



REOPENING PLAN  
2020-2021 SCHOOL YEAR



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## *Harmony Heights Residential & Day School*

July 28, 2020

Dear Harmony Heights Parents and Guardians,

We understand that these are challenging times and as parents you are carefully weighing the value of in-person instruction with the health risks this may create. Our staff have worked diligently to create a Reopening Plan that provides health and safety measures throughout the school and residential program. We understand many of you have also shared the importance to returning to routines, in-person services, social and emotional needs and opportunities to provide increased educational opportunities. We hope this re-opening plan will help to address questions you may have and provide specific information about health and safety practices, in-person instruction, online learning, schedules, lunch time, arrival and dismissal procedures, and many other areas. We have a strong school community, and although we know there most likely will be even more serious challenges in the next school year, working closely with our parents, students, staff, local school districts and the surrounding community we will support our students and each other through this.

We are very fortunate that we created a plan to return for Summer School and have been able to look closely at what works well and what safety measures, health and training opportunities and educational goals can be improved on. To help support the concerns parents, students and staff may be having, we once again will propose a flexible hybrid model providing a blended learning experience of in-person instruction in the classroom 2 days a week and online education/tele-therapy 3 days a week. The in-person classes will be divided into two teams, A and B. Students will be assigned to a team based on their grade placement. Team A will be grades 8, 9, and 11. Team B will be grades 10 and 12. This will allow for an even distribution of the entire school population into two smaller groups. This plan will increase in-person instruction while allowing for a safe number of staff and students in the building on any day. The A/B schedule will facilitate social distancing in and out of the classroom. It will also make it possible to keep students and staff in smaller cohorts in the event of virus exposure. In-person classes will follow a full schedule following a regular bell schedule, and teachers rather than students will change classes whenever possible. Therapeutic services will be provided in person on the days the students are in school and online/tele therapy on the days they are at home or in the residence. We will have a 7 period day, starting at 9:00 a.m. with dismissal at 2:30 p.m., and teachers will prep at the end of the school day. Lunch will be preordered and prepared prior to students entering the cafeteria. There will be two lunch periods with approximately 20 students which will allow for adequate social distancing. Day students may bring lunch from home, but these must be packed in isolated bags, as they will not have access to refrigeration at school. If Day students would like to purchase lunch, they will pre order and then at the end of the week parents will be emailed a "lunch bill" for the lunches purchased for the week. We will not exchange money with any students or staff.

Kathryn Nastri, LCSW  
Executive Director

John Castronova, PsyD  
Principal

Lori Neazer, LCSW  
Clinical Director

Michele Summers, LMSW  
Residential Director

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While on alternating days at home on online classes, students will continue to follow their classroom instruction and receive therapeutic, nursing and psychiatric support as needed. This plan also allows for consistent weekly contact with academic and support services, while minimizing the number of interactions between different staff and students.

Our administration has been very busy working with teachers and assistants to be able to enhance our digital learning experience. Through the use of grants, and careful budgeting, we have been able to purchase Chromebooks for all of our students to use during their time at Harmony Heights. This is extremely important during this challenging time, as it will ensure that each student has access to all class information, lessons, and assignments whether they are in the classroom here at Harmony, at the residence, or at home.

Our teachers have been hard at work developing curriculum that can easily move from classroom to remote learning, and we are very excited about some of the new technology and applications we have integrated into our lessons that will certainly enhance our student's education.

We are presently working on implementing a new Student Information System that will enable parents and guardians to have easier access to their student assignments, grades, and progress while enhancing communication between Harmony Heights staff and parents. If we have learned anything these past several months speaking with our parents and districts, it is that communication is more important than ever. We expect this new system to be fully rolled out by September.

The COVID-19 pandemic has pushed and challenged all of us in ways we never would have imagined 6 months ago. Although it has been a very difficult and for some very sad experience, it also has strengthened us as we have truly learned what is important, what needs to change and how we need to support each other in order to get through this. Harmony Heights is a strong school community and due to the dedication and hard work of staff, students, parents and supporting districts we will continue to provide academic and clinical excellence, a positive residential life experience and hope.....lots of hope.

Be safe. Stay well.

Sincerely,

  
Kathy Nastro  
Executive Director  
Harmony Heights

## Introduction

At Harmony Heights our primary commitment is to the students and families we serve. Our priority must be keeping them safe. When the 2020-2021 school year begins, Harmony Heights will look much different than previous years due to COVID-19 and the health and safety measures that continue to evolve. This School Reopening Plan will define clear guidance for the reopening of our school and residence, and aligns with the regulations developed in collaboration with NYSDOH and the NYS Education Department.

The areas outlined in this plan represent the myriad considerations Harmony Heights will address to reopen Harmony Heights safely and to sustain safe operation. It is important to note that our plan retains a strong focus on academic instruction to enhance student performance and address learning loss that may have occurred over the past several months. An emphasis on the social-emotional needs of our students is a priority and therefore we have addressed this within our plan. Clinical, therapeutic and nursing supports have also been included as they play a significant role in the health of our students.

The health and safety of our students, our staff, and their families is our top priority. We have developed a plan that intends to insure that students and employees feel comfortable and safe returning to the school and residential program. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of decision making as we move to open our schools.

Of course, as with every plan being developed throughout New York State, this document is fluid and will change as necessary based on guidance from the state, CDC, and NYSED and in consideration of our families and our staff. We strongly believe the services described throughout this plan are in the best interests of our students, families, staff, and community.

## COVID-19 Coordinators

*Kathy Nastri, Executive Director, [kathy.nastri@harmonyheights.org](mailto:kathy.nastri@harmonyheights.org),  
John Castronova, Principal, [john.castronova@harmonyheights.org](mailto:john.castronova@harmonyheights.org),  
Lori Neazer, Clinical Director, [lori.neazer@harmonyheights.org](mailto:lori.neazer@harmonyheights.org),  
Michele Summers, Residential Director, [michele.summers@harmonyheights.org](mailto:michele.summers@harmonyheights.org), and  
Sara Arahovitis, Nurse Supervisor, [sara.arahovitis@harmonyheights.org](mailto:sara.arahovitis@harmonyheights.org) will serve as Harmony Heights' COVID-19 Coordinators. They will serve as a central contact for schools and stakeholders, families, staff and other school community members and will ensure the school and residence are in compliance and following the best practices per state and federal guidelines.*

## **Guiding Principles**

The development of this plan was guided by and grounded in the following guiding principles:

1. Safeguarding the health and safety of students and staff;
2. Providing the opportunity for all students to access education in the fall;
3. Monitoring schools, students, and staff. When necessary, modifying schedules to appropriately contain COVID-19 spread;
4. Emphasizing equity, access, and support to the students and communities that are emerging from this historic disruption;
5. Fostering strong two-way communication with partners, such as families, educators, and staff;
6. Factoring into decision making the challenges to the physical safety, social emotional well-being, and the mental health needs of our students caused by school closure; and
7. Considering and supporting diversity in our schools and school districts as we provide education is essential.

## **Description of Reopening Plan for the 2020-2021 School Year:**

Harmony Heights will use a flexible hybrid model providing a blended learning experience of in-person instruction in the classroom 2 days a week and online education/tele therapy 3 days a week. The in-person classes will be divided into two teams, A and B. Students will be assigned to a team based on their grade placement. Team A will be grades 8, 9, and 11. Team B will be grades 10 and 12. This will allow for an even distribution of the entire school population into two smaller groups. This plan will increase in-person instruction while allowing for a safe number of staff and students in the building on any day. The A/B schedule will facilitate social distancing in and out of the classroom. It will also make it possible to keep students and staff in smaller cohorts in the event of virus exposure. In-person classes will follow a full schedule following a regular bell schedule and teachers, rather than students, will change classes whenever possible. Therapeutic services will be provided in person on the days the students are in school and online/tele therapy on the days they are at home or in the residence. We will have a 7 period day and teachers will prep at the end of the school day. Lunch will be preordered and prepared prior to students entering the cafeteria. There will be two (2) lunch periods with approximately 20 students which will allow for adequate social distancing. On alternating days students will participate in online instruction and receive therapeutic, nursing and psychiatric support as needed. This plan will also allow for thorough cleaning and disinfecting of the school building and ongoing staff trainings or updates as the numbers of students may gradually increase and protocols may change. The plan allows for consistent weekly contact with support services, while minimizing the number of interactions between different staff and students.

# Communication/Family and Community Engagement

## HARMONY HEIGHTS SCHOOL

HARMONY HEIGHTS SCHOOL, 60 Walnut Avenue, East Norwich, NY 11732

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Administration Office: 516-922-4060 Fax: 516-922-4133

Executive Director – Kathryn Nastri – [Kathy.nastri@harmonyheights.org](mailto:Kathy.nastri@harmonyheights.org)

Executive Assistant – Theresa Cherba – [Theresa.cherba@harmonyheights.org](mailto:Theresa.cherba@harmonyheights.org)

School Principal – John Castronova – [john.castronova@harmonyheights.org](mailto:john.castronova@harmonyheights.org)

Clinical Director – Lori Neazer – [lori.neazer@harmonyheights.org](mailto:lori.neazer@harmonyheights.org)

Residential Director – Michele Summers – [michele.summers@harmonyheights.org](mailto:michele.summers@harmonyheights.org)

To help create our reopening plan, Harmony Heights has sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, local health department officials, alumni and local community groups. Engagement efforts included emails, virtual meetings and one-on-one conversations.

Harmony Heights remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff and visitors. The plan will be available to all stakeholders via the Harmony Heights website at [www.harmonyheights.org](http://www.harmonyheights.org) and will be updated throughout the school year, as necessary, to respond to local circumstances, concerns and updates regarding COVID19.

As part of its planning for the reopening of schools and the new academic year, Harmony Heights has developed a plan for communicating all necessary information to staff, students, parents/guardians, visitors and education partners and vendors. Harmony Heights will use its existing communication modes – including *email blasts, website and robocalls* – as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic.

### Harmony Heights Communication Goals:

- To encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to NYSED, CDC, and DOH guidance regarding the use of acceptable face coverings - a face mask covering the nose and mouth.
- To provide regular updates about health and safety, scheduling, and all other information faculty, staff and families should be aware of.
- To provide information to families through a wide array of platforms including mail, email, telephone calls, text messaging, social media and website postings.
- To provide information on how families can access technology and receive technical support to assist with utilization and maintenance of equipment.

Clear messaging will be prepared and consistently communicated before re-entry, on the first day, during the first week, throughout the first month, and continuously throughout the year. Minimum monthly communication will provide information on the following topics:

- Who to contact with questions, concerns or suggestions. Empower people to make a positive difference and communicate the expectation for them to do so.
- The facts as we currently know them (NYSDOH, CDC).
- The importance of social distancing, monitoring symptoms of COVID-19 and when to stay home.
- Set protocols for entering the school or residence using Health Surveys and temperature checks and the review process for staff calling in sick. Constant reminders for staff and students to stay home if they feel sick.
- Encourage and implement social distancing in bathrooms and hallways. Social distancing markers have been installed on the floors, steps, doorways, and furniture. Arrow markers are in place to insure social distancing by moving in one direction.
- Practice proper hand hygiene. Staff is allowed to use hand sanitizer, but hand washing with soap and water for at least 20 seconds is still more effective. Hand sanitizer works best on clean hands.
- Encourage and practice proper respiratory etiquette (i.e., coughing or sneezing into your elbow if a tissue is not available).
- Encouraging personal responsibility for yourself and your work area.
- Educating the school community on policies/procedures, including how to properly wear and dispose of a face mask/respirator, gloves, and healthy hygiene practices.

## Health and Safety

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to the school and residence. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

The following protocols and procedures will be in place in the school and residence for the 2020-21 school year. Anyone with questions or concerns should contact our COVID-19 Safety Coordinators listed on the Introduction page 1.

To ensure employees and students comply with communication requirements, Harmony Heights will:

- Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning/disinfecting protocols.
- Establish a communication plan for employees, visitors, and parents/guardians with a consistent means to provide updated information. This will be accomplished through:
  - Website
  - Email
  - Social media
  - Print copy mailings
  - Voice and/or video messaging



- Traditional media outlets
- Maintain Health Surveys of every person, including staff, workers, and visitors, who may have close contact with other individuals at the work site, school, or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
- If a staff member, student or visitor tests positive for COVID-19, Harmony Heights must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations

### Facility Entry

- Where feasible, entry and egress in and out of all buildings will be limited to a single location. If applicable, a single point entry and single point egress will be identified to minimize cross traffic. All entry to the buildings will occur through the main entrance to a check-in point at the security station.
- A face covering, must be worn by all individuals, students, staff, and visitors on school or residential property.
- Proper face covering includes, but is not limited to, a surgical mask, cloth mask, balaclava or bandana and must completely cover the individual's mouth and nose.
- A plastic face shield alone is not an acceptable face covering.
- All individuals may choose to utilize their own face covering, however face coverings can and will be provided by Harmony Heights.

### Daily Health Screening

- Prior to entering the school or the residence, individuals must complete a Health Survey screening questionnaire. This questionnaire is accessible through the Harmony Heights website at [www.harmonyheights.org](http://www.harmonyheights.org) or is at the main entrance of the school or residence.
- Staff should complete this screening prior to arriving at work if possible or will be asked to complete it at the main entrance before entering the school or the residence.
- Paper copies of the Health Survey questionnaire for visitors will be available at front entrances.
- Staff will be required to have a temperature check at the front entrance of the school or residence. Anyone whose symptoms response changes from a NO to YES during the day, or on arrival to work must contact their supervisor immediately and await further instruction.
- Day Students and visitors will be screened for temperature at arrival.
  - Residential students will be screened for temperature before leaving the residence.
  - Parents are encouraged to monitor for temperatures and symptoms prior to sending their student on a bus, however students will be screened at arrival for temperatures.
  - Visitors will have their temperatures taken upon arrival.
- All staff must notify Jane Principe, Elizabeth Gari or an Administrator *each* time they enter and exit the building.
- Students will be signed in and accounted for as without fever/symptoms and able to attend school through attendance roll.

- For multiple individuals entering the building simultaneously, they will be required to stand at the marked out locations on the floor, maintaining social distance until they can be signed in and screened.
  - Multiple lines and entrances will be coordinated, if needed to reduce crowding.
  - Markings (whether in tape or otherwise) will be placed on the ground or in the corridor to indicate six (6) foot lengths to provide for greater social distancing for individuals while in line.
- Only after all individuals have been accounted for, cleared through the health screening and wearing proper face coverings, will access to the building be granted.
- Should a person fail the health screening, specific procedures should be followed. The staff or student will be quarantined in the Isolation Room with supervision outside of the room. The building Administrator will be contacted and a plan will be put in place.

### **Social Distancing**

- All individuals on Harmony Heights premises must maintain social distancing and wear a face covering.
- Proper social distancing is defined as a six (6) foot separation between individuals. When social distancing is practiced, such as in an isolated office or dining space, the individuals may remove their face covering. However in common areas, such as hallways, bathrooms, or vans the face covering must be worn.
- Ensure six (6) foot distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than six (6) feet apart from one another, personnel must wear acceptable face coverings and make every effort to maintain a distance of six (6) feet apart.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If an area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
- Social distance separation will be using tape or signs that denote six (6) feet of spacing in commonly used and other applicable areas of the school or residence.
- In-person gatherings will be limited as much as possible and we will use tele- or video-conferencing whenever possible. Essential in-person gatherings, such as meetings, will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible. The Facilities Manager should be notified of any pick up, delivery or essential worker coming to the school or residence.

### **Personal Hygiene**

Hand washing - Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Schools should plan time in the school day schedule to allow for hand hygiene.

- Hand hygiene includes:
  - Signage encouraging hand washing and correct techniques;
  - Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method. This can be accomplished by singing or humming the happy birthday song twice;
  - Adequate facilities and supplies for hand washing including soap and water;

- Use of paper towels or touch-free paper towel dispensers where feasible (hand dryers are not recommended as they can aerolize germs);
- Use of no-touch/foot pedal trash can where feasible;
- Extra time in the schedule to encourage frequent hand washing.
- Students and staff should wash hands as follows
  - Upon entering the building and classrooms;
  - After sharing objects or surfaces;
  - Before and after snacks and lunch;
  - After using the bathroom;
  - After sneezing, wiping, or blowing nose or coughing into hands;
  - Anytime hands are visibly soiled;
  - When handwashing is not available use a hand sanitizer;
- Hand Sanitizer - At times when hand washing is not available students and staff may use a hand sanitizer. In order for the sanitizer to be effective it must contain a minimum of **60% ethanol or 70% isopropyl alcohol**. It should be noted the sanitizers are flammable and students must be monitored and supervised when using these. Using hand sanitizers should include:
  - Signage is placed near sanitizer dispensers indicating soiled hands should be washed with soap and water;
  - Placement of sanitizer dispensers are located near entrances and throughout common areas at the school and residence.

### **Visitor and Vendor Practices**

No outside visitors or volunteers will be allowed at the school or residence, except for the safety and well-being of students. Parents/guardians will report to the front office and not go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities and parent/guardian visitors will be required to wear face coverings and will have restricted access to our school and residence. Parents/Guardians should make every attempt to contact the school or residence before coming to the building.

### **Visitors**

- All visitors must be wearing proper face covering prior to entering any building and it must be worn at all times.
- All visitors check in for temperature screening and to fill out the COVID-19 Health Survey.
- No visitor should enter a building unless necessary. All meetings should be held outside or via virtual meetings when possible.
- All visitors must sign in and out at the main entrance of the school or residence. All visitors should be accompanied by a staff member.
- Should a visitor become ill while at the school or residence, they must alert the staff member they are visiting to report the issue and then immediately seek medical attention.
- Harmony Heights will maintain all Health Surveys with the Executive Director.

### **Vendor**

- All vendors must be wearing proper face covering prior to entering any building and it must be worn at all times.
- All vendors will have a temperature screening and fill out the COVID-19 Health Survey.

- No vendor should enter a building unless necessary for completion of their job and under the supervision of the Facilities Manager. All meetings should be held outside or via phone conference when possible.
- Should a vendor become ill while at Harmony Heights, they must alert the staff member they are working with to report the issue and then immediately seek medical attention.
- At the end of each day, the Health Surveys should be given to the building administrator and then sent to the Executive Director.

## **Training**

Harmony Heights will train all personnel on new protocols and frequently communicate safety guidelines. Training on the precautions listed below will be conducted either remotely or in person.

Harmony Heights will ensure all students are 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. Additional training will be provided in:

- Prevention of disease spreads by staying home when they are sick.
- Proper respiratory etiquette, including covering coughs and sneezes.
- Avoiding the use of communal objects. If communal objects must be used, provide information on proper disinfection procedures between use. Examples of communal objects include, but are not limited to, other workers' phones, desks, offices, computers or other devices, other work tools and equipment.
- Provide employees and students with up-to-date education and training on COVID-19.
- Risk factors and protective behaviors (i.e., cough etiquette and care of PPE).

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

## **Training for Screeners**

Harmony Heights will identify individuals familiar with guidelines in the school building who will be trained screeners. Screeners will wear appropriate employer-provided PPE, including at a minimum, a face covering. If social distancing cannot be implemented during screening, PPE should be used when within six (6) feet of staff, students or visitors.

## **TRAINING FOR ALL STAFF**

### **Training topics for all staff**

- Proper hand washing: proper hand hygiene. Promote frequent and thorough hand washing by providing employees, the school community, and visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% ethanol or 70% isopropyl alcohol. Provide training on proper handwashing and hand sanitizer use <https://www.cdc.gov/handwashing/when-how-handwashing.html>
  - [Hand washing video](#)
- Proper cough and sneeze etiquette
- Social Distancing
  - Provide training for faculty/staff on how to address close contact interactions with students as part of every day job tasks.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

- Operating procedures may vary slightly between school and residence
  - Entrance into the building – use main entrances
  - Cleaning procedures – are done on a daily basis or more frequently if needed
  - Sick student pick up at school or the residence
  - Staff who are sick or suspected to be sick

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

### Training topics for maintenance staff

- Proper cleaning techniques
  - Cleaning and disinfecting reviewed with Facilities Manager, Maintenance Staff and Cleaning Company
  - Logs are maintained at the school and residence regarding cleaning and disinfecting procedures.
  - Vans used to transport students are cleaned and disinfected prior to use and following drop offs.

- Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

### Additional Trainings for all staff

- Personal Protective Equipment - PPE
  - Proper type, use, and size
  - Cleaning and sanitizing of the face covering (if applicable)
  - Provide training for staff and students on wearing, putting on, removing and discarding PPE, including in the context of their current and potential duties

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

- Use of face coverings (donning/doffing) (cloth vs. surgical)
  - Videos and information have been provided to staff, students and parents.
    - [Face coverings don/doff video](#)
    - <https://www.youtube.com/watch?v=PQxOc13DxvQ>

### Nurses Training

- Respirator Protection N95 Masks
- Training provided for identified personnel only

<https://oshareview.com/2020/04/osha-requirements-for-occupational-use-of-n95-respirators-in-healthcare/>

### Signs and Messages

- Signs are posted in highly visible locations (e.g., school and residence entrances, restrooms and hallways) that [promote everyday protective measures pdf icon](#) and describe how to [stop the spread pdf icon](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face cover image icon](#)).
- Signs and messages are reviewed with staff, students and parents weekly.

## **Space Design and Capacities**

### **General Office Area**

- Where applicable all offices and small spaces will be limited to one (1) individual at a time.
- In a multiple occupant office, occupancy will be reduced to 50% normal load in addition to maintaining at least 6ft of separation between individuals.
- Face coverings should be worn in these multiple use office settings.
- Additional breaks may be allotted to allow individuals time to leave the space to remove their masks. Specific determination of these conditions will be determined by the individual's program supervisor.
- Where possible Harmony Heights will establish additional shifts to reduce the number of employees in the worksite at one time
- Harmony Heights will stagger shift start and end times greater than normal when possible (while still ensuring safe operations). Staff will not congregate during the shift changes, or at any time in common areas, exits, entrances, eating area or kitchen spaces.
- Harmony Heights will reduce tasks requiring large amounts of people to be in one area
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible
- If in-person meetings are essential, consider limiting meetings to 10 people or less depending on space availability and social distancing guidelines.

### **Cafeteria and Dining Room**

- Student lunches will be preordered and provided to individuals at school and the residence.
- Two (2) lunch periods will be scheduled to insure social distancing guidelines.
- Two (2) dinners will be scheduled to insure social distancing guidelines.
- Amenities that are handled with high contact frequency, such as water coolers, coffee makers, and vending machines will be replaced with alternatives where possible.
- Staff will bring their own lunch to school. They will have access to refrigeration if needed, but may not congregate in the kitchen area.

### **Copier Rooms/Areas**

- Staff will not congregate in copier rooms.
- Cleaning supplies and gloves will be provided at copier stations.
- Staff are encouraged to wipe down touch surfaces post and prior use and to use gloves or hand sanitizer as needed.

### **Elevator**

- One person in an elevator at a time.
- Personnel must wear acceptable face coverings when in common use areas.
- Elevators will be frequently disinfected.

### **Restrooms**

- All bathrooms regardless of size will be limited to one person at a time for staff and students.
- At school, staff will continue to accompany students to the bathroom using social distancing guidelines.

- In special circumstances where a student must be assisted in the use of the lavatory, the adult present must be wearing all applicable personal protective equipment including a face covering and when medically applicable, the student will be wearing a proper face covering as well.
- Students in the residence will use their own bathroom only. Staff will use staff bathrooms only.
- Signage will be posted on entry indicating one person at a time.
- Staff and students will wash hands thoroughly when entering and exiting the bathroom.

### **Hallways/Stairwells**

- Hallway traffic will be limited to single flow direction at the school.
- Where single flow is not applicable, bi-direction traffic will be permitted, i.e. at the residence.
- Directional flow is identified by indications on the floor/stairs with arrows.
- All individuals must also allow for adequate space between when traveling in the same direction.
- Front steps at the school and residence leading to main entrances are marked for social distancing guidelines.

### **Classrooms**

- Occupancy in each classroom will be specific and determined based off of the overall square footage of the space.
- Each student, teacher and support staff will receive not less than 6 ft. of separation from others.
- Additional considerations will be taken to account for space utilized for classrooms and teaching material.
- Overall class sizes will be reduced to accommodate all safety parameters.
- Students, teachers and support staff will be required to wear a proper face covering.
- Where possible teachers and staff, i.e. therapists and support staff, will travel to the classroom to provide instruction or support as needed.
- Restrict items in the classroom to that of obvious use.
  - Unnecessary furniture has been removed from classrooms.
  - Where possible, soft surface items that are difficult to disinfect have been removed.

### **Nurse Office**

- All students and staff are required to wear appropriate face coverings.
  - N95 Respirator use for nurses should be limited to situations of suspected COVID-19
  - Nurses have received proper training and fitment of N95 Respirators and the use of other PPE.
  - Maintain social distancing of no less than 6ft. in the nurses' office.
  - Students that receive daily medication should be treated separately from students presenting with symptoms of illness.
  - Nebulizer treatments should be conducted in a separate isolated space with adequate fresh air circulation.

- Social distancing markers have been placed outside the nurses' office for anyone waiting to see the nurse.
- Isolation Room/s
  - Individuals presenting with symptoms representative of COVID-19 will be immediately isolated to reduce risk of transmission.
  - A separate room will be utilized where applicable. In the school to the right of the main office.
  - Supervision will be provided if someone is in the Isolation Room.
  - The Isolation Room will be cleaned and disinfected when no longer in use.

### **Main Entrances/Reception areas**

Security Stations will remain at front entrances of the school and residence.

- Where a multi- entrance design is used, additional security posts will be instituted.
- They will serve as the primary location for accounting for all individuals entering and exiting the building.
- Floor demarcations have been installed to indicate where visitors shall stand to maintain social distance both at the station and prior to entering.
- Reception areas have had seating removed or adequately spaced to provide at minimum of 6ft of separation.
- Frequently touched materials such as school information sheets have been removed.
- Face masks and hand sanitizer are available to staff, students and others entering the school or residence.

### **Computer Use**

- The use of shared space and equipment use will be limited at all times.
- Chromebooks have been issued to students to use at school and the residence.
  - Students will only use the Chromebook issued to them.
  - Chromebook should be wiped and disinfected before and after each use.
- Students should be instructed to wash hands prior to and after touching the Chromebooks along with other frequently touched surfaces.

### **Library**

- The Library is presently closed unless the staff need to use the space to provide additional social distancing.
- Staff are required to notify the building administrator before using the library.

### **Water Fountains**

- Water Fountains
  - To reduce cross contamination the water fountains have been disabled.
  - Automatic/touchless bottle filling equipment has been installed in the school building.
  - Bottle Filling Station will be routinely cleaned and disinfected.
- Floor Demarcations
  - All entrances or areas of static wait have floor signage installed allotting for a minimum of six(6) feet of separation between all individuals
  - All Corridor floors and Stairway treading have been fitted with stripping to indicate directional traffic flow and social distancing.



- Corridor doors will all be affixed open using electromagnetic hold-open devices to minimize the need to touch doors.

### **Ventilation**

Harmony Heights will ensure sufficient ventilation and fresh air to all spaces of occupancy by means of:

- Modifications to allow fresh air from outside in the school and residence where possible.
- Air handling systems have been inspected for function with higher MERV rated filters.
  - Where applicable filters will be exchanged for MERV rating ranging from 11-13.
- Spaces where fresh air is limited due to original building systems, fresh air will be introduced through open windows and doors, while being aware of safety concerns.
  - Options for replacement and modification to existing systems will be explored.
- Fan motors speeds will be increased where applicable.
- More frequent maintenance and inspection of the systems will occur to mitigate extra strain on systems.
- Filter replacement schedules are in place.

### **Cleaning and Disinfection**

Harmony Heights will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include

- Bathrooms
- Isolation rooms and nurses’ office
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Cafeterias/Kitchens
- Computer labs
- Science labs
- Classrooms
- Maintenance offices and work areas
- School vehicles/vans
- Library
- Large meeting areas
- Outdoor seating areas (plastic or metal), porch areas

Students, faculty, and staff have been trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home. Trainings will continue during the school year.

Harmony Heights will provide and maintain hand hygiene stations around the school and residence, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.

- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual's uses. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

Harmony Heights will ensure regular cleaning and disinfection of restrooms. Restrooms will be cleaned and disinfected more often depending on frequency of use.

### **Suspect or Confirmed COVID Cases**

- *Emergency Response* - Students and staff with symptoms of illness must be sent to the health office. A nurse is available to assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat. Proper PPE will be required anytime a nurse may be in contact with a potential COVID-19 patient
- *Isolation* - Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may also be in this isolation room if they can be separated by at least 6 feet. If they cannot be isolated in a separate room from others, facemasks (e.g., cloth or surgical mask) will be provided to the student if the ill person can tolerate wearing it and does not have difficulty breathing, to prevent the possible transmission of the virus to others while waiting for transportation home. Students should be escorted from the isolation area to the parent/guardian. The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center; Other considerations include:
  - Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
  - Opening outside doors and windows to increase air circulation in the area
  - Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
  - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
  - Once the area has been appropriately cleaned and disinfected it can be reopened for use.

- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- *Notification* - the NYS and local health departments will be notified immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff and visitors.

### **Contact Tracing**

*Public Health Officials assume the task of contact tracing, once notified.*

### **Return to School after Illness**

Harmony Heights has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

1. Documentation from a health care provider following evaluation
2. Negative COVID-19 diagnostic test result
3. Symptom resolution, or if COVID-19 positive, release from isolation

Harmony Heights will refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the staff member had close or proximate contact with a person with COVID-19.

Harmony Heights requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

### **Closure Considerations**

When a person has been identified (confirmed) or suspected to be COVID-19 positive; the process at Harmony Heights could include:

- Having school administrators collaborate and coordinate with local health officials to make school closure.
- Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the local DOH.
- Develop a plan for continuity of education, medical and clinical services, and meal programs and establish alternate mechanisms for these to continue.
- Implement as needed short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
  - Closing off areas used by ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area. If possible, wait 24 hours before you clean and

- disinfect. If it is not possible to wait 24 hours, wait as long as possible. Do not use the area(s) until cleaning and disinfection has taken place.
- Opening outside doors and windows to increase air circulation in the area.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.
- Communicating as soon as possible with staff, parents, and students.
- Using DOH guidance/procedures for when someone tests positive.
  - In consultation with the local DOH, a school official may consider whether school closure is warranted and period of time (prior to re-opening) based on the risk level within the specific community as determined by the local DOH.
  - In accordance with guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff quarantine.
  - Additional close contacts at school outside of a classroom should also quarantine at home.
- Closing of schools could be a regional decision.
  - 7 metrics - NYS Dashboard
    - Schools will reopen if a region is in Phase IV and the daily infection rate remains below 5% using a 14-day average
    - Schools will close if the regional infection rate is greater than 9% using a 7-day average after August 1, 2020
- Thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response).
- Buildings may consider closing if required cleaning products (bleach and water can be used as a cleaning product) and PPE are not available

### **Emergency Response Protocols & Drills**

The 2020-2021 school year may include hybrid models of the traditional school day. Emergency response drills, including evacuation and lockdown drills, may be spread across the different student populations dependent on the day each population is present the day the drills are scheduled.

### **Emergency Response Protocols**

- Shelter-In-Place
- Hold-In-Place
- Evacuation
- Lockout
- Lockdown

### **Shelter-In-Place**

Areas will be identified in each school that will be used for the Shelter-in-Place along with areas that cannot be used for due to certain types of environmental hazards (i.e.: high winds, tornado, etc.).

Shelter-In-Place protocols will be the same with the following changes:

- Provide 6 feet of space between students and staff during the Shelter-In-Place
- Use of face coverings throughout the event may be considered

- If 6 feet between staff and students cannot be achieved, face coverings should be worn at all times during the event
- Plan to have extra face coverings on hand in the event that a person does not have one
- Listen for updates and respond accordingly

### **Hold-In-Place**

Hold-In-Place protocols will be the same the following changes:

- Provide 6 feet of space between students and staff during the Hold-In-Place
- Use of face coverings throughout the event may be considered
- If 6 feet between people cannot be achieved, face coverings should be worn at all times during the event
- Plan to have extra face coverings on hand in the event that a person does not have one
- Listen for updates and respond accordingly

### **Evacuate**

Evacuation protocols will be routinely the same with some minor adjustments:

- Identify areas outside of the building in advance that will allow 6 feet of separation of students and staff. Verify that students and staff will not impede emergency responders
- In effort to get all staff and students out of the building as quickly and efficiently as possible, face coverings should be worn at all times
- Plan to have extra face coverings on hand in the event that a person does not have one
- Identify, in advance, who will be holding the door to get out of the building, therefore reducing the amount of people touching the door hardware when leaving the building. Personnel that will be conducting this task may be assigned to holding the door for one or more classrooms or until confirmation that everyone has vacated the building
- As written in the established protocols, bring all necessary items needed and consider adding the following items: extra face coverings, in the event a face covering becomes unusable and hand sanitizer
- If no extra face coverings are available, instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

### **Lockout**

Lockout protocols will be the same, besides maintaining six (6) feet of space between students and staff in the area.

### **Lockdown**

During a Lockdown, there will be a violation of the six (6) foot recommendation between people. In order to protect life safety, lockdown protocols will be mostly the same process as they have been conducted in the past.

- Evaluate, in advance, if there is room to social distance without being in the line of sight
- Face coverings should be worn during the event at all times
- Plan to have extra face coverings on hand in the event that a person does not have one
- Instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

## Student Nutrition

In the event of school/program closure, students may receive meal through their local school district. All meals provided during the public health emergency will be available at no cost to all children. All communications will be provided through a variety of communication methods including website, social media, emails, robocalls, newsletters, and regular mail.

If at any time students or families are unable to access meals/food from their local school district, Harmony Heights will make every effort to provide food or other resources to our families.

### Providing Meals

For students onsite, meals will be provided while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

Harmony Heights will ensure social distancing between individuals while eating in the school cafeteria and residential dining room. If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students. To date two (2) lunch periods will be scheduled at school, staggered breakfast times and two (2) dinner hours at the residence.

The sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

*Lunch will be preordered and packed for distribution prior to eating. Day Students may bring their lunch packaged in an insulated bag as there is no access to refrigeration.*

*Breakfast and dinner will be served individually.*

*If students require meals provided to them while learning remotely, Harmony Heights will contact their local school district to supply meals.*

## Transportation

Harmony Heights will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and school staff must wear acceptable face coverings at all times on school buses and our Harmony Heights vans (e.g., entering, exiting, and seated) and should maintain appropriate social distancing to the extent practicable.

Students who are able will be required to wear masks and social distance on their bus or the Harmony Heights van to the extent practicable.

Please note that whether school is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of district whose schools are meeting in in-person sessions.

Residential students will be transported by our own vans. Harmony Heights will adhere to social distancing and staff and students are required to wear masks. Temperature checks will be done for staff and students prior to entering Harmony Heights vans.

All students are entitled to transportation by the district to the extent required by law. Transportation departments do not have the ability or the right to deny transportation for children who are in foster care, homeless or attend private or charter schools.

Parents may transport students to and from school. Please notify Harmony Heights regarding transportation plans at 516-922-6688 and speak with Jane Principe or John Castronova.

### **Cleaning and Disinfecting**

Refer to the cleaning standard operating procedures guidance for further information.

- Harmony Heights vans will be cleaned and disinfected daily (focus on high touch areas) and in between runs if scheduled for multiple routes.
- *High Touch Surfaces to focus on*
  - Seats and seat backs
  - Seat belts
  - Door handles, handrails
  - Driver operator area
- Cleaning and disinfecting products approved by the EPA will be used according to instructions.
- Eating and drinking will be prohibited on the van
- Vans will be inspected to ensure cleaning/disinfecting protocols are followed
- All cleanings will be documented

### **Bus protocols for a reported case of Covid -19 on a school bus**

Harmony Heights will be notified by the district, or Harmony Heights will notify the district depending on the notification of COVID-19. The district will then notify building administration and a plan will be implemented to contact parents of students on that bus. Harmony Heights will also follow up with the parents of the Harmony Heights Students on the bus.

As per the school district providing the transportation, the bus will be taken out of service for 24 hours before the bus can be used again after a report of COVID-19. Bus will be disinfected following CDC guidelines.

### **Students on Transportation**

- As was outlined in the Health and Safety section of this guidance, all parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school;
- Students must wear a mask on a school bus if they are physically able. Students who are unable to medically tolerate a face covering, including students where such covering would

impair their physical health or mental health are not subject to the required use of a face covering;

- Students must social distance (six (6) feet separation) on the bus;
- Students who do not have a mask can NOT be denied transportation;
- Students who do not have masks must be provided one by the district;
- Students with a disability which would prevent them from wearing a mask will not be compelled to do so or denied transportation.

#### **Training (Office Personnel, Drivers, Mechanics, Aides)**

Implemented by the school district providing the transportation to Harmony Heights.

#### **Required Personal Protective Equipment (PPE)**

Provided to staff by the school district providing the transportation to Harmony Heights.

#### **Transportation Communication**

The district providing transportation to students is responsible for guidance and communication.

#### **Loading/Unloading & Pickup/Drop-off at Harmony Heights**

- Students shall be loaded in sequential route order. First student on the bus sits in the back, when going to school, last student off sits in the back when going home from school
- Dismissal times will be staggered to best suit building needs and to promote social distancing
- Adjustments will be made as needed to insure safety and social distancing.

## **Technology Updates**

- Access to technology is essential for a successful re-opening plan in September.
- Our administration has been very busy working with teachers and assistants to be able to enhance our digital learning experience. Through the use of grants, and careful budgeting, we have been able to purchase Chromebooks for all of our students to use during their time at Harmony Heights. This is extremely important during this challenging time, as it will ensure that each student has access to all class information, lessons, and assignments whether they are in the classroom here at Harmony, at the residence, or at home.
- Our teachers have been hard at work developing curriculum that can easily move from classroom to remote learning, and we are very excited about some of the new technology and applications we have integrated into our lessons that will certainly enhance our student's education.
- Parents/guardians must return the Harmony Heights Chromebook Rules/Sign-off and Student Pledge, signed, dated and completed.

## **Educational Plan**

To help support the concerns parents, students and staff may be having, we once again will propose a flexible hybrid model providing a blended learning experience of in-person instruction in the



classroom 2 days a week and online education/tele-therapy 3 days a week. The in-person classes will be divided into two teams, A and B. Students will be assigned to a team based on their grade placement. Team A will be grades 8, 9, and 11. Team B will be grades 10 and 12. This will allow for an even distribution of the entire school population into two smaller groups. This plan will increase in-person instruction while allowing for a safe number of staff and students in the building on any day. The A/B schedule will facilitate social distancing in and out of the classroom. It will also make it possible to keep students and staff in smaller cohorts in the event of virus exposure. In-person classes will follow a full schedule following a regular bell schedule, and teachers rather than students will change classes whenever possible. Therapeutic services will be provided in person on the days the students are in school and online/tele therapy on the days they are at home or in the residence. We will have a 7 period day, starting at 9:00 a.m. with dismissal at 2:30 p.m., and teachers will prep at the end of the school day.

While on alternating days at home on online classes, students will continue to follow their classroom instruction and receive therapeutic, nursing and psychiatric support as needed. This plan also allows for consistent weekly contact with academic and support services, while minimizing the number of interactions between different staff and students. Standards base instruction, IEP goals and data collection will continues to be implemented whether in-person or online instruction.

We are presently working on implementing a new Student Information System that will enable parents and guardians to have easier access to their student assignments, grades, and progress while enhancing communication between Harmony Heights staff and parents. If we have learned anything these past several months speaking with our parents and districts, it is that communication is more important than ever. We expect this new system to be fully rolled out by September.

## **Attendance and Chronic Absenteeism**

We have a responsibility for the accurate collection and reporting of daily attendance for both in-person and online schooling.

- Attendance will be recorded and monitored for students in school and participating in online schooling.
- Quality contacts will be made to students, parents and guardians by Harmony Heights academic staff, clinical staff and residential staff as needed.

## **Human Resources**

The success of our students is directly related to the level of expertise and dedication our staff exhibit everyday. We need to support staff while being mindful of providing adequate staff to provide instruction and services to our students.

The social and emotional wellbeing of our staff is a priority at Harmony Heights.

We will support our staff through:

- Open communication

- Ongoing annual trainings and update resources, i.e., COVID19 training, information and updates, Therapeutic Crisis Intervention, Justice Center, Child Abuse Prevention Refresher and work place policies and procedures
- ADPTotalSource provides resources to staff on a variety of issues including counseling, community resources, work resources and are often used as part of our staff trainings through an online platform.
- Check ins with administrators or supervisors as needed
- Weekly emails to encourage and support staff
- Support for staff in of Continuing Education Units (CEUs) or other professional development needs.
- Supervision time scheduled as needed
- Weekly staff meetings
- Smaller “discipline specific” meetings if necessary
- Sunshine Club to support celebrations and difficult times
- Health Screenings and support staff to stay home if they are sick
- Reminders to staff about safe travel and that they will be required to quarantine for 14 days if they enter NY after traveling to states on the list of restricted states

Staff Evaluations and opportunities for feedback will continue to be provided.

- Review of credentials and licenses will continue as per pre COVID19 PROCEDURES

Additional training and supports will be offered reflecting the needs of staff as the school progresses.

Harmony Heights may have some employees hesitant to return to work due to underlying health concerns.

- The staff member should contact Theresa Cherba as port of HR and open a discussion about possible options, such as FMLA
- Depending on the specific duties of a position other accommodations may be possible, such as remote work, shift hour adjustment, a different workspace or limiting contact with co-workers and students
- Harmony Heights will try to be flexible but must also be mindful of providing adequate staff to provide instruction, services and support to other staff and students
- Medical documentation in certain circumstances may be requested