with the DOH guidance.

4. Each school and/or district reopening plan includes measures to protect students with food allergies if providing meals in spaces outside the cafeteria.

Students' allergies are addressed at the start of the school year by asking parents to inform the school of such. Students' files are marked, and classroom and therapy staff will be informed as to any allergies. The food programs are able to accommodate allergies with special meals that are safe for consumption by the students.

5. Each school and/or district reopening plan must include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.

Students will be taught proper hand washing throughout the day, but particularly before and after meals. There will be signage in the building showing proper handwashing techniques. Staff will model for the students and provide hand-over-hand help if necessary.

6. Each school and/or district reopening plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.

All students will eat in their classrooms to ensure limited contact and no co-mingling with students or staff from other classrooms. Classroom staff will be informed of the time and place for delivery. The delivery person will have to follow all established protocols for visitors. The delivery person will be asked a series of questions and will have their temperature taken. Upon clearance, they will be permitted into the building wearing PPE and escorted to the designated area where

the meals will be left. This area will be the only place food will be stored until classroom staff need it. We will be trying to eliminate all cross-contamination. Classroom staff will be informed when they can collect the meals for the students in their classrooms. One person from each classroom will go to the designated area. The classroom staff will be required to wear PPE and disposable gloves to gather the meals for the students in attendance that day. The classroom staff will return to the classroom to distribute the meals to each student. During this time, a staff member will wipe down the surface using a bleach and water solution (10 parts water to 1-part bleach) before placing the trays in front of the students. The children will be washing his/her hands thoroughly before meal arrives. Disposable utensils will be distributed to each child. No sharing of meals or family-style serving will be allowed. Once meals are finished, all leftover food items will be placed in the garbage. Students will again wash their hands thoroughly. Adults will wear gloves during meal time and during times when students need assistance with their feeding. After mealtime, adults will wipe clean all surfaces and chairs with approved cleaners.

7. Each school reopening plan must require that students must social distance (6 feet separation) while consuming meals in school unless a physical barrier is provided.

The students will eat in their classrooms. Only half the number of students will be allowed in the classroom on alternating weeks; therefore, the reduction in the number of students will enable them to remain physically distant from each other.

Social Emotional Well-Being Mandatory Assurances

1. Each School reopening plan addresses how the school will provide resources and referrals to address mental health, behavioral and emotional support services and programs.

The reopening of our school will provide mental health resources through our continual collaboration of interdisciplinary TEAMS that help identify students and families in need of support. Typically, a staff member will consult with the school social worker when there is an issue of concern. The social worker or school psychologist will conduct a culturally sensitive assessment, based on observations and interviews with the students, direct staff (teachers, assistant teachers, related service providers) and parents. Through a family empowerment model, the clinician and parents will tailor a mental health plan that can include, but is not limited to: informal counseling for the student in school, counseling on the student's IEP, Individual Music Therapy, parent counseling in school, parent training on the IEP, referrals to outside agencies such as NYC Well, preventive service agencies, Counseling Centers , Family Resource Centers, Mobile Crisis Units and Psychiatric Emergency Rooms.

The schools have a "Child and Family Support Department" that includes Social Workers, School Psychologists and Behavior Consultants. Preschools also have a Parent Activity Coordinator and Music Therapists that serve to support the social/emotional needs of each student. In addition, social workers provide the following: counseling to parents; parent support groups; help with transitioning when the child is ready to move to the next placement; and help to develop informational parent workshops. Due to COVID-19, groups will continue to be provided virtually.

Behavioral support will be integrated in our programming through the provision of PBIS (Positive Behavioral Interventions and Supports). PBIS is based on a three-tiered model that offers different levels of support. It's first tier solely promotes positive interactions and reinforcement throughout the day to create a foundation of safety and nurturance in the school environment. Each school has a Mascot that represents the school's mission. The preschool programs use the following: to be

safe, to be helpful, to be respectful, and to be independent. At the HeartShare School, where the students are older, the students have the Rudy Banks Mascot and they are BANKERS. The school's mission is geared toward the older students enrolled. Their values are similar but include being a buddy, being aware, and being eager to learn for example. Students are rewarded for displaying these positive behaviors both at home and in school. PBIS is further enhanced by the Child and Family Support Dept. in the preschools by providing weekly social skills lessons adapted from "Second Step Violence Prevention" materials. In the school age program we offer tailored lessons individually outlining the "BANKER" values. In addition to the lessons, all of our staff continually recognize and praise every child for pro-social behavior on a regular basis.

For those students that need more assistance, additional interventions are provided. Our supports include tailoring therapy schedules, using first and then charts, providing token economies, and formal or informal counseling. In addition, Social Skills training can be implemented either individually or in a dyad. Ongoing collaboration with parents is also essential to improving behavioral outcomes.

Lastly, a formal Behavior Intervention Plan can be written to target distinct behaviors and utilize positive interventions that are more child-specific. If parents need support at home with their child's behavior, they are referred to the Behavioral Support Staff at school or outside counseling agencies. For those students who qualify, a referral for OPWDD services (in-home behavior management, weekend recreation programs and respite) are provided.

To provide emotional support our staff will continue to develop an intuitive understanding of the individual needs and temperament of every student. Our schools provide ongoing training through monthly in-services and conferences twice a year to increase staff's understanding of children's social/emotional development, trauma-informed practice and adverse childhood experiences (ACES) that could impact their emotional well-being.

In addition, ongoing collaboration with parents is the cornerstone of our school's programming. From the beginning of the school year, each student's preschool orientation packet includes an "All About Me" form with questions geared to help

direct staff better understand their students both emotionally and socially. Our preschool's Parent Activity Coordinator will host activities and events throughout the year that will enrich the connection between staff and families. Our School Age program sends out a "General Information Survey" that is included with the Parent Policy and Procedure Manual. These questionnaires help to ensure inclusivity, and to decrease the emotional impact that physical distancing will have on our students.

2. Each school reopening plan addresses professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty and staff.

In our preschool programs, our student population are preschoolers with developmental disabilities who exhibit significant impairments in both expressive and receptive language. Our school age program is for students five to twenty-one diagnosed with Autism Spectrum Disorders and Intellectual Disabilities (ASD/ID.) To support our students during COVID-19 our schools will utilize the different professions of our staff to develop appropriate materials for our special needs children. For example, our speech therapists, social workers and psychologists can produce social stories about Safety – showing children how to properly wash hands. Our music therapists can write songs about masks and hold up pictures of people with and without them. Our occupational therapists can familiarize children with physical distancing, creating obstacle courses where objects are six feet apart. Our teachers can include in their instructional time reviewing safety protocols, such as not grabbing items from each other and washing hands frequently as part of the daily schedule. We will use our Mascots to reinforce "the new normal" as well as continue our ongoing PBIS program.

We will also support our students by combatting the anxiety associated with changing times and uncertainty. To the best extent possible we will create calmer classrooms, utilizing music, lighting and manipulating the furniture to create a warm and inviting space. We will continue to provide a "calm down area" for

students who are distressed and need materials such as “feelings charts and sensory toys” to help them regulate.

Our staff can receive training through Webinars, Videos and Podcasts. The Administration and other staff are taking a training on infection control in schools, and we will be including this as part of our ongoing staff development prior to the staff coming back to school in September. We will post in common areas staff recommendations on learning materials they found helpful. We will also create opportunities for staff to share in person (with physical distancing) or via Microsoft TEAMS, our remote platform, what they have learned during COVID-19, and what has been positive and effective with the students.

To enhance coping and resilience skills we will try and replicate to the best extent possible self-efficacy so that staff and students can feel more confident in their abilities despite COVID-related obstacles. Our school can provide more training in educational technology, for example. Improving our tech skills will benefit both staff and students as achieving success at some new skill contributes to resilience.

To increase coping and resilience in our students we will continue positive reinforcement and social skills learning—teaching students how to calm down, accept limitations, cope with disappointment, etc. For staff, we can create opportunities to support each other through team meetings and school-wide events. We can also highlight a staff member’s newfound abilities to “Covid Cope” as we continue to have our resilience tested in these ever changing and uncertain times. Lastly, we can utilize all our staff to assist students who have lost family members or friends during this pandemic. Supporting the students through these times of grief can be helpful in having the student develop coping skills that allow them to work through the process, understand what happened, mourn the loss and move on in a positive manner.

School Schedules Mandatory Assurances

1. Each school reopening plan describes the school schedule planned for implementation at the beginning of the 2020-21 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants.

HeartShare's Reopening Plan includes a continuity of learning for the 2020-21 school year that encompasses in-person, remote and hybrid models of instruction.

In Person Instruction

Our goal is to return to a full-time schedule as soon as it is safe. HeartShare's plan is to open in person with a Hybrid Model in September. At this time, we must adhere to state and local health and safety guidelines which recommend reducing the number of children in a classroom, physical distancing between staff and children when and if appropriate, temperature taking upon arrival, frequent handwashing and wearing a mask for (mandatory for adults and as tolerated as per the NYSED guidance page 36 for students). We will begin the school year using the following hybrid model which will utilize an A and B week system.

Hybrid Instruction

Our September 2020 Schedule will assign half the number of students in the classroom. Half will be assigned A week and the other half B week. This will allow for students to attend school for an entire week and then return to remote learning on the consecutive week. All students, whether in-person or remote, will follow a schedule that mirrors the traditional school day hours. While one half of the students will physically attend school, the remote learners will have the opportunity to engage in "live" lessons with their teachers and classmates and work on their individual goals in their assigned channels within the Microsoft TEAMS platform. All of the students will be working on goals outlined their IEPs. Upon completion of Week A, the Remote Learners (Group B) will now participate with "in-person" learning in the classroom. Teachers and Teacher Assistants will implement a curriculum based on the New York State Standards in collaboration with each student's individual IEP goals. Schools will review schedules with the

staff during an orientation and provide parents with specific information related to the learning models.

Related Services will also be providing a combination of both “in-person” and tele-therapy for our students. The reopening plan includes a push-in model where therapists will enter the classroom and work with their student. This practice will reduce the number of students moving throughout the building. For physical therapy, the student may benefit from going to the PT gym, which will be sanitized after every use. Regardless of how instruction is delivered (in-person or remotely), there will be opportunities for relevant and meaningful instruction. Each student will have access to their teachers and be able to interact with their classmates daily.

Remote Instruction

During remote learning, teachers will provide “live” instruction via Microsoft TEAMS which will be provided minimally twice each day during classroom instruction. Other lessons will be posted in the channels. These can include both recorded lessons or even directions to a project that will address the student’s goals. All teachers, clinicians, and social workers will be available to meet with students via TEAMS every day.

If the spread of COVID-19 should force the complete closure of schools, “live” remote instruction via TEAMS will be provided by all teachers, clinicians and staff.

All models of instruction will provide for substantive student-teacher-parent interaction. While in-person or remote learning, teachers will be required to be available for “live” interaction via TEAMS.

All lesson plans will be clearly communicated in advance to provide parents and staff with the opportunity to gather necessary materials for the activities. Communication should include phone calls, emails and Microsoft TEAMS platform. Daily school schedules will be written and given to our students’ parents/guardians.

Attendance and Chronic Absenteeism Mandatory Assurances

1. Each school reopening plan must describe a mechanism to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.

HeartShare is implementing a Hybrid Model of instruction for the school year 2020-2021. Each HeartShare school has attendance cards for each student. The teachers and related service providers mark the students' attendance on the cards. This is done for both in-person classroom and therapy sessions as well as for remote services. Related service providers also document the student's attendance in the Easy Trac system. This is a system that the NYCDOE regulates for Medicaid reimbursement of related services. Students in the remote classroom must check in on the Microsoft TEAMS attendance. This occurs once they log in for the first daily class session. If a child is scheduled to be in remote learning and has not checked in his attendance, a phone call to the parents/caregivers will be made by the teacher or an administrative assistant to inquire as to the whereabouts of the student. The same protocol is implemented for children who are supposed to come in person to school. If the student is absent, a designated staff member will call the parent/guardian to find out why the student is absent, and that call is recorded in the student's record. For related services, the therapist marks the student's attendance once they provide a live or remote session. A make-up session is scheduled if the student is absent from the session. For remote therapy sessions, if the student does not show up on the appointed time, the therapist calls the parent(s) to follow-up if they are attending the appointed session and/or to re-schedule for a make-up session. Phone calls, text messages, emails and stamped mail will be used in order to contact parents. This is usually determined by the parent's preference.

Chronic absences are discussed during team meetings, and a strategy/solution is implemented via a follow-up with the family. The social worker will reach out to the family in case other team members are unable to get in touch with them. The

director of the program will be the final person that will follow-up with the family in cases where the rest of the team members are unable to make contact with the family. The classroom team will give the utmost support and accommodation, within the means of the school, on the needs of the student and family in order to improve the student's school attendance and performance. If we are unsuccessful in reaching the family, we will follow the NYCDOE procedures and issue an RDNA and begin to include the CPSE/CSE in the process to help engage the family. In very rare circumstances, with no contact from the family either through HeartShare or the CPSE/CSE, the student will be discharged by the authority of the NYCDOE.

Technology and Connectivity Mandatory Assurances

1. Each school reopening plan must include information on how the school will have knowledge of the level of access to devices and high-speed internet all student and teachers have in their place of residences.

HeartShare's staff has consistent communication with families and is constantly surveying parents to see if their devices are in good working condition and if they have access to our remote learning platform, Microsoft TEAMS. Microsoft TEAMS is a secure platform and is the only system used for HeartShare's remote learning. HeartShare's IT department created a unique domain within our Microsoft Office system in order to provide each student with an email and user name to access TEAMS. Specific directions on how to access each student's email is given to families, along with basic directions on how to navigate through each virtual classroom. Teachers serve as key staff in communicating this information. Several tech savvy staff members are identified at each site and aid fellow staff and families with the details of Microsoft TEAMS. Our HeartShare staff have access to Microsoft TEAMS using their professional email address. Our IT department created this new domain for students with certain secure settings in mind. Staff members continuously aid in connecting parents to our platform and troubleshoot difficulties when needed. HeartShare makes reasonable accommodations for children who are sharing devices with siblings and may not have access at various times throughout the day. Our classroom group meetings are recorded and available at any time for viewing throughout the day for those that could not participate live. Therapy schedules remain ever changing with a priority to provide all mandated services while keeping in mind the necessity to accommodate the families' needs and availability of both time and access to a device.

HeartShare continues to provide professional development regarding the use of Microsoft TEAMS. Key tech savvy staff in each school act as a point person for troubleshooting and assist students and staff when needed. Virtual department meetings help to spread technological knowledge and promote sharing of ideas and increase team communication. Our social workers act as key staff in visiting students at home and aiding their families in accessing remote learning. The social

workers consistently assess home situations while inquiring about any technological obstacles each family may have. Many of our families face challenges when it comes to accessing high-speed internet. Therapy and classroom activities must be modified for some students due to lack of adequate technology.

2. Each school reopening plan must include information on how the school, to the extent practicable, will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access. Schools must work with placing schools' districts to accomplish this requirement.

HeartShare has many students who do not have their own device. Many of these students have taken advantage of the NYC DOE lending program. During the COVID-19 pandemic, NYC DOE provided free devices to families who did not have access to one previously. HeartShare has knowledge of who applied for these devices. Our staff aided in the application process and continues to keep close contact with each family. NYC DOE set up a helpline for these devices as well. HeartShare staff continue to reach out to designated NYC DOE staff to keep current on this program and its details. Our social workers continue to reach out to families and make home visits, when needed, to provide support that includes increasing knowledge of individual devices and the internet. Our student population consists of many families from lower socio-economic levels. Many of our children do not have access to devices and/or high-speed internet. HeartShare cannot ensure that everyone has access, as this is the responsibility of the school district, in our case the NYCDOE. HeartShare staff try everything within their means to help families have access to our remote learning tools. It is very challenging for those families that live in shelters; therefore, key staff work even closer to ensure every effort is made to include students and give them the opportunity to view and participate in virtual learning.

HeartShare staff that do not have sufficient access to a device are welcome to use their classroom/office computer. Although HeartShare cannot provide devices to every staff member, we make an effort to ensure that each staff member has sufficient access to perform their job duties remotely. Microsoft TEAMS is a diverse program that can be accessed via the internet or the TEAMS app on a phone or

tablet. This program was chosen because of its ease of use and ability to be accessed by multiple devices within a secure virtual environment. Microsoft also has a vast video library that our staff has access to. This video library contains information about all aspects of Microsoft TEAMS. It serves as a learning tool for staff who have no prior knowledge of this platform.

3. Each school reopening plan must include information on how the school will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

HeartShare staff thoughtfully plan classroom activities and therapy sessions centered around items that families have in their homes. Careful consideration is taken to provide activities that utilize everyday items while maintaining focus on addressing standards and achieving IEP goals. Increased communication with parents in advance of planned activities or therapy sessions is initiated so that parents can be prepared. They are made aware of what the next day's activity will be, or if they need to have something specific on hand for the child to fully participate in the planned activity. Key staff mail or drop off much needed supplies at students' homes making it easier for them to participate in remote learning activities.

Virtual classrooms provide support and flexibility by consisting of instruction in multiple modalities including: various activities that address each domain typically targeted in traditional special education classrooms; recorded videos; child-specific assignments (in the families' native language when possible) that address IEP goals; live sessions; therapy sessions (speech therapy, occupational therapy, physical therapy, music therapy, play therapy, etc.); meetings with teachers and team members who work with the student; suggested websites to visit for more information and/or supplemental materials to activities; links to HeartShare Education's YouTube channel (including a variety of hands-on videos made by staff to enhance at home remote instruction); and informational letters from teachers and/or staff regarding school-wide information. Each virtual classroom adheres to a predictable daily schedule. Two live, large group sessions are held at the same

designated time each day. These sessions are also recorded so that students who do not have access at the designated time can watch them at their leisure. Flexibility is weaved into each virtual classroom increasing student's opportunities for participation.

Virtual classrooms will continue to provide support during blended learning. When students are on remote learning weeks, they will have access to the same large group activities that are being taught in traditional classes. Progress towards IEP goals will be addressed as activities offered will continue to be student-specific. Therapy schedules will be flexible and dynamic in order to maximize a student's time each day. Our remote learning platform will be utilized by both in-class and remote students each day. Having one secure platform (Microsoft TEAMS) while guaranteeing each student has an assigned email address and username ensures some educational consistency during this ever-changing pandemic. In the event that HeartShare would have to transition from blended learning to remote learning and possibly back again, with little notice, our virtual platform will remain the same by continuing to provide multiple ways for students to participate in learning.

Teaching and Learning Mandatory Assurances

1. Each school reopening plan includes a continuity of learning plan for 2020-2021 for the school year. Such plan must prepare for in-person, remote and hybrid models of instruction.

In-Person Instruction

Moving into the school year of 2020-2021 HeartShare, is committed to return to full-time, in-person instruction as soon as possible. However, at this time, based on NYS Department of Education, Department of Health, and Center for Disease Control & Prevention, we will begin the school year using a remote and hybrid model to comply with safety regulations. Parents will have the choice to choose whether they want to continue with remote only or begin the return process using the hybrid model of A week and B week, alternating between “in-person” and remote.

Hybrid Instruction

HeartShare will be providing continuity of learning by adopting a hybrid model of instruction. We will be striving to implement the same level of instruction, which will abide by the NYS Department of Education guidelines. Our program will be implementing instruction on an A week/B week cycle, where students will attend school in person every other week during regular school hours at 50% of the normal classroom capacity. HeartShare will ensure a safe environment, taking into account all safety precautions provided by the Department of Health, Center for Disease Control & DOHMH regulations. On the week that students are not assigned to attend school in-person, they will participate through remote learning. Students will have the opportunity to participate in the live classroom lessons through Microsoft TEAMS. The teachers will go live during circle time and story time in the preschool and for various lessons in the school age program, minimally twice per day. HeartShare will provide instruction that covers all domains of the students’ learning: cognitive, social/emotional, physical, communication, and adaptive skills.

Remote Instruction

During remote learning, teachers and therapist will provide 'live' instruction via Microsoft TEAMS. The live instructional session will be recorded and project-based activities that are related to daily instruction will be posted on the Microsoft TEAMS platform. All teachers, counselors and therapists will be available to meet with students via Microsoft TEAMS every day. If for any reason a student is unable to attend school, they will participate in a daily, live remote learning provided by the teachers.

All models of instruction will provide for substantive student-teacher-parent interaction. While in hybrid or remote learning, teachers and therapist will be required to be available for 'live' interaction or 'tele-therapy' instruction daily via Microsoft TEAMS. It should be noted that tele-therapy may not be recorded.

2. Each school reopening plan includes an educational program that is aligned to the New York State Learning Standards regardless if instruction is delivered in-person, remotely or in a hybrid model.

HeartShare will be providing an educational program aligned with NYS Learning Standards, whether instruction is in-person, remote or hybrid models.

At HeartShare there will be a concentration on group meeting/circle time, gross and fine motor activities, Academics, Social/Emotional, Vocational, Sensory and ADLs. All of these activities will be provided in-person and remotely through Microsoft TEAMS. All lesson plans will be aligned with each students CPSE/CSE IEPs and NYS Learning Standards ensuring all students receive the level of instruction to support their unique needs for education.

3. Each school reopening plan provides for a program that includes regular substantive interaction between teachers and students whether delivered in-person, remotely or through a hybrid model of instruction.

HeartShare will be providing a cumulative educational program that allows for regular substantive interaction between teachers, students, families, therapists

and administrative staff regardless if teaching will be in-person or remote instruction. Teachers and students will be able to interact while practicing all safety procedures such as, physical distancing (when possible), handwashing, and full use of PPE. Staff will be wearing masks, face shields and other necessary protective wear based on CDC and Department of Health regulations for in person and hybrid instruction. For remote learning, teachers, therapists, and staff will be able to interact and communicate through live instruction and post lessons for students and families on the students' individual channels through Microsoft TEAMS. All live sessions will be recorded for students to review lessons previously viewed. This will ensure that all instruction will be provided and accessible to students and their families while interacting with teachers and each other. In addition, we have enlisted our social workers to communicate with the families to assess their needs as related to technology, mental health due to COVID-19 related issues and other needs, such as food supplies, etc.

4. Equity must be at the heart of all school instructional decisions. All instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities must be aligned with State standards and include routine scheduled times for students to interact and seek feedback and support from their teachers.

In order to ensure equity among all students, whether instruction is provided in-person or remotely, all students will receive equal access and opportunity to teaching and learning that is completely aligned with NYS Department of Education. HeartShare staff has assisted and will continue to assist families in obtaining district iPads, provide students with school email accounts and invite them to become members of Microsoft TEAMS. TEAMS is HeartShare's remote learning platform used to communicate live instructional sessions, post lesson plans, provide tele-therapy, hold staff and family meetings and give feedback on students' work. While keeping equity at the heart of learning, HeartShare will continue to provide the maximum level of education, whether it is in-person or remote, to ensure that all students have the same opportunities to education. Instruction will include routine schedules where students will interact with

teachers, therapists and each other. Teachers will be able to provide feedback and support to their students and families at all times.

5. Schools must create a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information needs to be accessible to all, available in multiple languages based on school need, widely disseminated, include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone).

HeartShare families will be given workshops and support from staff to assist them with understanding the technology their children will be accessing. In order to continue to provide students and their families with clear communication, HeartShare will continue communicating with families via Microsoft TEAMS, student emails, parent emails, and school phone. Since HeartShare has a diverse staff, HeartShare has been able to communicate with families in a variety of languages, both verbally and in writing. HeartShare is committed to continue to provide clear communication to students and families in multiple languages to ensure that students and families are being provided with all information and addressing all their concerns appropriately.

Certification, Incidental Teaching and Substitute Teaching Mandatory Assurances

1. Each school reopening plan must ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or Education Law.

Staff are currently considered “certified” when they hold a Professional or Permanent Certification from the State. Teacher Assistants have a Level 1, 2 or 3 New York State Certification. These are valid and appropriate certifications for their teaching assignments. There are times when we require staff to cover for vacancies. During these times, we may not be able to hire a fully certified teacher and will need to hire a Substitute. We follow all NYSED guidance on hiring substitutes. Although we may be fully staffed now, during the month of August, many staff are recruited by the New York City Department of Education and are offered a significantly higher salary that we cannot compete with. We are often beginning our September school year with teacher vacancies as they receive their offers from the NYCDOE just before Labor Day weekend and leave without notice. Substitute teachers will be recruited, hired and trained, to the best of our ability to maximize the continuity of instruction. New staff will be provided with extensive professional development on curriculum, pedagogical practices, and digital learning. Teachers, teacher assistants and all related service providers will continue to receive ongoing training and professional development related to effective teaching in the digital environment.

SPECIAL EDUCATION MANDATORY ASSURANCES

1. Each school reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, addresses the provision of free appropriate public education (FAPE) consistent/with the need to protect the health and safety of students with disabilities and those providing special education and services.

HeartShare is committed to meeting all of the IEP mandates required for program placement and related services by the CPSE/CSE, whether in-person, remote, and/or through a hybrid model. We offer a variety of additional services including Speech/Language Therapy, Occupational Therapy, Physical Therapy and Counseling. Based on each IEP, modifications and accommodations will be noted to address the individual needs of every student. Learning will be tailored to each student's current level of ability. This will ensure the likelihood of every student moving toward the goal of leading a more independent life.

We are committed to keeping our school safe with regard to students and staff returning in the Fall. In order to reopen safely, all policies and procedures outlined by NYSED, NYCDOE, NYCDOH and CDC will be considered. In addition, HeartShare will provide all needed PPE equipment for staff, including masks, face shields, gloves, gowns and booties. Students will be encouraged to wear masks, but it is not mandatory. No visitors will be allowed in the building. All staff entering our buildings will have their temperature checked and answer a brief questionnaire related to Covid-19. If a staff member were to have a temperature over 100 degrees Fahrenheit, and/or if they answer yes to any of the screening questions, they will not be admitted into the school. A student who comes down with a fever will be placed in isolation until a parent can come and pick them up. Staff will be sent home if they are feeling ill. We will only enter/exit the building at one entry point. Hand washing of staff and students will be ongoing to decrease the transition of germs. Cleaning/wiping of equipment (phones, computers, surfaces) will occur immediately after use. We will make every effort to avoid having multiple staff from use the same computers or phones. Toys/materials will not be shared. Classrooms, offices and other building rooms will be cleaned and disinfected thoroughly each day. For staff, physical distancing will be adhered to, and signage will be placed

throughout our buildings. HeartShare will be maintaining compliance of no more than ten students in each classroom by embracing a hybrid model that incorporates in-person learning and remote learning for our students. We will have A week and B week; therefore, classrooms will be at half capacity (Ex. – a classroom of 12 students will have 6 children in person for A week and then work remotely at home on B week). This will help with physical distancing of our students and staff in the classroom. For remote learning, HeartShare will continue to use the Microsoft TEAMS platform, which is an approved site for transmission of lessons/activities, resources and children/parent/staff interactions.

2. Each school reopening plan addresses how it will document the programs and services offered and provided to students with disabilities as well as communications with parents.

At HeartShare, the Curriculum and IEP Coordinators continue to work closely with the CPSE/CSE Administrators to ensure that all annual/graduate meetings are taking place in a timely way. Follow up is critical to make sure that all paperwork in students' files is up to date. Close collaboration between disciplines is a priority at our schools. All staff members are noting progress of their students through Quarterly Progress Reports, which are given to parents to inform them of their child's accomplishments and areas in need of improvement. Through Microsoft TEAMS, communication with parents is ongoing and happening daily. Parents and students can interact back and forth regarding instruction/activities, as well as HeartShare staff having the capability to provide social/emotional support for families experiencing difficulties during the Coronavirus Pandemic. Parents also have the opportunity to discuss their child's education by participating in Private Parent Team Meetings scheduled by the classroom teacher, in which everyone working with that child will join, including Teacher Assistants and Therapists. Classroom teachers are recording weekly anecdotal documentation. Information is collected via Teacher observation, trial documentation, or Parent report. Our related service providers record their session notes in EasyTrac for therapy sessions. In addition, therapists log their parent outreach (either by phone call or by posting resources/articles/activities etc. on Microsoft TEAMS). Data from classroom teachers and therapists are printed out monthly and filed at their school.

3. Each school reopening plan addresses meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA. Schools should collaborate with the placing district to accomplish this requirement.

At HeartShare we consider the family to be the most important part of the student's team. HeartShare takes great effort to hire staff who speak the primary languages of our families. We try our best to translate the documents we send home into the parent's language. When we are unable to translate the forms, we utilize our bilingual staff to communicate with the parents to ensure their understanding. We include our parents in team meetings and seek out their expertise when working with their child. We also have included our parents in our Microsoft TEAMS platform and our teletherapy platforms in order for them to continue to participate in their child's education. The CPSE/CSE also has the capability to offer translation services by acquiring the use of an interpreter during annual and graduate meetings. The CPSE/CSE has provided parents with forms/written notices that are in their language, so that parents can understand the entire CPSE/CSE process. In addition, we continue to utilize our staff in collaboration with our families to ensure complete understanding of all processes. These provisions are put in place to ensure the provision of services to children to meet the requirements of IDEA.

4. Each school reopening plan addresses collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on Individualized Education Programs (IEPs), plans for monitoring and communication students' progress, and commitment to sharing resources.

The Curriculum and IEP Coordinators will continue to work diligently to maintain ongoing dedicated, professional relationships and correspondences with CPSE/CSE administrators. Despite the fact that our reopening plan will include a hybrid model, the CPSE/CSE administrators are well aware of what HeartShare has to offer families regarding program class sizes (12:1:2, SCIS/10 mt. program, 10:1:2, 8:1:2,

8:1:3 and 6:1:3 12:1:4) and all related services (OT/PT/S&L/Counseling/One to One, parent training). Our hybrid model will offer A week and B week schedules where students will come both in person and virtual. We will communicate this to our families and all CPSE/CSE administrators and keep the lines of communication open. All data and documentation will remain stable. The progress of our students is monitored daily via staff record information, which is then filed monthly in each student's folders. Progress reports and IEPs are written according to an annual schedule given to staff at the beginning of the school year. All reports are shared with families. Educational resources continue to be posted on the Microsoft TEAMS platform for parents to explore and implement with their children.

5. Each school reopening plan must ensure access to the necessary accommodations, modification, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

HeartShare will abide by the recommendations put forth by the CPSE/CSE with regard to necessary accommodations, modifications, supplementary aids and assistive technology to meet each student's needs. At our school, we also continue to differentiate our educational instruction, assessing the needs of each student and then providing modified support to assist them in reaching their learning goals. HeartShare administrators will continue to provide ongoing staff meetings and workshops to promote collaboration between professionals and will increase the knowledge base of all employees working with students with disabilities.