

# S.A.I.L. at Ferncliff Manor Reopening Plan July 31, 2020



The School for Adaptive & Integrative Learning  
**Ferncliff Manor**

# Stakeholders

Kristen Yurczak, Chief Operating Officer, Matt Rubenstein, Program Administrator, Paul Siragusa, Principal, Kelly-Marie Burton, School Psychologist, Eileen Cerrati, Special Education Teacher, Shannon Brissing, Special Education Teacher, Lori Fernandez, Director of Nursing, Nina Granitto, Assistant Director of Nursing, Gabriella Alves, Director of Support Services, Miguel Gonzalez, Director of Maintenance, Leslie Hunt, Chief Compliance Officer.

# Goal

To gather information and plan the reopening of S.A.I.L. at Ferncliff Manor School based on guidelines provided from New York State Education Department, New York State Department of Health and The Centers for Disease Control.

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July 2020

Dear Parent/Guardian,

SAIL at Ferncliff Manor has been actively planning and preparing for the start of the upcoming 2020-2021 school year. Given the fact that the 2019-2020 school year ended so abruptly under extremely difficult conditions the work we have done to reopen school safely and effectively has been extremely challenging to say the very least. Over the past few months we have reviewed, discussed and evaluated several different scenarios for our reopening. However, we soon realized that there is no one specific option that can address all of the operational and instructional challenges that we will face.

Clearly we will start the 2020-2021 school year in a very different and unique way with many new health and safety protocols, including social distancing and more. I fully understand the sudden closure of our school this past March and the on-going uncertainty about our upcoming school year has caused a significant disruption in your lives. I want to assure you any options we have considered will provide for both academic success and help to ensure the safety of our students and staff at SAIL.

What I am providing you with is simply an initial guide. We will continue to enhance, adjust and improve these recommendations as the school year progresses and as we receive further directives from the New York State Education Department, the Department of Health and the Center for Disease Control. I realize that you may have questions and concerns as you review these options. Please be assured we will address any concerns or questions over the next few weeks as we await further direction from Governor Cuomo's office.

I have included an overview of the safety protocols that will be implemented when our students return to school for in-person instruction. Also there are several instructional models that we have identified and will have available for our students. Our primary goal is to ensure the best possible educational opportunities for all of our students no matter what the circumstances, in the safest environment possible.

I thank you for your understanding and continued support. Please stay safe.

Sincerely,

Paul M. Siragusa  
Principal

# Communication

The S.A.I.L at Ferncliff Manor School reopening plan has been developed through the ongoing engagement and open exchange and perspective of information among stakeholders including administration, faculty, and families through the guidance from governing agencies and officials.

- Ongoing communication to students, families of students, staff, and visitors intended to maintain focus and improve clarity on important topics such as social distancing, training on proper use and disposal of face coverings, hand washing, etc.
- Translation services will be provided by the student's home district for families if needed.
- Students will receive dynamic instruction to help them follow new COVID-19 protocols safely and correctly, including hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
- Signage will be posted throughout the school building, including but not limited to hallways, restrooms, classrooms and offices, concerning hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

# Communication Cont.

- All students, faculty, staff, and visitors will adhere to CDC and DOH guidance regarding the use of Personal Protective Equipment (PPE) and social distancing. Concurrently, as the core function of our school is to provide special education services, it may be necessary to provide more hands-on direct assistance to our student ; which may not always adhere to recommended social distancing procedures.
- Working collaboratively with S.A.I.L. at Ferncliff Manor Leadership, the school principal and administrative team will be the main points of contact for subsequent communication to parents, and staff.
- S.A.I.L at Ferncliff Manor School will provide staff and families with information through the use of traditional mail, phone calls, Honeywell Alerts, email groups, and/or social media groups or posts.
- S.A.I.L at Ferncliff Manor School will provide periodic updates (emails and written notices home) regarding health screening questions.

# Communication Cont.

The following video links are available for our staff and families:

[What you should know about COVID-19](#)

[Social Distancing](#)

[How to Wear a Cloth Face Covering](#)

[Key Times to Wash Your Hands](#)

[Protect yourself from COVID-19 and stop the spread of germs.](#)

[Stop the Spread of Germs \(COVID-19\)](#)

[Wash Your Hands!](#)

[Feeling Sick?](#)

[Wear a Cloth Face Covering to Protect You and Your Friends](#)

[How to Safely Wear and Take Off a Cloth Face Covering](#)

[Symptoms of Coronavirus](#)

[For Parents: Multisystem Inflammatory Syndrome in Children \(MIS-C\)  
associated with COVID-19](#)



# Guiding Principles

Our continued mission is to provide superior individualized programs and services for students, while also attending to providing supports to the families we serve. We will continue to ensure that by keeping our students health and safety our top priority by:

- Ensure the safety and wellness of students and staff.
- Provide high-quality instructional support to all students, regardless of delivery models.
- Ensure equity: **“Every Student”** is provided quality ongoing instruction, supports and services.
- Optimize use of resources (Space and materials)

# Student Return

The 2020-2021 school year is anticipated to begin on September 10, 2020, for all students.

- Our goal is to provide high-quality instruction and learning experiences for all S.A.I.L. students, whether in person, remotely, or a hybrid of the two.
- We continue to work diligently on considering and planning for the fall focused on enhancing virtual learning and/or bringing back as many students as possible for in-person instruction on a consistent or rotating basis.
- The specific plan(s) for students to attend school are subject to change based on public health conditions and operational experiences as the schedule is implemented. All stakeholders, including families, will be kept informed if/when these changes occur.
- Families, in accordance with NYS determination; will have the option to choose a remote learning only format once the final schedule and reopening plan is released.

# Student Return Cont.

S.A.I.L. at Ferncliff Manor School's scheduling decisions will be driven by health and safety standards and the most up to date guidance from the New York State Department of Health and **may change at any time.**

- To adhere to social distancing guidelines and decrease density in the school building and on the grounds, **three possible models of instruction have been developed to (potentially) implement for Fall 2020:**

Model 1 : Teacher Led , (In-Person) Instruction

Model 2: Blended Remote Learning for Day Students

Model 3: Remote/Distance Only Learning

- To mitigate potential exposure to COVID-19, Day Students will also be provided instruction in classrooms that are separated within the building.
- S.A.I.L. may choose to temporarily relocate classes where an individual has tested positive for COVID-19 to remote learning format. Until such time as all individuals who may have been inadvertently exposed to COVID-19 with appropriate forms of contact tracing, all contacts can be identified, notified, tested, and cleared.

# Student Return Cont.

- Scheduling plans will be shared with families, students and staff via traditional mail, email, /and or voice message (Honeywell Alert).
- S.A.I.L. At Ferncliff Manor School will ensure continuity of learning regardless of the instructional model used; providing need-based instruction; ensuring substantive regular interaction between teachers and students to the greatest extent possible; and clearly communicating information about instructional plans with parents and/or guardians.
- In accordance with the Governor's determination, instructional days shall be counted whether delivered in-person, remotely, or through a blended model.
- S.A.I. L. at Ferncliff Manor School will continue to provide meaningful parent engagement in the parent's preferred mode of communication.
- S.A.I. L. at Ferncliff Manor School will continue to collaborate with our partnering school district committees on special education (CSE).
- All teachers and service providers follow the mandate of each student's individualized education program (IEP).

# Student Return Cont.

- All teachers and providers will continue to monitor and communicate student progress toward achieving their goals.
- All staff are committed to sharing resources, in a manner better to support students.
- Staff are scheduled to meet prior to the start of school (virtually or in-person) to review all plans and protocols, discuss individual student needs and share best practices with in-person, remote, or blended models of learning.
- Instructional experiences include:
  - In-person instruction (when possible).
  - Completing online modules or tasks.
  - Viewing instructional videos.
  - Responding to posts or instructor questions.
  - Engaging with other class participants in an online platform.
  - Completing projects.
  - Meeting with an instructor face to face, via an online platform.

# Student Return Cont.

- Whether remote, in-person or blended model of instruction:
  - Education and treatment plans will continue to be provided according to mandates, to the greatest extent possible.
  - Instructional experiences will be provided that are inclusive, culturally responsive and consider the needs of all students.
- Teachers will connect with students in order to support academic needs and social emotional well being, via in-person, telephone, email, virtual/Google classroom.
  - Teacher/Student contact whenever by phone or internet, will be recorded in anecdote for attendance and record purposes.
  - Teachers will provide meaningful feedback and assess/address student engagement.
  - Learning and progress towards goals outlined in plans will continue to be documented (lesson plans, Google Classroom etc.)
  - Education and treatment plans will continue to be communicated with parents.
  - To the best extent possible the mode and/or manner; group or individual sessions; specific group size for related services, frequency, duration, and location of related services (due to blended, remote or in-person learning) will be delivered.

# Student Return Cont.

- Teachers and service providers will continue to collect student performance data, whether in-person or remotely, and use the data to monitor and respond to each student's progress toward goals while evaluating the effectiveness of the student's IEP.
- Reports of progress to parents will continue to be delivered quarterly via mail.
- Reports of progress will be sent to districts via mail or other electronic means.
- S.A.I.L. will continue to work with the student's home district to ensure that all students have access to the necessary accommodations, modifications, supplementary aids and services, and technology.

# Student Return Cont.

- Art instruction will be a “push-in model” for Day Students and conducted in the classroom.
- Adaptive Physical Education (APE) is important for our students’ health and well being and will continue to be conducted regardless of mode (in-person, remote or blended) APE will be conducted outside as much as possible/weather permitting.
- Individual kits of “high touch” materials (i.e. supplies frequently used in the classroom) will be provided for both in-person and remote learning.
- Visuals and markings will be on the floor to reinforce social distancing and manage the flow of students in the classroom.
- Hand hygiene supplies will be available throughout the building.
- Routine cleaning and disinfecting of high-touch surfaces including tables, chairs, etc.



# Model 1: Teacher Led Classroom Instruction (In Person-In School)

- Teacher Led Classroom Instruction occurs in the school building while ensuring COVID-19 protocols of social distancing and all staff wearing face coverings i.e. Administrators, Teachers, DSPs, Clinicians, and Support Staff are maintained.

# Model 2: Blended Remote Learning for Day Students.

Rotating A/B schedule:

Monday & Thursday	Wednesday	Tuesday & Friday
Group A in School	Day Students Home with Virtual learning	Group B in School
Group B at Home with Virtual Learning	Staff Professional Development	Group A at Home with Virtual Learning

# Model 3: Remote/Distance Only Learning

The S.A.I.L. at Ferncliff Manor School will offer comprehensive virtual learning opportunities for students and families who do not wish to participate in, in-person, in school, instruction, when the school year begins

- Remote/Distance learning will feature live, Teacher-Led instruction.
- Remote/Distance learning will also include some independent learning on web-based platforms for students to access instruction at a time that best meets their needs.
- The S.A.I.L. at Ferncliff Manor School will be prepared to move all students to virtual only instruction based on a State and/or local decision about closures as a result of an increase in COVID-19 spread.

# Attendance and Chronic Absenteeism

S.A.I.L. at Ferncliff Manor School in conjunction with the student's home district, will use a variety of creative methods to reach out to students and their families who do not engage in virtual learning.

- Will monitor and report on regular teacher/student engagement or attendance.
- Will attempt to connect with every student regularly whether instruction is in-person, remotely, or online.
- Reach out to families to provide support, guidance and feedback that may be needed.
- It is our expectation that all students will engage in-person, or remote/distance learning on a regular basis.

# Technology and Connectivity

**S.A.I.L. at Ferncliff Manor School recognizes the essential role of partnerships between families, school districts, and service providers which are necessary to ensure that the many needs of students are being met.**

In terms of special needs regarding technology for remote learning formats, your child's home school district can help to provide:

- Access to a device capable of being used for remote/distance learning experiences,
- Access to the Internet connectivity needed in order for your child to connect with her/his teacher or service provider(s),
- Technical supports with using the technology to complete remote/distance learning requirements.

As always we at SAIL are ready and available to help address your questions and concerns. Related to the technology needs for remote learning listed above, we can help to connect you with the right staff within your child's school district, to help address the need(s).

# Operational Considerations

## Transportation of Students to and from school.

S.A.I.L. at Ferncliff Manor School believes the school bus is an extension of the classroom and transportation services should be provided to students with consistency and equity.

- All parents/guardians will be required to ensure their child is not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100F or more prior to them boarding bus.
- The bus companies will perform regular school bus disinfection measures; train students and school bus staff regarding social distancing on the bus, at stops, and at unloading times; and train students and staff regarding the wearing of masks.
- Students, matrons and drivers will wear masks and social distance on the bus.

# Operational Considerations Cont.

- The only exception to the mask requirement is that students whose physical or mental health would be impaired by wearing a mask are not required to do so, but must maintain social distancing of 6 feet from other individuals on the bus.
- Social distancing protocols will be observed when students embark and disembark the bus.
- Students will use hand sanitizer entering and exiting the building or classroom.
- Districts will continue to provide transportation.
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings.pdf>

# Health and Safety Considerations

- The health and safety of the children and faculty at S.A.I.L. at Ferncliff Manor School is paramount. Health and safety considerations must always come first in every decision made and every action taken by our school.
- Visitations to the school are by appointment only, and may be prohibited with little or no notice based on conditions and/or guidance received.
- All students, faculty, staff, and visitors will adhere to CDC and DOH guidance regarding the use of PPE and social distancing.
- Nurse will continually monitor the CDC and DOH websites for current information and guidance
- The Principal & Nurse will serve as the resource personnel in the school building.



# Health and Safety Considerations Cont.

The following considerations are outlined below:

- Identification/Transmission/Symptoms/Those at Risk.
- Health Checks.
- Screenings.
- PPE and Cloth Face Coverings.
- Management of Sick Persons.
- Cleaning and Disinfection.

# Health and Safety Considerations Cont.

## Identification:

- Source of infection: Novel Coronavirus, COVID-19

## Transmission:

- Person to person via respiratory droplets (cough, sneeze) within 6ft.
- Spread from touching a surface or object that has the virus on it, then touching your own mouth, nose, or eyes.
- Period of Communicability: 2-14 days.

## Symptoms:

- New onset loss of taste/smell
- Fever
- Cough, shortness of breath
- Pneumonia
- Bilateral non-purulent conjunctivitis

## Those at risk for complications include:

- Cardiac issues
- Respiratory issues
- Immunocompromised

# Health and Safety Considerations Cont.

## Health Checks

- All staff must be educated to observe students and other staff members for symptoms
- School staff be aware of the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19
- [For Parents: Multisystem Inflammatory Syndrome in Children \(MIS-C\) associated with COVID-19](#)

# Health and Safety Considerations Cont.

## Screenings

- Screening will begin at home for day students by parents and/or guardians.
- A mandatory entrance health screening will be administered to any person (staff, student, visitor) who enters the school building to check for signs of illness.
- Implement social distancing & mask wearing during screening.
  - Student will arrive via one entrance where screening will occur by the nursing staff.
  - Staff will monitor the students who are waiting to be screened.
- Nursing staff to check temperature and signs/symptoms for all students once a shift.
- Notify doctor on call for any temp over 100°F, relocate student to designated area and continue to monitor for symptoms.

## Screening Cont.

- Notify parent/guardian of any day student not permitted to attend school upon arrival or who develop symptoms during the school day.
- Send to ER if any of the following: oxygen level below 90, RR >22, elevated heart rate (higher than individual's normal), shortness of breath, wheezing.
- Once individual is considered *positive* for COVID-19, notifications will be made to Administration as well as notifications to parents/guardians and the Westchester County Health Department.

## Screening Residential Students:

- All residential students will be checked by a member of the Nursing Department before 8am at the residential building prior to boarding bus/van for school. Only students who are free of symptoms and fever will be permitted to attend school.
- Students will not be permitted to attend school if they have had a fever or symptoms of COVID-19 or have been exposed to a positive case of COVID-19 within 14 days.
- Day Students to be cleared by a member of the Nursing Department prior to entering the school building. If temperature above 100°F and/or display any symptom related to COVID-19, student will remain at the sheltered entrance or transferred to the designated area during inclement weather, and a guardian will be notified to retrieve the student. If any difficulty breathing or other critical finding, EMS will be called immediately.

# Health and Safety Considerations Cont.

## PPE and Cloth Face Coverings

- The School Secretary will keep a list of resources for the staff and inform the purchasing agent when the resources are low.
- PPE, partitions, temperature check with a non-contact thermometer
- Personal protective equipment including masks, gowns, gloves and face shields will be stored for emergency use when COVID-19 is suspected
- All staff will wear masks while in the school building, provided at the time of staff screening.

## PPE and Cloth Face Coverings Cont.

- PPE, mask, sanitizers, etc. will be provided by S.A.I.L at Ferncliff Manor.
- All staff and visitors will be required to wear a face covering whenever social distancing cannot be maintained.
- Students will be strongly encouraged to wear a face covering.
- Students will be permitted to take mask breaks.



# Health and Safety Considerations Cont.

## Management of Sick Persons

If a reading of 100 F, or displaying symptoms, follow Positive Screening Protocols:

- Designate two rooms for school health service personnel. One room will be for healthy students to obtain medications and nursing treatments. The second room will be for isolating ill persons under supervision.
- The CDC and NYSDOH recommend:
  - Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
  - Opening outside doors and windows to increase air circulation in the area.
  - Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
  - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, and common areas.

## Management of Sick Persons Cont.

### Students:

- If any day student develops temperature above 100°F and/or any symptom related to COVID-19 while in the school building, the student will be moved from the classroom to the designated area, be assessed by a nurse and parent/guardian will be notified to pick up the student. Staff accompanying the student will be provided personal protective equipment including mask, gown, gloves, and face shield.
- If any residential student develops temperature above 100°F and/or any symptom related to COVID-19 while in school, the student will be moved from the classroom, to the designated area, be assessed by a nurse, and will wait until he/she can be transported to the residential building or another designated location, unless otherwise ordered by the Medical Director. Staff accompanying the student will be provided personal protective equipment including mask, gown, gloves, and face shield.

## Management of Sick Persons Cont.

### Confirmed case of COVID:

- Those Individuals who are identified to have recently been in close contact with or are suspected to/confirmed to be infected by COVID-19 will be notified immediately and will be referred for testing unless otherwise recommended by Westchester DOH.
- Classroom staff and students will be under quarantine unless otherwise recommended by the Westchester County Health Department.
- All residents of the facility will be monitored every shift for temperature, signs and symptoms.
- No on-site visits, no trips, no home visits, no consults, no group activities if confirmed case of COVID-19.

## Management of Sick Persons Cont.

### Staff:

Staff working with individuals must immediately, upon observation, report the presence of any/all of the following symptoms to the Nursing Department:

- Congestion
- Difficulty breathing
- Cough
- Runny nose
- Poor appetite
- Feels warm
- GI symptoms
- Rash

# Health and Safety Considerations Cont.

## Education

- All staff must be educated to observe students and other staff members for symptoms.
- School staff be aware of the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19.
- 
- [For Parents: Multisystem Inflammatory Syndrome in Children \(MIS-C\) associated with COVID-19.](#)
- [Symptoms of Coronavirus.](#)
- [Find a Test Site Near You | Department of Health.](#)
- Symptomatic students or staff members must follow [Stay Home When You Are Sick](#) guidance.

## Education Cont.

- [Wear a Cloth Face Covering to Protect You and Your Friends](#)
- [Wash Your \*\*Wash Your Hands!\*\*https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf](https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf)
- [What to do if you are sick with 2019 Novel Coronavirus \(2019-nCoV\)](#)  
[Westchestergov.com \*\*Coronavirus \(COVID-19\)\*\*](https://www.westchestergov.com/Coronavirus_COVID-19) [check web address](#)
- <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- [Novel Coronavirus \(COVID-19\) | Department of Health](#)

# Precautions

- Hand washing with soap and water upon entering the building and throughout the day, following best infection control practices.
- Clean and disinfect surfaces, toys, doorknobs.
- Avoid touching eyes, nose, and mouth.
- Avoid kissing, hugging, sharing objects with those infected.
- Monitor symptoms.
- Social distancing for both staff and students of S.A.I.L. at Ferncliff Manor.
- Avoid close contact with those that are sick.
- Avoid travel to high alert and/or travel restricted locations.

## Precautions Cont.

- Wear PPE as indicated.
- All school trips postponed until further notice.
- “Outside” contractors must be cleared as staff.
- Staff and resident symptom monitoring system.
  - All staff are screened at the entrance of the school building and cleared by a Nursing staff prior to admittance
  - If staff feels sick or develops any symptoms while working, they must notify their supervisor and nursing staff and be sent home immediately.
- Meals adjusted to adhere to social distancing.
- Cleaning/Sanitizing:
  - Cleaning everyday by support services at the beginning and end of each school day.
  - Cleaning high-touch surfaces every day and in between the process of working with students by school staff.



# Healthy Hygiene Practices

S.A.I.L. at Ferncliff Manor School will provide instruction to the school community in hand and respiratory hygiene, along with providing adequate supplies and time to allow for frequent hand hygiene.

- Educate parents, students and staff on hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
- Signage will be posted throughout the building, hallways, restrooms, classrooms, and offices including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
- Flyers will be posted.
- Examples include:
  - [Wash Your Hands!](#)
  - [Coronavirus disease 2019 \(COVID-19\) Factsheet](#)
  - [Wear a Cloth Face Covering to Protect You and Your Friends](#)
  - [Stop the Spread of Germs \(COVID-19\)](#)
  - [How to Safely Wear and Take Off a Cloth Face Covering](#)
  - [Protect yourself from COVID-19 and stop the spread of germs.](#)

# Hand Hygiene Practices Cont.

Regular hand washing with soap and water for at least 20 seconds should be done:

- Before eating
- After sneezing, coughing or nose blowing
- After using the restroom
- Before handling food
- After touching or cleaning surfaces that may be contaminated
- After using shared equipment like computers, keyboards and computer mouse.

If soap and water are not available, use an alcohol-based sanitizer. S.A.I.L at Ferncliff Manor School's Medical Director has approved and permits the use of alcohol-based sanitizers in our facilities without individual physician orders for each student, as alcohol-based sanitizers are considered over-the-counter drugs. Student use of the alcohol-based sanitizers should always be supervised by adults. Parents/guardians can inform the school that they do not want their child to use alcohol-based sanitizers by sending a written signed note to the school.

# Respiratory Health

S.A.I.L at Ferncliff Manor School will practice good respiratory hygiene to help reduce the spread of COVID-19, and will plan time in the school day schedule to allow for hand hygiene.

Educate students, staff, and parents,

- Covering coughs and sneezes with tissues or the corner of an elbow.
- Disposing of soiled tissues immediately after use.
- Tissues and waste receptacles will be provided for every room.
- Hand Hygiene to be implemented.
- Wash Your Hands!

# Social Distancing

S.A.I.L. at Ferncliff Manor School students, staff and visitors will adhere to CDC and DOH guidance regarding the use of PPE and social distancing. **Concurrently, as the core function of our school is to provide special education services, it may be necessary to provide more hands-on direct assistance to our student ; which may not always adhere to recommended social distancing procedures.**

All attempts will be made to ensure the following:

- Keeping at least 6 feet apart.
- Social distancing will be enforced in our school building, school grounds and during transportation.
- Students' desks will be kept 6 feet apart from one another.
- Staff desks are 6 feet from student desks.
- Maintain the same cohort of students, together in the same room.
- Follow distancing signs on floor.
- Restrict movement and gatherings in hallways.
- Staff must follow direction indicated on the wall to go up the stairs/down stairs.
- Stairwells for Directional Traffic Only.

# Routine Cleaning

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and door knobs/handles.
- Dust-and-wet mop or auto-scrub floors.
- Vacuuming of entryways and high traffic areas.
- Removing trash.
- Cleaning restrooms.
- Wiping heat and air conditioning vents.
- Spot cleaning walls.
- Dusting horizontal surfaces and light fixtures.
- Cleaning spills.

# Routine Cleaning Cont.

Specific high-risk locations within a school warrant cleaning and disinfecting on a regular basis:

## Health Office

- Clean and disinfect health examination table regularly.
- Cover treatment tables and use pillow protectors.
- Discard or launder coverings after each use.
- Health Office Bathroom.
- Health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes, etc.)

## Building/Classroom Areas

- Clean and disinfect classroom tables and desks regularly (at least once a day).
- Installation of hands-free sanitizer dispensers throughout the hallways and office areas.
- Installation of hands-free sanitizer dispensers in all classrooms.

## Gym and Sensory/Rehab Areas

- Establish a regular cleaning schedule for shared environmental surfaces such as mats or training/Rehab equipment.
- Disinfect mats and other high-use equipment at least daily.

# Routine Cleaning Cont.

## Other Frequently Touched Surfaces

Clean and disinfect frequently touched surfaces at least once daily after students have left for the day.

Examples of frequently touched areas include:

- Classroom desks and chairs.
- Lunch area tables and chairs.
- Door handles and push plates.
- Handrails.
- Kitchen and bathroom faucets.
- Handles on equipment.
- Buttons on vending machines.
- Shared telephones.
- Shared desktops.
- Shared computer keyboards and mice.
- Bus seats and handrails.

# Cleaning and Disinfecting

- Cleaning removes germs, dirt and impurities from surfaces or objects, while disinfecting kills germs on surfaces or objects. If a laboratory confirmed case of COVID-19 was symptomatic while in the school setting, custodial staff should perform cleaning and disinfection of frequently touched areas throughout the school.

## Step 1: Cleaning

- Always clean surfaces prior to the use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use.



# Cleaning and Disinfecting Cont.

## Step 2: Disinfection

- Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product. Disinfecting is the responsibility of the school custodial staff. They are trained to use disinfectants in a safe and effective manner. Staff are reminded to ensure procedures for safe and effective use of all products are followed. Staff do not need to wear respiratory protection (e.g. Masks) while cleaning. Safety instructions are listed on the product labels and include the personal protective equipment (e.g. Gloves) that should be used. Place all used gloves in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water should be used if hands are visibly soiled.

# Food Service

S.A.I.L. at Ferncliff Manor School will ensure that students will have access to school meals each school day.

Meals:

- Will be held in the classroom.
- Masks may be removed; students will remain 6 feet apart at their desks.
- Students will perform hand hygiene before and after eating.
- Sharing of food and beverages will be discouraged.
- Proper hand hygiene will be promoted by signage, verbal reminders and modeling in school. Written reminders will be communicated with families through letters mailed home.

# Food Service Cont.

- Disposable Paper plates and plastic utensils are to be utilized by all students during meals and snacks times, and disposed of immediately after use.
- Regular plates and compartmental plates are available if a student has a specific dietary need.
- If a student has special equipment, it must be kept separate and washed by the dietary staff.
- Routinely clean and disinfect high-touch surfaces including tables, chairs, etc.
- Wearing of single-use gloves when handling or delivering all foods.

# Social-Emotional Well Being

S.A.I.L. at Ferncliff Manor School believes that academic learning cannot be effective unless the basic human needs for physical and emotional safety are met.

- Foster a climate to build strong, mutually supportive relationships, among staff, students and families.
- Ensure intentional and meaningful inclusion of social emotional learning (SEL) across all aspects of operating strategies is critical to support the well-being and success of students, staff, and families.
- Student emotional state and goals will be reviewed by team.
- Provide Mental Health, Behavioral, and Emotional Support Services.
- School Social Worker, crisis and behavior management staff and school psychologist will continue to provide support to families and children through tele therapy (and in-person services when available).

# Social-Emotional Well Being Cont.

- Provide professional development opportunities for faculty and staff to further their knowledge and expertise in trauma informed approaches to help better serve our students and families.
- Will provide resources and referrals to outside agencies to address mental health, behavioral, and emotional support services and programs to students, families and staff.
- Mental Health Hotline: 1-888-NYC-WELL or text “WELL” to 65173. Visit: NYC Well – Talk. Text. Chat. 24/7.
  - NYC Department of Education-Mental Health: [Mental Health](#)
  - Rockland County: [Mental Health](#)
  - Westchester County: [COVID-19 DCMH Assistance](#)
  - Orange County: [Hope Starts Here: Coping Through COVID-19](#)
    - [Talking With Children](#)
    - [Grief and Loss During the COVID-19 Outbreak](#)