



**Pennsylvania
School for the Deaf**

**HEALTH
AND
SAFETY
PLAN**

In-person Learning

HEALTH AND SAFETY PLAN: IN-PERSON LEARNING - November 2020

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HEALTH AND SAFETY PLAN: IN-PERSON LEARNING - November 2020

October 28, 2020

Dear Students, Parents/Guardians, Staff, and Community Members,

This document serves as PA School for the Deaf's (PSD) updated Health and Safety Plan to detail our plan for our students' return to in-person learning. PSD remains committed to helping each student realize success. Our focus remains on the services outlined in each student's IEP for and providing access to language for all students and empowering them through the implementation of equitable practices. It remains our goal to meet each student's needs by engaging them in standards-aligned, developmentally appropriate practices.

We have adopted the Cohort Model for assigning instructional groups. Our preschool and elementary classes will remain in their classrooms with their classroom teacher and assigned aide/s during their instructional day. In our Middle School and High School programs, teachers will transition from group to group in order to lessen the number of people moving through the hallways at any given time. Students will remain in their homerooms. Outdoor learning and gross motor activities are strongly encouraged throughout the day. Special Area classes and some Related Services will remain virtual during this initial phase. Students will be supported during these classes by classroom aides and Personal Care Assistants (PCA).

All IEP meetings will be held via our virtual platform and/or via telephone. For families who do not send their child back when PSD opens for in person learning, a meeting with the teacher/case manager and principal will be held to discuss this student's learning plan, as they will not be able to receive the same level of service remotely as they had during our Virtual Phase of Instruction.

Throughout the Health and Safety Plan for our return to in-person learning, the primary focus is on our initial phase of reopening. Daily, PSD monitors the data on COVID-19 in Philadelphia and surrounding counties. When it is safe to do so, PSD will engage stakeholders in the transition to the next phase. Additionally, different departments and areas of the school may need to remain in a restrictive phase through the entire school year, while it may be safe to release some restrictions in other areas. This cannot be limited by enacting a strict Phase 1, Phase 2, etc. type of plan.

As we know, the situation can change rapidly, PSD, its employees, and its families should be prepared for COVID-19 outbreaks, whether it be in their local communities and/or exposure within our facility, in addition to the information on the level of community transmission. If and when a confirmed case of COVID-19 enters PSD, we may need to implement a short-term closure procedure.

HEALTH AND SAFETY PLAN: IN-PERSON LEARNING - November 2020**Status Metrics**

PSD will be using the CDC's recommendations on what core factors school leaders need to consider when deciding whether to open, close, or reopen schools. PSD will continue to monitor CDC's guidance and update our plan as necessary. Factors considered include rate of new cases, percentage of positive tests in the area, and the school's ability to employ mitigation strategies:

- Consistent and correct use of [masks](#)
- [Social distancing](#) to the extent possible
- [Hand hygiene and respiratory etiquette](#)
- [Cleaning and disinfection](#)
- [Contact tracing](#)

Should PSD need to return to a virtual format for instruction, our Virtual Learning Plan will go into effect. For the link to the Fall 2020 Health and Safety Plan (for Virtual Learning) (English), click [here](#). For Spanish, click [here](#).

We wish all of our students and their families, our staff, and the PSD community well and appreciate your support in helping us to enact this plan. PSD will continue to update our stakeholders periodically through our website, social media, email, and/or phone communication.

Sincerely,

Peter L. Bailey
Peter L. Bailey
Head of School

Valerie L. Houser
Valerie L. Houser
Director of Academic Affairs

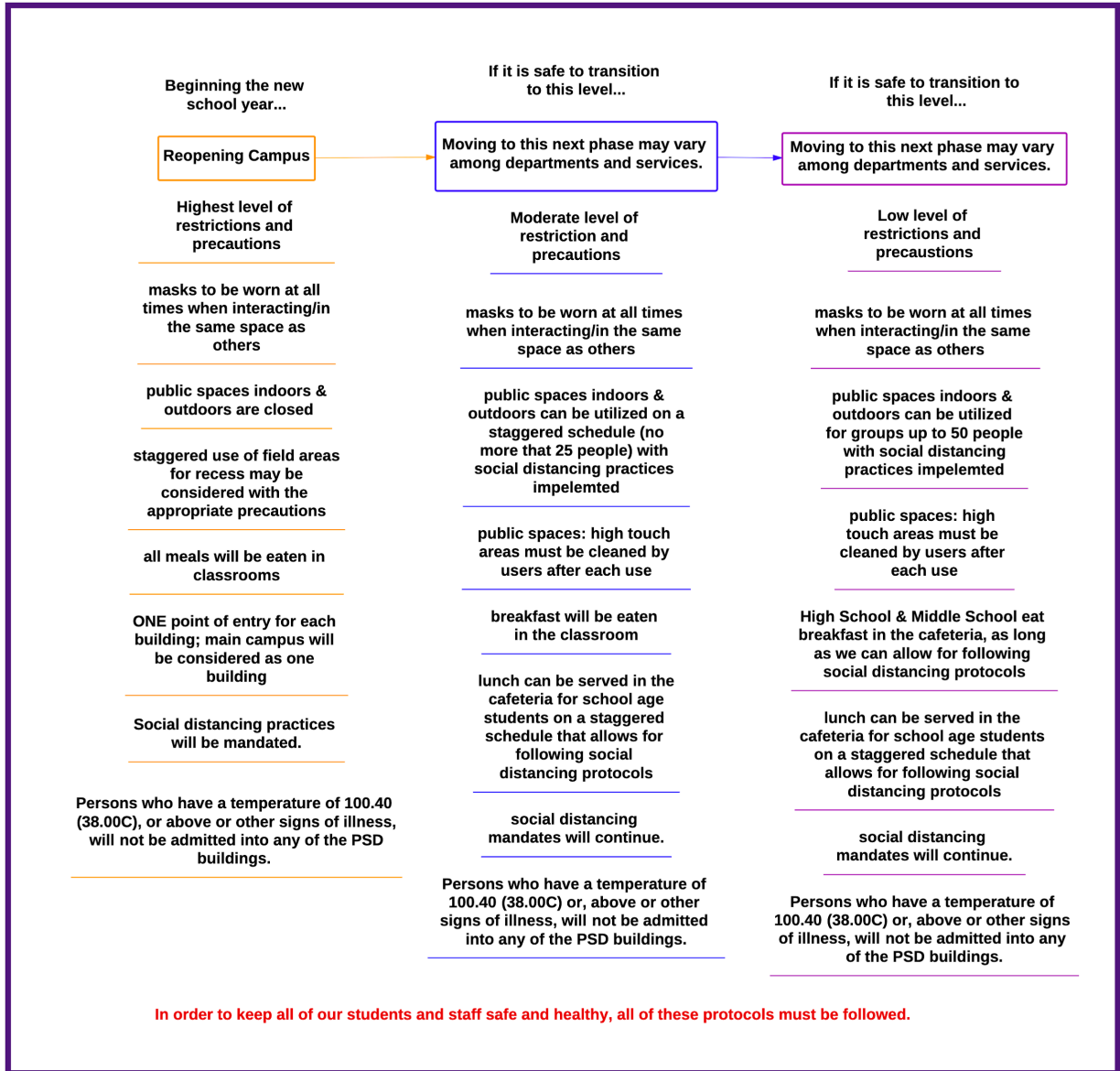
Melissa Draganac-Hawk
Melissa Draganac-Hawk
Director of Student Affairs

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General Overview

Covid Administrator - Karla Boudreaux, SPHR
Preschool Programs - Sagan Loburak, RN BSN School-age Programs - Pam Boon, RN, MHA, CSN

What might the phases of reopening look like across campus?



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Phased-in Plan for Staff & Student Return to Campus

September 2020 - REMOTE LEARNING PHASE
E-Team, A-Team, IT & Cafeteria Staff on campus

October 2020 - REOPENING PHASE-IN OF STAFF BEGINS						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 REMOTE LEARNING	2	
4	5 REMOTE LEARNING	6	7	8	9	10
11	12 School & Administrative Offices Closed	13 REMOTE LEARNING	14	15	16	17
18	19 REMOTE LEARNING 12-MONTH STAFF return to campus	20	21	22	23	24
25	26 REMOTE LEARNING TRANSPORTATION STAFF, RELATED SERVICE PROVIDERS & ALL TEACHERS return to campus	27	28	29	30	31

November 2020 - REOPENING SCHOOL FOR STUDENTS - INITIAL PHASE OF REOPENING BEGINS BEGINS						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 REMOTE LEARNING AIDES & PCAs return to campus	3 Asynchronous Learning Day for Students Professional Learning Day for Staff	4 K/1/2 ELEMENTARY STUDENTS <u>return to campus</u> REMOTE LEARNING 3/4/5 ELEMENTARY, MIDDLE, HIGH SCHOOL, & TRANSITION PROGRAM STUDENTS	5	6	7
8	9 3/4/5 ELEMENTARY STUDENTS <u>return to campus</u> REMOTE LEARNING PRESCHOOL, MIDDLE SCHOOL, HIGH SCHOOL & TRANSITION PROGRAM STUDENTS	10	11 School & Administrative Offices Closed	12 B	13	14
15	16 PRESCHOOL, MIDDLE, HIGH SCHOOL & TRANSITION <u>return to campus</u>	17	18	19	20	21

Health and Safety Protocol for Staff Return

Staff Self-care and self-reporting

Please be diligent regarding self-care. If you come in contact with someone who has tested positive for Covid-19 please notify Human Resources and stay home, as per the guidance of the CDC and the Department of Health.

Staff working on campus will receive a daily text from Ruvna with a link to the health screening questionnaire. If an “approved to come to campus” message is received, the staff member is permitted to come to campus. If denied by the Ruvna screening, staff should stay home and contact their supervisor, HR, and the Ruvna Administrator. (Ruvna@psd.org)

Once staff arrive on campus, they will be met by screeners. Staff members must wear an approved mask while on campus. The screening person will scan the QR code from the Ruvna screener and take the staff member’s temperature. If their temperature is 100.4 or above, a school nurse will be contacted. If their temperature is less than 100.4, they will be permitted to enter the school building. Upon entry, staff should use hand sanitizer and go directly to their classroom/office.

During the work day

- Use only the restrooms to which you are assigned.
- All meetings and conversations are to be held virtually or through Videophones.
- Staff cannot visit/hangout in one another’s classrooms or offices.
- Staff must wear a mask in public spaces or anytime in the vicinity of another person.
- In public spaces, staff must maintain a social distance of 6 feet.
- The Library is closed for “through traffic.”
- Cleaning will begin at 3:00. All 10-month staff are dismissed at 3:00 p.m. Campus closes for 12-month staff at 4:00 p.m.
- Staff should store personal items away from all others.

Staff Lunch during the Initial Phase of Reopening

- Staff will need to bring their own lunch to be kept in their classroom/office.
- No food deliveries will be permitted during this initial phase.
- Staff will not be permitted to leave campus during the work day, this includes using a drive through pick up for food.

Nursing Services & Medical Protocols

Nursing Services:

School Nurses will administer medications, provide emergency and non-emergency nursing services.

Medications:

- Students receiving prescribed medication will be called to the nursing office at scheduled times. New prescriptions and medications should be given to the Nursing Office.
- Student Medications will remain in the nursing office.
- Personal EpiPens will remain in the student's classroom.

Non-Emergency Nursing Services:

- Temperature checks
- Contacting parents and/or guardians for updates
- COVID Follow-up and assessment: symptoms, testing questions and results, general questions, etc.
- Administer prescribed medications to students
- Resupply Basic First Aid Bags (for classroom staff)
- Assessment of emergencies
- Providing up-to-date COVID information
- Completion of Incident Reports and COVID Incident Reports, as well as all other forms

Emergency Nursing Services:

- Provide triage care until emergency medical services (EMS) arrive.
- Assist EMS in providing appropriate care.
- Contact the School Nurse for emergencies.
 - Emergencies are described as events which cannot be resolved in the classroom setting:
 - Bleeding that does not stop
 - Choking
 - Ingestions of chemicals and/or non-food items
 - Seizure activity
 - Any injury above the neck
 - Difficulty breathing
 - Diabetic Emergencies: high or low blood sugars
 - Anaphylactic (allergic) reactions
 - Twists and sprains
 - Suspected Covid and/or Covid Symptoms
 - Other life-threatening or serious events

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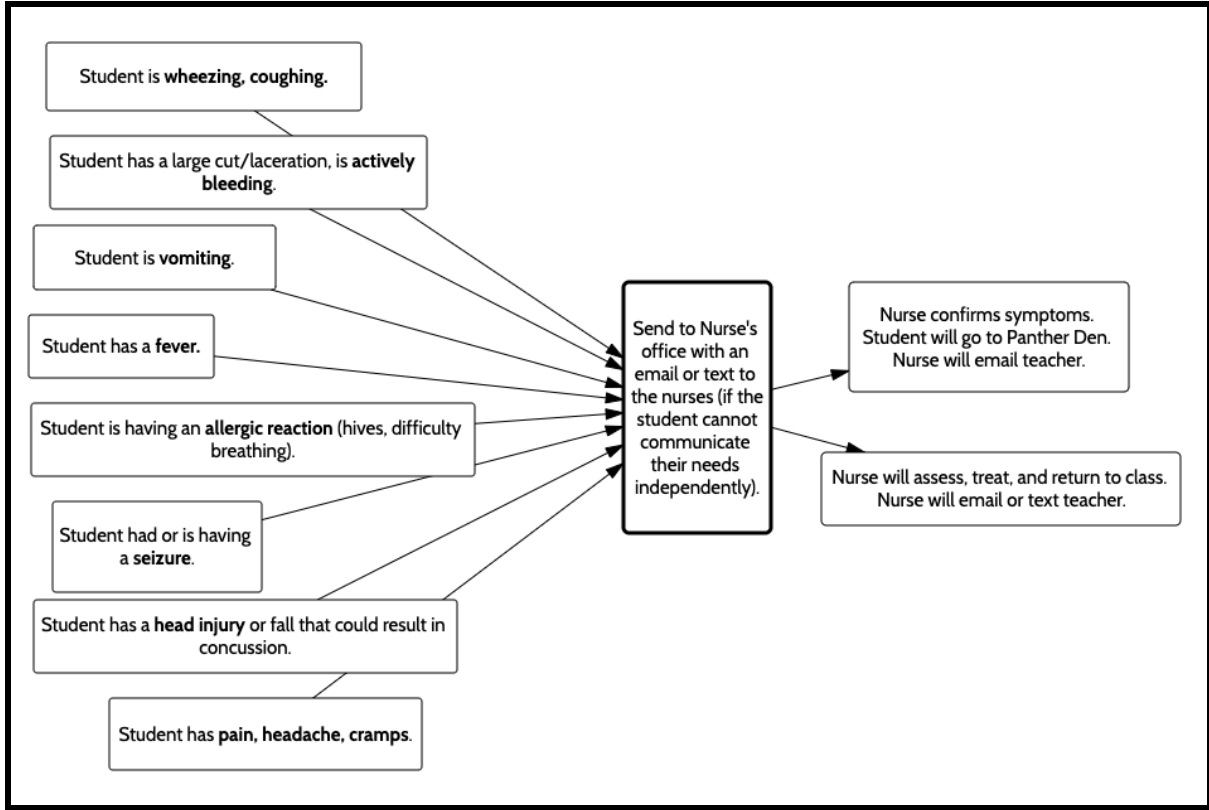
Panther’s Den:

The Panther’s Den is the isolation room. The Panther’s Den is to be used for isolation of anyone who has potential exposure to COVID, has COVID symptoms, or is otherwise required to isolate until they can safely leave campus. We have two Panther’s Dens on campus, one in our preschool building and one in our school age programs building.

Nurse’s Office: The nurse’s office will have social distancing markers in place. When possible, all minor cuts should be handled in the classroom. Students should not use the nurse’s bathroom unless actively sick. Classrooms will be supplied with gloves, bandaids, and feminine pads as needed. Nurses will have access to text, facetime and/or webcam for in the room triage if you are unsure if you should send a student to the nurse’s office.

- There will be a maximum number of students in the Nursing office at one time.
- No more than 2 students in Main Building Nursing Office
- No more than 1 student in ECC Building Nursing Office
- Students may either wait in socially distanced seats outside the Nursing office (Main) or will be instructed to return to the Nursing office when the office has no other students.
- School Nurse will clean and disinfect the office between each student visit, as well as at the start and end of the day.

When should you send a student to the nurse?



Response to student COVID or COVID-like symptoms during school:

- Whenever possible students will be escorted to the Panther's Den (in appropriate building) by a staff member. Staff will text the School Nurse to notify them that staff are escorting a student to the Panther's Den. Staff will wait for the School Nurse to arrive.
- If a staff member is not available to escort the child, text the School Nurse in your building to let them know using the following information.
- If staff cannot take the student to Panther's Den, School Nurse will meet staff and student at the classroom with appropriate PPE on.
- The staff member will keep the student away from all other students and staff members in the classroom until School Nurse arrives or staff escort the student to Panther's Den.
- If multiple ill students must be placed in the same isolation room/area (Panther's Den), ensure mask use and that they maintain at least 6 feet of distance between them.
- School Nurse assesses the student and determines if well enough to return to class, be sent home or wait in Panther's Den.
- School Nurse notifies parent(s), guardians, or caregiver/s that their child has symptoms or exposure.
- School Nurse will determine whether to recommend self-quarantine for 10 to 14 days or get COVID test or seek further medical care from a health care provider.
- Parent/s, guardian/s, or caregiver/s must pick up student(s). The student will not be sent home on the bus.
- School Nurse will determine when the student can return to school following CDC guidelines.
- Student(s)' return to school for non-COVID symptoms will follow existing school illness management policies.

Student positive COVID-19 test result.

- A student(s) is newly identified as having COVID-19.
- Internal contact tracing is conducted compiling a list of close contacts under CDC guidelines*** (currently defined as 6 feet or less for more than 15 minutes) of the ill student and communicates the possible exposure to teacher(s), staff, and parent(s), guardian(s) or caregiver(s) of student(s) in the school, as well as the school district, without using the name of the student.
- Exposed area(s) (e.g., classroom) will be closed off for at least 24 hours. Cleaning and disinfection of the area/s will be performed by appropriate staff.
- COVID-19 Administrator works with local health officials to assess transmission levels and support contact tracing efforts.
- Close contacts*** (currently defined as 6 feet or less for more than 15 minutes) are notified, advised to stay home (quarantine for 14 days), and to consult with their healthcare provider for evaluation and determination if testing is recommended.
- Administrators or COVID-19 POC communicate with teacher(s), staff, and parent(s), guardian(s) or caregiver(s) the importance of COVID-19 mitigation strategies (e.g., staying home when sick, washing hands, wearing masks, social distancing).
- Members of the student(s)' household are recommended to quarantine as recommended by CDC guidelines.

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- Student(s) returns to school after meeting criteria for ending home isolation.****(Student(s) can end home isolation after meeting all of the following three criteria if the student had symptoms: at least 10 days since symptoms appeared, at least 24 hours with no fever-reducing medication, and symptoms have improved. If a student was asymptomatic, the student can return to school 10 days after a positive test.)

Response to staff COVID exposure or COVID-like symptoms during school:

- Staff will contact School Nurses to assess if Panther's Den and further assessment is required via Phone Call, Text Message, and/or FaceTime.
- If instructed, go directly to the Panther's Den, building specified.
- School Nurse will meet staff member wearing PPE to assess symptoms and possible exposure
- School Nurse will determine if staff needs to quarantine, get tested for COVID or seek medical care.
- Staff, if exposed or showing positive symptoms, must undergo COVID Testing.
 - Results will be sent to Human Resources: COVID@psd.org
- Nursing will contact staff who have presented COVID positive symptoms, exposures, and/or tests.
- If not exposed to COVID and determined to have non-COVID related symptoms and well-enough, staff may return to the cohort (group) and continue to monitor symptoms.
- If determined to have non-COVID related symptoms and is not well-enough, staff will be sent home. Staff will notify the supervisor.
- Staff will notify Human Resources and follow up with protocol and guidance if sent home.
- Staff will follow up with nursing if sent home or additional symptoms develop.

Staff positive COVID-19 test result.

- Internal contact tracing is conducted compiling a list of close contacts under CDC guidance*** (currently defined as 6 feet or less for more than 15 minutes) of the ill staff member and communicates the possible exposure to teacher(s), staff, and parent(s), guardian(s) or caregiver(s) of student(s) in the school, as well as the school district, without identifying the staff person.
- Exposed area(s) (e.g., office or classroom) closed off for at least 24 hours. Cleaning and disinfection of the area performed by appropriate staff.
- COVID-19 POC/Administrator work with local health officials to assess transmission levels and support contact tracing efforts.
- Close contacts*** (currently defined as 6 feet or less for more than 15 minutes) are notified, advised to stay home (quarantine for 14 days), and to consult with their healthcare provider for evaluation and determination if testing is recommended.

Student becomes sick on bus and possible COVID symptoms

Before student gets on bus:

- If symptoms are noticed as the student is getting on the bus, do not allow the student to board the bus.

After student is already on the bus:

- Ensure other students keep their masks on covering their nose and mouth at all times.
- Ensure all students keep required physical distance from other students.
- If not already open, windows should be opened as fully as possible, weather permitting.
- Bus Monitor should contact bus dispatch. The bus dispatch will contact the School Nurse to inform them of a possible symptomatic child.
- School Nurse will meet the bus as it arrives, wearing appropriate PPE. As practical, the student with possible symptoms should exit the bus first.
- Bus is cleaned/disinfected.
- School Nurse will evaluate the student for symptoms and determine if isolation in Panther's Den is needed or not.

When to self-quarantine or isolate

- Positive Test Result
 - If you have a positive test result you will need to quarantine for at least 10 days following a positive test result. (Longer quarantine may be required if symptoms continue.)
- Close Contact
 - If you had close contact with someone who tested positive for COVID-19, quarantine for 14 days. Close contact is defined as within 6 feet for more than 15 minutes.
- Travel to restricted state or country
 - If you have traveled to one of the states or countries with restricted travel you will need to self-quarantine for 14 days. Pennsylvania Department of Health maintains a current list that is updated regularly.
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>
- Household member travels to restricted state or country or someone visits you from a restricted state or country
 - You do not need to self-quarantine when a member of your household travels to a restricted state or country or someone visits you from a restricted state or country. The one who traveled to the restricted state or country will need to quarantine themselves upon arrival to PA and only if they begin to show symptoms or have a positive COVID test result will the employee or student need to quarantine themselves.

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Cleaning Protocols

PSD has upgraded its cleaning process to the SpaceCare QL+ program by Aramark in partnership with Diversey, a leader in revolutionary cleaning. This new program will provide PSD the most comprehensive approach to daily cleaning in a COVID-19 environment. This program provides a high degree of peace-of-mind among administrators and occupants that space is clean. As long as COVID-19 is a threat, the need to gain and sustain occupant trust is essential. SpaceCare QL+ when combined with Aramark’s Deep Clean program, offers a comprehensive solution, with validation and communication, to cleaning. This program includes certified training of all Aramark cleaning staff and will continue throughout the 2020-2021 school year.

Main Focus areas will include:

- Door knobs & push bars
- Light switches
- Countertops/tables/desks
- Elevator buttons
- All chair armrests & back of chairs
- Sinks/dispensers/restrooms

Staff Responsibilities:

ALL:

- Remove all items from surface areas for cleaning.
- Follow specialized department protocols for classroom materials and manipulatives/toys/etc.
- Every classroom will have wipes, hand sanitizer and gloves.
- Student face shields must remain at PSD. Classroom staff will be responsible for cleaning of face shields.
- Any leftover food should be thrown away.



Preschool Classrooms

- Take all food and technology (chromebooks/chargers) home at the end of each day.
- Staff will clean toys daily with soap and water, rinse, sanitize with the provided CDC compliant disinfectant, rinse again, and air-dry.

OR

A dishwasher with detergent may be used for sanitizing.

K-12 Classrooms

- Take all food and technology (chromebooks/chargers) home at the end of each day.
- Students will use regular disinfecting wipes to wipe down their own seat and desk at the end of the day.
- Students will clear desks and put all items inside their desks or back in their designated tote.
- Wipes will also be available to wipe desks/chairs throughout the day if needed.

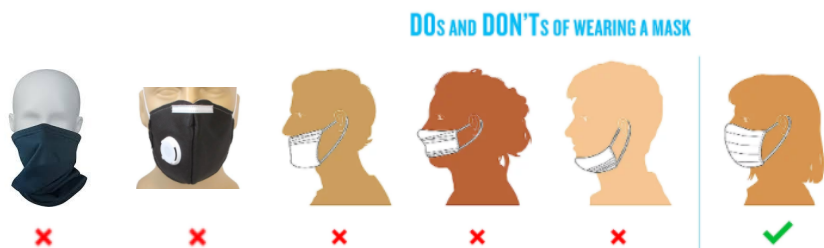
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Bathrooms:

Three porters will be contracted for dedicated maintenance of soap, toilet paper, and paper towels and cleaning of bathrooms across campus throughout the school/work day for the 2020-2021 school year. One porter will be assigned to the Early Childhood Building. The second porter will be assigned to the School-Age Programs Buildings (Chapel, Chapel Annex, Main, MSC, Annex, and Nevil Buildings). The third porter will be assigned to the Head of School Building, Administration Building, and the gymnasium.

Bathroom Assignments: All staff and students are assigned bathrooms based on their cohort groupings during the initial phase of reopening. This will limit the number of people using a bathroom and make contact tracing more efficient should someone become symptomatic of COVID. ONLY sick students and staff are permitted to use the nurse's office bathroom. To ensure that there will not be more than one person in restroom areas, we will use the SmartPass System.

Guidelines for Acceptable MASKS & FACE COVERINGS



- Masks are required for ALL persons in the building over 2 years of age (unless medically cleared)
- Masks must completely cover the nose and mouth.
- Cloth Masks must have 2-layers of fabric.
- Masks should stay in place with normal movement and NOT need frequent adjustments
- Masks with vents are not permitted.
- Face Shields can be used in addition to a mask OR without a mask WITH a medical release

What do I need to remember about using masks?

- Avoid touching your mask as much as possible.
- Sanitize hands if you do touch your mask.
- Change to a clean dry mask if at any point it becomes wet or dirty.
- Keep a spare mask with your belongings and bring it to school daily.
- PSD will provide staff with 2 clear masks, for which the individual will be responsible to clean/sanitize daily, and disposable medical masks are also available at all entry points.
- PSD will provide students with masks and/or face shields, which should remain in their classroom
- Cloth masks should be washed daily (This is an individual's responsibility.)
- Disposable masks should be for one day use only.

If outdoors activities are possible, masks can be removed, only if students can maintain 6 feet of space at all times. Mask breaks will be scheduled during the school day provided a safe distance of 6 feet and desk barriers are available.

Transportation Procedures

PSD operated Transportation Services & Durham Transportation Services:

Transportation Staff will be screened each day, including a temperature check before entering PSD facilities or interacting with students. Bus windows will be open to the first notch and the roof hatch open to provide ventilation during transport, unless this is not possible due to extreme weather conditions.

Student Pick-up

- For our student and staff screening procedures, PSD will be using Ruvna. This is an easy-to-use text message-based app for screening students and staff before they come to school each day. Detailed instructions will be provided before students return to campus.
- Prior to the bus arriving for pick up, families will complete screening questions in the text message to determine if your child:
 1. Is sick or has symptoms of COVID-19?
 2. Has been diagnosed with COVID-19?
 3. Has been around someone who has been diagnosed with COVID-19?
 4. Has traveled to an area where the Department of Health or Centers for Disease Control recommended quarantine in the last 14 days?

If yes to any of these questions, the child will not be permitted on the bus.

- Before entering the bus, the bus aide/monitor will perform a temperature check. If the child's temperature is 100.4 or above, the child will not be permitted to enter the school bus.
- Students are required to wear masks. If the child doesn't have a mask, one will be provided.
- The student will be provided hand sanitizer upon entry into the bus, after which they will be seated.

Seating and Loading/Unloading

- One student will be seated per bench on the bus.
- Students who live in the same household may sit together.
- The seat behind the driver will always remain unoccupied.
- Students will have assigned seats, based on their scheduled pick up/drop off.
- Students will load from the rear to front of the bus.
- Students will unload from the front to the rear of the bus

Loading/Unloading at the School

- Students will remain at least 6 feet apart during the loading/unloading process.
- The driver will instruct students on when/how to exit, in coordination with the receiving school staff when arriving in the morning.
- PSD Transportation Manager and Transportation Coordinator will facilitate this process for unloading in the morning and loading in the afternoon.

Dismissal Procedures

1. As each bus arrives, in a nonspecific order,
 - a. ECC: the bus number will be texted to the staff,

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- b. School Age Programs: our virtual platform (ZOOM) link will be used to communicate the bus number to all of the classroom teachers and classroom aides.
 - i. We will also add the bus number or student name in the chat box as a reference who was called.
 - ii. If possible, our virtual platform link should be displayed on the classroom Smartboard for easier visual access for all members of the classroom to access.
2. Students in the “called” bus group should then be dismissed from the classroom.
 - a. Students should exit the building through their assigned exit door. Principals will provide this information to their faculty.
 - b. Staff will be positioned throughout the buildings to assist with traffic flow, as needed.
3. The Transportation Coordinator will determine when they are ready to load the next bus/van, and the same procedures defined above in #2 are to be followed. Repeat until everyone is safely on their bus/van and on their way home!
4. For School Age Programs
 - a. Buses/Vans which carry a single student will be dismissed first. These vehicles will park in the driveway between the Gym and the Nevil Building for. Once the student has boarded, the vehicle will exit.
 - b. Buses that have more than one student will be parked along the walkway from the Chapel Center to the Nevil Building. Students will line up along the bus and be seated in the order of their pickup in order to drop them off at their homes in front to back order, the bus aides will be instructed of this prior to dismissal.

If you reside in Bucks, Montgomery, Delaware, Lehigh, or Berks County or in the state of New Jersey, please contact your local school district for their details regarding transportation.

Students who are transported by their parents or a school district outside of Philadelphia County will be required to complete the screening questions prior to the child entering the district provided school bus/van/taxi or family vehicle and should not travel to campus if the child does not pass the screening. Upon arrival at PSD's campus, the student's temperature will be screened prior to exiting the vehicle. If the child's temperature is 100.4 or above, the child will not be permitted to enter the school.

Disinfecting/Cleaning Procedure Overview (EPA-Approved Cleaners)

- Full sanitization of all PSD vehicles will occur prior to being put into service.
- All high touch surfaces will be wiped down between runs.
- All vehicles will be deep cleaned weekly.
- Hand sanitizer will be made available for each student when boarding the bus.

Food Service Procedures

Meal Counting:

Each morning Staff will be required to fill out the Cafeteria form. This form will provide the lunch counts for that day & the breakfast counts for the following day. Staff and students will NOT be allowed to share any food during this school year. Food can either be taken home by the individual that received it or thrown out.

Preschool Programs

Deaf & Hard-of-Hearing Programs: Breakfast & Lunch:

- Outside of each classroom will be a 4ft white table. Meals will be dropped off to this location at all times.
- Cafeteria staff will wipe down the table before dropping off & picking up meals.
- Staff are required to fill out the Google form for meal counts to confirm which students received a meal.
- Staff can return any trays to the table outside their classrooms. Cafeteria staff will wipe down the table at the time of pickup.
- To limit the contact cafeteria staff have with the meals, staff will be required to pour any water/drinks provided for students.
- During our initial phase of reopening, students will receive a grab and go lunch for that day and breakfast for the next day.

Community Preschool

- Staff and children will wash hands before and after lunch time routine.
- Classroom staff will wipe down tables in preparation for lunchtime.
- Classroom staff will wear masks/gloves during lunch routine.
- Students will eat at tables 2 students to each table.
- Meals will not be able to be heated at this time.
- At the end of the lunch period, lunch bags will be returned to totebags and tables wiped down by classroom staff.

School Age Programs

Breakfast:

- Upon entry to the MSC Cafeteria each morning, students will pick up their meals on their way to the classrooms.

Lunch:

- Outside of each classroom will be a 4ft white table. Meals will be dropped off to this location at all times.
- Cafeteria staff will wipe down the table before dropping off & picking up meals.
- Staff are required to fill out the Google form for meal counts to confirm which students received a meal.
- Staff can return any trays to the table outside their classrooms. Cafeteria staff will wipe down the table at the time of pickup.

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- To limit the contact cafeteria staff have with the meals, staff will be required to pour any water/drinks provided for students.

Water Systems

To minimize the risk of spreading germs/diseases, all drinking fountains have been replaced with bottle fillers. Staff and students are permitted to bring a personal water bottle of their own. These should be labeled with the student's/staff's name. Bottles are to be taken home for regular washing.

Instructional Focus

- Our initial focus is on the health and safety of our students.
- Our other primary focus is to ensure that students continue to develop their level of language use in both American Sign Language (ASL) and English.
- Student work will focus on the essential standards and essential understandings for each grade level and for each course. There are two guiding questions that staff will use to guide their instruction and assignments: What do we want our students to know? **and** What do we want our students to be able to do?
- Teaching and learning will align with our educational beliefs:
 - Language is the key to opening the world of learning to every child.
 - American Sign Language and English are both essential to students who are Deaf, Hard of Hearing and/or use cochlear implants or other assistive technology to build literacy and develop understanding and knowledge of the world.
 - Strategies that enhance and deepen our students' knowledge include early language development and a language rich environment: sign language, spoken language, speech reading, and other language/communication tools.
 - All students are capable of setting goals, growing and achieving when guided, nurtured and challenged.

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- Our students thrive when they have the knowledge and skills they need to self-advocate, pose and solve problems, and become critical and creative thinkers.
- Every individual has strengths and the ability to contribute to improve their community and the world. Our students thrive when the communities, which support them, partner with the school.
- Our students are prepared for the 21st century by understanding multiple perspectives and valuing diversity.

Instructional Delivery

Mask and PPE requirements: Students and staff will be required to wear a mask or face shield at all times during the school day aside from breakfast and lunch times, as well as planned mask breaks.

Field trip and Extracurriculars: All field trips are on hold during the Initial Phase of Reopening. For School Age Programs: Fall sports, soccer, volleyball, and cheerleading will be canceled this year. The In person After School Program (ASP) will be canceled for Cycle 1 and Cycle 2. Virtual ASP will be offered as appropriate. Cycle 3 ASP will be determined based on the conditions surrounding COVID-19 closer to the time of the Spring Cycle for ASP.

Early Childhood Programs: Preschool and Community Preschool

INITIAL PHASE OF REOPENING Teaching Schedules: All students and classroom staff will remain in their cohort areas. [Art and PE](#) activities will be posted to Class DOJO. American Sign Language classes will be conducted weekly via our virtual platform.

Drop off and Pick up of children in the Deaf/Hard of Hearing Preschool Program

- Deaf/Hard of hearing preschool program arrivals will be in the bus line at 8:30.
- A consistent designated staff person will be assigned to escort the children to and from their class during drop off and pick up.
- Hand sanitizer is provided at the front entrance of the Early Childhood Building.
- Toys are not to be brought into school from home to mitigate contamination.
- Students will be dismissed at 12:00 pm, until it is determined safe to transition to the full school day for programming.

Drop off and Pick up of children Community Preschool Program (CPS)

- Arrival and dismissal times will be staggered between the community preschool and deaf/hard of hearing programs.

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- Community Preschool Drop off and pick up will occur outside the front entrance of the school. In a carline. Drop off will occur between 7:45-8:15. Pick up will be in the carline at 2:45 - 3:00 pm.
- A consistent designated staff person will be assigned to escort the children to and from their class during drop off and pick up
- Hand sanitizer will be available at the front entrance.
- Toys are not to be brought into school from home to mitigate contamination.

Classroom Environment

- All staff will utilize masks for the length of the work day.
- Early Childhood students are required to wear masks.
- Visual supports will be present in classrooms and public spaces to support social distancing, handwashing and mask wearing for staff and students.
- Surfaces will be kept clear so they can be easily cleaned and disinfected.
- Items/toys not being used will be kept in storage.
- Cubbies will be equipped with zippered totes to store student's personal belongings.
- Classrooms will be equipped with tubs to place "mouthed toys/objects."
- Toy sharing will be limited to items that can be easily cleaned or disinfected.
- Staff will utilize smocks while class is in session.

Classroom Programming

- Students will be separated into smaller cohorts (size limited to 10 students for CPS).
- Staff members will maintain the same group of children throughout the day.
- All staff and students will avoid close group learning and socially distance whenever possible.
- Students will each have their own color-coded bins used to contain supplies not to be shared with other children (crayons, scissors, glue sticks etc.)
- Cubby areas will include plastic totes for storage of backpacks and other personal items.
- Cots for children napping will be distanced 6 feet apart and will be sanitized daily.
- Outdoor learning will be strongly encouraged on a scheduled basis.

Playground

Classes will be encouraged to spend time outside for active learning and play. Each individual class will have an assigned time and area for recess, either on the preschool playground or the grassy field area behind the building. One class will be designated at a time to an area. Classes will be provided their own "outside play toys." The playground structure will be fenced off during recess to minimize the risk of cross contamination.

Student Lunch

Community Preschool will implement this process during the initial phase of reopening.

- All staff and students will wash hands in preparation for mealtime.
- All staff and students will wash hands after assisting students with meal routines.
- Staff will ensure all children wash hands prior to and after meals.

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- Students and staff will eat in their assigned classrooms.
- Students will be seated 2 to a table (at opposite ends of the length of the table) Each child will be served grab and go lunch individually.
- All staff will wear gloves when serving food.
- Foods and drinks will be distributed in “grab and go” packs.
- Students will only use disposable cups and paper products for snack time.
- Full day students will eat lunch in their classrooms.

Impact on Delivery of Instruction

- Cooking activities will not be permitted.
- Students will each have their own plastic shoe box used to contain supplies not to be shared with other children (crayons, scissors, glue stick etc.)
- Students will be given their own manipulatives for hands-on learning which will be kept in a color-coded bin.
- Students will sit in assigned chairs during Morning Meeting at designated distance.

Diapering procedures

- Diapers will be kept in the child's color-coded cubby.
- Staff will use smocks/gloves and masks.
- Disposable smocks will be utilized when a child has loose stool or has challenges during the diapering process.
- Daily smock will be hung on hooks by the door.

Field Trips are cancelled until further notice.

Curriculum Room Procedures

Staff members will make requests for curriculum materials using google forms which will then be collected by the curriculum coordinator a week ahead of time. Materials will stay in the classroom. Materials that are to be returned will be placed in a bin outside the classroom and will not be available for use until sanitized. Materials not able to be cleaned will not be available for use in classrooms.

Cleaning and Disinfecting

- Staff will keep surfaces clear so that they can easily clean and disinfected.
- Daily cleaning and disinfecting of surfaces and objects that are frequently touched, including toys and games will be required.
- Routinely disinfect items/toys that have been contaminated by bodily secretion. These should be set aside until they can be cleaned with soap and water and disinfected.
- Toys that cannot be cleaned will not be available for play.
- Toys are not to be shared between classrooms.
- Toys from home will not be permitted into the school.

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- All cloth toys and furniture will be removed from classrooms.
- Children's books and paper-based materials are not considered high risk and do not need additional cleaning.

Hygiene

All children and staff should engage in hand hygiene at the following times:

- Arrival to facility and after breaks,
- Before and after preparing snacks/lunch,
- After using the toilet or helping a child use the toilet,
- After coming in contact with bodily fluids, and
- After playing outdoors.

Wash hands with soap and water for at least 20 seconds.

After assisting children with hand washing, staff should also wash their hands.

Staff should change a child's clothes if secretions are present and clothes shall be placed in a plastic bag to be sent home.

Communication with Families

All families are requested to maintain updated emergency contact information.

Elementary Program: Kindergarten - 5th Grades

Learning Cohort and Classroom Assignments: During the initial phase of reopening, students and staff will be required to remain in their cohort and cohort location at all times aside from using the restrooms and arrival/dismissal time. Colors denote shared cohort spaces. Social distancing must still be used in cohort spaces.

INITIAL PHASE OF REOPENING Teaching Schedules: All students and classroom staff will remain in their cohort areas. Student regrouping will be on hold if it cannot be facilitated within the physical cohort space. [Art, PE/Health, Library/Literature](#), SSL, Science, and American Sign Language classes will be held via our virtual platform. Classroom staff will support students during these times as needed.

Elementary Schedules can be found here:

https://docs.google.com/document/d/1JZn7vWOrLoWf_voH0Ry2OujWX9wvgZXDcu67RJEpyY4/edit?usp=sharing

Uniforms: The uniform policy will be in effect for the 2020-2021 school year. Students will not be asked to change into borrowed uniforms during the Initial Phase of Reopening. If a student arrives at school for 3 consecutive days without wearing the school uniform, parents/guardians will be contacted.

Breakfast/Lunch/Snack time: Students will be permitted to remove their masks during breakfast, lunch, and snack times with 6 foot social distancing in place. Desks should be moved

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to ensure this distance can be maintained while eating and masks should not be removed until all students are seated. Students will be required to put masks back on at the end of lunch and to get up to move around the room. Students should sanitize or wash their hands prior to eating. Classroom staff must sanitize and wear their masks while distributing lunch. When possible, classes are encouraged to eat lunch outdoors while maintaining social distancing.

Recess: There will be no scheduled recess during the school day due to the shortened schedule. However, we encourage classes to utilize outdoor spaces for learning when possible. Cohorts should not be in the same open space at the same time and the SmartPass system should be used to utilize each designated space throughout the day. Students will be required to wear masks if 6 feet of space cannot be maintained during any outdoor activity.

The **playground** will be closed during the Initial Phase of Reopening, but the playing field will be accessible with social distancing protocols in place. Play/ gross motor activities will be planned that keep students spaced at least 6 feet apart.

Classroom setup: Each classroom and area of the school was assessed to ensure the most physical space for staff and students and adjustments made to accommodate this. In many cases, this was the removal of unneeded furniture or a change from tables to desks. No class in the elementary department will have more than 6 students during the Initial Phase of Reopening.

Google Classroom and online learning: All students will be responsible for maintaining and checking their google email daily. Student schedules will be added to their Google Calendar accounts and these should be referenced should we need to move to remote learning at any time. Parents will be contacted to ensure their email address is correct within the google platform and that they have connected to google classroom. Google will send parents updates on their child's work weekly. This is a feature of google classroom.

Class Dojo: Students and families in Kindergarten-5th grades will continue to utilize dojo for day to day communication and activities. Parents will be contacted to ensure they are connected to their child's current Dojo classroom.

Middle School Program: 6th-8th Grades

Learning Cohort and Classroom Assignments: During the initial phase, students will be required to remain in their learning cohort and cohort location at all times, aside from using the restrooms and arrival/dismissal time. Social distancing must still be used in cohort spaces. Staff members will rotate between learning cohorts with required PPE in place.

Teaching Schedules: All content area teachers will rotate between their six academic periods. During these rotations, students cannot be left unsupervised. At the change of class, a middle

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school staff member will supervise Room 307 so that the teacher can move to the next room. Another will supervise 212, so that the teacher can move to the next room. As a teacher arrives, a teacher can move on. All specials ([Art, PE/Health, Library/Lit](#)) will be held via our virtual platform. Homeroom teachers will support students during specials if needed.

Middle School Schedules can be found [here](#).

Uniforms: The uniform policy will be in effect for the 2020-2021 school year. Students will not be asked to change into borrowed uniforms during the Initial Phase of Reopening. If a student arrives at school for 3 consecutive days without wearing the school uniform, parents/guardians will be contacted.

Breakfast/Lunch/Snack time: Students will be permitted to remove their masks during breakfast, lunch, and snack times with 6 foot social distancing protocols in place. Desks should be moved to ensure this distance can be maintained while eating and masks should not be removed until all students are seated. Students will be required to put masks back on at the end of lunch and to get up and move around the room. Students should sanitize or wash their hands prior to eating. Lunch will be delivered to each classroom. Classroom staff must sanitize and wear their masks while distributing lunch. When possible, classes are encouraged to eat lunch outdoors while maintaining social distancing.

Social Break: There will be no scheduled social break during the school day due to the shortened schedule. However, we encourage classes to utilize outdoor spaces for learning when possible. Cohorts should not be in the same open space at the same time and the SmartPass system should be used to utilize each designated space throughout the day. Students will be required to wear masks if 6 feet of space cannot be maintained during the activity.

Classroom setup: Each classroom and area of the school was assessed to ensure the most physical space for staff and students and adjustments were made to accommodate this need.

CARES: Our CARES systems will still be in place, but we will move to digital CARES forms. Quarterly trips will be on hold until further notice. Alternatives will be decided when the students return.

Google Classroom and online learning: All students will be responsible for maintaining and checking their google accounts daily. Student schedules will be added to their Google Calendar accounts and these should be referenced should we need to move to remote learning at any time. Parents will be contacted to ensure their email address is correct within the google platform and they have connected to google classroom.

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High School Program: 9th - 12th grades

[Staff / Student Schedules](#) - Click the link to access.

Students Schedule

- Students will remain in their homerooms with the assigned PCAs and/or Aides.
- Teachers will move from classroom to classroom to teach their content area classes.
- Each teacher should sanitize their own area before leaving the classroom.
- Special Area classes will be conducted remotely with aide/PCA/assigned for support.

Grading

Our regular grading system has been reinstated as outlined below. For students who need to participate virtually for any length of time due to extended illness or other factors, we will define classroom participation as contributions made either in person or via chat functions or video through our virtual platform.

Grades are assigned to help students and their parents follow the student’s progress in school. Grades are awarded on the alphabet scale: A, B, C, D, F, and I (Incomplete). All incomplete grades should be made up by the end of the next school year. An Incomplete that has not been made up will become an F. It is the student’s responsibility to make arrangements to make up the work. Students who pass classes with grades above an F will receive credit. Failing class grades receive no credit for the class. GPA is determined using the 4.0 scale as listed below:

SCALE		
A	A+ 100-97	A 96-93
		A- 92-90
B	B+ 89-87	B 86-83
		B- 82-80
C	C+ 79-77	C 76-73
		C- 72-70
D	D+ 69-67	D 66-63
		D- 62-60
F	F 59 and Below	

For students for whom a rubric scale may be more appropriate, the scale below will be used to communicate progress:

- 5 = Independently applies skill/knowledge in various situations
- 4 = Applies skill/knowledge and/or completes work with minimal assistance
- 3 = Becoming more confident in demonstrating skills/knowledge, though still somewhat dependent on adult prompting/guidance
- 2 = Making attempts, but requires assistance to demonstrate emerging skills/knowledge
- 1 = Despite repeated instruction, still unable to demonstrate skills/knowledge.

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Meetings

- Team/Supervisory Meetings will be held via our virtual platform.
- Teacher meetings will be held during the Specials Block via our virtual platform.

Assemblies/Department Events

- **Field trip and Extracurriculars:** All field trips are cancelled until further notice.
- **High School Athletics** are cancelled until further notice..
- The In person **After School Program (ASP)** will be canceled for Cycle 1 and Cycle 2. Virtual ASP will be offered as appropriate. Cycle 3 is to be determined.
- Classroom Smart Boards/TV monitors will be used for assemblies/Jr. NAD Meetings
- Drama practices are on hold until it is safe to transition to a phase with reduced restrictions.

Special Area Classes: For Art, Physical Education/Health, and Library Literature information please click the link in the heading.

Special Education Program: Kindergarten - 12th Grades

Schedule Information

See Elementary, Middle and High School schedule links for Special Education Schedules.

- Students will remain in their classroom teacher and assigned PCAs and Aides.
- [Special Area classes](#) will be conducted remotely with aide/PCA/assigned support. For additional Art, Physical Education/Health, and Library Literature information please click the link in the heading.
- **Field trips:** All field trips are cancelled until further notice.
- The In person **After School Program (ASP)** will be canceled for Cycle 1 and Cycle 2. Virtual ASP will be offered as appropriate. Cycle 3 is to be determined.
- Classroom Smart Boards/TV monitors will be used for assemblies
- Drama practices on hold until it is safe to transition to a phase with reduced restrictions..

Grading

Grades are assigned to help students and their parents follow the student's progress in school.

A rubric scale is used to communicate student progress:

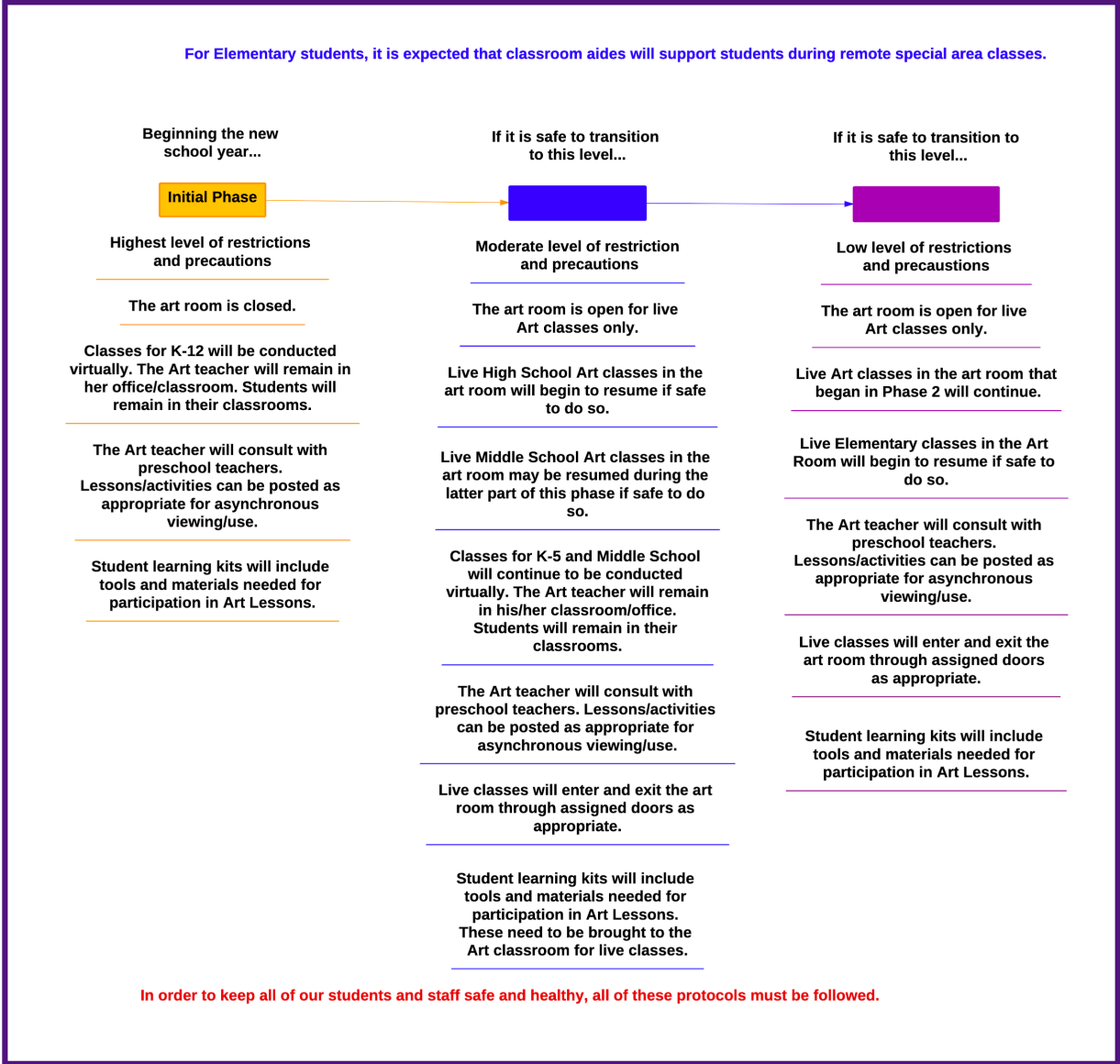
- 5 = Independently applies skill/knowledge in various situations
- 4 = Applies skill/knowledge and/or completes work with minimal assistance
- 3 = Becoming more confident in demonstrating skills/knowledge, though still somewhat dependent on adult prompting/guidance
- 2 = Making attempts, but requires assistance to demonstrate emerging skills/knowledge
- 1 = Despite repeated instruction, still unable to demonstrate skills/knowledge.

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**Special Area Classes: Art, Library/Literature & Physical Education and Health
Art Programs**

During the initial phase of reopening, K-12 students will use their school-issued Chromebook to access and participate in their Special Area classes.

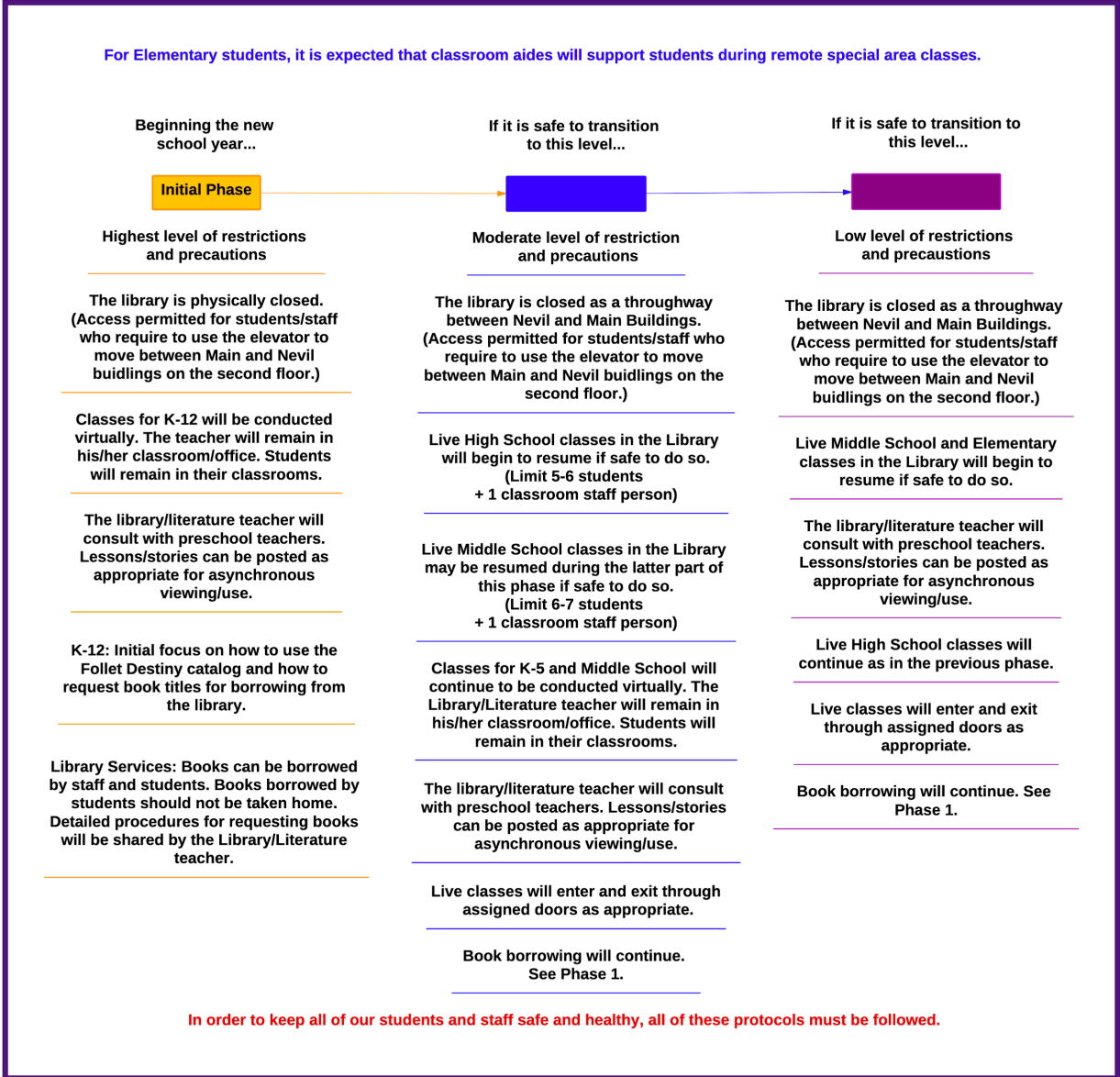
Art



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Library & Literature

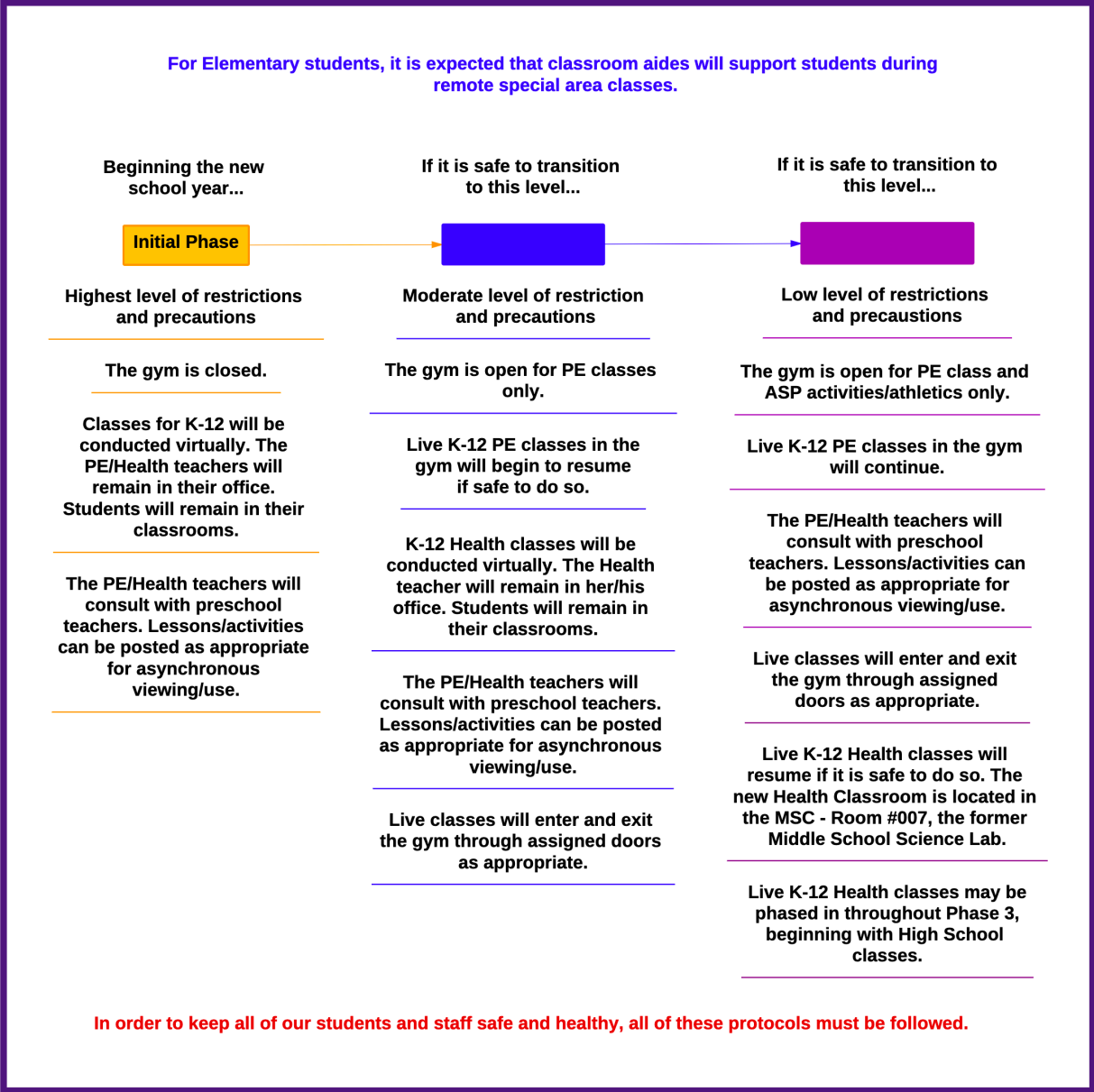
For Elementary students, it is expected that classroom aides will support students during remote special area classes.



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Physical Education & Health

For Elementary students, it is expected that classroom aides will support students during remote special area classes.



Transition Program

The purpose of the transition program is to support graduated students in finding employment and to provide further education to support them in achieving their career goals. Students will be instructed in soft skills development as well as financial literacy. Students will also be seeking part-time employment in their neighborhoods. The goal is to have all students experience employment prior to exiting PSD.

The Transition Program will implement a hybrid schedule to allow transition students to continue to seek employment near their homes with the support of a job coach and job retention instruction in a real-world setting.

Students will also be developing career portfolios during this period.

Schedules: Each student will be assigned their own Hybrid Learning and Virtual Learning schedule. Individual student schedules will be shared directly with the student and parent/s or guardian/s.

During the initial phase of reopening, students and staff will be required to remain in their designated cohort location at all times with controlled procedures for restroom breaks and arrival/dismissal. Social distancing principles must still be adhered at cohort locations.

Ms. Foxy Coffee: The student, running this business, will make coffee in the teaching kitchen and deliver to various locations on campus. The coffee will be delivered to the door front without entry into the occupied space, e.g., office or classroom. Health and Safety Procedures will be followed inside and outside the training kitchen.

Social Emotional Learning

Our team understands the impacts of social emotional development of recent months on all of our students from young preschool children to our High School and Transition Age students. Our team is prepared to provide additional support for teachers, students and families.

- Preschool Program: All Preschool Movement and Social Group sessions will be conducted via our virtual platform on a weekly basis with all preschool classes.
- School Age Programs:
 - During the Initial Phase of Reopening, all K-12 counseling services will be facilitated through our virtual platform.
 - Elementary and Middle School Social Skills Lab classes will remain virtual in the Initial Phase of Reopening.
 - All Advisory group sessions will be facilitated through our virtual platform.

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- If a student needs to see a counselor/guidance counselor during the Initial Phase of Reopening, sessions will be facilitated through our virtual platform.

Our Behavior support team will respond to pages for classroom support through our paging phone system. There will be limited interaction in the classrooms. Our behavior support team will use fully disposable PPE when responding to social emotional needs in the classroom. Team members will be assigned to specific classes to mitigate physical interaction between staff and students.

- **Preschool Program:** Our behaviour support aide and Early Childhood counselor will be our primary responders for support in the classroom.
- **School Age Programs**
 - The Student Development Team (SDT) staff will respond in person when behaviors cannot be safely addressed in the classroom. Each department has a designated SDT member during the Initial Phase of Reopening to reduce risk/exposure.
 - The goal of the behavior support staff is to support students in the hallway outside of the classroom, if the student needing support is willing to come to the hallway.
 - If students should require problem solving meetings, they will be facilitated through our virtual platform or in a designated student meeting room, which has been set up to allow for 6 feet of social distancing with masks for face to face discussions when our virtual platform does not allow for problem resolution.

Related Services

Speech and language: Beginning no later than November 30th, Speech Language Pathologists (SLP) will be assigned by cohorts and deliver in person services as follows

- **Preschool:** an area will be designated in the cubby area within the preschool classrooms to provide direct services to students. Afternoon services will be provided virtually until students come back full time.
- **School Age Programs:** During the Initial Phase of Reopening, Speech Language Pathologists (SLP) will provide services in two ways: virtual platform sessions, and/or push-in classroom services. If the therapist provides push-in services with the classroom/cohort, they will remain with that class for the duration of the school day.

SLPs will wear masks and other necessary PPE and will sanitize their work area in between seeing students.

Occupational Therapy (OT): Beginning no later than November 30th, Occupational Therapy services will be provided through pull-out services in the therapy room. The therapist will wear appropriate PPE and the therapy room will be cleaned/sanitized thoroughly in between face to face therapy sessions. For pull-out therapy, the Occupational Therapist will meet the student at the classroom door (not entering the classroom) and escort the student to the therapy room.

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The student will wash hands thoroughly before and after therapy. The therapist may also provide services through teletherapy, based on the student need, parent request, and/or the IEP team recommendation.

Physical Therapy (PT): Beginning no later than November 30th, Physical Therapy services will be provided through pull-out services in the therapy room. The therapist will wear appropriate PPE and the therapy room will be cleaned/sanitized thoroughly in between face to face therapy sessions. For pull-out therapy, the Physical Therapist will meet the student at the classroom door (not entering the classroom) and escort the student to the therapy room. The student will wash hands thoroughly before and after therapy. The therapist may also provide services through teletherapy, based on the student need, parent request, and/or the IEP team recommendation.

Reading Specialist: During the Initial Phase of Reopening, all reading service services will be facilitated through our virtual platform.

Orientation and Movement: During the Initial Phase of Reopening, all Orientation & Mobility (O&M) services will be provided virtually.

Vision: During the Initial Phase of Reopening, all Vision services will be provided virtually.

Social Work Services: Social Work services will be provided through our virtual platform.

School Psychologists & Evaluation/Re-evaluation Reports

Based on individual IEP end dates or review dates, meetings will be scheduled and held virtually or via phone. For new evaluation reports and/or reevaluation reports with testing needs, we will follow the guidance of the IEP team. The student's IEP team will decide if testing should be done face to face, with necessary PPE, to provide clear and accurate results to guide the Individual Education Plan (IEP). If the IEP team decides face to face isn't warranted, a review of the student's records will occur in lieu of face to face testing.

Classroom observations by the school psychologists will be conducted via our virtual platform during the initial phase of reopening. The school psychologists will conduct assessments in the Head Of School (HOS) Building conference room. The HOS conference room will be cleaned/sanitized between assessments. The school psychologists will meet the student at the classroom door (not entering the classroom) and escort the student to the HOS conference room. When the assessment session is completed, the school psychologist will escort the student back to their classroom. The student will sanitize their hands thoroughly before and after the assessment session.

Substitutes

As we are following a cohort model, our substitutes will be assigned to specific departments during the initial phases of reopening.

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Visitors
Initial Phase of Reopening

Families, visitors and contractors will not be permitted to enter the school buildings in the initial phase of reopening. Support services from an outside agency can be implemented via tele-therapy.

When it is safe to transition to this next phase:

Visitors will be limited at the discretion of the program/department supervisor. Early intervention services via teletherapy will be strongly encouraged. Visitors that are required to come campus must comply with PSD Guidelines and complete the visitor screening process.

- [Visitor: COVID-19 Screening Form](#)
- [Visitor Screening Reference document](#)

Questions

As has been our practice, **the first line of communication is with the student’s teacher**. If questions or concerns cannot be resolved at that level, it is appropriate to move on to the name(s) listed on the chart below. Your questions about this plan can be submitted by [clicking here](#). The Director of Academic Affairs, along with the School Leadership Team, will review these questions periodically and provide answers through individual email responses, FAQ documents, or other updates as appropriate to the question.

Leadership Points of Contact

IEP Scheduling and Coordination Helen Leopold : Preschool IEP Coordinator Penny Starr Ashton : K-12 IEP Coordinator	School Age IEP Coordination and Related Services Kim Stephan Supervisor of Related Services
Preschool, including Community Preschool Meg Santoro Director of Early Education Programs	Counseling, Social Work, & School Psychologist Services Patty McFadden Supervisor of Student Development Team
Elementary & Middle School Melissa Keeley Principal	High School & Special Education Liz Knapp Principal
Enrollment & Attendance Melissa Draganac-Hawk Director of Student Affairs	Health and Safety Plan Val Houser Director of Academic Affairs