

COVID-19 REOPENING SAFETY PLAN

The Titus School is a school serving children with disabilities, ages 5 to 21. This Reopening and Safety Plan was prepared to meet New York State's requirement that all businesses prepare and maintain on their premises a COVID-19 Re-opening Safety Plan and to meet the New York State Department of Health and the New York State Education Department guidance requirements as well.. This Plan is subject to change at the School's sole discretion. Any changes will be done in close consultation with the current guidance provided by the NYSDOH, The New York State Education Department, the Center for Disease Control, and other federal, state, and local governmental agencies, as relevant and appropriate.

Owner/Manager of Business

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I. People & Places

A. Physical Distancing. To ensure employees comply with physical distancing requirements, Titus staff will implement the following protocols:

1. We will ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

2. Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity

3. We have posted social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)

4. We will limit in-person gatherings as much as possible and use tele- or video conferencing whenever possible. We will host orientation in shifts and via videoconferencing. We will not be conducting in person tours or hosting visitors for observations. These activities will continue on a virtual/tele/video conferencing platform



5. Essential in-person gatherings (e.g. special education services) will be held in open, well-ventilated spaces with appropriate social distancing among students and faculty. As explained in section II-A below, masks will be worn by staff at all times in the building whenever they cannot otherwise safely socially distance.

6. We have established designated areas and protocols for staff to facilitate arrival/dismissal while maintaining social distancing markers on the sidewalk outside of the main entrance and utilize one of our egress points (Platt Street) to limit crowding during arrival and dismissal.

7. For deliveries, we have posted signage indicating that no one will be permitted inside the building without a mask. When possible, we will retrieve the delivery from the entrance, so we are limiting contact to the greatest extent possible. When a delivery needs to be brought inside it will be stored under the stairs in the lobby where it will be sterilized with a UV light and/or another disinfectant.

B. There may be situations that may not allow for 6 ft. of distance between individuals. In those situations, Titus will implement the following measures to maximize the safety of students and staff:

1. Small group academics—We have over 24,000 square feet of space at The Titus School, including 15 classrooms and several small offices/treatment areas. As a result, we are able to split groups of 6 and 8 students into groups of 3 and 4 student, while still providing enough space for 1:1 instruction, and mental health and related services.

2. Classrooms—We safely distanced all students' desks at least 6 feet apart from one another in each classroom. We have added interactive smartboard technology into each classroom to facilitate group activities across multiple rooms.

3. Schedules—Below is our classroom occupancy load, as stated, we have over 24,000 square foot, and no more than 100 occupants daily. We have reduced our occupancy load in each room to ensure safety and social distancing, we can have a total of 126 occupants (staff and students) daily in our 15 classrooms, this does not include our sensory gym, office space, and other treatment areas.

Classroom # Occupa	ncy Load Floor Area Per Occupant	COVID-19 Reduced Occupancy	Floor Area Per Occupant
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1	17.51	20 square feet	8	43.75 square feet
2	18.74	20 square feet	9	41.66 square feet
3	16.75	20 square feet	8	41.87 square feet
4	16.03	20 square feet	8	40.13 square feet
5	25.73	20 square feet	12	42.92 square feet
6	20.73	20 square feet	10	40.5 square feet
7	18.73	20 square feet	9	41.66 square feet
8	16.53	20 square feet	8	41.38 square feet
9	16.17	20 square feet	8	40.38 square feet
10	17.02	20 square feet	8	42.5 square feet
11	17.95	20 square feet	8	44.88 square feet
12	17.05	20 square feet	8	42.63 square feet
13	20.23	20 square feet	10	40.5 square feet
14	18.94	20 square feet	9	42.11 square feet



15	22.44	20 square feet	11	40.82 feet	square
Sensory Gym	20.07	50 square feet	10	100 feet	square

4. Corridors—all corridors are marked to move in one direction where possible or running on a continuous loop. If a corridor/hallway cannot be transitioned into a one-way flow of traffic it has been divided in half and social distancing marker have been placed.

5. Related services & Mental Health Counseling—We have reduced our occupancy load in the sensory gym by half, to ensure each occupant has an area of 100 square feet. We have purchased personal protective equipment (PPE) for staff including reusable masks, masks with speech windows, face shields, gloves, and clear room dividers to facilitate social distancing without limiting visual fields or the therapeutic nature of sessions

6. Bathrooms—We will limit the number of occupants at one time and have purchased barriers to place between sinks in bathrooms to avoid cross contamination.

7. Doors and windows—Will be kept open when it is safe and appropriate to do so, in order to promote fresh-air circulation and reduce the spread of germs by engage in frequent contact/touching. Doors and other high contact areas will be cleaned and sanitized frequently.

8. Staff & Students—Reasonable accommodations will be made to staff and students who have preexisting conditions or who are immunocompromised.

C. We will manage engagement with our Titus School community of students, families, and staff in the following ways:

1. Arrival & Dismissal—If necessary, we will stagger arrival and dismissal times by 15-minute intervals. When transportation services resume, we will designate areas for bus arrival/dismissal.

2. Entry Requirements—Will perform temperature scans of all staff, students, parents and other visitors upon entry. Caregivers, guardians, parents, staff, delivery persons, maintenance persons, etc., will not be permitted entry without a mask, and



appropriate signage is posted in all areas. Students are not required to wear a mask after entering the building. However, we strongly encourage students to wear a mask especially when traveling to and from school via NYC MTA subways, buses, or other public/private ride shares.

D. For meals and snacks, we will address density and distancing as follows:

1. The Titus School does not provide meals to their staff or students. Staff and students bring their own food. Lunch and snack will be stored in designated areas or refrigerated as needed. Meals will take place in classrooms; the staff will eat separately from the students to ensure masks are worn at all times. Meals will be staggered to avoid crowding in certain areas. We will also add more microwaves and mini refrigerators to create space between food storage/heating areas to keep the flow of the traffic moving and to allow for more frequent cleaning between uses. The Titus School does not provide lunch to our students, there is no food service area, and students eat lunch in their classrooms.

2. All staff, parents/guardians, and students will be made aware of known allergies. The school nurse will have all necessary medical treatments and protocols available at all times. There will be clear postings around the school building, in each classroom, and near food storage areas identifying prohibited foods. Meals will be monitored for allergens. If necessary, students and or staff will temporarily move to a different area for their safety.

II. Protective Equipment, Hygiene, Cleaning & Communication

A. We have provided PPE to our staff at no cost. PPE includes face masks, shields, and gloves. A mask is required at all times, and gloves will be used as needed for safety. Staff are expected to wear a mask while commuting to and from work and at all times in the building when unable to safely socially distance.

B. To meet the needs of our school community, we have arranged for the following PPE:

1. We have purchased 200 reusable masks, over 1,000 disposable masks, gloves, and face shields. These items are on recurrent delivery so there is no lapse in coverage.

2. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and will be properly stored or discarded.



C. Our policies to ensure appropriate use, storage, cleaning and discarding are as follows:

1. Disposable masks will be discarded once they are removed.

2. We will limit the sharing of objects and discourage touching of shared surfaces. When in contact with shared objects or frequently touched areas, gloves (trade-appropriate or medical) will be utilized and/or hands will be washed before and after contact.

D. When common objects must be shared between employees, the following precautions and protocols will be implemented:

1. In addition to PPE mentioned above we are inventorying instructional and therapeutic materials that we will need to purchase duplicates of, limit/eliminate the use of, or purchase individual supplies for students.

2. All surfaces, classrooms, bathrooms, doorknobs, light switches, railings, instructional and therapeutic materials, etc. will have a cleaning protocol and schedules with specific staff members assigned to the maintenance and follow through of all cleaning procedures.

3. Students will have storage bins labeled for materials designated for individual use, i.e. pens, pencils, markers, crayons, scissors, etc.; these materials will be cleaned after use and replaced as needed.

E. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, we will do the following:

1. Adhering to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH), we will maintain cleaning logs on site that document date, time, and scope of cleaning.

2. We will periodically review all hygiene and cleaning requirements and protocols will all staff and families.

F. Maintenance and storage of cleaning logs:

1. Each area/classroom will have a cleaning log and designated staff member responsible for making sure the cleaning protocols are being implemented as written, on a regular and on-going basis.



G. We will be providing and maintaining hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

H. We will require and promote good hand hygiene in the following ways:

1. Strict handwashing protocols for both staff and students will be enforced. Signage is posted in all restrooms

2. There will be a school wide focus to aggressively decrease and eliminate behaviors such as face touching, nose picking, mouthing objects, spitting, etc. as well as to promote efficient and regular hand-washing--upon arrival, before and after meals, etc., sanitizing the bottom shoes upon arrival, etc.

3. We have purchased touchless hand sanitizer dispensers for common areas.

4. We will post signage throughout the school facility reminding everyone to adhere to proper social distancing rules, the use of PPE, and cleaning and disinfecting protocols.

5. We will continue to maintain a record of all visitors including delivery, maintenance, and service providers, kept at the front desk near the main entrance.

6. Staff will meet on a regular basis to review up-to-date plans and protocols.

III. Screening Process and Contact Tracing

1. Prior to returning to Titus all staff and students will be required to participate in a mandatory health screening assessment to review their potential exposure to, or symptoms of, COVID-19, beginning 14 days prior to a potential return to work/school, and to present a negative COVID-19 test no later than July 1, 2020 and September 3, 2020. CDC Symptom Checker

2. We will adhere to all CDC and DOH screening protocols

3. If anyone at Titus tests positive for COVID-19 we will adhere to the protocols listed herein, we will notify those whom have been in close contact with the person and if necessary, and we will initiate a shutdown or temporary transition to remote learning until all possible exposures have been determined and ruled out.

4. If anyone at Titus tests positive for COVID-19 we will immediately notify all families and staff, state and local authorities, and will cooperate with tracing efforts and follow protocols for cleaning and decontamination.



IV. Other

1. We have met with Penguin AC, our HVAC company who will monitor and maintain our air filtration system. HVAC filters will be changed every 6 to 8 weeks rather than every 3 months. The coils on the HVAC system were cleaned in July and will be monitored at each filter changing.

2. We have met with our cleaning company to go over the list of approved EPA List N: Approved Products to Kill the Virus that Causes COVID-19. We have identified cleaning products that are safe to use around students and staff but are also effective at killing the virus, and ways to ventilate the space when that is not possible.

3. We have purchased alternative sanitizing materials and equipment, such as UV-C light wands

4. We are also being advised by medical professionals including a Critical Care Attending Physician at NYU, who has been safely and successfully treating COVID-19 patients. We will continue to develop knowledge of the signs and symptoms of COVID-19 to look for, how to safely protect ourselves and limit potentially exposing each other and students, how to properly use PPE, cleaning and sanitizing protocols, and more.

5. Emergency/Fire Drills—All safety drills and procedures will be practiced and conducted regularly. Students will for evacuation drills and or emergency situations to avoid overcrowding. Students and staff will meet in a designated area outside of the building where attendance will be taken, and they will remain until given the all clear to return. For shelter in place drills all students and staff will wear masks for the duration of the drill, unless medically exempt.

V. **Instruction**—The Titus School will offer in-person, remote, and hybrid instruction, mental health counseling, and related services to all enrolled students.

1. In-person Instruction—will take place at Titus, in small cohorts, with no more than 8 to 10 people (students and staff included) in a room at one time. Students will attend school Monday through Friday from 8:30am to 3pm. Each student will follow his or her individualized schedule, which includes instruction in all academic content areas as well as mental health and related services as needed.

a) Staff will wear masks at all times, students will be required to wear a mask when unable to safely social distance unless they have a medical exemptions.

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b) As described earlier in this document, each student will have materials designated for his/her individual use (i.e. scissors, markers, crayons, pencils, pens, etc.), each student will have a designated area/desk and a storage area for personal and academic materials.

c) Arrival will occur at the main entrance of the school and rear egress of the building in order to prevent overcrowding. Both areas have been measured and marked to ensure social distancing and maintaining six feet between students/families at arrival and dismissal.

d) Transitions, mealtimes, etc. will be staggered and communicated via phone and or handheld communication devices such as a walkie talkie to signal when a space is all clear.

e) Each classroom/treatment area have been outfitted with masks, gloves, hand sanitizer, and cleaning products. Frequent handwashing throughout the day is required and signaled via announcements. Cleaning of high traffic/use/touch surfaces and areas occurs on a regularly basis throughout the day. Items that are mouthed, coughed or sneezed on, or contaminated in any way will be taken out of use until cleaned and sterilized.

f) Each student has an individualized schedule outlining their day, including but not limited to appropriate academic instruction, related and mental health services as needed, social skills, adaptive physical education, snack, lunch, etc.

g) Per NYS Department of Health Guidelines, adaptive physical education in conducted in a space that ensure each student has 12 feet in all directions during any aerobic activity.

h) Staff and students will have their temperatures scanned upon entry and then again midday, by the school nurse, all information will be kept confidential in accordance with HIPAA regulations any noted elevation in temperature will result in the student or staff being sent home and monitored for Every ay, staff members and students will submit answers to the following questions, in order to maintain safety and mitigate any potential outbreak:

(1) Did you come into contact with known person who tested positive for Covid-19?

(2) Have you or anyone in your family recently traveled outside of the United States?

(3) Have you or anyone in your family recently traveled outside of New York State, specifically any state currently listed on New York State's COVID travel alert list?

(4) Were you in a group of 25+ people?



(5) Are you or anyone who you live with exhibit any of the following symptoms:

- (a) Fever or chills
- (b) Cough
- (c) Shortness of breath or difficulty breathing
- (d) Fatigue
- (e) Muscle or body aches
- (f) Headache
- (g) New loss of taste or smell
- (h) Sore throat
- (i) Congestion or runny nose
- (j) Nausea or vomiting
- (k) Diarrhea
- i) A facility closure and full transition to remote learning will occur if:

(1) The governor of NY issues an executive order to return to remote learning for all students, including students with disabilities. The facility will remain closed until the order is lifted.

(2) If a staff member or student tests positive, all staff members and students will be notified. The facility will close, all students will transition to remote learning for a two-week period and engage in contact tracing. Anyone that was in direct contact with the individual will required to get tested prior to returning to in-person services.

(3) If a parent/guardian, family member, roommate, outside provider, and or close acquaintance of a student and or staff member tests positive that student or staff member will quarantine for two-weeks and get tested prior to returning to in-person services. All students and staff will be notified, a decision to close the facility or to transition specific cohorts/students and or staff to remote learning will be made on a case by case basis.

2. Remote Instruction—Titus will offer remote instruction to all students regardless of our decision to provide in-person instruction. If the executive order (202.37) permitting in-person special education services is not renewed or if a new ordered is issued and we have to close our facility, we will return to remote learning.

a) During these extenuating circumstances and with the uncertainty surrounding COVID-19, families may want to or need to opt to have their child attend remotely, regardless of our decision to provide in-person

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services. If a family chooses to have their child participate via remote learning, he/she will follow the same individualized schedule designed for use in the school.

b) If it becomes necessary to close our facility the entire program transitions to remote learning.

c) All students and staff will follow the same schedule used for inperson learning.

d) Information/calendar invites with meeting codes, passwords, and links to the video conferencing website each class, related service, mental health counseling session, etc. will be sent to parents/guardians

e) Teachers and therapists will work with families to modify schedules to accommodate the individual needs of a family (i.e. parent/guardian's work schedule, sibling's remote learning needs, etc.).

f) Teachers and therapists will coordinate with parents/guardians to accommodate any scheduling conflicts that might arise (i.e. parent/guardian's working from home demands, managing the remote

learning program of another child/sibling in the home, etc.) Flexible scheduling, remote on demand instruction via pre-recorded and recorded sessions, make-up sessions, and video conferencing "office hours" will be offered by all teacher and therapists to help support parents and students.

g) Remote crisis support, remote behavior support, and plans will be made available to students and families as needed. The crisis team will contact parents to help create safe and manageable safety protocols to implement at home.

h) Technology—Titus will be provided laptops, iPads, and or Chromebooks to staff and students as needed.

i) Consent will be obtained to conduct tele-health video conferencing sessions in all related and mental health services. These services will be presented via HIPAA compliant and password protected Zoom.com video conferencing.

j) Small group, 1:1 instruction, and office hours will take place via password protected Zoom.com conferences.

k) Assignments will be posted by staff, submitted by students, and feedback will be provided by staff via Edmodo.com and via email. Other assignments and materials will be shared or sent via email or USPS.

1) Content/subject specific websites and subscriptions have been established for all students and login information has been or will be shared to facilitate synchronous and asynchronous learning.

3. Hybrid Approach—If ordered to reduce our group size or to operate on a hybrid schedule with cohorts/pods to Students opting to engage in-person and

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remote learning will follow the same schedule as students participating in-person learning. Technology will be made available to each student as needed and scheduling modifications will be made in collaboration with the parents/guardians to meet the family's needs.

a) Cohorts/Pods—Although Titus has more than enough space to safely socially distance our staff and students operating on a hybrid schedule may become necessary if new executive orders require a hybrid approach. Cohorts and or Pods aka classrooms of students will be provided with an alternating schedule for remote and in-person instruction. All protocols and procedures described above will be implemented.
b) Parents/Guardians opting to attend on a hybrid schedule will consult with their child's teachers and therapists to coordinate schedules. Since all students will have an individualized in-person and remote the option to transition between in-person and remote instruction will be available to all students.

4. Academic Intervention Services will be determined based on the results of assessments, teacher observation, parent consultation, neuro/psychoeducational evaluations, and instructional history. Supports/interventions such as small group and 1:1 instruction will be included on students individualized in-person and remote schedules.

5. Academic, behavioral, and developmental progress will be tracked during in-person and remote learning via teacher/therapist observations and session notes, formal and informal assessments, assignments, etc.

6. Adaptive Physical Education will be provided to all student in-person and remote in accordance with the safety protocols provided by the CDC and DOH, including but not limited to doubling the social distancing requirements to 12 feet in any direction during aerobic exercises.

7. Although Titus does not currently have any bilingual students enrolled the parents/guardians and caregivers of some students may require the support of an interpreter or to have information translated into their native language to facilitate comprehension. If and when this situation arises, Titus will provide content and translation to the parent in the appropriate language.

VI. Attendance

1. In-person attendance will be taken upon arrival and kept as part of each student's academic records

2. Remote learning attendance will be monitored by the teacher and or therapist conducting the session and will be kept as part of a student's academic records



3. If a student is more five (5) minutes late to a remote learning or therapy session the teacher or therapist will contact the parents/guardians or caregivers of the student to remind them about the session, troubleshoot any technical or behavioral difficulties, as well as offer alternative solutions for attendance and participation (i.e. having the student attend office hours, reschedule, or send a recording of the session and offer a phone/video conferencing consult to assist with assignment and or lesson).

VII. Technical Support

1. Titus has established a remote learning technical support team that can be reached via email of phone. This information will be shared with all staff, students, and families. Support is available 8am to 8pm EST.

VIII. Transportation Services

1. The Titus School students received transportation services via their IEPs through the NYC Department of Education Office of Pupil Transportation (OPT). If a student does not receive services from OPT, they are transported to/from school by their parents/guardians and or caregivers or via car, public transportation, or on foot.

2. The Titus School, staff, students, and families will adhere to any and all safety protocols issued by OPT, in order to facilitate safe transport to/from school for all of our students, the bus matrons, travel paraprofessionals, and drivers.

3. All students will wash their hands before boarding the bus and when unable to safely socially distance by 6 feet, all students, unless medically exempt, with wear a face mask while riding. Titus will make sure all parents/guardians and caregivers are aware of the ridership requirements and will keep disposable masks readily available for students or staff riding the bus.

IX. Social-Emotional Wellbeing

1. Transitioning back to in-person services or remaining remote each present unique challenges that can lead to emotional distress for students, parents/guardians, caregivers, and staff.

2. Whether in-person or remote, The Titus School will conduct regular wellness check-ins with staff, students, parents/guardians, and caregivers.

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3. Parent trainings, parent counseling groups, and other support for families will remain available via HIPAA compliant video/tele-health conferencing platforms. In-person support for parents/guardians and caregivers will not take place at school in order to reduce the risk of spreading illnesses.

4. Students will continue to have access to their mental health counselors, counseling groups, and facilitated social skills/peer interactions whether they are attending in-person or remotely.

5. Staff will meet weekly and individual check-ins will be conducted as needed.

6. Titus will consult with mental health professionals, our HR provider, benefits providers, and other DOH resources for staff, students, and families as needed.

7. Titus Remote Crisis Support is available to the students and families from 8am to 8pm Monday through Friday, via email and phone. If a family needs assistance over the weekend crisis team members will follow-up as needed, however individualized safety/crisis plans and protocols as to what to do if they need immediate assistance will be provided

X. Protocols for Health and Wellness

1. In order to provide the safest and most appropriate educational setting for our students we have established protocols for when a staff member or student should not attend school, be picked up early from school, and when he or she can return to school.

2. These guidelines are designed to protect and ensure the health, wellbeing, and safety of our students and staff.

3. Please do not bring or send your child to school if he or she is ill. Children should be kept at home when are sick. If your child becomes sick at school, you will be contacted.

A staff member or student will be sent home if...

(1) If a staff member or student is believed to be sick, not well enough to safely participate in school activities, and or contagious, the staff member will be sent home. The student will be kept in isolation in the nurse's office, a parent, guardian, or emergency contact will be notified, and that student should be picked up immediately.

(2) Parents/Guardians are responsible for picking up or arranging for the pick-up



(3) If a student is being sent home because he or she is sick, the expectation for dismissal is no more than 45-minutes from the time you are notified.

A staff member or student should stay home if...

(4) He or she is exhibiting any of the known symptoms of COVID-19, including but not limited to:

- (a) Fever or chills
- (b) Cough
- (c) Shortness of breath or difficulty breathing
- (d) Fatigue
- (e) Muscle or body aches
- (f) Headache
- (g) New loss of taste or smell
- (h) Sore throat
- (i) Congestion or runny nose
- (j) Nausea or vomiting
- (k) Diarrhea

(5) He or she has a temperature of 100.4 or higher rectal temperature of 101.4 or higher, ear/oral temperature of 100.4, or higher or underarm temperature of 99.4 or higher, in the past 24 hours

(6) Conjunctivitis ("pink eye"), redness of the eye and/or lids, usually with yellow discharge and crusting

(7) Presence of nits or lice

(8) Bronchitis, which begins with hoarseness, cough, and a slight elevation in temperature

(9) A rash you cannot identify which has not been diagnosed

(10) Impetigo: red bumps/pimples on the skin, which become small vesicles surrounded by a reddened area

(11) Diarrhea three or more times within 24 hours

- (12) Vomiting within 24 hours (more than usual "spitting up")
- (13) A severe cold with fever, sneezing, and nose drainage

(14) An unknown illness without obvious symptoms other than unusual paleness, irritability, tiredness, or lack of interest

(15) A contagious disease, including measles, chicken pox, mumps, roseola, strep throat, etc.



4. While we understand the inconvenience caused by strict adherence to these guidelines, our primary focus is safety. The welfare of our students and staff requires a very conservative approach when dealing with health matters.

A student can return to school if...

- (1) He or she has been fever free for 24 hours without medication
- (2) 48 hours after Lice treatment, only if nit and/or lice free
- (3) 24 hours **after** being on an antibiotic for a bacterial infection
- (4) 24 hours without vomiting or having diarrhea
- (5) Nasal discharge is **not** thick, yellow, or green
- (6) Eyes are **no longer discharging**, or the condition has been treated with an antibiotic for 24 hours
- (7) **Rash has subsided** or a physician has determined that the rash is **not contagious**. **Physician documentation is required**
- (8) If the absence or illness is related to COVID-19 a minimum 2-week quarantine and physician documentation is required