



The CHARLTON School

2021-2022 Airborne Infectious Disease Exposure

The Charlton School/Ketchum Grande Memorial School
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Prevention Plan

Introduction

This document reflects the policies, procedures and protocols that The Charlton School agency, including the Ketchum-Grande Memorial School (K-G), will follow with any threat of an Airborne Infectious Disease Public Health Emergency. This plan was primarily developed and written by the Executive Director and Education Director with collaboration and discussion with all other members of the agency's administrative team, the Board of Directors, staff, students, parents and local and referring school districts. This document was developed in alignment with the standards set forth in guidance documents from the New York State Department of Health (DOH) ("Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency" dated 7/13/2020) and the New York State Education Department (SED) ("Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools. Reopening Guidance") released on 7/16/2020) as well as the New York Hero Act, September 2021. When used, the term "school" applies to all aspects of the program, including both educational and residential programming, unless otherwise specified.

Parties

As per Department of Health, NYS Education and Labor Department requirements, this plan must identify "responsible parties" who are responsible for developing this plan and adhering to the guidance and standards set forth by the parties defined above. These responsible parties will be Alex Capo, Executive Director, and Tina Crego, Education Director, Michele Peetz, Nurse Manager and Pam Vonie, Human Resource Manager.

The guidance requires the identification of a "Safety Coordinator" whose responsibilities include "continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels". This Safety Coordinator in the Ketchum-Grande Memorial School will be Tina Crego, Education Director. Alex Capo, Executive Director and Michele Peetz, Nurse Manager, will provide support when necessary.

Implementation

This plan will be available on our website, and will be provided electronically to all staff and parents. Policies and procedures will be continuously evaluated for effectiveness throughout Continuous Quality Improvement (CQI) meetings and appropriateness; and revised as necessary.

Communication

Transparency with oversight agencies, political leaders, home districts, board members and most importantly, families, is at the root of the Charlton School/Ketchum Grande School Communications plan. The Executive Director will hold weekly video conferences with all parents to update them on changes in procedural protocols and policies as we navigate the threat of an Airborne Infectious Disease. Staff members participate in weekly communication meetings led by directors and supervisors. All staff and board members have an electronic process for reading and approving updated policies and practices related to an Airborne Infectious Disease Public

Health Emergency. A monthly Continuous Quality Improvement (CQI) meeting is conducted via video conference. These meetings have a large representation of board members and staff from all departments campus-wide. With the onset of the COVID-19 pandemic there has been an open agenda item related to this Airborne Infectious Disease policy. All staff are encouraged to share information and ideas continuously. The use of Constant Contact and other social media platforms have been widely used to share Airborne Infectious Disease protocols with community members, contractors, vendors, alumni and all others that have an interest in our program.

When on campus, students, staff and visitors will see the recommended signage throughout all buildings that instructs them on how to protect themselves from Airborne Infectious Disease and stop the spread of germs.

Populations with Increased Risk

Any students or staff with increased risk for severe Airborne Infectious Disease or who live with individuals with increased risk, will be provided with accommodations to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances. These accommodations may include, but are not limited to, remote learning or telework, modified educational or work settings, or the provision of additional PPE to individuals with underlying health conditions. As necessary, administration will work with individuals to provide schedule changes, remote learning opportunities, etc. These discussions will take place individually with affected parties, at administration team meetings, CQI meetings, and where appropriate.

Administration will attempt to support persons who are not comfortable returning to an all in-person work environment. However, due to the nature of our residential program, the majority of employees meet the definition of "essential employee" and will be required to come to work on-site in order to provide adequate supervision and support to our students.

Mental Health, Behavioral, and Emotional Support Services

This is the basis of the Charlton School program every day. Our students are admitted to our school because of an increased need in this area. Every student has a therapist who will address any areas of increased emotional support related to the pandemic in addition to their other needs. Training for staff on how to talk with, and support, students during and after the ongoing Airborne Infectious Disease emergency, as well as information on developing coping and resilience skills for staff occurs at weekly faculty meetings. More formal training will occur annually.

Daily Health Screenings

Monitoring & Containment

Daily health screenings are mandatory for all staff and students to identify any individuals who may have an Airborne Infectious Disease or who may have been exposed to a virus. When school is in session, all students will have a daily health screening prior to entering the school building each school day. Staff will be expected to conduct their own health screening prior to arrival at school. No student or staff member will be admitted into the school building with any signs consistent with an Airborne Infectious Disease. On non-school days, students will be informally monitored for any related symptoms and referred to the medical staff as necessary.

Daily Student Screening Procedure at K-G School

- Students will be greeted by the Charlton School nurses and Ketchum-Grande school staff between 7:30 - 7:50am each morning.
- They will be asked if they have any symptoms related to Airborne Infectious Disease. Results of the screening (pass/fail) will be kept in a daily log.
- Prior to entering the school building, each student will be given hand sanitizer to clean their hands and a clean reusable cloth mask to wear into the school building

Daily Staff Screening Procedure

All staff members will be required to complete their health screening prior to arrival at work each day.

Screening Results

- Results of the staff and student screenings will be logged and reviewed by administration and the medical department only
- Any staff who cannot pass the health screening must contact their supervisor prior to coming to work
- Any students with a temperature greater than 100.0, or report any exposure to an individual with an Airborne Infectious Disease will not be permitted into the school building. These students will be taken to the nurses office and the "Student Positive Screening Protocol" will be followed (see Appendix A).

Staff Responsibilities

- Any staff member who observes signs of illness in students must notify responsible parties immediately.
 - KG School: Staff should notify the Education Director or Dean of Students who will contact the nurse for student assessment. If neither is available, contact the Daily Activities Case Manager.
 - Residential: Staff should notify the medical department directly.

- Any staff member who begins to exhibit symptoms of an Airborne Infectious Disease while at work must notify their direct supervisor immediately.

Testing

Any students or staff who require COVID-19 testing or other Airborne Infectious Disease testing, will be directed to speak with the Charlton School medical department. Asymptomatic COVID-19 testing is conducted on campus via PCR Pooled testing through Quadrant Biosciences and their lab. Nursing staff will provide such individuals with information on health care and testing resources on campus as well as through our partners at Saratoga Hospital and some local urgent care facilities. Please see Appendix A for more information regarding student testing protocols.

Contact Tracing

The Executive Director or Nurse Manager will notify the state and local health departments immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or grounds, including students, staff, and visitors. In the case of an individual testing positive, the Charlton School administration will use schedules, student attendance data and visitor sign-in sheets to trace the student or staff member's possible exposure to members of the school community. Staff members will be notified by their supervisor of any possible exposure. Students and their families will be notified by the medical department and/or the Executive Director. This tracing will support local health departments in tracing all contacts of the individual within the school community, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. The Charlton School will maintain confidentiality as required by federal and state law and regulations. The school administration will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.

Return to School/Work

When individuals (student or staff) screen positive for Airborne Infectious Disease symptoms, they can return to the in-person learning/work environment after meeting criteria for CDC guidance as well as County Health Department regulations.

Students or staff working remotely can return to remote work/learning as soon as they're feeling better.

See Appendix A for more detailed information for student return protocols related to COVID-19.

Face Coverings

When unable to maintain appropriate physical distancing, all students, staff and visitors to the school must wear appropriate PPE to protect against the transmission of Airborne Infectious Disease on school grounds and in school facilities.

Expectations

- All students, staff and visitors must place face coverings over their nose and mouth prior to entrance into any building on The Charlton School campus
- Acceptable face coverings include cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose.
 - Students will be provided with a cloth reusable mask each day upon entrance into the school if they do not possess one already. For residential students; these masks will be collected at the end of the day and washed prior to student's reuse.
 - Staff have been provided with one reusable cloth mask. Staff members are responsible for cleaning their own masks at the end of the work day. Staff members must wear a clear mask to work each day. If staff members forget their masks, disposable masks will be available in the nurse's office or at the front desk in the school building.
- It is strongly recommended that all students and staff wear a cloth face covering at all times. However, it is required to be worn any time or place that individuals cannot maintain appropriate physical distance (six feet of space between individuals)
- Students and staff may remove their face covering during meals, instruction, and for short breaks so long as they maintain appropriate physical distance (six feet in all directions)
- Residential students are required to wear masks inside and outside of the residential unit whenever in proximity to other persons who are not members of the student's residential cohort/family unit and physical distancing protocols cannot be maintained.

Addressing Challenges

- Any students or staff who cannot medically tolerate a face covering are not subject to the required use of a face covering.
 - Should a staff member fall into this category, they must discuss this with their direct supervisor to develop a plan of action
 - Should a student fall into this category, the nurse manager will develop a plan of action and notify the administration, who will in turn notify staff of this plan
- Any staff who are experiencing difficulties adapting to wearing a face covering should notify their supervisor for assistance
- Any students who are experiencing difficulties adapting to wearing a face covering will be evaluated by their therapist, and individualized plans will be implemented to help the student transition to wearing a face covering

Emergency Plan

In cases of possible or suspected Airborne Infectious Disease cases within the Charlton School campus or surrounding communities, administration will amend this policy to require masks be worn at all times, even when appropriate physical distancing is occurring. Staff, students and parents will be immediately notified of this change.

Physical Distancing

The term “Physical Distancing” means keeping six feet of space in all directions between individuals. All students and staff should be following physical distancing procedures at all times during the school day, while in K-G school facilities, when participating in all-campus activities, and on school grounds at all times.

Expectations

- All classrooms and common spaces (library, computer lab, conference room, etc) have been measured and redesigned to ensure six feet of space between student and staff seats/desks. Chair locations have been marked with an X on the floor using blue tape. All students and staff are expected to keep the chairs in the locations indicated.
- When moving throughout the common areas of the school such as hallways and the library, masks must be worn at all times by all students and staff. Additionally, students and staff should attempt to stay six feet away from others whenever possible.
- There will be times in the regular day-to-day functioning of the school environment where people are less than six feet away from each other. These instances should be minimized as much as possible, and everyone must wear a face covering at all times.
- Physical Distancing must increase to a distance of twelve feet in all directions between individuals while participating in activities requires projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in gym classes).

Alternate Outdoor Spaces

Although we can adequately physical distance ourselves in our classrooms for our typical class of six students, several outdoor spaces have been identified for instances where larger groups are warranted. Some of these spaces have seating (picnic tables) and others do not. If seating is used, students and staff should still maintain a six-foot distance from each other unless wearing face coverings.

- Clemens & Hawley Cottages: Picnic tables have been placed outside, in front of the cottages to spread out during lunch times. These tables can be used by classes at all other times during the school day.
- Greenhouse: Three picnic tables have been placed outside near the greenhouse
- Pavilion: Classes may use this space anytime during the school day
- Fields: Classes may use any of the grassy areas on campus during the school day
- Pond: Classes may walk across the street and down to the pond to hold classes
- Pollinator Circle: Classes may spread out in the pollinator circle during classes
- Gazebo: Small groups, of up to three students, can use this space

Hygiene Routines & Hand Washing

Throughout the school day students and staff are encouraged to use the hand sanitizer and sinks routinely.

Frequent hand washing with soap and water for 20 seconds *including but not limited to:*

- Before and after meals.
- When preparing food.
- When returning to the school building from the gym or outside.
- After using the bathroom

Liberal use of liquid hand sanitizer is required when soap and water wash is unavailable or inappropriate. Students must use hand sanitizer at the start of each class period, before entering each classroom, during the school day. Teachers will greet the students at the door with a bottle of hand sanitizer and give them one-two pumps of hand sanitizer prior to entering the classroom. Teachers will be provided with hand sanitizer and can refill their containers from the Education Director.

Residential staff will encourage and supervise the frequent hand washing/hand sanitizing by students as outlined above. Staff will also assist students in developing a positive everyday hygiene routine by enforcing expectations of frequent hand washing, daily shower, room cleanliness, and frequent disinfecting of high touch surfaces and bathrooms.

Food Services

Historically, the Charlton School/Ketchum Grande Memorial School has provided meals for residential students, day students and any interested in staff. This practice will continue throughout the Airborne Infectious Disease emergency with updated procedures that include all recommendations from the New York State Departments of Health and Education. During the school day, breakfast and lunch are provided for all students. Residential students will eat these meals in their respective dining rooms, and day students will eat in the conference room in the school building.

Lunch Schedule

When school is in session, lunches will be served at 12:00, 12:30 and 1:00. Each student's school schedule will be developed to ensure that no more than 8 students are eating together in each location. Staff members will be assigned to each location for student supervision. Staff will be assigned a different time to each lunch than when they are supervising lunch. Students will be scheduled for lunch as follows:

	Clemens Cottage Dining Room	Hawley Cottage Dining Room	Ketchum-Grande School Conference Room
12:00	≤8 Clemens Students	≤8 Hawley Students	≤8 Day Students
12:30	≤8 Clemens Students	≤8 Hawley Students	≤8 Day Students

During lunch time only, school staff will be assigned to specific locations to pick up their own lunches. School staff will pick up their lunches in the conference room during their designated time but will eat in an alternate location. Residential and administrative staff will pick up their lunches from the Hawley dining room at 1:00 once student lunches are over (see "adult" section below for more information).

Residential Student Dining

Residential students living on the campus of The Charlton School/Ketchum Grande Memorial School are considered belonging to the same cohort/family unit. Residential students are offered meals in their respective living units and therefore may sit in the dinner room, eat, and occupy the common areas of the residential unit without mask usage or physical distancing considerations.

Residential students may choose to and are encouraged to eat outside of their respective individual residential units at tables provided, weather permitting, thereby reducing the density of persons in the dining area.

Supervising staff members are required to wear masks when supervising the students in the dining room, outside eating areas and residential unit common areas when physical distancing

protocols cannot be maintained. Supervising staff should not be eating with the students, and should discourage students from sharing food and beverages.

Residential students are required to use hand sanitizer when entering the dining room and again prior to leaving the dining room.

Day Student Dining

Day Students are not considered to be part of the residential cohort/family unit, but are treated as individuals. As such, Day students will be served lunch in the conference room of the Ketchum Grande Memorial School, separate from the residential students. Seating will be arranged to comply with physical distancing requirements. Day students will be required to wear masks at all times when not seated at and/or eating at a physically distanced place designated by the supervising staff.

Day students will be supervised by Ketchum-Grande Memorial School staff. Supervising staff are required to wear masks when supervising the day students in the dining room. Supervising staff will discourage students from sharing food and beverages.

Day students will be required to use hand sanitizer or thoroughly wash hands with soap and water immediately prior to entering the conference room/dining area and again prior to leaving.

Adult Dining

Adults in the dining rooms will be limited to those necessary for the supervision of students.

All employees receiving lunch should proceed through the serving line of Hawley Cottage at or around 1:00pm and consume their lunch in another location, being careful to practice all social distancing requirements if eating in the presence of any other person.

The Hawley Cottage dining room is no longer available for adult communal meals.

Employees eating lunch must eat alone, or in very small groups, spaced at least six feet apart, preferably more., unless supervising students.

If you are present on campus during other mealtimes , please obtain your meal after the students have proceeded through the service line and arrange to eat separately from the students, again either alone or in small groups observing all social distancing requirements.

Employees supervising students during mealtimes may eat in the dining room while supervising, but must adhere to all social distancing requirements, most importantly at least 6 feet of distance between all persons. Supervisory and Youth Care staff must make decisions regarding the numbers of adults needed to supervise meals based on the numbers of students, student demeanor and behaviors as well as peer dynamics. The minimum number of adults necessary to supervise the students during mealtimes should be assigned to eat in the dining room. All other adults not needed for student supervision should eat separately.

Regardless of the location of adult consumed meals, all physical distancing guidelines and mask usage protocols must be practiced when adults are in proximity to any other persons, including all students and colleagues.

Food Service Department Protocols

All staff assigned to serve students and adults, regardless of location, will utilize a line service and to serve each person. While serving, staff will wear protective equipment including masks and disposable gloves. Food items and eating utensils will only be served by those employees tasked with food service. Food items, including condiments and eating utensils will be handed directly by the adult tasked with meal service to the individual consuming the meal. No self service of food, condiments or eating utensils will be available. Line spacing will comply with current physical distancing requirements for students not members of an individual cohort/family unit and for all adults.

Before, between and after each meal service time, personnel will sanitize all high touch surfaces in the dining and serving areas including but not limited to:

- table tops
- chair backs and seats
- counter tops
- hand sanitizer stations
- doorknobs
- any other surface that was witnessed to have been touched by a person without PPE. (i.e. window sash, light switch etc).

Whenever possible and when conditions in the residential milieu/education milieu permit, doors to the dining areas will remain open during meal service times to reduce hand to door knob contact.

Transportation

As a general rule, the Ketchum-Grande Memorial School does not provide transportation to students. Day students are transported to and from school by their school district. Districts are responsible for following all DOH and NYSED recommendations. On a rare instance, a school employee may drive a student in a Charlton School agency vehicle. When those instances arise, staff and students must wear acceptable face coverings at all times throughout the trip. The seats, door handles and steering wheel should be wiped down with sanitizer at the conclusion of the trip.

School Health Office

The Charlton School/Ketchum Grande School health services consists of a licensed nurse practitioner, three part-time RNs and a consulting child and adolescent psychiatrist. Office personnel in conjunction with maintenance staff have a 90+ day supply of all CDC/DOH required

PPE, hand sanitizers, disinfectants and other necessary cleaners to assist in minimizing the spread of Airborne Infectious Disease.

Nursing staff are responsible for all medical interventions with students and staff as outlined in several other procedures in this policy. The nursing department will maintain standards, including school health office cleaning procedures, set forth by the CDC and all decisions related to changes in management of Airborne Infectious Disease practices.

Ketchum-Grande Memorial School Building

Ventilation

The school is equipped with a state of the art geothermal heating and cooling system. This system has a fresh air exchange unit that is constantly introducing outside air to all parts of the building. Weather contingent, outside doors and doors to the gym are left open to introduce more outside air without disrupting the balance of the fresh air system.

Cleaning & Disinfection

Daily Whole School Building Cleaning

The Charlton School/Ketchum Grande School maintains a contract with S&L Cleaning Services for over a year. S&L Cleaning Services provided the following assurances regarding daily cleaning:

S&L Cleaning Services is the industry leader in fusing technology into our cleaning processes. Research and development are ongoing to ensure staff utilize the absolute latest industry advancements to achieve the cleanest and healthiest environment for our customers.

Microfiber Technology: S&L Cleaning Services has replaced the conventional cleaning cloths with the antimicrobial impregnated Microfiber system. Microfiber is 1/16th the size of a human hair, holds 8 times its weight in water, cleans greener and dryer by removing more dust contaminates. Tiny fibers penetrate the microscopic pores of surfaces increasing cleaning quality and saving process time. Microfiber is also positively charged, literally removing 100% of all dust particles it comes in contact with!

Backpack Vacuum Technology: Back Pack vacuums capture 99% of dust mites, pollen, viruses, bacteria and chemical residue by utilizing four-level filtration systems, producing an exceptionally clean and healthy indoor air quality. Less dust in your environment means less dust on your furniture, reducing the risk of respiratory infection. A healthier environment translates into healthier and more productive employees.

Environmentally Safe Chemicals: S&L Cleaning Services offers Envirox Green Green Seal Certified products, a colorless, odorless and environmentally conscious line of cleaning chemicals. Green Seal Certified products assure safe and effective cleaning with the highest degree of respect possible to our environment.

Hospital Grade Disinfectant: The objective of our cleaning process is not only to clean well, but to clean for improved health. S&L Cleaning Services exclusively uses hospital grade disinfectants for your protection.

Electrostatic Spray Surface Cleaning: S&L upon request, will spraying an electrostatically charged mist onto surfaces and objects. This service will be used when determined appropriated by administration in conjunction with Saratoga County health department guidance.

Cleaning Throughout the School Day

All shared surfaces and high-touch surfaces of classrooms and offices must be cleaned by staff with disinfectant spray between classes and/or student visits. Students should not use or come in contact with cleaning materials. Teachers are responsible for disinfecting their classrooms and materials. All other staff with assigned offices are responsible for cleaning shared and high-touch surfaces. Examples of high-touch surfaces include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards/tablets, toilets, faucets and sinks.

Disinfecting Spray:

- All school staff will each be provided with one bottle of spray disinfectant. Each bottle is labeled with the staff member's last name and can be signed in and out from the copy room each day.
- When the bottle is running low, staff members must request more from the Education Director.
- The Education Director will keep extra disinfectant in her office at all times, and will work with the maintenance department to refill as necessary.

Log:

- As per DOH regulations, all classrooms and offices must keep a log of when the spaces were cleaned each day. Each staff member will document their cleaning on a log sheet each day. Log should be placed in the Office Assistant's mailbox at the end of each day. See Appendix D.
- These logs will be maintained by the K-G school office assistant and stored in a binder at her desk.

Classrooms & Offices

- All high-touch surfaces must be cleaned at the end of each period
- All desks must be cleansed between student uses
- Shared materials must be cleaned between student uses
- Classrooms and offices must be left well organized at the end of the day for the cleaners to thoroughly clean the space

Copy/Mail Room

- All staff must wear a mask when using this space to access the copier or the mailboxes
- When using the copier, staff must wash their hands or use hand sanitizer prior to touching the copier, and wipe all surfaces with the alcohol spray located in the copy room
- Limit the number of items left on the counter by clearing and putting things away after use
- Office assistant or Daily Activities Case Manager should wipe down counters and doorknobs three times per day

Staff Bathrooms

- Bathrooms will be equipped with disinfecting spray and paper towels to sanitize shared surfaces between uses
- All bathrooms will be cleaned and sanitized each evening

Loft Area (TA desks and storage)

- Only the staff who have desks in this area should enter this area
- As this is a small space, no more than four staff members should be up here at the same time, and masks should always be worn
- Disinfect shared spaces immediately after use. Daily log sheet should reflect this cleaning.

Student Bathroom

- Student bathroom faucets, sink/countertops, door handles and toilet seats should be wiped down with disinfectant several times per day. Daily log sheet should reflect this cleaning.
- Full bathroom will be cleaned and sanitized every evening

Gym and Stage

- Exercise equipment and all shared materials must be wiped down with disinfectant between student uses. Daily log sheet should reflect this cleaning.

Closure Protocols

The Charlton School/Ketchum Grande Memorial School is a not-for-profit residential treatment center (RTC) and approved 853 special education school physically located within the Burnt Hills-Ballston Lake Central School District. We provide 24/7 care and are licensed and regulated by the New York State Office of Children and Family Services, the New York State Education Department (approved as an Article 853 school in 2005), and the New York State Health Department. Our governing body is a volunteer Board of Trustees.

All employed are essential workers. While we will never close, our delivery of services will adjust accordingly based on increased the risk of individuals affected by Airborne Infectious Disease in the surrounding area, as well as within our workforce. As we did with the onset of COVID-19, we will minimize the number of employees who report to our campus daily by offering a secure means of working from home, shifting work schedules, delivering a mix of smaller group/in person coursework and therapies, as well as providing remote and distance learning via the Google platform if necessary. Community outings and visitors to campus, including parents, would also cease. All adjustments to operation would be developed collaboratively with our oversight agencies, Board of Trustees, Saratoga County Public Health and most importantly, staff and families.

In-Person, Hybrid & Remote Instruction

The Ketchum Grande Memorial School is a 7-12th grade high school for adolescent young women with socially and emotionally based special education needs. Our normal school model is a 6:1:1 (six students, one teacher, and one aide) program, with the exception of physical education where we have up to twelve students. Our total school enrollment capacity is 41 students. We have a mix of day and residential students, with approximately 2/3 of our students residing in our residential program and 1/3 arriving by bus each day as day students.

Due to the very small nature of our special education program and the large size of our school building and grounds, the Ketchum-Grande Memorial School was able to return to an all in-person school program on July 13, 2020 in accordance with the DOH's document entitled, "Interim Advisory for In-Person Special Education Services and Instruction during the COVID-19 Public Health Emergency" dated June 8, 2020. Our goal is to continue to provide an all in-person school program for all students at this time in accordance with all updated guidance from both the Department of Health and the State Education Department.

Groupings

- Summer ESY Program: Students are grouped into six cohorts of 4-6 students which remain together throughout the day. These groupings were developed based on age and academic needs.
- Regular School Program: Due to our student's diverse academic needs, academic classes will be mixed depending on student academic/credit needs. Classes will contain no more than six students with the exception of Physical Education classes, which may have up to 12 students.

Instructional Day

We will follow a block schedule as follows:

Time	A Day	B Day
8:00 – 8:10	Homeroom	Homeroom
8:10 – 9:25	Class 1	Class 5
9:28 – 10:43	Class 2	Class 6
10:46 – 12:01	Class 3	Class 7
12:03 – 12:33	Lunch 1 / Advisory	Lunch 1 / Advisory
12:35 – 1:05	Lunch 2 / Advisory	Lunch 2 / Advisory
1:08 – 2:23	Class 4	Class 8

- Each student will have 8 classes split between two days.
 - Each class will meet for 75 minutes
 - Each class will meet for a total of 375 minutes every two weeks. This averages to 187 minutes per week (state minimum is 175 minutes per week).
- Students will be assigned to two homerooms. The homeroom on A Days will be the same as each student’s Class 8 (B days). The homeroom on B Day will be the same as their Class 4 (A days). This will allow the students to leave their supplies in their last class each day and get them in the same location the next morning.
- Students will be assigned to one lunch period. They will eat in the same location with the same group of students every day.
- Students will be assigned to one advisory period opposite lunch. This will be with the same group of students, in the same location each day.

Special Education & Related Services

Our school will offer the following in-person programs and services, as indicated in our NYSED approval letter:

- Special Classes (6:1:1 ratio)
- Counseling (1:1 or 5:1 ratio) as indicated on each student’s IEP
- Equine Therapy (2:1 ratio) as indicated on each student’s IEP
- Speech Therapy (1:1 or 5:1 ratio) as indicated on each student’s IEP
- Parent Counseling/Family Therapy as indicated on each student’s IEP

Supplies

- All students have individual supply bins with markers, crayons, highlighters, pens, and pencils. These bins will be left in their homerooms at the end of the day and wiped down with sanitizer by school staff
- All students will be assigned a Chromebook computer. These are labeled and will be left in their homerooms and sanitized by school staff at the end of each day before being placed in the charging station
- When textbooks and paper materials are used, each student will have their own copies.

Instruction (In-Person or Distance)

As a general school-wide practice, all teachers will use Google Classroom as a tool for organizing all of their classes. This will allow any student, or teacher, who needs to quarantine to be able to continue to work remotely without any disruption in instruction.

- Instructional Method: All teachers will be using the Google Classroom platform for in-person instruction starting the first day of school in September. They will be prepared for any student to learn the material they miss during in-person lessons (i.e., instructional videos, detailed written notes, reading passages, etc). These materials will be detailed and provide sufficient information to ensure that students are able to learn the content in alignment with NYS learning standards.
- Assignments & Assessment: All units and lessons developed in Google Classroom will have adequate assignments, including summative and formative assessments, for the teachers to use to ensure students are learning the content as indicated in the NYS standards. Due dates of assignments and grading policies will be clearly posted.
- Grading, Progress Reports and Report Cards: Grading policies will be clearly outlined for each class in Google Classroom. Progress reports will be issued to parents at the midpoint of each quarter, and report cards will be issued at the end of each quarter. Students or parents may contact the student's teachers at any time to discuss a student's current progress in any class.
- Individualized Education Plans: All of our students have Individualized Education Plans (IEPs). The teachers and related service providers will implement these whether the student is being taught in-person or through distance learning activities.
 - Accommodations & Modifications: All lessons on Google Classroom will be developed and individualized as needed to ensure all students IEP needs are met.
 - IEP Goals: All academic IEP goals will be addressed through classroom work, all social/emotional goals will be addressed in equine, individual or small-group counseling/therapy. All speech-language goals will be addressed in individual or small-group sessions.
 - i. Progress Monitoring: Teachers and service providers (speech therapist, counselor, therapist and equine therapist) must continue to collect data, whether in-person or remotely, and use these data to monitor each student's progress toward their annual goals and to evaluate the effectiveness of the student's special education services. Determining student progress is necessary for understanding the student's present levels of academic achievement and functional performance, and for determining whether, and to what extent, the school closures may have disrupted the student's learning. Progress reports will be developed and sent to parents and school districts at the end of each quarter, whether we are in-person or distance learning.

Hybrid or Distance Learning

Should the Charlton School be closed for any reason, or should any student need to work via distance learning for any reason, students will be able to immediately move to distance learning without many changes to their school program.

- Instruction: As indicated above, all students will have been using Google Classroom in-person. Therefore they would continue to use Google Classroom, with teachers interacting with students via Google Meet rather than in-person. Students will follow the **same** schedule as in-person learning. Participation will continue to be a part of the student's grades.
- Related Services: All related services (listed above) will continue to be provided via teletherapy, using the Google platform with the exception of Equine Therapy. The Equine Therapy goals will be addressed by the student's individual therapist to the best of their ability.
- Attendance and Participation: Teachers will continue to use SchoolTool to keep daily and period-by-period attendance whether students are in-person or participating in distance learning. Additionally, teachers and aides will use the school's daily contact log in "What's Up" to keep a narrative summary of student interactions when the student is participating in distance learning. This will be monitored by the Dean of Students and the Daily Activities Case Manager
- Instructional Technology:
 - Technology: All students are issued a Chromebook computer upon admission to the school. These computers are typically left at school to be charged at the end of each day. Should we move to a distance learning model, students will take their computer home with them, or it will be delivered/mailed if necessary.
 - Connectivity: Upon admission, the Clinical Director will establish whether or not the student has the ability to access the internet from home. If a student does not have this capability, the Charlton School will work with the parents and the home district to ensure the student will have the ability to access the internet should a switch to distance learning occur.
 - Technical Support: Students and parents can contact the Communications Specialist or the Family Connections Coordinator for assistance with the student's Chromebooks.

Safety Drills

Education Law requires that schools conduct evacuation and lockdown drills each school year. To minimize risk of spreading infection, evacuation drill and lockdown procedures will be conducted as follows:

Evacuation Drills (Fire Drills)

1. Classes will gather in front of the school by class. This will ensure that groups remain small. Each teacher will be assigned a spot to gather with their students.
2. Classroom teachers will take attendance and report to the Daily Activities Case Manager.

3. The Dean of Students will take staff attendance. All staff without classes should check in with her after they leave the building. After checking in, go to the assigned location to supervise students.
4. The Education Director will sweep the school and ensure everyone is outside and protocols are followed.
5. The Education will gather reports from the Dean of Students and Daily Activities Case Manager to ensure all parties are safely gathered outside.

Lockdown Drills

1. As per recommendations from the NYSED reopening guidance, we will conduct lockdown drills in the classrooms without “hiding”/ “sheltering” but by providing an overview of how to shelter or hide in the classroom. Staff will be provided with dates, times and a written protocol for these drills.

APPENDIX A

Student Positive Screening Protocol

Any individual who screens positive for Airborne Infectious Disease exposure or symptoms by nursing staff during the school day will immediately be removed from the school and escorted into the nursing office or their individual bedroom where they will be quarantined. Parent/legal guardian or emergency contact and home district will be notified immediately by the student's individual therapist or nursing staff.

Day Student Enrollment

If attending as a Day student, once safely quarantined, the student will be sent home with a parent/legal guardian or emergency contact and have instructions to contact their health care provider for assessment and testing.

- Nursing staff will provide such individuals with information on health care and testing resources, through our partners at Saratoga Hospital and local urgent care facilities
- Nursing staff will notify individuals at Saratoga County Health Department
- Students screening positive for an Airborne Infectious Disease will not be allowed to return to the in-person learning environment until documentation from a health care provider is provided.
- All return protocols and processes will be developed in conjunction with Saratoga County Health Department prior to any students returning to the in-person learning environment
- The student's home district will be notified of the planned return to the in-person learning environment

Residential Student Enrollment

If attending as a residential student, once safely quarantined in their individual bedroom, the student's parent/legal guardian or emergency contact will be contacted. A plan will be developed to determine whether the student will remain quarantined in their bedroom or return home. This plan will be based on the safety and mental health needs of the individual student and family.

- Nursing staff will provide such individuals with information on health care and testing resources, through our partners at Saratoga Hospital and local urgent care facilities
- Nursing staff will notify individuals at Saratoga County Health Department
- Students screening positive for an Airborne Infectious Disease will not be allowed to return to the in-person learning environment until CDC guidelines for return to the learning/living environment are met.
- All return protocols and processes will be developed in conjunction with Saratoga County Health Department prior to any students returning to the in-person learning environment
- The student's home district will be notified of the planned return to the in-person learning environment

Supervising Youth Care Worker Responsibilities

Physical Distancing & Face Coverings

- All supervising staff members and other employees are required to wear a mask at all times when students are anywhere outside their bedroom.
- Ensure students are wearing a mask at all times when not in their rooms or eating a meal
- Maintain required 6 foot physical distancing requirements between all persons both inside the cottage and outside, except when necessary to protect health and safety of students
 - Plan ahead to reduce the probability of encountering other students on campus during walks, outings etc.
 - Do not allow encounters with students from other cottages, except when unavoidable as in passing on walks. In such cases, increase the distancing requirement by several times the normal 6 feet.

Student Hygiene

- Encourage and supervise frequent hand washing with soap and water for 20 seconds. This is including but not limited to:
 - Before and after meals
 - When preparing food
 - When handling medications/ medication cassettes
 - When returning to cottage after outing
 - After using the bathroom
- Liberal use of liquid hand sanitizer when soap and water wash is unavailable or inappropriate
- Assist students in developing a positive everyday hygiene routine by enforcing expectations of frequent hand washing, daily shower, room cleanliness, frequent disinfecting of high touch surfaces and bathrooms

Meals

- Arrange for delivery of meals from Hawley Cottage.
- Facilitate use of Disposable dishware/utensils.
- Supervise student meals with appropriate physical distancing.
- Bag dirty disposables after meals and dispose of in the dumpster.

Health/Medications

- Perform student temperature checks twice daily at 8am and 8 pm. Sign on form provided
- Arrange for delivery of student medication cassettes to Sheibley cottage for the supervised student self administration of medication in the absence of RN staff on campus.

Cleaning

- Bag all trash, remove to dumpster 2X a day

- Sanitize high touch surfaces as needed, at least twice a day, including but not limited to Chromebook, tv remote, chair arms, tables, door knobs etc.
- Supervise disinfecting of bathroom high touch surfaces by students after each use, including but not limited to:
 - Stall doors
 - Toilet seat and flush handle.
 - Toilet paper dispenser, sink/faucet handles
 - Shower /faucet handles
 - Door knobs
- Use of gloves is not necessary except when touching soiled surfaces, clothing or garbage. Once the task is complete, gloves must be removed and disposed of properly. Hands must be washed with soap and water for 20 seconds after glove use.

Activities/Education

- Supervise the student participation in the distance learning education program, including the appropriate use of student Chromebook
- Supervise the active student participation in the cottage program including activities, program hours, meals/snack times, cottage chores, quiet hours, bedtime and wake up times and routines as directed by the program supervisor

Student Responsibilities

- Follow all cottage rules
- Listen to and follow all requests and directives of supervising YCW/NYCW/staff
- Maintain required 6 foot physical distancing requirements between all persons both inside and outside of the cottage
- Frequent hand washing with soap and water for 20 seconds including but not limited to:
 - Before and after meals
 - When preparing food
 - When handling medications/ medication cassettes
 - When returning to cottag after outing
 - After using the bathroom
- Liberal use of liquid hand sanitizer when soap and water wash is unavailable or inappropriate
- Active participation in a daily hygiene routine including daily shower, personal grooming, appropriate attire, room cleaning, and laundry when appropriate
- Disinfect high touch bathroom surfaces after each use, including
 - Stall doors
 - Toilet seat and flush handle.
 - Toilet paper dispenser, sink/faucet handles
 - Shower /faucet handles
 - Door knobs
- Active participation in the distance learning educational program
- Appropriate use of student issued Chromebook
- Active participation in all clinical and therapeutic assessments, appointments and meetings.

General Notes

- Students are permitted to take supervised walks on the campus and across Lake Hill Road to the pond/lean-to area during daylight hours, provided the supervising staff members do not allow encounters with students and staff from other cottages, except when unavoidable (such as in passing on walks). In such cases, the distancing requirement must be increased by several times the normal 6 feet.

APPENDIX B

Visitor Policy

The following document outlines the procedures The Charlton School/Ketchum-Grande (TCS/KG) staff, students and families must follow to help ensure everyone is protected against the spread of Airborne Infectious Disease.

When Visitors Arrive

With the exception of delivery personnel, all visitors must come directly to the Administration building located at 322 Lakehill Road. This entrance is clearly marked by a welcome sign reading ALL VISITORS and has adjacent parking. Any visitor found on campus without the necessary credentials or a visitor badge will be sent directly to the Administration building. Visitors are required to wear a mask or face covering at all times when in any building on campus.

Documentation and Visitor Passes

All visitors will be recorded in a log book in the Administration Building. Visitors will be required to provide their name and contact phone number. The time they arrive and destination on campus will be recorded. A dated, single use Visitor Pass sticker will be provided and must be worn while on campus. Visitors must return to the Administration building when leaving, to have their departure time recorded in the log book.

Visits with arrival or departure times outside of the regular business hours for the Administration Building (8:30 am to 4:30 pm Monday through Friday) are not exempt. The staff member coordinating the visit will be required to meet the family at the Administration building to document the arrival/departure in the log book.

Pre-Approved vendors may use agency issued ID badges, but must check in at Administration on arrival and departure to be recorded in the log book.

Parents Visiting Campus

All family members coming to campus must not have any Airborne Infectious Disease related symptoms.

All family members visiting campus may only visit in Sheibley Cottage/Family Connections building or outside in the designated family visiting areas coordinated by TCS/KG staff.

Student Home Visits

All students participating in scheduled home visits will have individualized plans developed to ensure limited exposure to others who may have contracted an Airborne Infectious Disease. Restrictions to travel will include but are not limited to:

1. Individual parent transport from campus to home
2. No use of public transportation
3. Agency transport
4. No out of state travel
5. Complete suspension of any home visit. In the event of this measure, students will visit virtually via Google Meet

APPENDIX C

Classroom or Office Physical Distancing Plan Form

Staff Name: _____

Classroom/Office: _____

My plan for ensuring there are 6 feet of distance between students at all time in my classroom/office at all times:

This is how I intend to disinfect/clean my classroom/office and materials between student groups:

These are the materials that I need in order to implement this plan:

This is the furniture that I need moved out of my office/classroom to implement this plan:

Staff Assurance:

I understand that once approved, I am responsible to implement this plan to the best of my ability at all times.

Staff Member Signature: _____

Signature

_____ Date

Education Director Approval:

This classroom layout is approved: _____

_____ Tina Crego, Education Director

_____ Date

This disinfection plan is approved: _____

_____ Tina Crego, Education Director

_____ Date

APPENDIX D

Classroom & Office Cleaning Log

All shared and high-touch surfaces in classrooms and offices in the Ketchum-Grande School must be cleaned between student uses and throughout the day. This sheet must be completed whenever these tasks are done. Please submit your log to the KG Office Assistant at the end of each day.

Classroom/Office: _____ **Date:** _____

Please initial each row once completed. Document full names corresponding to initials at bottom of page.

	8:10	9:25	10:43	12:01	12:33	1:05	2:23
Desks							
Tables/Counters							
Doorknobs							

Person(s) Completing Today's Form:

Name	Signature	Initials