



1136 North Westcott Road Suite 100
Schenectady, NY 12306
518-280-0083
www.crossroadcenter.org

Crossroads Center for Children’s Opening Plan for 2021-2022:

Crossroads Center for Children has developed the following plan 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.

All students and staff will be taught or trained how to follow COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

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

Employee Training:

- Training is provided to all employees as part of their preparation on what to expect in the work environment. 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.

Employee Communication:

- Prior to beginning work staff are provided information on what to expect 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 staff mailboxes.
- Employee communication will continue on an ongoing basis via email and a weekly all staff meeting.

Parent Training:

- Parents have been informed of various changes to Crossroads procedures via Appendix A “COVID-19 Protocol.” Parents have signed an acknowledgment for this protocol. Appendix B “Child/Family Illness Policy” was updated and is described below.
- Virtual parent trainings 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 detailed, reflects the child’s day, and includes 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.
 - Ongoing notifications are shared from the Executive Director via email or other social media.

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. An assigned staff member supervises the child in the Health Care Office or outside when conditions permit while waiting for their guardian to pick them up. The child cannot return until they have met NYS Department of Health requirements. 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.

Students:

All students have their temperature taken each morning.

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 met NYS Department of Health requirements. 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.

Visitors:

Visitors to the program are 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. No visitor should enter the building if they are sick, have been in close contact with someone who has tested positive for COVID-19 or tested positive themselves in the past 10 days. 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.

Masks:

“In accordance with the Commissioner's Determination issued pursuant to 10 NYCRR 2.60, any person over the age of 2 (including all students, personnel, teachers, administrators, contractors, and visitors) must wear masks at all times indoors in P-12 school buildings, regardless of vaccination status. People with medical or developmental conditions that prevent them from wearing a mask may be exempted from mask requirements, as documented by a medical provider. People do not need to wear masks when eating, drinking, singing, or playing a wind instrument; when masks are removed for these purposes, individuals must be spaced six feet apart. All mask requirements must be applied consistently with any state and federal law (e.g., Americans with Disabilities Act).”

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 indoors with children or colleagues unless specifically told otherwise by their supervisor. Disposable masks are available at the entry 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 expected to wear face coverings whenever possible. Students may need additional support and training in the use of face coverings.

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. In addition, Crossroads will provide, at no cost, face coverings to be used by students if they do not bring one from home.

Mask Breaks:

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

Confirmed case of COVID-19:

- Crossroads will ensure all staff have been provided with training related to working during the pandemic.
- All COVID positive or potential cases are communicated to the Executive Director and County Department of Health (County DOH) for tracking.
- Crossroads will 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.
- 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.

Kelly Young 518-280-0083 ext. 108 kellyy@crossroadcenter.org

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

Crossroads contracts with Complete Building Solutions, Inc for cleaning and disinfecting daily. 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.

Disinfecting Schedule

- Staff disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with at least once daily
- 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.
- Staff clean all touched surfaces in the bathroom (door lock, faucet handles, flusher, etc.) after each use
- Whenever possible, meal-time areas should be used only for meals. These areas are cleaned prior to, and after all meals.

Social Emotional Well-Being

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.

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.

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 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. Virtual implementation of a child's IEP will occur for students that have been placed in quarantine by Public Health temporarily.

Crossroads provides in person instruction. In the event of a required quarantine, Crossroads provides multiple ways for students to participate in learning and demonstrate mastery of Learning Standards, 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.

Appendix A

Crossroads Center for Children COVID-19 Protocol

COVID-19 Safety Coordinator: Kelly Young 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.

1.2 Communication

- Provide staff with training prior to starting employment.
- Staff are updated regarding COVID-19 protocols on an ongoing basis.
- 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 mailboxes.
- 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 COVID.
- 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/clients and staff should be quarantined.
- 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.

1.6 Health Check

- Each child's temperature will be taken daily as part of a Health Check. If a child's temperature is 100 or greater, they will be brought to an area to isolate and should follow guidelines listed below for when to return to Crossroads. A staff member is assigned to supervise the child in the Health Care Office or outside when conditions permit while waiting for their guardian to pick them up.

1.7 Social Distancing

- Ensure lobbies and staff 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 are being implemented by Crossroads workforce for operational purposes. 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 is provided to all employees which 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 10 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. 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.

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
- Break/lunch areas – occupancy reduced by removing some chairs and table, posting signage.
- Student meal and nap spaces will be separated by six feet, whenever possible.
- Some group areas such as resource rooms have social distancing lines, six-foot separation and hand sanitizer.
- When virtual meetings are not preferable or possible Crossroads may choose to hold meetings in open, well-ventilated spaces and ensure that individuals maintain appropriate physical distance.
- 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.

- Clinic services – Limitations are placed on the number of clients and staff members allowed to 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.

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.

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
- 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.
- Staff will clean all touched surfaces in the bathroom (door lock, faucet handles, flusher, etc.) after each use
- 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 at arrival and dismissal. 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 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 and the Procure app for communication and messaging.

3.2 Arrival and Departure Routines

Parent Drop-off/Pick-up

1. Parents should remain in or near their vehicle until approached/signaled by a staff member. Parents and other family members will not be allowed inside the building and should remain at their vehicle in an effort to social distance.
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.
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. 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.
3. 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 COVID-19 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 days. See scenario B in the attached Return to Program Requirements and Steps for Actual or Potential COVID-19 Cases.

3.4 Updated Records

Be sure to provide Crossroads with the most updated and accurate 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 over the age of two years will be required to wear face coverings, unless medically excused. Students who have difficulty tolerating wearing a face mask for a period of time will be instructed in the proper use of face coverings until they are able to meet this expectation. Students will also be instructed in 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

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, Procure, 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

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

Appendix D

Return to Program Requirements and Steps for Actual or Potential COVID-19 Cases			Reminder
A	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 at least 10 days have elapsed since they first became symptomatic. County DOH must release the individual from isolation.</p> <p>If you have tested positive for COVID-19 but do not have symptoms you must stay home for at least 10 days following the positive test. Follow health care providers recommendations if they are more stringent. County DOH must release the individual from isolation.</p>	<p>A doctor's return to program note is required and a release from isolation provided by the County DOH is required.</p>
B	Individuals with COVID-19 like SYMPTOMS	<p>Individual must consult with a Health Care Provider.</p> <p>In order to return to school, you must receive a negative result from a COVID-19 Diagnostic Test and symptoms must be improving. You must be fever-free for at least 24 hours without the use of fever reducing medicines.</p> <p>If your Health Care Provider provides a diagnosis of a known chronic condition with unchanged symptoms, or a lab-confirmed acute illness, AND COVID-19 is not suspected, you may return to school with a note indicating such.</p> <p>Failure to seek or follow Health Care Provider's recommendations, or NYS DOH guidelines, will result in presuming to be positive for COVID-19. In this case, you should follow the steps listed above in Scenario A.</p> <p>Follow health care providers recommendations if they are more stringent.</p>	<p>A doctor's return to program note is required and confirmed negative test results for COVID-19 or a lab-confirmed alternate diagnosis is required.</p>
C	Individuals who have had close contact with COVID-19 positive case	<p>The County DOH will determine if you are a close contact of someone who has tested positive for COVID-19.</p> <p>The County DOH will determine whether you will be required to quarantine.</p> <p>Individuals who develop COVID-19 symptoms must follow the guidelines in Scenario B for</p>	

		<p>people who develop symptoms of COVID-19. If the individual tests negative, they may still develop COVID-19 later.</p> <p>You must be released from quarantine by County Public Health</p>	
D	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.

Appendix E

Continuity of Learning Plan – Crossroads Center for Children

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.

- Procare: Administrators and teachers are signed up to use Procare. 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.

2021-2022 School Year:

In preparation for the 2021-2022 school year, Crossroads will offer fully in person programs for students who qualify for special education services. In the event that Crossroads is required by the Department of Health to close part or all of our program due to the pandemic, staff are ready to switch to a fully virtual option temporarily.

If a switch to a fully virtual option is warranted, parents will have ample opportunity to speak to and consult with teachers and related service providers through the means that are most comfortable to the family (virtual meeting, phone call, email, etc.).

Teachers will provide services for students with special needs using the following schedule:

Subject	Monday	Tuesday	Wednesday	Thursday	Friday
ELA	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.				
Math	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.				
Live Group Instruction	Teachers will host 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 at the same time each day to ensure consistency for families. Care should be taken to protect confidentiality of students attending virtual group instruction.				
Live 1:1 instruction	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.				

Other (Art, Motor, Music, Cooking)	Minimally 1 hour
Related Services	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. Examples could include a video meeting, a phone call, or email.

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>