

Benhaven School Fall Re-open Plan

Fall 2020

July 24, 2020

Date of Submission: July 24, 2020

APSEP Name: Benhaven School

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Priorities

Fall Reopening Model

- Benhaven School plans to have all students return to school for full-time instruction at the beginning of 2020-2021, so long as public health data continues to support this model.
- Plans will be modified to support a partial reopening or to allow for scaling back at a future date if the public health data changes.

Temporarily Choosing Not to Participate

- Remote learning will be provided for students whose parents may temporarily choose not to have participating in the return to school.

School Liaison, Communications Plans, and Data Collection

- Greg Spector will serve as COVID-19 Health and Safety Compliance Liaison. He will be responsible for engaging with students, parents, faculty, staff, and administrators to answer questions or address concerns about health and safety requirements regarding COVID-19 concerns. School nurse (Carol Ullrich) and medical director (Dr. Avni-Singer) serve as resources.
- Mr. Spector will communicate the most up to date policies and protocols for staff, students, and families via email, phone calls and website as needed.
- Communications plans have been translated for Spanish speaking families.
- Communications (via email, phone calls and website as needed) will be maintained between staff and families about any new policies and/or protocols prior to reopening, any time there is a significant policy change, and upon re-entry if a school closes temporarily during the year.
- Updates (via email, phone calls and website as needed) will be provided any time critical information regarding policies, protocols, or health data changes.

- Plans will be distributed to staff and families and made visible on the main landing page of the school website.
- Gathering information from families will be prioritized prior to reopening aligning with the forthcoming CSDE District Reopen Survey. Initial contacts have already been made.

Operations Plan

Physical Space Setup

Class Groups:

- Students in each classroom will be located in one of two rooms to allow for greater spacing in between students and teachers. (See Facilities)
- Cohorts will be maintained as best as feasibly possible.
- Clubs will be temporarily suspended to maintain cohorts until further notice.

Distancing strategies: Appropriate social distancing strategies will be implemented whenever possible allowing for at least 6 feet of physical distance between individuals.

- The only times when distancing may not be possible are:
 - when staff are accommodating students who may require direct contact (assisting with toileting, ambulation, instruction, or sensory needs)
 - conducting health assessments or screenings (taking temperatures or listening to lung sounds by school nurse)
- Desks will not face each other to reduce transmission caused from virus-containing droplets (talking, coughing, sneezing)
- Arrival and dismissal will be conducted via 2-way radio to notify assigned staff when a student's transportation has arrived in order to minimize contact with other staff/students
- A transparent sheet will separate the secretary from the lobby to minimize contact in this frequently visited location
- The 2 staircases will be designated as one for ascending movement and the other for descending
- Arrows will be taped to floor to direct foot traffic movement in one direction
- Student and staff restrooms will be zoned.
- Other visual strategies will be used in the classroom to assist students in maintaining proper social distancing.

Facilities: All water and ventilation systems have been inspected to ensure safe use after a prolonged shutdown.

- Outdoor air is already introduced and will continue to maximize ventilation
- HVAC filter changes were upgraded from quarterly to monthly.
- Ventilation system modified to allow for full building purge daily.
- Positive air flow introduced into gymnasium.
- No-touch faucets, soap dispensers, and paper towel dispensers have been installed around the building

- Hand sanitizer dispensers have been installed at entrances/exits. All classrooms will have a dispenser readily available.
- Conference rooms and other rooms will be repurposed as classrooms to allow for increased space between students and staff.
- All signs and messages related to stopping the spread are accessible for students with disabilities and in languages appropriate for the school population.
- Staff training is occurring prior to the first day of fall classes covering: social distancing, cleaning protocols, donning and doffing PPE and hygiene practices.
- Asynchronous training has been provided to students and families. On-going education will continue throughout the year.

Materials Sharing: The sharing of educational materials between individuals will be minimized as much as possible

- Any soft or porous materials that are shared by multiple individuals (such as blankets, towels, oven mitts, jerseys, etc.) will be laundered frequently to properly disinfect them.
- Porous materials that are not as easy to launder will either be assigned to specific students and kept in their cubbies or will be removed from the school.
- Materials will be appropriately cleaned, disinfected, or sanitized at the end of each school day.
- Covers will be used on bean bags and crash pads for each student and/or items will be sanitized at least daily.

Storage: Individual cubbies are provided to each student to store their personal belongings

Daily Operations

No Visitors: Visitors will not be permitted into school facilities unless required by law, or otherwise required by a student's individualized educational plan.

- Whenever possible deliveries will be met at the door.

Transportation

- Face masks will be worn except among exempt individuals
- Community instruction will not be re-introduced immediately upon return to in-person learning so that students may be assessed. Student and community safety will be paramount when making the decision to begin community lessons. Given the current restrictions, at the very least, the student must be able to wear a mask for the duration of the lesson.
- When re-introduced community lessons will be implemented with classroom cohorts to the greatest degree possible.

Low Transmission Risk

- (When community instruction is reintroduced)
- Vans will operate at full capacity or close to while maximizing health and safety protocols, as well as considerations outlined in the plan.

- Passengers will be required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit.
- As is feasible, passengers will load into the bus from the back row to the front and then unload the van in a controlled manner.

Moderate Transmission Risk

- (When community instruction is reintroduced)
- Vans will operate at significantly reduced capacity while maximizing health and safety protocols, as well as considerations outlined in the plan.
- Van passengers should be spaced 6 feet apart utilizing alternating diagonal seating.
- Passengers will be required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit.
- As is feasible, passengers will load into the van from the back row to the front and then unload the van in a controlled manner.

Health Practices and Protocols

- All students will be educated at their level and engaged in the new expectations related to all public health policies and protocols.
- Asynchronous instruction has been provided throughout the summer and ongoing instruction will continue into the fall.
- Time will be set aside at the beginning of the school year, as well as frequent reminders, to review the new policies and protocols.
- All staff and students will be familiarized with the standard public health practices used to prevent the spread of diseases. These practices include, but are not limited to: social distancing, frequent hand washing and use of hand sanitizer, use of face coverings that completely cover the nose and mouth, respiratory and cough etiquette, and enhanced cleaning/disinfection of surfaces.
- Adequate supplies will be provided, including soap, hand sanitizer with at least 60% ethyl alcohol or 70% isopropyl alcohol (for staff and older students who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot-pedal trash cans.

Notice of Risks:

- The latest CDC guidance and information related to risk factors will be posted in public areas.
- All staff and parents/guardians, on behalf of the student, have been sent this information and requested to sign written confirmation that they have received these notices.

Reporting Illnesses and Addressing Vulnerable Populations

- **Medical Professionals:** Carol Ullrich, LPN will be available to manage in coordination with the Wallingford Health Department and COVID-19 Health and Safety Compliance Liaison, Greg Spector, positive and suspected cases. Benhaven's Medical Director, Dr. Abraham Avni-Singer, will review and provide feedback to the Executive Director and School Administrators regarding all school health protocols.

- Students/families and staff will be instructed to inform the school if they are symptomatic or sick with COVID-19 related symptoms, particularly if they had a known contact with someone diagnosed with COVID-19 and have also had contact with the school population.
- Staff and families will be educated about when to stay home
- Staff and parents/guardians will be instructed to perform a self-assessment prior to leaving for school to identify fever and other possible COVID-19 symptoms.
- Parents will be provided with reminders about the symptoms consistent with COVID-19 that require keeping their students at home.
- School-wide sick protocols will be communicated, including signs and symptoms of COVID-19, and temperature thresholds requiring students or staff to stay home.

Personal Protection

Wearing masks: All students and school personnel must always use a face mask while on school property (unless in a private office) and during transportation. This applies to parents dropping off or picking up students.

- Individuals are exempt from this requirement per CDC guidelines if use of a face mask would be contrary to their health because of a medical condition; a child whose parent/guardian or person responsible for the child is unable to place the face mask safely on their face
- Educators that can maintain a 6 foot distance with students and determine that removing their face mask is critical for instruction, can consider removing their face masks.
- Surgical masks and face shields will be provided to educators interacting with students where close contact is highly likely.
- Masks will be provided to any student or staff who does not have one.
- Given the likelihood that many of our students will be unable to wear a mask at all or for any length of time, instruction about wearing masks and de-sensitization of being around people wearing masks will occur, starting during remote instruction and continuing once school re-opens.
- For anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance, face coverings and masks should not be required, per CDC guidance

Health Monitoring Plan:

Health Screening:

- All staff will be required to report any observable illness, including cough or respiratory distress, and to confirm temperature below 100.4 degrees Fahrenheit.
- All students will be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100.4 degrees Fahrenheit.
- Due to our students' limited ability to report illness, all students will be screened upon arrival for any signs or symptoms of Covid-19, including temperature check.

Attendance monitoring: Staff and student absenteeism will be monitored to identify any trends that would suggest spread of illness such as COVID-19.

Containment Plan

- The Connecticut Department of Public Health will be providing a tiered system to assist leaders and define the decision-making approach should partial or full class-cancellation become necessary.

Case Protocols and Notification: If a student or staff member who has been present in school has a confirmed diagnosis of COVID-19, the local health department will be notified immediately

- If a student or staff member who has been present in the program is diagnosed with COVID-19, the school will notify families and staff about the exposure (contact within 6 feet for more than 15 minutes).
 - Notification procedures will maintain confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA)
- Staff or students who have a temperature of 100.4 degrees and greater are not permitted into the school.
- An isolation room has been identified for holding students who exhibit symptoms consistent with COVID-19, until a parent or guardian arrives
 - Students will never be left unattended in an isolation room.
 - A single bathroom will be designated for ill students/staff
- Staff or students who test positive for COVID-19 or refuse to test may return to school only after 10 days since the onset of illness and after 72 hours of being fever free without medication. Additionally, other symptoms must be improving.

School Closure and Reopening: Short-term closure procedures will be implemented regardless of community spread if an infected person has been in the school building

- Students and most staff from the classroom/cohort and any others identified through contact tracing will be dismissed for 2-5 days to allow for local health officials and medical director to gain a better understanding of the situation impacting the school and to determine appropriate next steps.
- Dismissal decisions and possible COVID-19 exposure will be communicated with staff, parents, students, and relevant stakeholders.
- CDC recommended cleaning produces will be implemented in response.

Cancellation of Classes, Remote Learning, and Reopening Plans

- The Connecticut Department of Public Health will be developing specific community and school-based indicators to assist leaders and define the appropriate decision-making approach.
- In the event that the executive director, medical director, or local/state government suspends or cancels in-school classes for some or all participants, families will be notified and remote learning will be provided to all students with the cooperation of families.
- CSDE will be notified and consulted immediately if the school is contemplating class cancellations.
- In the event of a shutdown occurring during the school year, responsibilities will be communicated to staff to appropriately carry out remote learning

- Materials for continuity of learning will be made available to allow for school sessions to continue remotely

Future Planning for Remote Blended Learning

- Remote blended learning opportunities will immediately be made available upon cancellation of in person classes.
- Feedback will be collected from families, students, teachers, and leaders on experience with remote learning and incorporated into a revised remote learning plan.
- In the event of a second extended closure, it will be communicated to parents/guardians that remote learning will be provided.

Family and Student Engagement

Family Support and Communication

- Families will be provided with clear and ongoing communication about what to expect prior to and during the reopening. This includes, but is not limited to, guidance on the school protocols related to health and safety guidelines.
- Families and students will continue to be engaged as the reopening moves forward to ensure they are informed and have the ability to provide feedback.
- Reopen plans will be made available on the school website and the school liaison will be listed.

Social-Emotional Learning (SEL) and Mental Health

- Teams will continue to identify strategies determined to be best practice.
- Strategies will be discussed to identify and engage specific students that have been disengaged.
- Staff will be prepared to identify issues related to abuse and neglect in the context of the pandemic and comply with all mandated reporting requirements.

Cleaning and Disinfecting

Promoting Health Hygiene Practices and Cleaning/Disinfection: Cleaning and hygiene protocols as recommended by the CDC will be communicated to staff and students.

- Areas will be cleaned, disinfected and/or sanitized as per CDC guidelines
 - Door handles, desks, and other high contact areas will be given special attention
- Signs on how to “Stop the Spread” are posted in easily seen locations

Bathroom cleaning:

- Bathrooms will be fully cleaned and disinfected twice a day. Follow CDC disinfecting and cleaning protocols.
 - High touch surfaces will be spot-disinfected throughout the day (paper towel dispensers, doors within toilet stalls, and toilet handles)
- Some sink faucets have been removed to ensure that there is 6 feet of space in between.
- Specific bathrooms will be assigned to students and staff by zone/cohorts and students/staff will only use their assigned bathroom.

- Bathroom occupancy will be determined by the number of persons that are able to use the facility while maintaining 6 feet social distance
- Signs have been placed reminding students and staff to wash hands before and after using the restroom
- A trash can and paper towel roll will be placed by the bathroom door to allow students and staff to prevent from touching the handle with their hands.

Hand Hygiene: Reinforced to staff and students, regular hand washing with soap for at least 20 seconds

- Alcohol-based sanitizer has been installed at every school entrance and is available in every classroom
- Posters have been posted in all bathrooms detailing proper hand washing protocols

Respiratory Hygiene: All staff and students will be encouraged to cover coughs and sneezes with tissues or the corner of the elbow. Soiled tissues will be disposed of immediately after use.

Staffing and Personnel

Certification and Personnel Planning

- Benhaven School will comply with legal and regulatory requirements related to personnel, including but not limited to the EEOC guidance related to the ADA and the COVID-19 pandemic.

Professional Development

Mandatory training for staff is being provided before the beginning of the school year that covers signs and symptoms of COVID-19, Standard Public Health protocols, Hygiene Practices, PPE, Reporting Illnesses, and supporting SEL.

- Additional training will be provided on use of modified spaces.
- Training will also be provided specifically for students.
- Ongoing trainings will be planned as changes occur in recommendations and public health data.

Benhaven School Fall Partial Opening Plan

Fall 2020

July 24, 2020

In the event Benhaven's medical director, administration and/or local or state authorities deem a partial reopening appropriate, the following plan details the requirements and procedures necessary to provide a safe environment for the students and staff of Benhaven School for partial In-Person education.

Priorities

Fall Reopening Model

- Benhaven School plans to have all students return to school for full-time instruction at the beginning of 2020-2021, so long as public health data continues to support this model.
- Plans will be modified to support a partial reopening or to allow for scaling back at a future date if the public health data changes.

Temporarily Choosing Not to Participate

- Remote learning will be provided for students whose parents may temporarily choose not to have participating in the return to school.

School Liaison, Communications Plans, and Data Collection

- Greg Spector will serve as COVID-19 Health and Safety Compliance Liaison. He will be responsible for engaging with students, parents, faculty, staff, and administrators to answer questions or concerns about health and safety requirements regarding COVID-19 concerns. School nurse (Carol Ullrich) and medical director (Dr. Avni-Singer) serve as resources.
- Mr. Spector will communicate the most up to date policies and protocols for staff, students, and families via email, phone calls and website as needed.
- Communications plans have been translated for Spanish speaking families.
- Communications (via email, phone calls and website as needed) will be maintained between staff and families about any new policies and/or protocols prior to reopening, any time there is a significant policy change, and upon re-entry if a school closes temporarily during the year.
- Updates (via email, phone calls, website as needed) will be provided any time critical information regarding policies, protocols, or health data changes.
- Plans will be distributed to staff and families and made visible on the main landing page of the school website.
- Gathering information from families will be prioritized prior to reopening aligning with the forthcoming CSDE District Reopen Survey. Initial contacts have already been made.

Operations Plan

Physical Space Setup

Class Groups: Each classroom will have a maximum of 1:1 student staff ratio and will be limited to 50% of the typical capacity.

- The maximum grouping would include 4 students and up to 6 staff in a classroom.
- Scheduling will be organized into an A and B In-person group that repeats in a 2 week cycle
 - Week 1(Group A: Monday/Wednesday/Friday) + (Group B: Tuesday/Thursday)
 - Week 2(Group A: Tuesday/Thursday) + (Group B: Monday/Wednesday/Friday)
 - Remote learning will take place when students are not physically in school.
- Cohorts will be maintained as best as feasibly possible.
- Clubs will be temporarily suspended to maintain cohorts until further notice.

Distancing strategies: Appropriate social distancing strategies will be implemented whenever possible allowing for at least 6 feet of physical distance between individuals.

- The only times when distancing may not be possible are:
 - when staff are accommodating students who may require direct contact (assisting with toileting, ambulation, instruction, or sensory needs)
 - conducting health assessments or screenings (taking temperatures or listening to lung sounds by school nurse)
- Desks will not face each other to reduce transmission caused from virus-containing droplets (talking, coughing, sneezing)
- Arrival and dismissal will be conducted via 2-way radio to notify assigned staff when a student's transportation has arrived in order to minimize contact with other staff/students
- A transparent sheet will separate the secretary from the lobby to minimize contact in this frequently visited location
- The 2 staircases will be designated as one for ascending movement and the other for descending
- Arrows will be taped to floor to direct foot traffic movement in one direction
- Student and staff restrooms will be zoned.
- Other visual strategies will be used in the classroom to assist students in maintaining proper social distancing.

Facilities: All water and ventilation systems have been inspected to ensure safe use after a prolonged shutdown.

- Outdoor air is already introduced and will continue to maximize ventilation
- HVAC filter changers were upgraded from quarterly to monthly.
- Ventilation system modified to allow for full building purge daily.
- Positive air flow introduced into gymnasium.
- No-touch faucets, soap dispensers, and paper towel dispensers have been installed around the building.

- Hand sanitizer dispensers have been installed at entrances/exits. All classrooms will have a dispenser readily available.
- Conference rooms and other rooms will be repurposed as classrooms to allow for increased space between students and staff.
- All signs and messages related to stopping the spread are accessible for students with disabilities and in languages appropriate for the school population.
- Staff training is occurring prior to the first day of classes covering: social distancing, cleaning protocols, donning and doffing PPE and hygiene practices.
- Asynchronous training has been provided to students and families. On-going education will continue throughout the year.

Materials Sharing: The sharing of educational materials between individuals will be minimized as much as possible

- Any soft or porous materials that are shared by multiple individuals (such as blankets, towels, oven mitts, jerseys, etc.) will be laundered frequently to properly disinfect them.
- Porous materials that are not as easy to launder will either be assigned to specific students and kept in their cubbies or will be removed from the school.
- Materials will be appropriately cleaned, disinfected, or sanitized at the end of each school day.
- Covers will be used on bean bags and crash pads for each student and/or items will be sanitized at least daily.

Storage: Individual cubbies are provided to each student to store their personal belongings

Daily Operations

No Visitors: Visitors will not be permitted into school facilities unless required by law, or otherwise required by a student's individualized educational plan.

- Whenever possible deliveries will be met at the door.

Transportation

- Face masks will be worn except among exempt individuals
- Community instruction will not be re-introduced immediately upon return to in-person learning so that students may be assessed. Student and community safety will be paramount when making the decision to begin community lessons. Given the current restrictions, at the very least, the student must be able to wear a mask for the duration of the lesson.
- When re-introduced community lessons will be implemented with classroom cohorts to the greatest degree possible.

Low Transmission Risk

- (When community instruction is reintroduced)
- Vans will operate at full capacity or close to while maximizing health and safety protocols, as well as considerations outlined in the plan.
- Passengers will be required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit.

- As is feasible, passengers will load into the bus from the back row to the front and then unload the van in a controlled manner.

Moderate Transmission Risk

- (When community instruction is reintroduced)
- Vans will operate at significantly reduced capacity while maximizing health and safety protocols, as well as considerations outlined in the plan.
- Van passengers should be spaced 6 feet apart utilizing alternating diagonal seating.
- Passengers will be required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit.
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Health Practices and Protocols

- All students will be educated at their level and engaged in the new expectations related to all public health policies and protocols.
- Asynchronous instruction has been provided throughout the summer and ongoing instruction will continue into the fall.
- Time will be set aside at the beginning of the school year, as well as frequent reminders, to review the new policies and protocols.
- All staff and students will be familiarized with the standard public health practices used to prevent the spread of diseases. These practices include, but are not limited to: social distancing, frequent hand washing and use of hand sanitizer, use of face coverings that completely cover the nose and mouth, respiratory and cough etiquette, and enhanced cleaning/disinfection of surfaces.
- Adequate supplies will be provided, including soap, hand sanitizer with at least 60% ethyl alcohol or 70% isopropyl alcohol (for staff and older students who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot-pedal trash cans.

Notice of Risks:

- The latest CDC guidance and information related to risk factors will be posted in public areas.
- All staff and parents/guardians, on behalf of the student, have been sent this information and requested to sign written confirmation that they have received these notices.

Reporting Illnesses and Addressing Vulnerable Populations

- **Medical Professionals:** Carol Ullrich, LPN will be available to manage in coordination with the Wallingford Health Department and COVID-19 Health and Safety Compliance Liaison, Greg Spector, positive and suspected cases. Benhaven's Medical Director, Dr. Abraham Avni-Singer, will review and provide feedback to the Executive Director and School Administrators regarding all school health protocols.

- Students/families and staff will be instructed to inform the school if they are symptomatic or sick with COVID-19 related symptoms, particularly if they had a known contact with someone diagnosed with COVID-19 and have also had contact with the school population.
- Staff and families will be educated about when to stay home
- Staff and parents/guardians will be instructed to perform a self-assessment prior to leaving for school to identify fever and other possible COVID-19 symptoms.
- Parents will be provided with reminders about the symptoms consistent with COVID-19 that require keeping their students at home.
- School-wide sick protocols will be communicated, including signs and symptoms of COVID-19, and temperature thresholds requiring students or staff to stay home.

Personal Protection

Wearing masks: All students and school personnel must always use a face mask while on school property (unless in a private office) and during transportation. This applies to parents dropping off or picking up students.

- Individuals are exempt from this requirement per CDC guidelines if use of a face mask would be contrary to their health because of a medical condition; a child whose parent/guardian or person responsible for the child is unable to place the face mask safely on their face
- Educators that can maintain a 6 foot distance with students and determine that removing their face mask is critical for instruction, can consider removing their face masks.
- Surgical masks and face shields will be provided to educators interacting with students where close contact is highly likely.
- Masks will be provided to any student or staff who does not have one.
- Given the likelihood that many of our students will be unable to wear a mask at all or for any length of time, instruction about wearing masks and de-sensitization of being around people wearing masks will occur, starting during remote instruction and continuing once school re-opens.
- For anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance, face coverings and masks should not be required, per CDC guidance

Health Monitoring Plan:

Health Screening:

- All staff will be required and report any observable illness, including cough or respiratory distress, and to confirm temperature below 100.4 degrees Fahrenheit.
- All students will be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100.4 degrees Fahrenheit.
- Due to our students' limited ability to report illness, all students will be screened upon arrival for any signs or symptoms of Covid-19, including temperature check.

Attendance monitoring: Staff and student absenteeism will be monitored to identify any trends that would suggest spread of illness such as COVID-19.

Containment Plan

- The Connecticut Department of Public Health will be providing a tiered system to assist leaders and define the decision-making approach should partial or full class-cancellation become necessary.

Case Protocols and Notification: If a student or staff member who has been present in school has a confirmed diagnosis of COVID-19, the local health department will be notified immediately

- If a student or staff member who has been present in the program is diagnosed with COVID-19, the school will notify families and staff about the exposure (contact within 6 feet for more than 15 minutes).
 - Notification procedures will maintain confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA)
- Staff or students who have a temperature of 100.4 degrees and greater are not permitted into the school.
- An isolation room has been identified for holding students who exhibit symptoms consistent with COVID-19, until a parent or guardian arrives
 - Students will never be left unattended in an isolation room.
 - A single bathroom will be designated for ill students/staff
- Staff or students who test positive for COVID-19 or refuse to test may return to school only after 10 days since the onset of illness and after 72 hours of being fever free without medication. Additionally, other symptoms must be improving.

School Closure and Reopening: Short-term closure procedures will be implemented regardless of community spread if an infected person has been in the school building

- Students and most staff from the classroom/cohort and any others identified through contact tracing will be dismissed for 2-5 days to allow for local health officials to gain a better understanding of the situation impacting the school and to determine appropriate next steps.
- Dismissal decisions and possible COVID-19 exposure will be communicated with staff, parents, students, and relevant stakeholders.
- CDC recommended cleaning products will be implemented in response.

Remote Learning

- The Connecticut Department of Public Health will be developing specific community and school-based indicators to assist leaders and define the appropriate decision-making approach.
- CSDE will be notified and consulted immediately if the school is contemplating class cancellations.
- In the event that the executive director, medical director, or local/state government suspends or cancels in-school classes for some or all participants, families will be notified and remote learning will be provided to all students with the cooperation of families.
- Remote blended learning opportunities will immediately be made available upon cancellation of in person classes.
- Teachers and related services personnel will develop/modify continuous learning opportunities plan (CLO) and communicate this with families and districts.

- In the event of a shutdown occurring during the school year, responsibilities will be communicated to staff to appropriately carry out remote learning
- Materials for continuity of learning will be made available to allow for school sessions to continue remotely

Family and Student Engagement

Family Support and Communication

- Families will be provided with clear and ongoing communication about what to expect during the partial opening. This includes, but is not limited to, guidance on the school protocols related to health and safety guidelines as well as information on blended learning.
- Families and students will continue to be engaged during this period to ensure they are informed and have the ability to provide feedback.
- Plans will be made available on the school website and the school liaison will be listed.

Social-Emotional Learning (SEL) and Mental Health

- Teams will continue to identify strategies determined to be best practice.
- Strategies will be discussed to identify and engage specific students that have been disengaged.
- Staff will be prepared to identify issues related to abuse and neglect in the context of the pandemic and comply with all mandated reporting requirements.

Cleaning and Disinfecting

Promoting Health Hygiene Practices and Cleaning/Disinfection: Cleaning and hygiene protocols as recommended by the CDC will be communicated to staff and students.

- Areas will be cleaned, disinfected and/or sanitized as per CDC guidelines
 - Door handles, desks, and other high contact areas will be given special attention
- Signs on how to “Stop the Spread” are posted in easily seen locations

Bathroom cleaning:

- Bathrooms will be fully cleaned and disinfected twice a day. Follow CDC disinfecting and cleaning protocols.
 - High touch surfaces will be spot-disinfected throughout the day (paper towel dispensers, doors within toilet stalls, and toilet handles)
- Some sink faucets have been removed to ensure that there is 6 feet of space in between.
- Specific bathrooms will be assigned to students and staff by zone/cohorts and students/staff will only use their assigned bathroom.
- Bathroom occupancy will be determined by the number of persons that are able to use the facility while maintaining 6 feet social distance
- Signs have been placed reminding students and staff to wash hands before and after using the restroom
- A trash can and paper towel roll will be placed by the bathroom door to allow students and staff to prevent from touching the handle with their hands.

Hand Hygiene: Reinforced to staff and students, regular hand washing with soap for at least 20 seconds

- Alcohol-based sanitizer has been installed at every school entrance and is available in every classroom
- Posters have been posted in all bathrooms detailing proper hand washing protocols

Respiratory Hygiene: All staff and students will be encouraged to cover coughs and sneezes with tissues or the corner of the elbow. Soiled tissues will be disposed of immediately after use.

Staffing and Personnel

Certification and Personnel Planning

- Benhaven School will comply with legal and regulatory requirements related to personnel, including but not limited to the EEOC guidance related to the ADA and the COVID-19 pandemic.

Professional Development

Mandatory training for staff is being provided before the beginning of the school year that covers signs and symptoms of COVID-19, Standard Public Health protocols, Hygiene Practices, PPE, Reporting Illnesses, and supporting SEL.

- Additional training will be provided on use of modified spaces.
- Training will also be provided specifically for students.
- Ongoing trainings will be planned as changes occur in recommendations and public health data.

Benhaven School Remote Learning Plan

Fall 2020

July 24, 2020

In the event Benhaven's medical director, administration and/or local or state authorities cancel in person classes, the following plan details the requirements and procedures necessary to provide continuous learning opportunities for the students.

Priorities

School Liaison, Communications Plans, and Data Collection

- Greg Spector will serve as COVID-19 Health and Safety Compliance Liaison. He will be responsible for engaging with students, parents, faculty, staff, and administrators to answer questions or concerns about health and safety requirements regarding COVID-19 concerns. School nurse (Carol Ullrich) and medical director (Dr. Avni-Singer) serve as resources.
- Mr. Spector will communicate the most up to date policies and protocols for staff, students, and families via email, phone calls and website as needed.
- Communications plans have been translated for Spanish speaking families.
- Communications (via email, phone calls and website as needed) will be maintained between staff and families about any new policies and/or protocols prior to reopening, any time there is a significant policy change, and upon re-entry if a school closes temporarily during the year.
- Updates (via email, phone calls and website as needed) will be provided any time critical information regarding policies, protocols, or health data changes.
- Plans will be distributed to staff and families and made visible on the main landing page of the school website.
- Gathering information from families will be prioritized prior to reopening aligning with the forthcoming CSDE District Reopen Survey. Initial contacts have already been made.

Remote Learning

- CSDE will be notified and consulted immediately if the school is contemplating class cancellations.
- In the event that the executive director, medical director, or state government cancels in-school classes for all participants, families will be notified and remote learning will be provided to all students with the cooperation of families.
- Remote blended learning opportunities will immediately be made available upon cancellation of in person classes.
- Teachers and related services personnel will develop/modify continuous learning opportunities plan (CLO) and communicate this with families and districts.
- Benhaven Staff will ensure that all families have necessary lessons materials.
- Responsibilities will be communicated to staff to appropriately carry out remote learning

Return to in-person instruction

Benhaven will follow directives from our medical director and local/state government regarding when and how to re-open for in-person instruction.

- Prior to re-opening, the building will be cleaned per CDC guidelines.
- All staff will be trained/re-trained on new/existing policies and practices.
- Families and other stakeholders will be kept apprised of the status of re-opening and procedures for returning to in-person instruction.

Family and Student Engagement

Family Support and Communication

- Families will be provided with clear and ongoing communication about what to expect during the school closure.
- Families and students will continue to be engaged during this period to ensure they are informed and have the ability to provide feedback.
- Plans will be made available on the school website and the school liaison will be listed.

Social-Emotional Learning (SEL) and Mental Health

- Teams will continue to identify strategies determined to be best practice.
- Strategies will be discussed to identify and engage specific students that have been disengaged.
- Staff will be prepared to identify issues related to abuse and neglect in the context of the pandemic and comply with all mandated reporting requirements.

Staffing and Personnel

Certification and Personnel Planning

- Benhaven School will comply with legal and regulatory requirements related to personnel, including but not limited to the EEOC guidance related to the ADA and the COVID-19 pandemic.

Professional Development

Mandatory training for staff will be provided before the beginning of the school year that covers signs and symptoms of COVID-19, Standard Public Health protocols, Hygiene Practices, PPE, Reporting Illnesses, and supporting SE.

- Additional training will be provided on use of modified spaces.
- Training will also be provided specifically for students.
- Ongoing trainings will be planned as changes occur in recommendations and public health data.

Date of Plan 7/23/2020