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## **Crossroads Center for Children’s Reopening Plan:** **Returning to In-Person Learning**

Crossroads Center for Children has developed the following plan for reopening schools for in-person learning for the 2020-2021 School Year.

We have engaged with school stakeholders and community members (e.g., administrators, staff, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations) when developing these reopening plans.

This plan has been developed in accordance with guidance from New York State Education Department (NYSED), New York State Department of Health (NYS DOH), NYS Office of Children and Family Services (OCFS), Center for Disease Control (CDC), and others.

A communications plan for parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information has been developed. Crossroads utilizes a webpage dedicated to COVID updates. In addition, text and email groups, as well as social media groups and posts are utilized.

All students and staff will be taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene. This will include requiring teachers to include lessons on best health and safety practices.

On the following pages, you will find Crossroads’ Plan, in response to NYSED’s Reopening Guidance and Mandatory Plan Components. Our Plan will continue to be assessed and modified as necessary.

Questions concerning this Plan should be directed to Kelly Young, Executive Director.

## Health and Safety

Crossroads has reviewed and considered the number of students and staff allowed to return in person. The following factors were considered in the decision to resume in person instruction:

- Ability to maintain appropriate social distance
- PPE and cloth face mask availability
- Availability of safe transportation
- Local hospital capacity – consulting with local department of health.

### State Ed Requirement

Districts/schools must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing health and safety reopening plans. District/school plan should identify the groups of people involved and engaged throughout the planning process.

### Crossroads' Plan

Crossroads engages with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments) when developing and revising health and safety reopening plans. This engagement is accomplished by conducting meetings with parents and family members on multiple dates/times. Several staff members, representing various positions, were involved in the planning and development of guidance. In addition, staff meetings are conducted to gather feedback and share ideas, questions, and concerns. Crossroads also engages community stakeholders in discussions regarding the development of plans.

### State Ed Requirement

District/school plan must include a communications plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

### Crossroads' Plan

#### **Employee Training:**

- Training is provided to all employees as part of their preparation on what to expect upon return to work. It includes information on COVID-19, how it spreads, symptoms to look for, and prevention reminders including good hygiene practices (proper handwashing and use of PPE). Staff receive additional training on infection control and workplace disinfection. Staff members sign an acknowledgment for this information and also demonstrate competencies.

**Employee Communication:**

- Prior to returning to work staff are provided information on what to expect upon their return via training with administrators. Signs are posted around the building to convey important safety messages such as “Do not come to work if you have COVID symptoms” signage, use hand sanitizer, social distancing, “How we are keeping you safe” postings. General hygiene signs are posted throughout the site with particular attention to sink areas. Social distancing reminder signage is posted throughout the site with particular attention to areas where people congregate such as at time clocks. Visual cues are also used to indicate appropriate social distancing such as markers on the floor.
- Employees will continue to be updated on a weekly basis via email and a weekly all staff meeting.

**Parent Training:**

- Parents have been informed of various changes to Crossroads procedures via Appendix A “Re-opening Protocol.” Parents have signed an acknowledgment for this protocol. Appendix B “Child/Family Illness Policy” was updated and is described below.
- A virtual parent training was also provided and will continue to be provided on an ongoing basis.

**Parent Communication:**

- Due to the new student drop off procedure there are interruptions with the normal arrival routine and the communication that normally occurs. It is important that parents still feel that they have the time and opportunity to communicate about their child’s day. In an effort to enhance communication:
  - A home communication note continues to be in use and is revised to include hand-washing times, be detailed and reflect the child’s day, and include highlights and important information from the child’s day.
  - Staff continue to use email, phone calls, home notes, website, social media and posts to apps to communicate with parents.
  - Weekly notifications are shared from the Executive Director

State Ed Requirement

District/school plan has a written protocol developed in collaboration with the district or school’s director of school health services to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.

Crossroads’ Plan

**Child Illness Policy:**

Under these new circumstances, Appendix B “Child/Family Illness Policy” has been enhanced to follow more strict guidelines. Parents are informed of the symptoms of COVID-19 and are instructed to keep their child at home if their child is experiencing any of the symptoms. Additionally, children who start to experience symptoms of respiratory illness and/or a fever greater than 100 while at Crossroads, are isolated from other children until they can be picked up. A member of administration supervises the child in the library or outside when conditions permit while waiting for their guardian to pick them up. The child cannot return until they have been seen by a medical professional and have received clearance to return to school or have been in isolation for 10 day. See Appendix D “Return to Program Requirements and Steps for Actual or Potential COVID-19 Cases”.

**Staff Illness Policy:**

The following steps are developed and implemented to prepare the Crossroads workforce to resume operations. First, and foremost, employees who are sick or showing COVID-like symptoms, are directed to alert their supervisor and stay home. Staff are not allowed to work if they are feeling ill or experiencing respiratory symptoms. This is the number one method to prevent transmission of the virus.

State Ed Requirement

District/school plan has a written protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.

Crossroads’ Plan

A minimum of two thermometers are available at each entrance with extra batteries. All temperature check stations are provided with masks and sanitizer. Personnel conducting temperature screenings are trained to properly protect themselves by wearing a mask, sanitizing hands, and protecting their eyes. Temperature screeners are trained on the denial of entry process. Social distancing is in place at entrances. Prior to being allowed entry into the building, staff and children (with parent support) are required to participate in a health screening consisting of temperature check and answering screening questions.

**Students:**

All students have their temperature taken upon arrival and before entry into the building. Parents who transport their children are met in the parking lot to perform their child’s health check. They check their child in and answer health screening questions. Students who are transported by bus have their temperature taken before entering the building and periodic phone calls will be made to parents to answer health screening questions.

As stated above, children who start to experience symptoms of respiratory illness and/or a fever greater than 100 while at Crossroads, are isolated from other children until they can be picked up. The child cannot return until they have been seen by a medical professional and have received clearance to return to school or have been in isolation for 10 day. See Appendix D “Return to Program Requirements and Steps for Actual or Potential COVID-19 Cases”.

**Staff:**

Employees are required to conduct their own daily self-health check and only come to work if they are not sick, have not been in close contact with someone who has tested positive for COVID-19 or if tested positive, follow the Crossroads return to work protocol based on CDC guidance. Staff members must have their temperature checked and complete a daily screening questionnaire before entering the building. If a staff member’s temperature is 100 or greater, they are not be permitted to enter.

**State Ed Requirement**

District/school plan requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider.

If staff or students begin to demonstrate symptoms of COVID-19, they should immediately be assessed by the Health Care Aide and follow procedures outlined in Appendix D “Return to Program Requirements and Steps for Actual or Potential COVID-19 Cases”.

**State Ed Requirement**

District/school plan has written protocol requiring students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.

**Crossroads’ Plan**

Crossroads’ protocol requires students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students will be supervised, prior to being picked up or otherwise sent home.

**State Ed Requirement**

District/school plan has written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.

**Crossroads’ Plan**

Visitors to the program, including parents, are strictly limited. Visitors are required to wait outside until greeted by a staff member, who will let them in to the building if the visitor is wearing a face covering. The visitor have their temperature taken, complete a health screening, sanitize hands, and sign a COVID-19 questionnaire. Deliveries made to the building are done using a mailbox that has been placed outside the front door in order to limit the number of

people entering the building. All visitors, guests, contractors, and vendors entering the building must wear a face covering for the duration of their visit.

**State Ed Requirement**

District/school plan has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.

**Crossroads' Plan**

Crossroads' protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school is in Appendix B "Child/Family Illness Policy".

**State Ed Requirement**

District/school plan has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.

**Crossroads' Plan**

Staff are trained on information on COVID-19, how it spreads, symptoms to look for, and prevention reminders including good hygiene practices (proper handwashing, respiratory hygiene, and use of PPE). Signs are placed throughout the building.

**State Ed Requirement**

District/school plan has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible

**Crossroads' Plan**

PPE is not a replacement for implementing safety controls.

Some social distancing actions at Crossroads include:

- Conference Rooms – occupancy is reduced to 1/3 capacity until further notice.
- Break/lunch areas and schedules – occupancy reduced by removing some chairs and table, posting signage and installing barriers in some areas. Schedules will be staggered to decrease the number of people sharing space
- Student meal and nap spaces are separated by six feet, whenever possible.
- Some group areas have social distancing lines, six-foot separation and hand sanitizer.
- Conducting new hire orientations, tours, and other meetings virtually when possible.
- Avoid confined spaces. Make use of the playground as much as possible, eating outside at the picnic tables, and dividing it up into activity small groups that the students can rotate through to avoid too many children in a confined space.
- Daycare programs can divide students into groups based on age in an effort to decrease group size while still maintaining compliance with state or local guidelines.
- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- Controlled entry and exit points have been established to avoid staff and students transitioning past each other.
- Start times for staff and children have been considered/staggered

- Polycarbonate barriers are installed at service points (front desk) where social distancing may not be possible.

**State Ed Requirement**

District/school plan has written protocol detailing how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.

**Crossroads' Plan**

Students who are high risk or live with a person at high risk can be provided instruction virtually. Staff who are high risk or live with a person at high risk can work from a remote location, provided that the essential functions of their position may be performed remotely. Crossroads encourages staff who qualify for a medical leave to utilize that program if necessary.

**State Ed Requirement**

District/school plan has written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.

**Crossroads' Plan**

Wearing of masks or face coverings during pandemic periods is an expectation, unless medically excused. Staff and visitors are required to wear face coverings at all times when with children or colleagues unless specifically told otherwise by their supervisor. Disposable masks are available at the entry/health screening location for persons who do not come prepared with a mask.

Children under the age of two years are not required to wear face coverings. All other children are encouraged to wear face coverings whenever possible. Students may need additional support and training in the use of face coverings.

**State Ed Requirement**

District/school plan has written protocol regarding students taking mask breaks.

**Crossroads' Plan**

Students are encouraged to take mask breaks during mealtimes and when able to maintain greater than 6 feet between persons.

**State Ed Requirement**

District/school has plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.

**Crossroads' Plan**

Staff are given the choice of being provided with disposable or reusable face coverings at no cost to them or supplying their own. Staff are reminded that they will be responsible for

discarding used PPE or cleaning/disinfecting their own or placing in the bin to be laundered by Crossroads. In addition, Crossroads will provide, at no cost, face coverings to be used by students if they do not bring one from home.

**State Ed Requirement**

District/school plan has written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school.

**Crossroads' Plan:**

- Ensure all staff have been provided with training related to returning to work after COVID closures.
- Ensure all COVID positive or potential cases are communicated to the Executive Director and County Department of Health (County DOH) for tracking.
- Collaborate and work cooperatively with County DOH with respect to contact tracing and contacts, as well as decisions about which, if any, staff or students should be excluded.
- Ensure communication also occurs to relevant parties for cleaning, etc.

Staff and families are required to notify Kelly Young, Executive Director, immediately if a staff member or child contracts COVID-19 or if a staff member or child has been exposed to COVID-19. Kelly Young will contact County DOH as necessary. Crossroads will comply with all government agency reporting requirements, including County DOH and OSHA.

Kelly Young      518-280-0083 ext. 108      [kellyy@crossroadcenter.org](mailto:kellyy@crossroadcenter.org)

See Appendix C "Steps to Take When Someone Has Tested Positive for COVID-19"

**State Ed Requirement**

District/school plan has written protocol that complies with CDC guidance for the return to school of students and staff following illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.

**Crossroads' Plan**

See Appendix C "Steps to Take When Someone Has Tested Positive for COVID-19"

**State Ed Requirement**

District/school plan has written protocol to clean and disinfect schools following CDC guidance.

**Crossroads' Plan**

Crossroads contracts with Complete Building Solutions, Inc for cleaning and disinfecting daily. They maintain a cleaning log kept in their files. In addition, staff are trained on how to use daily cleaning logs within their classrooms/offices. These logs are kept within the classroom/office. Cleaning contractors and our own staff are directed to use EPA-listed disinfectant. Employees

must maintain the cleanliness of their materials/space and touch points. Cleaning materials are provided within the areas.

Key general areas for cleaning:

- Entrances
- Lobbies
- Stairs
- Handrails
- Breakrooms
- Restrooms
- Doors with focus on handles
- Counters
- Conference rooms
- Tables and chairs
- Trash bins
- High traffic and high touch areas
- Refrigerators
- Microwaves
- Picnic tables

Employees must wipe down their workspaces and materials after seeing each client and prior to leaving the area for breaks, lunch or the end of the shift. Cleaning logs are used in each location throughout the building to document that cleaning procedures have been followed.

**Disinfecting Schedule**

- A disinfecting schedule and log have been created to document the preparation of cleaning solutions and document that cleaning has occurred.
- Staff disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with at least once daily and sign the cleaning log with their name, time, and the date to document cleaning.
- Enhanced deep cleaning every night in all areas, on all touched surfaces occurs daily.
- Staff clean their break area prior to and after taking a break. They document on the cleaning log that this has occurred.
- Staff clean all touched surfaces in the bathroom (door lock, faucet handles, flusher, etc.) after each use and log that they've done so on the cleaning log.
- Whenever possible, meal-time areas should be used only for meals. These areas are cleaned prior to, and after all meals.

**State Ed Requirement**

District/school plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons.

**Crossroads' Plan**

Crossroads continues to conduct the required school safety drills. In order to ensure social distancing between persons, when students are required to leave the building, classrooms

are directed to allow for additional space between cohorts of students. Meeting spots for classrooms are spread out to ensure distancing.

**State Ed Requirement**

District/school has written plan for district/school run before and aftercare programs.

**Crossroads' Plan**

Crossroads has considered before and aftercare availability. Beginning the school year, Crossroads' Plan is to enroll students in the integrated classrooms, allowing our students with special needs the Least Restrictive Environment; however, before and aftercare will not be offered initially. This will be assessed on an ongoing basis.

**State Ed Requirement**

District/school must designate a COVID-19 safety coordinator (administrator) 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.

**Crossroads' Plan**

Crossroads has designated a COVID-19 safety coordinator. This individual is Kelly Young, Executive Director.

**Facilities**

**State Ed Requirement**

**General Health and Safety Assurances**

School districts or other applicable schools must follow all guidance related to health and safety. This will include meeting social distancing requirements and cleaning frequently touched spaces regularly to prevent spread of infection. These requirements will be addressed in more detail in other parts of the NYSED Re-Opening Guidance. The Facilities portion of the district's, or other applicable school's, reopening plan will seek assurance that school districts or other applicable schools will meet all requirements associated with building space related changes that they may elect to make.

**Crossroads' Plan**

Crossroads follows all guidance related to health and safety. This includes meeting social distancing requirements and cleaning frequently touched spaces regularly to prevent spread of infection. These requirements are addressed in more detail in other parts of the plan. Crossroads meets all requirements associated with building space related changes that we may elect to make.

State Ed Requirement  
Fire Code Compliance

Changes or additions to facilities require review by the Office of Facilities Planning (OFP), since all spaces to be occupied by public school students and staff must meet the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code. In their plans, districts or other applicable schools will provide assurances that, should alterations be made, districts and other applicable schools will submit the proposed changes to the OFP for review and approval - just as with any other project.

Crossroads' Plan

Crossroads does not plan to physically alter the space. Classroom sizes allow for social distancing for the required number of students. Should any alterations need to be made, Crossroads will submit appropriate proposed changes for review and approval.

State Ed Requirements  
Doorways

Many stairs and corridor doors have closers with automatic hold opens. These doors are normally held in the open position and are automatically released by the fire alarm system. The function, position, and operation of those doors must remain unchanged. Fortunately, they need not be touched during normal use.

Crossroads' Plan

Doors that are equipped with mechanisms to maintain opened position are kept open thereby decreasing the need for staff to touch door handles. Crossroads ensures door use hygiene is optimized by using propping doors that are not equipped with this mechanism and has hand sanitizer near those that cannot be propped due to the potential for security risk or fire prevention.

State Ed Requirements  
Emergency Drills

Districts or other applicable schools shall conduct standard operations and procedures to the best of their abilities without deviating from current requirements. Fire (evacuation) Drills and Lockdown Drills are required by Education Law and regulation and the Fire Code and they must be conducted without exceptions. Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted. Methods to promote and provide for social distancing during the evacuation drills are ultimately the district's or other applicable school's decision and responsibility. Those changes must be included in the Fire Safety plans.

Crossroads' Plan

Crossroads conducts standard operations and procedures to the best of their abilities without deviating from current requirements. Fire (evacuation) Drills and Lockdown Drills are conducted without exceptions. Plans are maintained including how lockdown and evacuation

drills are conducted. In order to ensure social distancing between persons, when students are required to leave the building, classrooms are directed to allow for additional space between cohorts of students. Meeting spots for classrooms are spread out to ensure distancing.

**State Ed Requirement  
Inspections**

Statute has not been changed to provide an extension to the submission deadline for the Building Condition Survey or Visual Inspections. These deadlines must be met.

**Crossroads' Plan**

Crossroads will continue to meet all inspection deadlines.

**State Ed Requirement**

**Lead Testing due in 2020**

At present, the statutory requirement that lead testing occur in 2020 continues. NYS DOH regulation 67-4, Lead-In-Water Testing, requires lead-in-water testing to be conducted when the building is "normally occupied." Sampling should not be conducted when the building is vacant or has been vacant for an extended period due to COVID-19 closure. Simulation of "normally occupied operation" for the purpose of lead-in-water testing is not permitted. NYS DOH advises that schools follow recommended procedures to the extent possible to provide clean and safe drinking water upon reopening.

**Crossroads' Plan**

Crossroads continues to comply with all required testing. Clean and safe drinking water is available to staff and students at all times.

## Child Nutrition

**State Ed Requirement**

District/School Plan must provide all students enrolled in the SFA with access to school meals each school day. This must include:

- students in attendance at school; and
- students learning remotely.

**Crossroads' Plan**

Crossroads does not provide meals to students attending in school or learning remotely. Meals are provided by the family. Crossroads works with school districts and community partners to provide assistance when necessary.

**State Ed Requirement**

District/School Plan must address all applicable health and safety guidelines.

**Crossroads' Plan**

Although Crossroads does not provide meals to their students (meals are provided by the family), all applicable health and safety guidelines are addressed including appropriate use of gloves, social distancing, and mask breaks as appropriate.

State Ed Requirement

District/School Plan must include measures to protect students with food allergies if providing meals in spaces outside the cafeteria.

Crossroads' Plan

Crossroads protects students with food allergies by developing a Health Care Plan for any student with an allergy. This Plan is developed by the Health Care Aide, in conjunction with the parent and the student's educational team. This Plan is shared with all individuals involved in that student's care. Areas of a classroom, specific tables, or entire classrooms may be required to be free from allergens, dependent on the student's plan. Applicable signage is posted. Any prohibited food is communicated to all staff and parents through written and verbal communication.

State Ed Requirement

District/School Plan must include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.

Crossroads' Plan

Crossroads facilitates and documents handwashing before and after eating. Students are appropriately spaced and monitored by staff for meals to ensure distancing and the prohibition of sharing food and beverage.

State Ed Requirement

District/School Plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.

Crossroads' Plan

Crossroads does not serve meals in the same common area such as a cafeteria. Meals are eaten in the student's classroom.

State Ed Requirement

District/School Plan must ensure compliance with Child Nutrition Program requirements.

Crossroads' Plan

Crossroads does not provide meals and therefore does not need to meet Child Nutrition Program requirements.

State Ed Requirement

District/School Plan must include protocols that describe communication with families through multiple means in the languages spoken by families.

Crossroads' Plan

Crossroads provides communication with families using multiple means. If a family requires modifications to communication methods currently used, these will be determined and provided on an individual basis.

## Transportation

### State Ed Requirement

School districts and other applicable schools are expected to fulfill existing mandates regarding the safe and effective transportation of students who are homeless (McKinney-Vento), in foster care, have disabilities and attend non-public schools and charter schools. Although meeting these obligations will certainly pose challenges, these expectations continue to be in place. Districts and other applicable schools should plan accordingly.

### Crossroads' Plan

Crossroads does not provide transportation. Transportation is arranged by the county (for CPSE students), the school district (for CSE students) or by the parent. Crossroads works closely with all stakeholders to assist in maintaining the safety of all transported students via established arrival/dismissal procedures ensuring social distancing. Field trips will not be approved initially. This will be assessed on an ongoing basis.

## Social Emotional Well-Being

### State Ed Requirement

Ensure that a district-wide and building-level comprehensive developmental school counseling program plan, developed under the direction of certified school counselor(s), is reviewed and updated to meet current needs.

### Crossroads' Plan

Crossroads utilizes an evidence based social-emotional program designed to address student's ability to cope with stressors in their lives. Staff members are trained in the implementation of this program which is utilized throughout each day and continues for the entire school year. Data are collected daily on individual student behavior to monitor for social emotional changes.

### State Ed Requirement

Establish an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists to inform the comprehensive developmental school counseling program plan.

### Crossroads' Plan

Crossroads has established a collaborative working group comprised of families, school leaders, service providers, teachers, and other pupil personnel service providers including school psychologists to inform the comprehensive developmental school counseling program plan.

### State Ed Requirement

Address how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.

### Crossroads' Plan

Crossroads monitors student performance and behavior for every child, every day. Data are analyzed and programming changes are made. Should any change in behavior occur, indicating the need for additional or modification of services, Crossroads provides resources and referrals to address mental

health, behavioral, and emotional support. This may be through services offered at Crossroads, through working with the student’s school district/county, or connection with community resources.  
<http://www.nysed.gov/reopening-schools/social-emotional-learning>

**State Ed Requirement**  
Address professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff.

**Crossroads’ Plan**  
Crossroads provides professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff. Crossroads’ staff are expected to participate in professional development opportunities. Trainings have been conducted and offered on a variety of topics, including social emotional well-being and self-care. Staff have participated in weekly discussions throughout the COVID pandemic regarding trainings, podcasts, and professional development.

## School Schedules

Given the high needs of our students, as well as the ability for Crossroads to maintain social distancing and other preventative measures, in-person education will be offered Monday-Friday, in accordance with approved schedule of 9:00-2:30 for all students. Parents will have the option to elect for a virtual implementation of their child’s IEP. Hybrid models, meaning a combination of in-person and virtual lessons, will be discussed with parents on an individual basis.

## Attendance and Chronic Absenteeism

**State Ed Requirement**  
**Attendance for Instructional Purposes**  
Schools are responsible for developing a mechanism to collect and report daily teacher/student engagement or attendance regardless of the instructional setting.

**Crossroads’ Plan**  
Crossroads has developed mechanism to collect and report daily teacher/student engagement or attendance regardless of the instructional setting. The following are being used daily; paper attendance (in-person instruction) or CPSE Portal (in-person instruction), and a Virtual Instruction Tracking Log (for virtual instruction).  
Crossroads works closely with CPSE and CSE chairpersons to monitor student attendance and participation. Every effort is made to engage students in in-person, virtual, or a hybrid model of instruction. Chronic absenteeism, or consistent failure to participate, are reported to the student’s school district.

**State Ed Requirement**

**Attendance for Reporting Purposes**

Attendance of any school-age student of compulsory age, who resides in the district or is placed by a parent/guardian in another public school district, a charter school, or is placed by a district administrator or the CSE of the school district in educational programs outside the district (such as, another school district, BOCES, approved private in-State or out-of-State school, and State supported school) must be reported in SIRS. To date, the reporting of daily attendance of Prekindergarten students is not required;

Attendance must be reported by any reporting entity that is required to take attendance;

Resident students of compulsory age who were not in attendance in a public school, including charter schools, nonpublic school, or approved home schooling program in the current school year must be reported until they exceed compulsory school age, they no longer reside in the district, or the district has documentation that the student has entered another educational program leading to a high school diploma; Students who drop out while still of compulsory school age must be kept on the school attendance register until they exceed compulsory school age or move out of the district.

**Crossroads' Plan**

Monthly attendance is reported to school districts and counties, as required.

Crossroads works closely with CPSE and CSE chairpersons to monitor student attendance and participation. Every effort is made to engage students in in-person, virtual, or a hybrid model of instruction. Chronic absenteeism, or consistent failure to participate, is reported to the student's school district.

## Technology and Connectivity

**State Ed Requirement**

Have knowledge of the level of access to devices and highspeed broadband all students and teachers have in their places of residence;

**Crossroads' Plan**

Crossroads gains knowledge of the level of access to devices and highspeed broadband all students and teachers have in their places of residence by surveying families prior to the start of the 2020-2021 school year to understand their technology requirements.

**State Ed Requirement**

To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and

**Crossroads' Plan**

To the extent practicable, Crossroads addresses the need to provide devices and internet access to teachers who currently do not have sufficient access. Crossroads works closely with the student's school district to assist in providing technology for those students who needed.

**State Ed Requirement**

Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

**Crossroads' Plan**

Crossroads provides multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not have sufficient access to devices and/or high-speed internet. In the case that devices and internet access cannot be provided, Crossroads provides an alternative means of sharing lessons and providing lesson materials including parent pick up or staff drop off of physical materials, emails, and phone calls.

## Teaching and Learning

**State Ed Requirement**

All schools must ensure that they have a continuity of learning plan for the 2020-2021 school year. Such plan must prepare for in-person, remote, and hybrid models of instruction.

**Crossroads' Plan**

Crossroads began a continuity of learning plan when schools were first closed during the COVID-19 pandemic. The plan has been amended for the 2020 extended school year and for the 2020-2021 school year. This plan prepares for in-person, remote, and hybrid models of instruction. Please see the attached Appendix E "Crossroads Continuity of Learning Plan" for more information.

**State Ed Requirement**

Instruction must be aligned with the outcomes in the New York State Learning Standards.

**Crossroads' Plan**

Instruction is aligned with the outcomes in the New York State Learning Standards. This is accomplished by requiring that teachers utilize curriculum that align with the standards. The curricula used at Crossroads include Touch Math, Learning Without Tears, and RAZ kids.

**State Ed Requirement**

Equity must be at the heart of all school instructional decisions. All instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities must be aligned with State standards and include routine scheduled times for students to interact and seek feedback and support from their teachers.

**Crossroads' Plan**

Crossroads meets each family where they are. Teachers discuss what options of instruction are most comfortable for the family and provides materials and lessons that are appropriate to the individual family. This includes, but is not limited to, scheduling for daily individual virtual instruction, parent pick up or home delivery of materials to complete lessons, or through the use of email/phone/text to answer parent questions regarding lesson expectations.

**State Ed Requirement**

Instruction aligned to the academic program must include regular and substantive interaction with an appropriately certified teacher regardless of the delivery method (e.g., in person, remote or hybrid).

**Crossroads' Plan**

Instruction aligned to the academic program includes regular and substantive interaction with a New York State appropriately certified special education teacher (or special education teacher substitute following New York State Education regulations) regardless of the delivery method (e.g., in person, remote or hybrid). New York State certified teaching assistants support the teacher to deliver individual, small, and large group instruction.

**State Ed Requirement**

Schools must create a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information needs to be accessible to all, available in multiple languages based on district or charter school need, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone).

**Crossroads' Plan**

Students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This is accomplished by meeting each family where they are. Teachers discuss what options of communication are most comfortable for the family. This includes use of online meeting forums, email, phone, or text to answer parent questions regarding lesson expectations.

## Special Education

**Crossroads provides special education services to school age and preschool students in conjunction with the school districts and according to the IEP.**

**State Ed Requirement**

The school reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, must address the provision of FAPE consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.

**Crossroads' Plan**

Crossroads', whether services are provided in-person, remote, and/or through a hybrid model, addresses the provision of FAPE consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.

**State Ed Requirement**

The school reopening plan must address meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.

**Crossroads' Plan**

Crossroads ensures that parents' preferred language or mode of communication are met. This is accomplished in a variety of ways, working with individual families and their specific needs.

**State Ed Requirement**

The school reopening plan must address collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

**Crossroads' Plan**

Collaboration occurs between the committees on preschool special education (CPSE) and committees on special education (CSE) and Crossroads, as a program provider, to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

**State Ed Requirement**

The school reopening plan must ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

**Crossroads' Plan**

Crossroads works with the CPSE and CSE to ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

**State Ed Requirement**

The school reopening plan must address how it will document the programs and services offered and provided to students with disabilities as well as communications with parents, in their preferred language or mode of communication.

**Crossroads' Plan**

Crossroads maintains documentation of the parent's choice between the various educational options available to them. In addition, Crossroads maintains documentation, which is shared with school districts as requested, regarding each individual student's participation and delivery of services. Regardless of the educational method used (in person, virtual, etc.) documentation regarding all student goals occurs regularly and ongoing. Parent communication logs are maintained for every student.

**Staffing**

Crossroads hires New York State appropriately certified special education teacher (or special education teacher substitute following New York State Education regulations) and New York State certified teaching assistants to support the teacher in delivering individual, small, and large group instruction.

## Appendix A

### Re-opening Protocol

COVID-19 Safety Coordinator: Kelly Young [kellyy@crossroadcenter.org](mailto:kellyy@crossroadcenter.org) 518-280-0083 ext 108

This document contains information from relevant government departments, international public releases and Crossroads internal processes for the prevention and control of the COVID-19 virus within Crossroads' facilities to ensure the safety of our employees, students, and clients.

Each employee has a responsibility to maintain a safe and healthy workplace by: 1) following safety and health rules and practices; and 2) reporting injuries and unsafe practices or conditions. Each family has the responsibility to follow CDC guidelines and State mandates and to maintain communication with Crossroads regarding the health of their child.

#### **1.0 Preparing the Building**

##### **1.1 Cleaning & Common Surfaces (see Increased Cleaning section)**

- Verify department work areas are cleaned.
- Devise a cleaning schedule for materials and shared equipment.
- Ensure bathrooms are cleaned often.
- Verify that cleaning occurs frequently for common areas and break areas are cleaned after each break time.
- Crossroads will provide disinfectant spray bottles and towel wipes or disinfectant wipes for workplace and materials disinfecting. A staff member is assigned to verify proper placement of cleaning materials, proper labeling, and plan to replenish.
- Ensure door use hygiene is optimized by using propped doors, nearby hand sanitizer, etc. Ensure fire doors or doors that would pose a security risk are not propped open.
- Designate areas for specific activities. For example, if possible, designate a table for child activities and a separate table to be used for meals thereby avoiding sharing surfaces touched by materials and food. Alternatively, each child can have an assigned area. No other child will use that area and children will not share materials.

##### **1.2 Communication**

- Back to work communication has been provided on what to expect.
- Ensure there is a process to provide COVID response and return to work procedures.
- Provide staff with training prior to returning to work.
- Communicate requirement to clean work area before breaks.
- Ensure standard safety precautions are posted at entrance ways. Examples: "Do not come to work if you have COVID symptoms" signage, use hand sanitizer, social distancing, "How we are keeping you safe" postings.
- Ensure general hygiene signs are posted throughout the site with particular attention to sink areas.

- Ensure social distancing reminder signage is posted throughout the site with particular attention to areas where people congregate such as at time clocks.
- Utilize visual cues to indicate appropriate social distancing such as markers on the floor.

### **1.3 COVID PPE Supplies**

- Ensure system is in place to track PPE usage and communicate needs for replenishment.
- Obtain and maintain PPE supplies (masks, gloves, face shields, etc.). Ensure supervisors have or can obtain additional PPE as needed and holds employees accountable for wearing.
- Crossroads will supply all employees with necessary PPE. Notify Kelly Young of your PPE needs.
- Verify hand sanitizer is available throughout work area as needed.

### **1.4 COVID Response**

- Ensure all staff have been provided with training related to returning to work after COVID closures.
- Ensure all COVID positive or potential cases are communicated to the Executive Director for tracking.
- Work with County Department of Health to ensure tracing process is in place and contacts are made as well as decisions about which, if any, students and staff should be excluded.
- Ensure communication also occurs to relevant parties for cleaning, etc.

### **1.5 General Hygiene**

- Verify all restrooms have soap, water, paper towels and toilet paper, and sinks have soap and water.
- Verify cleaning and schedule to maintain cleanliness.
- Place hand sanitizer at all entrances.
- Post signage on how to wash hands in restrooms. All staff and children are required to wash their hands immediately upon entering the building. Handwashing is also required after each transition and minimally every hour. A log will be utilized to document that this occurs for students/clients.
- Provide a place for staff to return masks if using cloth masks.
- Child bedding will be kept in plastic bags and will be sent home weekly to be washed by the family.

### **1.6 Health Check/Temperature Screening**

- Verify two thermometers at each door with extra batteries for entrances.
- Ensure temperature check stations are provided with masks and sanitizer available.
- Ensure personnel conducting temperature screening have been trained to properly protect themselves by following State or applicable guidance documents to include scanner and person being scanned wear face coverings. Also ensure screeners have been trained on the denial of entry process.

- Verify social distancing process in place at entrances (tape to show direction of travel and required spacing (six feet, two meters, etc.) and ropes to keep create lines).
- Prior to being allowed entry into the building, staff and children (with parent support) will be required to participate in a health screening consisting of temperature check and answering screening questions.
- If a staff or child's temperature is 100 or greater, they will not be permitted to enter the building (if parent transport) or will be brought to an area to isolate (if transported by bus) and should follow guidelines listed below for when to return to Crossroads. A member of administration will supervise the child in the library or outside when conditions permit while waiting for their guardian to pick them up.
- All child and staff temperatures will be recorded as "pass"/"fail" or cleared/not cleared. Child temperature records will be kept in the healthcare office with their nursing records and confidential. Staff temperature records are maintained through the payroll system, as they recoded electronically upon clocking in to work. For those staff members who may not use the electronic timecard, records will be kept in the Directors Assistant's office.

### **1.7 Social Distancing**

- Set up defined control entry points for entry to ensure masks, hand sanitizer and temperature scanning so entry cannot be made through uncontrolled points.
- Stagger start times for staff and children in order to facilitated timely health screening and decrease wait time. Daycare student arrival time should be staggered by 15 minutes.
- Stagger break/lunch schedules.
- Install Polycarbonate barriers at service points (front desk) .
- Ensure lobbies and customer lounges are re-arranged to promote social distancing, that can include chair spacing/removal or blocking off some spaces.
- Ensure break areas meet social distancing requirements.
- Add door stops and leave interior doors open to remove the need to touch the handles where possible.
- All deliveries will be left outside for contact-less pick up.

### **2.0 Preparing the Workforce**

The following steps were developed and implemented to prepare the Crossroads workforce to resume operations. First, and foremost, employees who are sick or showing COVID-like symptoms, have been directed to alert their supervisor and stay home. Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms. This is the number one method to prevent transmission of the virus.

Signs and posters are installed as a reminder for items such as handwashing, hand sanitizing and social distancing. Local ordinances will be posted at entrances, as required. Standard health and safety precautions are posted on doors.

After being notified to return to work, employees are required to conduct their own daily self-health check and only come to work if they are not sick, have not been around someone who has tested positive for COVID-19 or if tested positive, follow the Crossroads return to work protocol based on CDC guidance.

### **2.1 Employee Training**

Training will be provided to all employees as part of their preparation on what to expect when they return to work. It includes information on COVID-19, how it spreads, symptoms to look for, and prevention reminders including good hygiene practices (proper handwashing and use of PPE). Staff will receive additional training on infection control and workplace disinfection.

Employees must complete a daily self-health check before they come to work to ensure they're healthy. If they are sick, have COVID-like symptoms, have been around someone with COVID, have tested positive for COVID in the last 14 days, or have reason to believe they may have the virus, they are instructed to inform their supervisor and stay home.

### **2.2 PPE Requirements**

Wearing of masks or face coverings during pandemic periods is an expectation, except if medically excused. Staff are required to wear masks at all times when with children or colleagues unless specifically told otherwise by their supervisor. Masks should be cleaned or replaced after use. Crossroads will launder masks or staff may take their masks home for cleaning every night. If staff choose to have Crossroads launder their mask, they should place it in the "dirty mask" bin in the foyer. Disposable masks should be thrown out at the end of the day. Gloves should be worn for disinfecting, food preparation/mealtimes, and when toileting/diapering children.

Additionally, temperature screeners and individuals being screened are to wear face coverings. This policy is applicable to all Crossroads employees.

### **2.3 Social Distancing Plan**

PPE is not a replacement for implementing safety controls.

Some social distancing actions include:

- Conference Rooms – occupancy is reduced to 1/3 capacity until further notice.
- Break/lunch areas – occupancy reduced by removing some chairs and table, posting signage and installing barriers in some areas.
- Student meal and nap spaces will be separated by six feet, whenever possible.
- Some group areas such as timeclocks have social distancing lines, six-foot separation and hand sanitizer.
- Conduct new hire orientations, tours, and other meetings virtually when possible.
- Avoid confined spaces. Make use of the playground as much as possible, eating outside at the picnic tables, and dividing it up into activity small groups that the students can rotate through to avoid too many children in a confined space.

- Daycare programs can divide students into groups based on age in an effort to decrease group size while still maintaining compliance with state or local guidelines.
- Center Program- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- Clinic services - No more than one client and staff member will utilize a therapy space at any given time (exceptions would be if sibling receive therapy).
- Children will not share materials and staff will clean equipment between uses.
- Staff will not share their phone, devices, food, or utensils with one another or children.
- Staff should bring their lunch from home. Food deliveries will not be permitted. Staff should keep their lunches with their belongings or keep it in their car rather than use the refrigerator in the staff room or cafeteria.
- Staff should only bring essential belongings into the building (keys, phone). All other belongings should be locked in their vehicle. Exceptions would be if the staff member uses public transportation in which case they should only bring essential items and keep those items separate from other staff belongings.

## **2.4 Increase Cleaning**

Cleaning contractors and our own staff are directed to use EPA-listed disinfectant. Employees must maintain the cleanliness of their materials/space and touch points. Cleaning materials will be provided within the areas.

Key general areas for cleaning:

- Entrances
- Lobbies
- Stairs
- Handrails
- Breakrooms
- Restrooms
- Doors with focus on handles
- Counters
- Conference rooms
- Tables and chairs
- Trash bins
- High traffic and high touch areas
- Refrigerators
- Microwaves

Employees must wipe down their workspaces and materials after seeing each client and prior to leaving the area for breaks, lunch or the end of the shift. Cleaning logs will be used in each location throughout the building to document that cleaning procedures have been followed.

## **2.5 Disinfecting Schedule**

A log will also be created to document the preparation of cleaning solutions. Spray bottle bleach solution (5 tbsp/gal or 4 tsp/qt) will be prepared daily. A bucket of bleach solution will be

prepared for materials that are mouthed/soiled during the day/session. The bleach solution for the bucket must be re-made after each cleaning.

- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with at least once daily and sign the cleaning log with their name, time, and the date to document cleaning.
- Enhanced deep cleaning every night in all areas, on all touched surfaces will occur.
- Staff will clean their break area prior to and after taking a break. They will document on the cleaning log that this has occurred.
- Staff will clean all touched surfaces in the bathroom (door lock, faucet handles, flusher, etc.) after each use and log that they've done so on the cleaning log.
- Whenever possible, meal-time areas should be used only for meals. These areas should be cleaned prior to, and after all meals.

### **3.0 Preparing the Students and Families**

Many new procedures have been put in place to protect from the spread of COVID-19. It is important that we provide families with information about how Crossroads' operations have changed in response to COVID-19.

#### **3.1 Communication**

Parents will be met in the parking lot to perform their child's health check. This may interrupt the normal arrival routine and the communication that normally occurs. It is important that parents still feel that they have the time and opportunity to communicate about their child's day. In an effort to enhance communication:

- For Center children: the home note will be revised and will include hand-washing times, be detailed and reflect the child's day, and include highlights and important information from the child's day.
- Staff will continue to use ClassDojo.

#### **3.2 Arrival and Departure Routines**

##### **Parent Drop-off/Pick-up**

1. Parents should remain in their vehicle until approached/signaled by a staff member. One parent may escort the child to the health screening area. Parents and other family members will not be allowed inside the building and should remain in their vehicle in an effort to social distance. The staff member will then perform a daily health screening (take the child's temperature and require that the parent answer screening questions).

2. Children and staff will be required to wash their hands immediately upon entering the building and minimally, hourly throughout the day. When children are received for drop-off, they will be provided hand sanitizer (if age appropriate) and then escorted into the nearest bathroom/bathroom in their classroom/therapy location where their hands will be washed. Crossroads is required to take children's temperature twice a day (a.m. and p.m.) for all children who attend Center-based programming.
3. Upon arrival to pick up a child, a staff member will bring the child out to the vehicle. Doing so will limit direct contact and help to maintain social distancing.

### Bus Drop Off/Pick-up

1. Crossroads will designate specific staff members to greet children who arrive on buses.
2. Staff will take the child's temperature and record it daily on daily log sheet. Crossroads is required to take children's temperature twice a day (a.m. and p.m.). Parents will be contacted periodically to answer screening questions.
3. Children and staff will be required to wash their hands immediately upon entering the building and minimally, hourly throughout the day. When children are received for drop-off, they will be provided with hand sanitizer and then escorted into the nearest bathroom/bathroom in their classroom where their hands will be washed.
4. Upon the arrival of buses for departure, a staff member will bring the children out to the bus. Doing so will limit direct contact and help us to maintain social distancing.

### **3.3 Child/Family Illness Policy**

Under these new circumstances the Child/Family Illness Policy has been enhanced to follow more strict guidelines. Children who start to experience symptoms of respiratory illness and/or a fever greater than 100 while at Crossroads, will be isolated from other children until they can be picked up. The child cannot return until they have been seen by a medical professional and have received clearance to return to school or have been in isolation for 10 day. See scenario B below in the Return to Program Requirements and Steps for Actual or Potential COVID-19 Cases.

### **3.4 Updated Records**

Before returning to school we are asking for all teachers to get updated parent contact information and emergency contact for each child. If a child becomes ill while in our care it is expected that they will be picked up as soon as possible.

### **3.5 PPE Requirements for Children**

Children under the age of two years will not be required to wear face coverings, unless medically excused. All other children will be encouraged to wear face coverings whenever possible, unless medically excused. Students will be instructed in the proper use of face coverings, hand washing, social distancing and respiratory hygiene.

## **4.0 Responding to COVID-19**

### **4.1 Reporting Cases of COVID-19**

Staff and families are required to notify Kelly Young, Executive Director, immediately if a staff member or child contracts COVID-19 or if a staff member or child has been exposed to COVID-19. Kelly Young will contact local health departments as necessary. Crossroads will comply with all government agency reporting requirements, including County Department of Health and OSHA.

Kelly Young 518-280-0083 ext. 108 [kellyy@crossroadcenter.org](mailto:kellyy@crossroadcenter.org)

### **4.2 Emergency Closure Related to COVID-19**

Please be aware that there may be conditions under which Crossroads will be required to suspend some or all face-to-face services. Some of these conditions may include but not be limited to:

- Inability to follow established safety protocols
- Positive case COVID-19 (to the extent directed by County DOH)
- At the direction of governing bodies

If this should occur, all staff, families, school districts and local officials will be notified by the Executive Director via Class Dojo, email and/or social media. At that point all learning will shift to distanced learning.

**Appendix B**

**Child/Family Illness Policy**

In an effort to reduce the spread of illness from one child to the next, or from staff to staff person, if your child has experienced any of the following symptoms within the past 24 hours, then it is mandatory that they do not attend school/therapy sessions:

- Vomiting, diarrhea, or temperature (100 degrees or higher)
- Persistent hacking cough with green or yellow phlegm being coughed up
- Symptoms of COVID-19 which include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea
- Green or yellow nasal drainage
- Rash (unless indicated with a doctor's note that the rash is not contagious)
- Lice, pink eye, chicken pox, or other contagious conditions
- Child misses school/daycare or leaves school/daycare early due to illness.

Additionally, in the case of home-based services, if a caregiver, sibling, or other person in the home is sick with a contagious illness, such as the flu or shingles, or has COVID-19 symptoms, the session must be canceled. In the event that Crossroads' staff arrives at the home and determines that the client is sick or cannot participate in the scheduled session, Crossroads will cancel or end the session early. The following possible reasons for this type of cancellation: client is vomiting, client has a rash, lice, or nits; client has a cold (runny nose, cough, sneezing), eye infection, sore throat, a contagious condition, a fever, COVID-19 symptoms, or was too sick to attend school; client falls asleep during session. Crossroads staff may also cancel the session if a sibling or caregiver of the client exhibits any of the conditions above.

If a caregiver has a concern with this policy they should contact Kelly Young. Crossroads reserves the right to refuse service to a child that they feel is sick, even if the caregivers may disagree.

**Appendix C**

<b>Steps to Take When Someone Has Test Positive for COVID-19</b>		<b>Reminder</b>
<b>1</b>	<ul style="list-style-type: none"> <li>✓ Notify Kelly Young</li> </ul>	<ul style="list-style-type: none"> <li>✗ Confidentiality will not be violated by disclosing the identity of the staff or child beyond a need-to-know basis.</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>✓ Kelly Young will contact the staff member or parent of student to inquire about areas of direct contact in order to inform the organization’s staff and families about potential contact and inform deep cleaning practices. Kelly Young will contact the cleaning contractors to inform them of where to conduct deep cleaning. Based on contact information, County DOH may direct certain staff and/or students to stay away from school for a specific period of time.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Do not ask health-related questions about symptoms or travel. Do not violate confidentiality by disclosing the identity of the staff or child to anyone beyond a need-to-know basis.</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>✓ Organization may stop some or all operations as needed in order to facilitate pre-cautionary cleanings.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Do not disclose the identity of the staff member or child that may have contributed to the need to do this cleaning.</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>✓ Once affected areas have been deep cleaned, operations may continue.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Return to work communications must not identify which staff or child lead to the need to interrupt program.</li> </ul>

**Appendix D**

<b>Return to Program Requirements and Steps for Actual or Potential COVID-19 Cases</b>			<b>Reminder</b>
<b>A</b>	Individuals with a POSITIVE COVID-19 TEST	<p>Staff or children who have tested positive for COVID-19 must stay home until they have had no fever (without use of medications) or symptoms for 3 days, and 10 days have elapsed since they first became symptomatic.</p> <p>If repeated testing is available, staff/children that will be tested can be around others when they have no fever, symptoms have improved, and they have received two negative test results in a row, at least 24 hours apart.</p> <p>If you have tested positive for COVID-19 but do not have symptoms you must stay home for 10 days following the positive test.</p> <p>Follow health care providers recommendations if they are more stringent.</p>	A doctor's return to program note is required.
<b>B</b>	Individuals with COVID-19 like SYMPTOMS	<p>Stay home for 10 days after the individual first became ill AND at least 3 days after they have recovered defined as fever free (without use of medications) for 72 hours and respiratory symptoms have improved.</p> <p>Follow health care providers recommendations if they are more stringent.</p> <p>For individuals who have symptoms but have tested negative for COVID-19 may return to program after they have been fever free (without use of medications) for 24 hours and respiratory symptoms have improved.</p>	A doctor's return to program note is required.
<b>C</b>	Individuals who have had close contact with COVID-19 positive case	<p>Individuals who are symptom free must self-quarantine for 14 days from the day of contact with the person who tested positive for COVID-19. If the individual continues to have close contact the 14- day period will restart. Close contact means being within 6 feet of the COVID-19 positive person for more than 10 minutes or having touched bodily fluids or secretions without using the appropriate precautions. If the individual is unable to avoid contact with the COVID-19 positive person, they must stay in quarantine for 14 days following the day when the COVID-19 positive person completes their isolation period. This is likely to be 24 days total.</p> <p>Individuals who develop COVID-19 symptoms must follow the guidelines in Scenario B for people who develop symptoms of COVID-19. If the individual tests negative, they may still</p>	No doctor's note is required.

		develop COVID-19 later. They must stay in quarantine for the entire 14- day period.	
<b>D</b>	Asymptomatic Individuals	For asymptomatic individuals awaiting testing results, it is not necessary to self-quarantine while waiting test results.	No doctor's note is required.
<b>E</b>	Individuals who have traveled to COVID-19 hot spots (check for updated listing)	If a child, staff member or household member of a child or staff has traveled to a COVID-19 hotspot they must notify Kelly Young. Persons who have traveled to the COVID-19 hotspot must quarantine for 14 days.	No doctor's note is required.

## Appendix E

### Continuity of Learning Plan

#### Technology:

In preparation of an extended absence from school during the pandemic crisis of COVID-19, Crossroads Center for Children began our continuity of learning plan by surveying all parents of students via email, phone call, and text to initially see what technology was available to them in their home. After consideration of parent feedback, Crossroads adopted the use of a combination of technologies (including delivering paper packets of activities to parents without access to online platforms to ensure equity) to communicate remotely with students and families:

- **Class Dojo:** This platform allows administrators, teachers, and related service providers to use the computer or app software on their phone to communicate with parents. Teachers and related service providers can send lesson plans to parents and parents can send photo or video documentation of work that was done to be saved in their student’s portfolio. Links to virtual teaching experiences, either through a Zoom meeting or a YouTube video, can also be posted. A general activity can be posted and then parents are messaged individually to work on IEP goals within that activity that are individualized to their student. Parents can individually message service providers with questions, comments, or concerns. Class Dojo meets confidentiality requirements through FERPA and parents can opt out of participating if they chose and be updated via another means.
- **Zoom:** Zoom meetings are conducted by teachers or related service providers to work individually or with a group of students. Zoom meetings have consisted of circle time activities, story time, show and tell, or other peer related tasks (playing a game together). Teachers or related service providers can take a screenshot of students participating in Zoom meetings for documentation. All parents are sent an invite with a password to ensure privacy.
- **Google Meet:** Some staff and students are utilizing Google Meet to hold individual one on one instruction sessions. This may be done if the student’s district is able to provide technology that supports this platform.
- **YouTube:** Teachers or related service providers utilize YouTube to upload videos of themselves performing a task that the teacher or related service provider wishes the student to perform. For example, staff may make a do a YouTube video of themselves washing their hands. Then the parents are directed to have their student watch and then perform the task. Parents can document their student performing the task with a photo or video and upload it to their student’s Class Dojo portfolio. All YouTube videos are kept private and do not include videos of students.
- **Microsoft 365 Teams:** Teachers or related service providers joined Microsoft 365 Teams through Crossroads. Related service providers are utilizing Teams to invite parents to one on one instruction. Parents can be called for a video conference through Teams. Microsoft 365 Teams is HIPAA and FERPA compliant.
- **Procure:** Administrators and teachers are signed up to use Procure. This is another platform to share lesson plans but also allows for remote checking in of students by their

parents. Parents are asked COVID-19 related questions via the Procure app they have installed on their phone before signing that they are dropping off their child to ensure proper health and safety protocols are followed.

Staff viewed webinars and online videos to become acquainted with the software they would be using to deliver instruction. They also attended tutorials and meetings presented by administrators at Crossroads in regards to using these platforms.

2019-2020 School Year:

Teachers were directed to post daily lessons on Class Dojo. This could take the form of live instruction, posted videos, or links to activities. Following the guidelines presented by Capital Region BOCES on the website <https://www.essentialed.capitalregionboces.org>, teachers of both preschool and school aged students have planned an ELA and Math lesson of 15 minutes in duration daily. In addition, teachers are posting one additional activity daily within other learning areas (art, motor movement, music, cooking) to add up to 1 hour in duration weekly.

Subject	Monday	Tuesday	Wednesday	Thursday	Friday
ELA	15 mins	15 mins	15 mins	15 mins	15 mins
Math	15 mins	15 mins	15 mins	15 mins	15 mins
Other (Art, Motor, Music, Cooking)	1 hour				

Teachers who work primarily with students with global developmental needs are putting more focus on activities of daily living such as washing hands, brushing teeth, and toilet training. Related service providers were directed to post one activity per their domain one time per week. For some families, delivery of hands-on work packets was made available for pick up or drop off by staff. Documentation of distance learning will be completed by each teacher and related service provider using the following chart:

Crossroads Center for Children - COVID-19 Instructional Tracking Log							
Student Name:			Classroom Teacher/Therapist:			Ratio/Service Level:	
Date	Subject/ IEP Goal	How was Goal Addressed	Duration of Service	Description of Instruction	Student Response	Progress Towards Subject/IEP Goal	Notes
<i>ex.</i> 3/18/2020	<i>Circle Time</i>	<i>Google Hangout</i>	<i>20 min</i>	<i>Calendar, weather, read a book, asked questions about the book</i>	<i>Student was able to identify the date and answer questions about the book</i>	<i>Student was able to answer questions independently</i>	<i>Parent was standing behind student and facilitated participation</i>

After recognizing that the absence from school would be extended, Crossroads contacted parents to stress that they would be moving from providing activities for maintenance of skills to instruction and ongoing goal progress. Parents were asked to partner with staff to share accountability for their student's learning. Teachers reassessed parent involvement and sought to work together with families to meet expectations of assisting with student instruction. The findings of this survey will help each teacher and related service provider individualize learning for their students based on what is feasible for their family.

After gathering survey information from parents, teachers and related service providers began checking in with individual families at least one time per week based on the parent preference (email, phone, virtual meeting). Parents were given specific times during the week during which this interaction would take place. Teachers and related service providers began providing more individual, one on one, instruction through Zoom or Google Meet.

ESY 2020:

Under Executive Order 202.37, special education programs may conduct in person instruction during the summer of 2020. Crossroads made the decision to offer fully in person, fully virtual, and hybrid programs for students who qualified for extended school year services. Parents were also given the choice, by the CPSE or CSE, to decline extended school year services.

Prior to the return to in person instruction, all staff were trained on reopening protocol, including health and safety precautions. All staff were quizzed on the protocol as well as participated in demonstrating competencies in health and safety prior to the arrival of students.

If a parent chooses in person instruction, the parent would be instructed in Crossroads' updated health and safety guidelines. Students would arrive via parent or bus transportation. Teachers (either certified through NYSED or substituting in accordance with NYSED guidelines) were instructed to plan lessons to include a full day of activities for each student who would be attending school in the building. The teacher would be supported in delivering individual, small, and large group instruction by NYSED certified teacher assistants in the classroom. Activities would address all individual student IEP goals for ESY and cover all developmental domain areas. These activities would also align with the outcomes in the New York State Learning Standards where appropriate.

If a parent chooses virtual instruction, a remote learning plan will be worked out with the teachers and related service providers, taking into account parent access to technology and student participation. For those students who may be unable to attend a daily individual instruction due to technology needs, lesson plans and paper packets of activities will be provided to ensure equity. Virtual instruction will take place via Zoom or MS Teams meetings. Teachers were instructed to provide virtual instruction, meeting each family where they are, using the following chart below:

<b>Subject</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>ELA</b>	An ELA lesson will be posted daily to the platform of the teacher's choice to be 15 mins in duration for parents to complete. ELA lessons should align with New York State Learning Standards, applicable to the student's grade level and ability.				
<b>Math</b>	A Math lesson will be posted daily to the platform of the teacher's choice to be 15 mins in duration for parents to complete. Math lessons should align with New York State Learning Standards, applicable to the student's grade level and ability.				
<b>Live Group Instruction</b>	Teachers will record and post a daily group instruction. This could include calendar, song, story, or demonstration of lesson of the day. Duration should be 15-30 mins/daily. Preference is to do this prior to student arrival in person and group instruction videos cannot be done while other students are present due to confidentiality.				
<b>Live 1:1 instruction</b>	Teachers will touch base with each family every day. Preference is to do 1:1 instruction daily via video platform. Other ideas would be a phone call to discuss activities that were suggested for the day or an email to see how activities were completed. Time and duration to be decided in conjunction with the family. Care should be taken to protect confidentiality of students attending virtual 1:1 instruction.				
<b>Other (Art, Motor, Music, Cooking)</b>	Minimally 1 hour				
<b>Related Service</b>	Provided to the greatest extent possible. Related service providers will touch base with families the same number of times that their services are provided per week.				

ELA/Math activities will include a mix of direct instruction and follow up activities. Live group or individual instruction should be delivered at the same time daily to establish a routine for students and recorded/posted for families who are not able to access during the lesson. Related Services will continue to deliver instruction virtually to the greatest extent possible. Documentation will maintained using the chart below and attendance will be kept for student participation.

Crossroads Center for Children - Virtual Instructional Tracking Log					
Student Name:				Provider:	Frequency:
Date	Start Time	End Time	Daily Note	Progress Toward Goal(s) (no progress, min progress, progress)	Other Notes
<i>Ex: 7-20-20</i>	<i>9:30am</i>	<i>10:00am</i>	<i>Did a 1:1 session via Zoom meeting with student. Worked on answering wh-questions in a story that was read to student.</i>	<i>Student correctly answered 2 out of 4 wh-questions when asked</i>	<i>Student utilized support of parent who sat next to student to maintain attention to story.</i>

2020-2021 School Year:

In preparation for the 2020-2021 school year, Crossroads will continue to follow the same teaching expectations from ESY 2020 (see above charts for reference). Crossroads will offer fully in person, fully virtual, and hybrid programs for students who qualify for special education services.

Regardless of parent choice of program for their student, parents will have ample opportunity to speak to and consult with teachers and related service providers through the means that is most comfortable to the family (virtual meeting, phone call, email, etc.).