BUFFALO HEARING & SPEECH CENTER

Preschool Re-Opening Plan

August 2020
Buffalo Hearing & Speech Center

BEDS Code: 140600995982

Administrative Address: 50 E. North Street
Buffalo, NY 14203

Program Site Address #1: 50 E. North Street
Buffalo, NY 14203
Program(s) provided at this site:
• 4410 Pre-school Special Education Special Class

Program Site Address #2: 51 High Street
Lockport, NY 14094
Program(s) provided at this site:
• 4410 Pre-school Special Education Special Class
• Special Class in an Integrated Setting

Program Site Address #3: 700 Sweet Home Road
Amherst, NY 14226
Program(s) provided at this site:
• 4410 Pre-school Special Education Special Class

Program Site Address #4: 445 Evans Street
Williamsville NY 14221
Program(s) provided at this site:
• 4410 Pre-school Special Education Special Class

Program Site Address #5: 42 Sunset Blvd.
Angola, NY 14221
Program(s) provided at this site:
• 4410 Pre-school Special Education Special Class

Program Site Address #6: 75 Chestnut Street Suite 500
Fredonia, NY 14063
Program(s) provided at this site:
• 4410 Pre-school Special Education Special Class

Contact Person (Name, Title): Lynn C. Shea, Early Childhood Program Director

Contact Phone Number: 716-885-8318

Contact Email Address: lshea@askbhsc.org

This plan and any plan updates will be posted at www.askbhsc.org
Rationale

Buffalo Hearing & Speech Center has developed a comprehensive plan based on the guidance from the New York State Education Department, New York State Department of Health, New York State Office of Child and Family Services, the Center for Disease Control (CDC), local school districts and other like agencies. This plan is to address our student and staff’s basic safety needs while keeping in mind our students need and capacity to learn. In addition to safety, environmental, social emotional, and therapeutic needs of our students have been considered to make the best plan possible for Buffalo Hearing & Speech Center’s Educational Program.

A collaboration of mini-task forces and a parent survey helped to thoughtfully consider all back to school options. Buffalo Hearing & Speech Center is committed to the students and their families that we serve and plan to keep as much consistency and teaching of foundation skills as possible. Buffalo Hearing & Speech Center has taken into account the amount of available physical space, level of staffing, academic and therapeutic needs, social emotional learning and the suggested health and safety measures.

Buffalo Hearing & Speech Center’s goal is to return all students to in person instruction, however, due to the nature and risk of community transmission of COVID-19, Buffalo Hearing & Speech Center is prepared for in-person instruction, a hybrid model to facilitate a phased in approach which may be necessary at various times throughout the 2020-21 school year and a remote or virtual learning plan.

We know our program must be as flexible and as responsive as possible to the needs of our students, families, and staff members. We will closely monitor the conditions of our community as the COVID-19 pandemic continues and the effectiveness and appropriateness of our plan. Be assured that nothing has changed our sincere commitment to our students and our determination to provide the highest possible quality of educational programming and related services even during these difficult times.

Any suggestions, concerns and/or questions about our plan should be directed to the contact person identified at the beginning of this document or emailed directly to reopeningquestions@askbhsc.org
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I. PEOPLE

A. Social Distancing and Face Coverings

Social Distancing

Buffalo Hearing & Speech Center will ensure that appropriate social distancing is maintained between individuals while in school facilities and on school grounds, inclusive of students, faculty, and staff, unless safety or the core activity (e.g., instruction, moving equipment, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household or cohort.

Many of BHSC’s students require close proximity and assistance with mobility. Staff will wear masks, and protective covering (as necessary), to protect themselves and the student.

Given space constraints and the needs of our students, many of our classrooms may not allow for six feet of social/physical distancing between students. BHSC will remove all unnecessary furniture from classrooms to extend the available square footage in the room.

BHSC will utilize signs and markers to remind students and staff to maintain social distancing in hallways, front offices, and other common areas.

Intervention services and special therapies will adhere to social distancing guidelines to the greatest extent possible.

Parents and visitors to BHSC will be restricted and can expect social distancing requirements.

- Adults
  - 6 feet apart and wear a mask
  - Maintain adequate distance in small areas
  - Limit in-person gatherings/congestion in hallways/meetings
  - Non-essential visitors will be prohibited to the extent possible

- Students
  - Limit group size to 15 or fewer
  - Minimal contact with other classroom students/staff
  - Staff will ensure adequate distance in small areas (e.g. hallways, bathrooms)
Face Coverings
Until there is a vaccine for COVID-19, face masks that cover the wearer’s nose and mouth will be a part of our daily lives. BHSC will implement and adhere to local ordinances and health guidance that is active and published on the first day of school.

- Staff and visitors must wear acceptable face coverings at all times unless alone in a closed office.

- BHSC students fall under the Special Education guidance that students with respiratory problems, incapacitated or unable to remove the mask without assistance and those with sensory sensitivities are NOT required to wear masks. BHSC students will NOT be required to wear a mask but will strongly be encouraged to, if able to tolerate it.

- All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance; and for this reason, individuals—must wear face coverings in common areas, such as entrances/exits, lobbies, and when traveling around the school.

- All staff and visitors to our schools and buildings are expected to adhere to all face covering requirements.

- BHSC will train all staff on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.

BHSC teaching staff will work with students using developmentally appropriate materials and techniques such as social stories, routines and setting expectations to teach students about the importance of hand hygiene, wearing masks and social distancing.

Social Distancing for Certain Activities
If possible and appropriate to the setting of the special needs of our students, a distance of 12 feet in all directions will be maintained between individuals while participating in activities that require projecting the voice or activity resulting in heavy breathing. Staff will work with our students to take appropriate measures for social distancing during activities such as singing, music groups and physical education classes.
Space Configurations

Spaces and areas such as shared workstations, desks, tables, or other shared surfaces where students and staff gather and cannot socially distance or clean and disinfect between use will be modified, reconfigured or restricted.

BHSC will be using a cohort model within the classrooms. Cleaning and disinfecting will be performed between groups instead of each individual use.

Classroom Barriers

- Designated spaces for children to sit will be created.
- Student intermingling will be limited (i.e. groups divided among tables; space out in the classroom).
- Tape/markers to indicate individual spaces (small groups when possible) for work/lunch will be used.

Therapy Room Barriers

- Avoid sharing space
- Sign-up for specific OT/PT/SLP areas each day
- Limit amount of children in shared rooms
- Signage for hand washing protocol before entering and when exiting shared space
- When available, use portable dividers/furniture to create separation
- Toy washing after use – dirty toy bins for those that can’t be washed immediately

Building Wide

- Reduce the number of classrooms and spaces that students and staff visit/use during the day.
- Where feasible, BHSC will reduce bi-directional foot traffic by using tape or signs with arrows in hallways, or spaces throughout the school, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., outdoor spaces, libraries, classrooms, cafeterias, health screening stations).
- In general, BHSC facilities will not be open to the general public. Any scheduled use of a BHSC school facility or grounds by the general public will be subject to the same guidelines required during all other school operations.
Schedules

BHSC may stagger arrival and pick-up times to facilitate proper social distancing and safe arrival and dismissal of the students. Common use areas such as the playground or therapy spaces will be scheduled so that adequate social distancing, cleaning and disinfecting can be maintained throughout the school day.

Signage

BHSC will post signs throughout the school and will regularly share similar messages with the school community, consistent with DOH COVID-19 signage regarding public health protections against COVID-19.

Signage will include reminders for individuals to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of, or exposure to, COVID-19, and how they should do so.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

Specific posting of signs will include:

Entrance doors

- Student drop off/pick up protocol
- Requirement to wear a mask and where to get a mask if they don’t have one
- Requirement to take a COVID check – describe process

At copier- reminding of protocols

Restrooms – staff and student – reminding of protocols

Cafeteria – reminding of cleaning protocols

Throughout building- mask requirement protocol

Markers/tape/dots on floor to demonstrate 6 feet spacing in common areas

Log for visitors without a shared pen (i.e. 2 pen containers, one marker sanitized, one marked used)
B. Gatherings

Meals

BHSC will work closely with the contacted food service providers to ensure safe delivery, storage, and access to nutrition.

Student Meals

- Students will eat in their classrooms
- Physical distance guidelines will be adhered to including increasing table space, marking tables and using physical barriers where necessary
- BHSC will provide individually portioned lunches and snacks and will prohibit the sharing of food and beverages. Lunches, snacks and drinks will be served individually to students.
- All food and drink will be served with disposable cups, plates and utensils.
- Teachers will be trained on food allergies, including symptoms of allergic reactions to food

Staff Lunch/Breaks

- Employees will be instructed to eat lunch in their individual office.
- For those that do not have a personal space, there will be an area designated with a single table/chairs set at least 6 feet apart.
- Chairs and tables will be cleaned after each use.
- Sanitizing wipes or disinfectant and paper towels will be available.
- Additional space will be available if office space is limited. (site specific)

Refrigerator Space

- Sharing of refrigerator space for lunches will not be allowed.
- Staff will supply their own lunch bags or coolers to keep items cold.

Small Spaces

BHSC will limit gathering in small spaces (e.g., elevators, supply rooms, faculty offices) by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings. However, even with face coverings in use, occupancy should not exceed 50% of the maximum capacity of the space, unless it is designed for use by a single occupant.
Faculty and Staff Meetings

BHSC will be using video or teleconferencing for faculty and staff meetings and conferences to reduce the density of congregations, per CDC guidance “Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19).”

When videoconferencing or teleconferencing is not preferable or possible, BHSC will hold meetings in open, well-ventilated spaces and ensure that individuals maintain appropriate social distance (e.g., leave space between chairs, have individuals sit in alternating chairs).

Ventilation

BHSC will maintain adequate, code required ventilation (natural or mechanical) as designed.

BHSC will:
- Open windows to ventilate the building before and after students arrive, if applicable while maintain health and safety protocols.
- Review/adjust ventilation rates to increase levels of fresh air.
- Use HEPA filtering, if appropriate

Common areas

BHSC will reduce access to and/or close, non-essential amenities and communal areas that do not allow for adequate social distancing protocols to be followed.

In areas that staff need access where social distancing protocols cannot be adhered to, such as the copy room, BHSC will make hand sanitizer or disinfecting wipes available near such amenities or areas.

In other common areas BHSC will:
- Ensure 6 feet between staff desks/tables and seating areas.
- Use signage outlining before and after cleaning processes
- Use signage reminding of mask requirement
- Mark social distancing spaces designated on the table with only the required amount of chairs
B. Operational Activity

Teaching and Learning

The goal of Buffalo Hearing & Speech Center is to return all students to in person instruction, however, due to the nature and risk of community transmission of COVID-19, BHSC is prepared for in-person instruction, a hybrid model to facilitate a phased in approach which may be necessary at various times throughout the 2020-21 school year and a remote or virtual learning plan.

BHSC may consider restricting access within a school if COVID-19 cases develop to avoid full school or agency closure.

During the 2020-21 school year, BHSC will provide a framework that allows for flexibility that will focus on the student’s individual needs and equity, keeping in mind the safety of our students and staff. Our program will ensure a free and appropriate education that address special education and related services by implementing Individualized Education Programs (IEP’s) designed to meet the needs of the student’s disability. The students will work on their IEP goals recommended by the CSE/CPSE aligned with the New York State Curriculum and Learning Standards. The instructional 180 days will be delivered in person, remote and/or through a hybrid model. Extended School Year services will also be provided as determined by the CSE/CPSE committees.

Families who have a child, or lives with a family member, who is immunocompromised or families that do not feel comfortable sending their child back to a face to face model may choose an ALL Remote Learning Model option for the 2020-21 school year. If this option is chosen, a remote learning plan will be completed that will include a comprehensive model of classroom and therapeutic instruction based on the child’s current Individualized Educational Plan (IEP). Parents who chose this option may opt back into in-person instruction for the child at quarterly intervals following the school calendar unless remote learning is required for all students.

BHSC believes that parent engagement is the key to the student’s success. BHSC intake process prior to attending school (whether in person or in a remote model) will meaningfully engage the parent/caregiver in the family’s preferred language or model of communication regarding the provision of services for his or her child based on the Individualized Education Plan as guided by IDEA, to the greatest extent possible. The education team will have on-going communication with the family throughout the school year.
BHSC will ensure that each student has access to the necessary accommodations, modifications, supplementary aides and services, and technology (including assistive technology) to meet their unique needs related to their disability.

### In-Person Instructional Model

#### 5 Day in Person Model

<table>
<thead>
<tr>
<th>Student Location</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remote Learning</td>
<td>All in Person Services</td>
<td>→</td>
<td>→</td>
<td>→</td>
<td>→</td>
</tr>
</tbody>
</table>

- All students attend 5 days, 5.5 hours per day

### Hybrid Learning Instructional Model

#### HYBRID OPTION A:

#### 4 Day in Building /1 Day Remote Model

<table>
<thead>
<tr>
<th>Student Location</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remote Learning</td>
<td>All Students Group B</td>
<td>All Students Group B</td>
<td>All Students Group A</td>
<td>All Students Group A</td>
<td>Group A Group B</td>
</tr>
</tbody>
</table>

- All students attend Monday through Thursday, 5.5 hours per day. All students are offered their educational services via remote learning on Friday.

#### HYBRID OPTION B:

#### 2 Days in Building/3 Days Remote Model

<table>
<thead>
<tr>
<th>Student Location</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Building Learning</td>
<td>Group A</td>
<td>Group A</td>
<td>Group B</td>
<td>Group B</td>
<td>No Students</td>
</tr>
<tr>
<td>Remote Learning</td>
<td>Group B</td>
<td>Group B</td>
<td>Group A</td>
<td>Group A</td>
<td>Group A Group B</td>
</tr>
</tbody>
</table>
Students will be broken up into two groups - Group A and Group B. Group A will attend on Monday and Tuesday; Remote Learning will occur on Wednesday, Thursday and Friday. Group B will attend on Wednesday and Thursday; Remote learning will occur on Monday, Tuesday and Friday; All groups will be remote on Friday.

Remote Learning Instructional Model

Remote Learning OPTION  5 days Remote Instruction

<table>
<thead>
<tr>
<th>Student Location</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remote Learning</td>
<td>Group C</td>
<td>→</td>
<td>→</td>
<td>→</td>
<td>→</td>
</tr>
</tbody>
</table>

- All students are offered their educational services via remote learning Monday through Friday
- A Special Education Remote Learning Plan will be completed for each student based on their Individual Educational Plan (IEP).
- Packets of reference materials, curriculum, websites, social stories and resources for home instruction will be prepared for every student. Information in regard to where families can receive breakfast and lunch meals will also be included. The social work team at BHSC will be in contact with families by telephone and email to assist and provide resources information for families in need.
- Teacher Check-ins and Tutorials: A variety of technologies will be used to facilitate one-on-one interaction with parents to facilitate lessons and learning. With the use of technology, the team at BHSC will personally interact with the students as much as possible during this time.
- The educational team will document all services provided, including continuity of learning packets with weekly lessons and resources; one on one interactions through technology, or a virtual classroom (live or taped). Tele-therapy services will be documented as a provided session and session notes will be taken.
- BHSC will work to determine the technological needs of each family to ensure that remote learning can take place.
**Cohorts**

BHSC will cohort students and staff to the extent practicable to limit potential exposure. “Cohorts” at BHSC will be self-contained, pre-assigned groups of students in classrooms with staff who will be assigned to one or two group of students. BHSC will enact measures to prevent intermingling across cohorts, to the greatest extent possible (e.g., separation by appropriate social distancing, scheduling common areas such as the playground where cleaning can be conducted between groups).

BHSC will make all reasonable efforts to ensure that cohorts are fixed to contain the same students for the duration of the COVID-19 public health emergency.

**Social Emotional Learning**

BHSC’s Social Work Department is a school counseling program that provides counseling in school, information for families and makes referrals into the community as needed. To address the social emotional support for our students, Buffalo Hearing & Speech Center will focus on utilizing Trauma informed care practices, specifically on the multiple types of community trauma that many are currently facing. The Pyramid Model Philosophy and the Second Step curriculum have been implemented throughout classroom programs to support the social emotional needs of our students.

Prior to reopening, the social work department will utilize a screening tool to send out to families, to gauge the needs of the students and families.

A multi-disciplinary team will be address teacher and therapist concerns in the areas of social emotional, education and physical well-being.

Community resources will be provided to families to address mental health, behavioral and emotional support services as needed by the social work department.
**Attendance and Chronic Absenteeism**

Accurate collection and reporting of daily attendance for both in-person and remote schooling is our responsibility.

- Attendance will be taken daily and reported as required. Chronic absenteeism will be reported to the district CSE/CPSE.
- Quality contacts with students and their families engaged in remote learning will be documented.
- Remote Learning:
  - For those students who are engaged in tele-learning or are provided with continuity of learning packets based on their remote learning plan, will be marked present each day.
  - If BHSC has been notified that a child is too ill to engage in remote education, the child will be marked absent.
  - If a student is not participating in remote education and information has not been provided to BHSC, the student will be marked with an illegal absence and the district CPSE/CSE will be immediately notified.

**Technology and Connectivity**

At the time of enrollment, families and teachers will be surveyed about their technological needs which include the level of access to devices and high speed broadband in their places of residence.

BHSC, to the extent practicable, will address the needs of each student to have access to participate in learning in a remote or hybrid model.
C. Movement and Commerce

Student Drop-off and Pick up
Designated areas for student drop-off and pick up, limiting contact and entry of parents/legal guardians into the building will be established. Staff will retrieve students from the cars or buses directly. Students will be taken directly to the parent/guardian cars and buses at dismissal.

Deliveries
Designated areas for pick-ups and delivery will be established, limiting contact to the greatest extent possible.

Faculty/Staff Entrances and Exits
Designated ingress or egress will be established to limit on site interactions and eliminate bidirectional flow of individuals to the greatest extent practicable.

Shared Objects
Shared objects among students and staff will be limited to the greatest extent possible. Staff and students will perform hand hygiene before and after contact with shared objects. Additional scheduled cleaning of common touch points will be completed throughout the day.

Safety Drills
The required 8 evacuation drills and 4 lockdown exercises will be conducted in compliance with New York State Department of Education regulation for all students. For classrooms that fall under the Office of Child and Family services and daycare regulation, monthly fire drills will be completed. All cohorts of student will participate in the required number of exercises.

There will be modifications to egress routes to maintain physical distancing requirements unless safely requires closer proximity. Classrooms will be given instruction about ensuring physical distance during emergency exercises and responses.
II. Places

A. Personal Protective Equipment

Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and surgical masks that cover both mouth and nose. Buffalo Hearing & Speech Center will provide employees with acceptable face coverings pursuant to Executive Order 202.16-while staff can choose their own (e.g. homemade sewn, bandana).

BHSC will have an adequate supply of face coverings, masks, and other required PPE on hand should staff need replacement or a student be in need.

- Face shields worn without face coverings are not considered adequate protection or source control against COVID-19 and will not be used.

- Alternative coverings (transparent around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouth will be considered.

BHSC will advise staff and visitors that face coverings are required while in our buildings.

- Masks MUST BE worn at all times interacting with children-especially in close contact/comforting.
- Masks MUST BE worn anytime while moving around the building or in shared spaces.
- Staff does not need to wear masks when alone in their office space
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering.
- Students may bring their own face covering if parents decide they want the child to wear one. BHSC staff will accommodate as best as they can with the best interest of the child at school in mind.
- BHSC will provide acceptable face coverings to students if parents want their child to wear face coverings and the child can tolerate wearing a mask.

Face coverings will be cleaned or replaced after use and must not be shared. Students and parents/legal guardians will take responsibility for maintaining their face coverings.
B. Hygiene, Cleaning and Disinfections

Hygiene

Buffalo Hearing & Speech Center will ensure adherence to hygiene requirements as advised by the CDC and DOH through training staff and teaching students proper hand and respiratory hygiene.

Guidance to parents on ways to reinforce this at home will be provided.

Posters will be displayed in various locations throughout the building included classrooms and restrooms.

BHSC will teach students and promote practicing hand hygiene throughout the day in classrooms and restrooms as well as using hand sanitizer stations throughout the building.

- Specific instances for hand washing will include
  - Upon entering program
  - Between program activities
  - After using restroom
  - Before and after eating
  - Before and after diapering
  - After handling pets
  - Upon coming in from outdoors
  - When visibly dirty
  - Before departing

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.

- Hand sanitizer stations will be placed throughout common areas
- Students will be supervised by an adult to minimize accidental ingestion and promote safe usage when using hand sanitizer.
- Parents/guardians can inform the school that they do not want their child to use alcohol based hand sanitizers by sending a written notice to the school. BHSC will provide accommodations for students who cannot use hand sanitizer, to allow for their use of handwashing stations.
- BHSC will have receptacles placed around the school for disposal of soiled items including paper towels and PPE.
Cleaning and Disinfection

Enhanced school wide cleaning will include the classrooms, restrooms, kitchens, common areas and playground. BHSC will follow CDC guidelines for cleaning and disinfecting facilities [https://www.cdc.gov/coronavirus/2019ncov/community/pdf/Reopening_America_Guidance.pdf](https://www.cdc.gov/coronavirus/2019ncov/community/pdf/Reopening_America_Guidance.pdf) along with the OCFS protocols.

- High touch surfaces will be cleaned and disinfected frequently throughout the day by classroom staff.
- Students will not be in close proximity when disinfectants are in use and will not participate in cleaning and/or disinfection activities.
- At the end of the day, custodial staff will deep clean each room within the building.
- All staff will be responsible for cleaning and disinfecting at the end of each day and intermittently throughout the day as needed.

The NYS OCFS Cleaning and Disinfection Log (OCFS-6041) will be completed by each classroom as cleaning and disinfecting occurs.

- BHSC will maintain logs that include the date, time, and scope of cleaning and disinfection.
- BHSC will identify cleaning and disinfection frequency for each facility type.
- Cleaning schedules will be created for common areas.

Classrooms and high risk areas will be surfaced cleaned using a hydrogen peroxide mist applied via a hand sprayer a minimum of one time per day. If all students leave a classroom for greater than 15 minutes, the classroom will be surfaced cleaned while students are away.

- High touch areas/materials will be cleaned and disinfected frequently throughout the day and as needed.
- This will include tables, doorknobs, light switches, countertops, handles, phones, keyboards and tablets, toilets and restrooms, faucets and sinks.
- Hand hygiene/sanitizing stations will be available for use throughout the building and will be used after cleaning/disinfecting.
- BHSC will ensure distancing rules are adhered to by using signage, occupied markers, or other methods to reduce restroom occupancy at any given time, where feasible.
Classrooms /Therapy spaces:

After the students leave for the day, classroom staff is responsible for cleaning all high touch areas.

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or have otherwise been contaminated by body secretions should be set aside until they can be properly cleaned (cleaned with water and detergent, rinsed, sanitized with EPA registered disinfectant, rinsed again, and air dried).
- Toys that need to be cleaned will be set aside in a separate container marked “dirty toys”. Washing toys with soapy water is the ideal method for cleaning.
- Soft and porous materials such as area rugs that are not as easily disinfected shall be removed.
- Soft or porous materials/cloth toys should be used by one individual at a time or should not be used at all, must be laundered using the warmest temperature setting possible, and then dried completely before being used by another child.

Common areas for use by cohort groups (playground, gym)

- Cleaning and disinfecting will be conducted between each group and at the end of each day as well as when needed throughout the day.
- A staggered schedule will be created for common area use (gym, playground, child restrooms). Groups/classes stay separated.
- Common areas will be decluttered to reduce number of potential contaminated surfaces
- Employees are responsible for cleaning/disinfecting supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene.
- CDC approved disinfectant wipes and/or spray bottle with an appropriately mixed bleach/water solution according to OCFS guidelines (1 to 2 teaspoons of bleach per 1 quart of water) will be used.
- If disinfectant wipes are not available in adequate supply, employees will be responsible for mixing their bleach solution in the spray bottle at the beginning of each day.
- A site specific schedule for cleaning will be used with a predetermined cleaning schedule (before use, after use, daily, etc.)
- There will be a designated place at each site for equipment that needs to be sanitized, but staff can’t get to right away. (e.g. bikes, etc. if a PT uses equipment but can’t sanitize immediately after use due to child supervision). Place in designated area, or place a “marker” (tape, sticky, signs, etc.) on it indicating the need for sanitizing.
School Health Office Cleaning

School health office cleaning must occur after each use of:
- Cots
- Bathroom
- Health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) will be cleaned following manufacturer’s directions.

Disposable items will be used as much as possible including:
- Disposable pillow protectors
- Disposable thermometers or disposable thermometer sheaths or probes
- Disposable otoscope specula

Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case

Areas used by a sick person will be thoroughly cleaned after a period of 24 hours (when possible) and prior to being reopened for use. Doors and windows will be opened to allow air circulation where applicable. All other areas used by the person suspected or confirmed to have COVID-19 (e.g. offices, classrooms, bathrooms, lockers, common areas) will also be cleaned and disinfected. Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

C. Coordination and Phased Reopening

Buffalo Hearing & Speech Center will designate a COVID-19 safety coordinator whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as phased-in reopening activities necessary to all for operational issues to be resolved before activities return to normal or “new normal” levels.
**D. Communication Plan**

Buffalo Hearing & Speech Center has engaged with school stakeholders and community members including BHSC administration, staff, parents, local municipalities and affiliated organizations to develop the re-opening plan.

BHSC will provide communication in the language(s) spoken at home among families and throughout the school community to the greatest extent possible.

BHSC will post the re-opening plan on the website [www.askbhsc.org](http://www.askbhsc.org); and a copy will be sent home to current students and incoming students for September. All plans will be accessible to those with visual and hearing impairments.

**For ongoing communication with families and stakeholders, BHSC will use**

- Telephone, text and video calling
- Email- BHSC will use the existing email service provider to send, receive, and track messages to with families, staff and the BHSC community.
- Web Conferencing/APPS- BHSC uses the StarLeaf App and Zoom for Web Conferences when distance learning methods are needed. These platforms are HIPPA compliant and are used for communication with staff and with parents for ongoing learning. The use of Class Dojo and the Remind app are used for ongoing communication. The use of google docs and SharePoint are being used as a central location to share activities between staff.
- Social Media- BHSC will continue to use social media including Twitter, Facebook and Instagram to send announcements and informational content to families on an ongoing basis.

**Trainings**

- All BHSC staff will be trained how to follow new COVID-19 protocols safely and correctly. Hand Hygiene, proper face covering wearing, social distancing and respiratory hygiene will be covered.
- BHSC teaching staff will use developmentally appropriate techniques to work with our students to teach about COVID-19 and the importance of social distancing and wearing masks. Our staff will work with our special needs students to tolerate and wear masks if able.

Signage will be posted as consistent reminders to staff, students and visitors to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings when social distances cannot be maintained.
II. Processes

A. Screening and Testing

Health & Temperature Checks

Prior to initial entry, all staff and parents of children entering the building must complete the CHILD CARE EMPLOYEE, VOLUNTEER, PARENT, CHILD AND ESSENTIAL VISITORS HEALTH SCREENING ONE TIME ATTESTATION https://ocfs.ny.gov/forms/ocfs/OCFS-6040.docx.

Mandatory health screenings will be completed daily.

- All staff, parent, and children temperatures will be taken daily and prior to entry into the school building. Entry into the building will be denied if individuals answer ‘yes’ to any of these questions or if showing any signs of illness. Staff and families will be advised that they MUST stay home if sick.

- As part of the daily health assessment and following a temperature check, staff will be asked and required to answer yes/no to the attestation questions each day prior to entering the school building. Parents who transport their children will also be asked these questions in relation to their child prior to the child being taken out of the vehicle and entering the school building.

- Each individual entering the school building must perform hand hygiene immediately upon entering the building. Children will be provided with assistance from a staff member in order to complete this task.

- A Daily Health Check will be performed by the teaching staff for each child and the Daily Attendance Sheet (https://ocfs.ny.gov/forms/ldss/OCFS-LDSS-4443.docx) will be marked to indicate that the check has been completed.

Positive Screen Protocols:

Buffalo Hearing & Speech Center will follow Education Law § 906, which states the following:

Whenever...a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law. The director of school health services, or other health professionals acting upon direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.
School staff must immediately report any illness of students or staff to the school nurse or other designated school staff.

- Such reports should be made in compliance with FERPA, and Education Law 2-d. If nurses choose to go to classrooms to make assessments of students, this also should be done in a manner that protects the student’s confidentiality.
- If there are several students waiting to see the school nurse, arrangements should be made to have students wait at least 6 feet apart.
- BHSC will have one room for healthy students who have injuries or need their medications or nursing treatments and another room for assessing and caring for ill students and staff. Both rooms will have a supervising adult present and will have access to a bathroom and sink with hand hygiene supplies.
- School nurses and other school health professionals assessing or providing care to ill students and staff will follow Transmission-based precautions which includes the use of appropriate PPE.

Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in the room designated for ill students with a supervising adult present utilizing appropriate PPE. In the event that there are multiple students suspected of COVID-19, students will be separated by at least 6 feet. Students will be escorted from the isolation area to their parent/guardian, who will be waiting outside of the building.

The parent or guardian will be instructed to call their health care provider or if they do not have a health care provider, to follow up with a local clinic or urgent care center.

**In-Person Screening:**

All individuals will have their temperature checked each day prior to entering the school facility. If an individual presents with a temperature of greater than 100.0°F, the individual must be denied entry into the facility, or will be sent directly to a dedicated area prior to being picked up or otherwise sent home.

BHSC will provide masks, face shields, gloves, and smocks for use by personnel performing in-person screening activities, including temperature checks. Personnel performing screening activities will be required to wear a face mask and gloves at a minimum. They will also be required to participate in an online CDC training regarding the proper donning and doffing of PPE.

**B. School Health Offices:**

School health office cleaning will occur after each use of cots, bathrooms, and health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) to be cleaned following manufacturer’s directions.
Buffalo Hearing & Speech Center will identify a dedicated area to separate students, faculty, or staff with symptoms of COVID-19 from others until they can go home or to a health care facility, depending on severity of illness. Symptomatic students who are waiting to be picked up will remain under the visual supervision of a staff member who is socially distanced and wearing appropriate PPE, which include both standard and transmission-based precautions.

C. Tracing and Tracking:

Metrics

Buffalo Hearing & Speech Center will comply with CDC guidance and will not conduct COVID-19 testing or require testing or antibody testing of students or staff members. The decision of whether a test needs to be conducted should be determined by a healthcare provider or the local department of health.

Buffalo Hearing & Speech Center will:
  ▪ Keep accurate attendance records of students and staff members;
  ▪ Ensure student schedules are up to date;
  ▪ Keeping a log of any visitors which includes date, time and where in the school they visited; and
  ▪ Assist local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.

  ▪ Confidentiality will be maintained as required by federal and state laws and regulations.
  ▪ School staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

Notification

BHSC Administration will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff, and visitors.

Tracing Support

BHSC will collaborate with the local health department and medical director to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.
Quarantine, Isolation, and Return to School

BHSC will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

❖ If a person was seen by a healthcare provider (physician, nurse practitioner, or physician assistant) and **IS NOT** diagnosed with COVID-19 they can return to school:
  - Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
  - If they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.

❖ If a student or staff member is sent home with any symptoms of COVID-19 and choose not to follow up with a healthcare provider, they MUST adherer to following Guidelines:

❖ If a person **IS** diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:
  - It has been at least fourteen days since the individual first had symptoms;
  - It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
  - It has been at least three days since the individual’s symptoms improved, including cough and shortness of breath.

❖ All students must be cleared by the school nurse upon returning to school. Students who have not been cleared will not be admitted into the school building.

BHSC will follow the CDC specific guidance for individuals who are on home isolation regarding when the isolation may end.

**Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings.**

CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.
COVID-19 FEVER/SYMPTOMS FLOW SHEET FOR SCHOOL NURSES AND BUILDING ADMINISTRATORS

While at school, student has temp >100.0°F (non-touch forehead thermometer)
OR
While at school, student has symptoms of COVID-19 which may include:

- Fever, chills, rigors
- Cough*
- Shortness of breath*
- Rash*
- Nasal congestion or rhinorrhea*
- Sore throat
- Nausea or vomiting or diarrhea*
- New loss of taste or smell
- Fatigue*
- Headache*
- Muscle or body aches*
- Poor feeding or poor appetite*

* Disregard this symptom if school personnel are already aware of a non-COVID chronic pre-existing condition that causes that symptom AND if the nature of that symptom (duration, intensity, etc.) is consistent with what school personnel are familiar.

**ACTIONS;** Don appropriate PPE; Isolate student until you send home; Refer student to their MD/DO/NP;

STUDENT TO STAY HOME UNTIL...

With COVID Test

- Positive Test
  - School receives certificate from licensed MD/DO/NP who treated child attesting current illness is unrelated to COVID-19, providing confirmation of alternate diagnosis, labs, date of diagnosis, other pertinent information, affirming child is fever-free for 72 hours and without other COVID-19 symptoms. Note must include MD/DO/NP’s contact information, & be accompanied by signed parent consent for school to interact with MD/DO/NP.

Follow State & local guidance for isolation, quarantine, & contact tracing. **MAY RETURN TO SCHOOL WHEN:**

(A) MD/DO/NP provides school with 2 negative acute COVID-19 test results, both taken since symptoms first appeared and are at least 24 hours apart, OR
(B) Follow CDC, state, and local public health guidelines for symptom-based return (see also Negative test criteria)

Without COVID Test or Note from MD/DO/NP

- Negative Test

Without COVID Test but with Note from MD

School receives a note from licensed MD/DO/NP who manages child attesting chronic medical condition unrelated to COVID-19, providing confirmation of alternate diagnosis, Labs, date-of-record when diagnosed, other pertinent information. Note must include MD/DO/NP’s contact information, & be accompanied by signed parent consent for school to interact with MD/DO/NP.

**MAY RETURN TO SCHOOL WHEN CONFIRMED IN WRITING BY PARENT:**

- 3 days with no fever off meds
- Respiratory and presenting symptoms have improved
- 10 days passed since symptoms first appeared or since tested
(unless there is also a known exposure, then 14 days after that exposure)

**NOTE:** If someone reports direct contact for >10 min. closer than 6 feet, without a mask in the past 14 days to a person known or suspected to have COVID-19, use judicious self-protection, isolate individual, give a face mask, arrange immediate dismissal, and proceed per local public health department protocols.

Consider creating individualized student health plan (ISHP) to prevent future unnecessary dismissals.
D. Human Resources:

- Buffalo Hearing & Speech Center will ensure that all teachers and therapists hold a valid and appropriate certificate for their teaching assignment except where otherwise allowable under the commissioner’s regulation or Educational Law.

- If an employee of BHSC has an underlying medical condition, is hesitant or refuses to return to onsite work due to an underlying health condition that might put them at greater risk for COVID-19, it will be necessary to engage in the interactive process with HR in accordance with the ADA. The staff person may be eligible for job protected leave such as FMLA. Depending on the essential duties of a position, employees may be accommodated with strategies such as remote work, limiting contact with co-workers/students, PPE or moving work stations to increase social distancing.

E. Plan Contributors:

<table>
<thead>
<tr>
<th>Reopening Committees</th>
<th>Committee Lead</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff/Student Requirements</td>
<td>Kirsten Henderson</td>
<td>Tracy Schaeffer, Deseré Baker, Patty Halton, Cate Horucy, Janamarie Myrie, Jessica Fuszara, Samantha Janis, Jill Carollo, Susan Caruso, Jenna Schwab, Sara Kreher, Darcie Shanahan, Jackie Smeal, Rosina Kowalski, Heather Vicoria, Lindley Johnson, Gabrielle Hill, Gretchen Kamke</td>
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<td>Physical Building Requirements</td>
<td>Kim Hauptman</td>
<td>Lynn Zakeri, Darcie Shanahan, Janamarie Myrie, Ceciyah Colvin</td>
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<tr>
<td>Cleaning Protocols</td>
<td>Kathy Yarnes</td>
<td>Denise Slepinski, Teresa Doermer, Ellen Lutes, Valorie DeLeon</td>
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<td>Therapeutic Protocols</td>
<td>Sue Walls</td>
<td>Stephanie Loranty, John Petrunyak, Katelynn Imagna, Monica Hondzinski, Amy Petrunyak, Beth Whipple, Sara Kreher, Andrea Brock, Julie Bugaj, Rosina Kowalski, Denise Simon, Amy Kaplewicz, Gretchen Kamke</td>
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<tr>
<td>Common Area Cleaning Protocols</td>
<td>Lynn Zakeri</td>
<td>Marion Singleton, Andrea Frys, Ellen Stott, Beth Gengo, Rebekah Bunal</td>
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<td>Food Service Operation</td>
<td>Denise Slepinski</td>
<td>Marion Singleton, Patty Halton, Molly Rademacher, Ceciyah Colvin</td>
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<td>Current Program Considerations/</td>
<td>Valorie DeLeon</td>
<td>Tracy Schaeffer, Jennifer Siejka, Cate Horucy, Janamarie Myrie, Molly Rademacher, Darcie</td>
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</table>
### Accommodations

| Shanahan, Amy Petrunyk, Lori Mergler, Jeannette Gretka, Gretchen Kamke |

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### F. Site Contact Information

**Main Phone:**

**885-8318**

<table>
<thead>
<tr>
<th>Center-Based Site Managers</th>
<th>Phone</th>
<th>Extension</th>
<th>Fax</th>
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<tbody>
<tr>
<td><strong>North Street Location</strong></td>
<td>Patricia Halton</td>
<td>885-8871</td>
<td>X 2246</td>
<td>885-1473</td>
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<td>Tracy Schaeffer</td>
<td>885-8871</td>
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<td>Katie Wilkie</td>
<td>885-8871</td>
<td>X 2232</td>
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<tr>
<td><strong>Williamsville (Evans) Location</strong></td>
<td>Kathy Yarnes</td>
<td>885-8871</td>
<td>X 2243</td>
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<td>Isabella Corsaro</td>
<td>885-8871</td>
<td>x2400</td>
<td>580-3233</td>
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<td><strong>Lockport Location</strong></td>
<td>Marion Singleton</td>
<td>478-4764</td>
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<td>Dawn Riedel</td>
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<td><strong>Sweet Home Rd Location</strong></td>
<td>Teresa Doermer</td>
<td>836-7556</td>
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<td>Donna Czuba</td>
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<td><strong>Fredonia Location</strong></td>
<td>Valorie DeLeon</td>
<td>672-2731</td>
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<td>Michelle Boyle</td>
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<td><strong>Angola Location</strong></td>
<td>Lynn Zakeri</td>
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**Educational Program Director**

| Lynn Shea | 885-8871 | X2233 | 885-1473 | lshea@askbhsc.org |