Lexington School Reopening Plan
Fall 2020

AGENCY NAME: Lexington School and Center for the Deaf

BEDS CODE: 3430000996786

ADMINISTRATIVE ADDRESS: 2626 75th Street
East Elmhurst, NY 11370

PROGRAM SITE ADDRESS: 2626 75th Street
East Elmhurst, NY 11370

PROGRAM(S) PROVIDED AT THIS SITE: 4201 Special Education School for the Deaf

CONTACT PERSON (NAME, TITLE): Russell O. West, CEO/Superintendent

CONTACT PHONE NUMBER: 718.350.3300

CONTACT EMAIL ADDRESS: rwest@lexnc.org

WEBSITE WHERE THIS PLAN AND ANY PLAN UPDATES WILL BE POSTED:
www.lexnc.org

INTRODUCTION:

This plan was developed to conform to the guidance provided by the New York State Education Department (NYSED) in their July, 2020, document entitled: Recovering, Rebuilding, and Renewing: The Spirit of New York’s Schools – Reopening Guidance. This plan will be revised and updated as needed to adjust to changing public health conditions caused by the COVID-19 virus and all of the new requirements and regulations which may emerge over time. We solicited input and involvement from the families we serve and our staff during the original drafting of our reopening plan. We will rely on continued input from all stakeholders as we move forward implementing this plan and as we contemplate any additions or modifications.

We know our program must be as flexible and as responsive as possible to the needs of our students, families, staff members. We will closely monitor the conditions of our community as
the COVID 19 pandemic continues and the effectiveness and appropriateness of our plan. Be assured that nothing has changed our sincere commitment to our students and our determination to provide the highest possible quality of educational programming and related services even during these difficult times.

The goal of the plan is to guide the delivery of high-quality educational services as safely as possible whether that service delivery is in-person, through a remote learning platform or a blended combination of remote and in-person services. Our focus and concerns extend to the social and emotional needs of our students, families and staff members. By diligently working together and remaining focused on the outcomes we desire, we can find solutions to the many challenges ahead.

Our plan includes all the required elements identified by NYSED and follows the structure of the guidance by addressing the following areas as they apply to our students with disabilities and their families:

HEALTH AND SAFETY
PUPIL PERSONNEL SERVICES (including Nutrition)
ATTENDANCE AND ABSENTEEISM
COMMUNITY AND FAMILY ENGAGEMENT
FIRE AND LOCKDOWN DRILLS
TEACHING AND LEARNING PLANS
ALL DEPARTMENTS
CONTINUITY OF INSTRUCTION
BUILDING ENTRANCE AND MORNING DUTY
DISMISSAL
TIME OUT ROOMS and MINDFULNESS ROOM
SCHOOL DEPARTMENTS (RTS, PRESCHOOL, SPECIAL NEEDS, ELEMENTARY, MIDDLE SCHOOL, HIGH SCHOOL/CTE)
SPEECH
HEALTH AND SAFETY:

Purpose

The purpose of this plan is to outline the Lexington School for the Deaf Health Services return to school guidelines and the plan for reopening of the school following the COVID-19 pandemic. These guidelines have been carefully reviewed and considered to address the safety, health and well-being of our students, faculty, staff and community.

NOTE: Students and staff shall return to in-person instruction only when governmental authorities permit in-person learning. Additionally any return to in-person learning shall necessitate that the school’s leadership also determines the number of students and staff allowed to return in person based on: the ability to maintain social distancing; the availability of PPE, including the availability of cloth face coverings and face masks/clear face masks; availability of safe transportation; local hospital capacity according to the local Department of Health.

New York Codes, Rules and Regulations 8 CRR-NY 136.3

Whenever upon investigation and evaluation by the Director of School Health Services or the school nurse, nurse practitioner or physician assistant acting upon the direction or referral of such director for assessment, care and treatment, a student in the public schools shows symptoms of any communicable or infectious disease reportable under the Public Health Law that imposes a significant risk of infection of others in the school, he or she shall be excluded
from the school and sent home immediately, in a safe and proper conveyance. The Director of School Health Services may examine any student returning to school following an absence due to illness or unknown cause, who is without a certificate from a public health officer, a duly licensed physician, physician assistant or a nurse practitioner, to determine that such student does not pose a threat to the school community.

To protect students and staff from communicable diseases, the Director of School Health Services, a registered professional nurse, nurse practitioner or physician assistant acting upon direction or referral of such director, may make such assessments of teacher or any other school employees, school buildings and premises in their discretion, they may deem necessary.

Definitions/Abbreviations

Centers for Disease Control - CDC
New York State Education Department - NYSED
Primary Care Provider/Physician PCP
Nonpharmacological Interventions - NPI
Personal Protective Equipment – PPE

Carolyn Izsak, RN/Health Services, is Lexington’s designated COVID-19 resource staff member.

General Information and Communication

Good hygiene practice information shall be delivered to students and staff through videos played on Schoology and Lexington website played the week before returning to school and repeated during the first week back to school. Information shall include demonstration of handwashing with soap & water for 20 seconds/demonstration of hand sanitizer use until completely dry and outline when (on arrival to school-after bathroom use- before/after breakfast/lunch and snack-on sneezing-coughing-touching nose). All families shall receive a list of COVID 19 symptoms-need to take temperature-reading must be under 100 to come to school-if reading is greater than 100 or student/staff has any of the symptoms outlined by CDC-student/staff needs to stay home and contact doctor and the School Nurse. Stay home when sick-if possible parent/guardian perform temperature check before school if child is not feeling well or has fever. If child complains of not feeling well while in school, child shall see RN for a temperature check. If child has fever or continues to complain of not feeling well, parent/guardian will be called for a pick up.
Sick Day Guidelines

Symptoms Requiring Absence

- Fevers/chills/generalized body aches
- Exclusion criteria: Temperature $=100.0$ F or greater=fever
- If presenting with COVID-19 symptoms (fever/chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting or diarrhea), the student must follow up with a medical provider or PCP with a clearance note prior to return to school

Health Services shall contact parent/guardian and have the parent/guardian pick up the child from school. The parent/guardian is required to call the child’s pediatrician for guidance regarding the presenting symptoms and determination if testing for COVID-19 is warranted.

Confirmed Case Without Testing

Per CDC guidelines for those who have confirmed COVID-19 and similar symptoms but are not tested:

“Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue home isolation under the following conditions:

- At least 1 day (24 hours) has passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (i.e. cough, shortness of breath) and
- At least 10 days have passed since symptoms first appeared
- Encourage telephone calls and use of videophone first by family to the nurse to prevent potential community transmission of infectious disease if stable and clinically appropriate
- Active Vomiting and/or Diarrhea
- The first 24 hours of antibiotic treatment for bacterial infection (strep throat, conjunctivitis, etc.)
- Undiagnosed new and/or untreated rash or skin condition (i.e. hives, wound with purulent drainage, etc.)
- Signs/Symptoms of PMIS
● Doctor’s note requiring an individualized plan of care to stay home

**When To Return**

If diagnosed with COVID-19 with or without positive test and/or symptoms, please refer to the CDC protocol for return to school or work.

- First month after School Reopens
- Active Vomiting and/or Diarrhea - 72 hours since last episode
- Fever - 72 hours fever free without the use of fever reducing medication
- After 24 hours on antibiotics for variety of bacterial causes
- Doctor’s note of clearance for various student specific medical conditions

**School Support**

Students, faculty and staff will be highly encouraged to stay home if they are sick or immunocompromised. If an individual presents to school with the above-mentioned “sick day guidelines” symptoms, they will need to go home until clearance criteria for school return is met.

Lexington School for the Deaf shall support students with acute or chronic health conditions. Short term absences will be handled on a case by case basis. Any long term absences will be evaluated if the criteria are appropriate for medical leave or other potential medical accommodations.

**Accommodations For Those At High Risk**

Students who are at high risk or live with a person at high risk are strongly encouraged to continue their studies virtually. For individuals who are high risk, they would need medical clearance to return to the in person learning environment. These students would need to adhere to strict social distancing.

**Mask Breaks**

Students may take mask breaks at their respective seating areas adhering to the six feet distancing guideline during breakfast, snack and lunch periods. All will need to perform proper
hand hygiene before and after eating. All students need to be encouraged to refrain from touching their faces, eyes, nose and mouth in particular. While outdoors during gym period/recess, students need to be at least 12 feet apart when they remove their masks for a 10-minute period at a time. During that time, students need to be monitored and reminded not to touch their faces.

Confirmed Case With Testing

NY Department of Health will notify the school of a confirmed case. The confirmed case should not be in school until 10 days have passed and is fever free for 24 hours without use of any fever reducing medications. The School Nurse shall trace to see who the confirmed positive individual is in close contact with in the classroom, on the bus, or in close contact with (under six feet) for a sustained period of time (at least 15 minutes). The School Nurse shall see where the confirmed positive student has been seated in the classroom/bus, during mask breaks. The School Nurse shall remove all the individuals in close contact (less than six feet) and bring to them to the Health Services where they shall be placed in an Isolation area. This would include siblings of the possibly exposed students. The School Nurse shall take everyone’s temperature using the contactless thermometer and look for signs/symptoms. The School Nurse shall contact the families and inform them of the possibility of exposure. Parents/legal guardians will need to pick up the students from the school. These students may not go home on the bus. The students will need to quarantine at home for a period of 14 days. Parent/guardian is encouraged to contact their health care provider for testing. When a student has been tested and has a positive result, the student needs to remain at home for 10 days and be fever free without the use of a fever reducing medication for 24 hours on the 10th day. The student may return to school after the 10th day but needs a medical note which states the student has been tested and is cleared to return to school provided the 10 day/24 hour fever free protocol has been followed. For students who tested negative, the student may return to school after 24-hour period at home. A doctor’s note is required for return to school. The classroom(s) and all the designated area(s) that the exposed students used during that day shall be closed for 24-hour period/or as long as can if under 24 hours for cleaning/disinfection.

Return After Confirmed Case

A phone call shall be made to the local health department before and after. Plan of action shall be adhered to based on the New York Department of Health’s protocol and recommendation.
Although we have a plan in place, they may change based on the recommendations made by the New York City Department of Health.

**Daily Checklist**

The School Nurse’s office collaborates with Human Resources. An inventory spreadsheet shall be created so we can keep tabs on what we have on hand and what we ordered for PPEs. Also we shall initiate use of the Burn calculator recommended by CDC to see how many are being used and to keep track how many we have left. All PPEs/supplies ordered are disposable except for face shields and safety glasses which are reusable and can be cleaned/sanitized according to manufacturer’s recommendations.

**HEALTH CLINIC VISITS**

**Well Visits**

Students may ambulate independently to Health Services (Preschool through Grade 2 and Special Needs students need to be accompanied by staff) for a variety of individualized needs such as:

- Daily scheduled medications
  - Daily scheduled procedures
  - Diabetic care, blood glucose monitoring
  - Lost a tooth, tooth pain
  - Wound care of Ice-Pack needed for small bumps/bruises
  - Bleeding of any kind

**Sick Visits**

Students may ambulate independently or with an accompanying staff for:

- Cough, shortness of breath
- Congestion, sore throat, runny nose
- Active vomiting
- Active diarrhea
- Severe headache, persistent
- Severe stomach ache, persistent

*Issued: 07.06.2020*  
*Adopted: 07.13.2020*  
*Revised: 07.20.2020 07.27.2020 07.31.2020 08.03.2020*
All students MUST have a note that includes:

- Name
- Date
- Time
- Teacher
- Complaint

Temperature checks shall be made on every student who visits Health Services with a Sick complaint and/or Headache. Interventions and decisions shall be made on a case by case basis in regards to appropriate exclusion criteria and communication with parent/guardian when necessary.

**STAY IN PLACE**

**Non-Emergencies**

In order to prevent potential exposure to infectious diseases, promote and decrease office congestion, please note that the students do NOT need to come to Health Services for the following common situations:

- Small paper cuts, abrasions, picked scabs. Have them wash the area and their hands with soap and water for 20 seconds. The teacher or instructional assistant can apply a Band-aid as needed
- Localized bug bite—if without allergy history and not spread over a large area of skin, apply a cool paper towel to the area to prevent scratching
- Minor headache or fatigue with NO other symptoms. Allow them to get a snack or drink first. If still complaining persistently after 20 minutes of waiting, then notify nurse via app to check if okay to come to Health Services for a temperature check
- Mild stomach ache and/or nausea—allow to use the restroom, drink water. If complaint is persistent after 20 minutes of waiting, notify nurse via app to check if okay to send to Health Services for a temperature check
- Anxiety/Stress/Psychosocial issues—if breathing or health is not affected, try offering drink of water, walk down the hall and calming techniques. Contact counselor or Behavioral Specialists for assistance as needed.

**Emergencies**
For emergencies, 911 should be called. Do not delay. Contact the School Nurse immediately. Otherwise, the student should stay in place an in-person evaluation by the nurse for any of the following signs and symptoms:

- Confusion/disorientation/not themselves
- Decreased level of consciousness/loss of consciousness
- Shortness of breath/difficulty breathing
- Dizziness/lightheadedness
- Head injury/complaining of neck pain- DO NOT MOVE-keep student calm and still
- Vision impairment
- Diabetic “lows”
- Hemodynamic compromise-blood pressure, skin color, oxygen level

Individualized triage judgment of faculty/staff or based on reported condition as directed by the School Nurse.

Designation of Well and Sick Areas in Health Services (Double doors into Health Services remain closed):

- Triage will take place at that site
- Students will navigate to either Well or Sick area.

**Well Area**

- Treatment Room-Room 1-172
- Medication Area-Room 1-172
- Asthma Treatment (Inhalers only - no nebulizer treatments at this time) Area-Room 1-173
- Diabetes Care/Treatment Room 1-173
- Visual Acuity/Color Perception-(charts located near reception Area)
- Blood Pressure/Pulse/Height/Weight-(located near reception Area)

**Sick Area**

- Rest Area and Bed-Rooms 1-182 & 183
- Overflow sick area shall be set up in (PT) Room 1-177 and (OT) Room 1-176
NONPHARMACOLOGICAL INTERVENTION (NPI)

Recommendations for Communicable Disease

**Individual**

- Avoid close contact to those who are sick
- Stay home when you are sick
- Cover coughs and sneezes in the bend of your elbow or with a tissue. Throw out the tissue in the nearest trash receptacle (all trash receptacles in Health Services will have covers). Follow with hand hygiene.
- Avoid touching (mucous membrane) of your eyes, nose and mouth. Avoid touching your face. Follow with hand hygiene.
- Wash hands often with soap and water for 20 seconds
- Use hand sanitizer (60% alcohol content or greater) only when soap and water is not available. If using hand sanitizer, rub in hands until completely dissolved and hands are dry.
- Clean and disinfect frequently touched objects using regular household cleaning spray or wipe
- Ensure all vaccinations are up to date of self and household members
- Promote non-contact methods of greeting

**Community**

- Promote up-to-date vaccinations including the flu vaccine in accordance with New York City Law
- Plan interventions proactively for communicable disease outbreaks
- Post credible and reliable information by CDC, NYDOH & NYCDOE via Schoology and the Lexington website on How to Stop the Spread and What to Do if You are Sick
- Social distancing measures when there is a disease outbreak
- In a multidisciplinary approach, evaluate ways to decrease school community congestion, for instance:
  - If families are able to keep students at home to attend school virtually, encourage them to do so to decrease congestion and the risk for infection/spread of infection
  - Encourage immunocompromised students/staff to stay home-allow for remote opportunities
  - Temperature screens when boarding buses and at checkpoints when entering school-must follow the Sick Day guidelines for exclusion if temperature is 100.0 degrees
Fahrenheit or greater. Parents need to pick up student from Main Entrance. Security will check parents’ ID and make copy of ID before discharging/signing out the student.

**Administration/Supervisors**

- All administrators/supervisors need to complete screening and have temperature checks on entering the building. All need to wear face covering/mask on and use hand sanitizers on entering the building).
- Ensure that all staff enter through an appointed single checkpoint at Main Entrance-if allowed, screen all staff with temperature check to be done by Security, School Nurse or designated Administrator.
- Students and staff should be reminded frequently of good hand hygiene and social distancing.
- No handshakes or similar person to person contact.
- Hand sanitizer should be readily available.
- Arrange for persistent cleaning/disinfecting of frequently touched areas such as desks, chairs, light switches, door handles, lunch tables and etc.

**Food Services**

Food Manager to arrange for and show a screening plan for cafeteria staff- screen staff with temperature check on entry through Main Entrance (temperature less than 100.0)

**Bus Drivers/Escort/Operations**

Bus company to arrange for and show a screening plan for all bus personnel-no bus personnel may come into the building at any time

**Bus Riders**

All students must wear mask/face covering and use hand sanitizers on entering the building)
Closure

Evaluate the need for closures in conjunction with the official orders by the Governor of New York and the NYDOH and CDC guidelines

- Local Health Department: NYC Department of Health
- New York State Education Department
- New York City Department of Education
- CDC considerations for school closures

Environmental

- High Touch surface cleaning
- Routine environmental cleaning
- Postings throughout the building encouraging good hand hygiene and social distancing
- Hand sanitizer dispensing units near every building entrance
- No outside visitors
- Limit food sharing activities
- Increase ventilation where possible and if appropriate (use rooms with windows when possible)

Isolation and Personal Protective Equipment (PPE) Standards for Health Services

- Appropriate PPE must be utilized in conjunction with universal precautions and proper hand hygiene
- Hand hygiene is required before and after each office encounter and each intervention
- Scrubbing with soap and water for 20 seconds is the preferred method. Hand sanitizer with at least 60% alcohol is also acceptable.
- With any visible soiling on the hand, scrub only with soap and water

Non Respiratory Condition

- Gastrointestinal
- Consider the use of gowns, mask/face shield, protective eyewear in the event of active emesis
- Move student to separate isolation area in the case of active emesis
Integumentary

Standard precautions-evaluate the need of escalation of PPE dependent on clinical picture; i.e. weepy or draining wounds, potential exposure to blood borne pathogens.

Respiratory Condition and Afebrile

- Upper Respiratory Complaint
- Carefully consider mask use during assessment to prevent droplet transmission during close contact
- If lung sounds auscultated clear with secretions clear or absent and cough is intermittent or absent, teach the student proper respiratory etiquette
- If lung sounds auscultated other than clear with secretions thick yellow or green and cough is persistent, wear mask, isolate the student and refer for further evaluation

Respiratory Condition and Febrile

- Per CDC, the use of face masks for persons with respiratory symptoms and fever of 100.0 degrees F or greater is recommended if available and tolerated by the person and is developmentally appropriate.
- For the school health personnel
- Dependent on the clinical picture, consider use of protective eyewear, mask/face shield, gown, shoe covers if assessing within close proximity and risk of droplet transmission
- Isolate the student in separate area
- Refer to the Sick Day Guidelines for intervention and follow up

PUPIL PERSONNEL SERVICES:

Student Evaluations

- NYSED directives during COVID reinforced that student evaluations must continue during school closings. For Fall 2020, Lexington shall continue to conduct remote student
evaluations, including new intakes, if face to face is not possible or feasible due to health and safety issues.

- Per diem workers will continue remote evaluations and not enter the building, even if Lexington students are in the building. This will limit the number of people in the building.
- For face to face Lexington student evaluations, Lexington shall use the PPS conference room for social distancing.

**Committee on Special Education (CSE)/Committees on Preschool Special Education (CPSE) liaisons**

- Lexington shall continue communicating with CSE/ CPSE regarding guidelines and safety measures concerning students and IEP reviews.
- Lexington shall continue CSE reviews remotely as established during Spring 2020. Lexington will continue working to ensure that every effort is being made to provide services as directed on the IEP. Lexington will continue to communicate with CSE and IEP teams.
- Lexington has developed three reopening plans; In person Learning; Hybrid Learning (in person and virtual learning model) and a Virtual Learning model. All three plans have addressed and meet the provision of Free Appropriate Public Education (FAPE).

**Nutrition**

Lexington shall continue to work with the NYCDOE to meet the requirements to provide all enrolled students with access to school meals each school day whether school is in-person or virtual learning. Lexington shall address all applicable health and safety guidelines. We will ensure compliance with Child Nutrition Program requirements; and communicate with families through multiple means, in the languages spoken by those families.

**ATTENDANCE AND ABSENTEEISM:**

Maximizing in-person instructional time and maintaining engagement and participation in virtual learning is crucial to student outcomes and success. In order to monitor student attendance Lexington will continue its current practices:

*Issued: 07.06.2020  Adopted: 07.13.2020  Revised: 07.27.2020  07.31.2020  08.03.2020*
Teacher’s record daily attendance in the student information system program.

Pupil Personnel Services (PPS) shall send a monthly report to School Principal, School PBIS Director and Lexington School Department Supervisors with a list of students who have two or more unexcused absences.

- Address attendance issues with parents/guardians through all modes of communication.

PPS and PBIS Team shall review reasons for absences and create a plan to re-engage student/family.

PPS, Department Supervisors and PBIS team will utilize a “Request for Assistance” document created as a communication tool between staff during virtual learning to keep track of staff attempts to contact families; Discuss absences and other concerns; Document outcomes; and streamline the process so that PPS department can be the point of contact with the families.

Encourage parents/guardians of children who stay at home to participate in virtual learning.

COMMUNICATION AND FAMILY ENGAGEMENT:

Ongoing relationships with our Lexington families have always been crucial in our goal of improving student success and student outcomes. Lexington has always provided several platforms to facilitate communication with families and keep them engaged in their child’s ongoing learning. These include utilizing our web-based learning management system, the Lexington School Website, Student handbook, Weekly family support groups, and emails, and phone calls.

All communication with families is provided in the language spoken at home; Lexington utilizes multiple language interpreters as needed.

Our success in transitioning to virtual learning, back in the spring, was due to our relationship with families. As we plan for reopening, we shall continue to work with families in order to foster ongoing trust and instilling confidence. This will include:

- Sharing and reviewing Lexington School Reopening Plan using established communication platforms, such as our website, Schoology and social media as appropriate.
- Calling families to review and discuss our School Reopening Plan and answer questions and concerns.
- Review guidelines for Pupil Transportation Services and Food Services so parents/guardians are aware of protocols.
- Collaborate on student health and safety guidelines by reviewing what should be done at home and what is being done at Lexington to ensure health and safety.
- Update our Lexington Student Handbook to include reopening guidelines and classroom changes.
- Setting up a point of contact to collect and manage family calls and contact, questions and concerns including screening families who need to visit the building.

**Hispanic Resource Team**

Whether in person or working remotely, HRT shall continue to provide English-Spanish and ASL-Spanish interpreting/translations services to both staff and families. If families need to communicate with school/center staff or need assistance, members of our HRT team can be reached via email, phone or text.

**FIRE AND LOCKDOWN DRILLS:**

Lexington shall continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. School leaders shall plan for these drills to be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies.

Designated areas for Fire Drills shall account for social distancing. For the 2020-2021 school year we shall have a total of 42 homeroom classes. The classes shall be spread out over the span of a soccer field, two tennis courts and our outside track so that “fire lines” are at the minimum 6 feet apart.

**TEACHING & LEARNING PLANS:**

All students should feel safe, engaged, and excited about learning, whether in person, virtual, or through a hybrid model. Relationships are at the heart of teaching and learning. Students want to return to their routines and a sense of normalcy, so all efforts should acknowledge the importance of setting a positive routine and welcoming environment that supports students during this unpredictable time. During the upcoming school year, it is of the utmost importance that individual student needs and equity are put at the center of all learning experiences. Flexibility is essential when planning for the fall, and schools should be prepared to shift between
in-person learning, virtual learning, and a hybrid learning model in a way that is least disruptive to students.

- Plan A - In-Person Learning
- Plan B - Virtual Learning
- Plan C - Hybrid, Mix of In-Person and Virtual Learning

**In-Person Learning**

- Not all students will return and will continue to need Virtual Learning.
- Teaching options-Instructional Assistant works one to one with Virtual Learner while the teacher works with In-Person group or vice versa.
- Teaching option-Virtual Learner joins group instruction with In-Person peers
- Teaching options-Teachers will need to do what works best for their classrooms and students.
- Absences may mean that IAs are pulled from other departments to cover as needed.
- Strict adherence to the CBA (Collective Bargaining Agreement) not be possible.

**Virtual Learning**

- Staff should have an understanding of different platforms for Virtual Learning. Platforms include, but are not limited to: Google Drive, Schoology, SeeSaw, Loom, Marco Polo
- Need a current list of programs that are successful
- Scheduling for Virtual Learning
  - Teachers will make their own schedules
  - Schedules will be shared with related service providers
  - Virtual Learning can continue for RTL
  - Concerns about babies unable to mask for In-Person learning

**Hybrid, Mix of In-Person and Virtual Learning**

- Virtual learning Mondays and Fridays and in person Tuesdays, Wednesdays and Thursdays to allow for more continuity
- Deep cleaning done over the long weekend
- Related services will not pull the same student out more than once for the same related service during in person days
Contingency Plan (what do we do if we are in person and only a handful of students show up?)

- Regardless of the number of students in the building on day that we are scheduled to be “in person”, they will follow their regular class schedule and students at home are expected to join virtually.
- Students who opt to stay home during in-person instruction will be expected to follow the school schedule. Educators will provide instruction/services via virtual learning.

**ALL DEPARTMENTS:**

We prefer to follow the In-Person Learning Plan or the Virtual Learning Plan as the Hybrid Plan is too complex and not feasible for our special education student population. The preference at this current time is the Virtual Learning Plan until cases of COVID-19 are under control. In any case, our plan includes, and we are prepared for any of the 3 scenarios.

Practice social distancing and wearing masks.

Floors shall have taped directional arrows and signs as well as signs indicating 6 feet for social distancing.

Inside the classrooms:

- Students/staff shall wear masks
- Students/staff wash hands every hour
- Hand sanitizer spray available in the classroom
- Clorox wipes available for all in the classrooms/offices
- Maintain social distancing in the classroom- put tape or circles in areas
- Designate times on the schedule to take students out of the classroom to wash hands with soap and water, including, at a minimum: 1.at the start of the day when children enter the classroom 2. before snacks and lunch 3 after using the toilet 4.when students come in from outdoor play or recess
- All students shall have individual desks and practice six-feet social distancing protocol.
- Each student shall have their own bins (to be located either in the classroom or in the hallway depending on space).

Basement and gym lockers shall be closed for all students.

*Issued: 07.06.2020*  
*Adopted: 07.13.2020*  
*Revised: 07.20.2020, 07.27.2020, 07.31.2020, 08.03.2020*
Cubbies for the Preschool students and lockers for the Middle School and High School students will not be used during the course of the COVID-19 pandemic. During this time, these shall be replaced with individual bins for students of all ages. These can be kept in the hallways or classrooms as space allows.

Student Handbooks include virtual learning and health and safety protocols, including:

- Students shall continue to take home Lexington equipment on a daily basis in case we have a resurgence of the pandemic in the Fall.
- No assemblies shall be held (broadcast pertinent news via Schoology, the hallway tv’s, Bluejay, EJay, and Prejay).
- Field trips shall not be conducted at this time (We encourage participation in virtual trips).
- Parent/Guardian-Staff meetings will be held virtually.
- No visitors allowed in classrooms.

There can be no more than 10 students per classroom (typically not an issue due to mandated ratio, but there can be no combining of classes in a classroom). Rooms that are too small to account for social distancing will not be used for classroom instruction.

Continue virtual learning even when we return to the physical building, anticipating multiple potential scenarios associated with the reopening process. These may include a return to in-person learning, the continuation of virtual learning, or a blended approach involving some students and staff returning to in-person learning while others continue to participate in remote learning. (AASA Covid-19 recovery article).

It is strongly recommended that for those staff members who come into frequent contact with behaviourally challenged students, that they wear clothes and shoes that minimize skin exposure. This will allow for less exposure to risk factors.

Educators shall continue monitoring progress toward the Individual Education Plan goals to ensure that the student is on track whether learning at school, from home or a combination of the two.

CONTINUITY OF INSTRUCTION:

In March of 2020, Lexington developed Lexington Continuity of Instruction Plan. Since then, there has been several revisions (rev. July 27, 2020). This can be viewed on the Lexington website at www.lexnyc.org.
BUILDING ENTRANCE AND MORNING DUTY:

The start time to the day will be 8:00am. Students shall get off the bus three (3) buses at a time. All students shall enter through the bus room entrance. One line on the left hand side of the handrail, one on the right hand side of the handrail and the other up the ramp.

There shall be a staff member at each line to check temperature. Any student who has a temperature of 100.0 or higher will be logged and immediately sent to Health Services. Students who do not have a temperature continue to go to their homeroom classroom.

There shall be a designated area for students who travel independently (by public transportation). They shall wait there until the building doors open at 8:00am.

“Grab and Go” breakfasts will be brought up on a cart by the kitchen staff. Students can get a bagged breakfast from the cart and go to their homeroom. Staff (the homeroom teacher and instructional assistant) will be in the classroom to supervise. The kitchen should have a bag for each class so that many hands are not touching all the food.

Staff (teachers and instructional assistants) should be in their classrooms to supervise students.

Speech-Language Pathologists shall be assigned designated areas to help as students arrive.

The morning duty staff shall be assigned to start at 7:30am. They shall be situated around the building to be sure that students are going where they are supposed to. They shall make sure students are not hanging out in stairwells or going to the basement which shall be off limits in the morning prior to the start of class.

For the first few weeks of school, Supervisors and Administrative Assistants will start at 7:15am to assist with the new morning routine.

DISMISSAL:

Classes shall be assigned by stairwell closest to their classroom. All students and staff shall exit through the assigned stairwell.
There will be areas designated around the first floor for bus runs. A sign shall be placed at the designated location for each run. When that bus arrives, the Transportation Coordinator shall inform all students on that bus. Each student on that bus will proceed to the designated area. When all students on that bus are there, they shall get on the bus for departure. There shall be a text group set up for dismissal staff (administration) and bus captains. Bus captains could be junior/senior students as part of community service/internship.

Bus staff shall not enter the building until the COVID-19 situation subsides.

Teachers, Instructional Assistants, Speech-Language Pathologists, Supervisors, Administrative Assistants, on staff (not contracted) Occupational Therapists, on staff (not contracted) Physical Therapists, and all members of the PBIS team shall stay for daily dismissal.

All students and staff should leave the building by 3:00pm each day, except for Tuesdays (PD), for deep cleaning.

**TIME-OUT ROOMS and MINDFULNESS ROOM:**

The Time-out rooms and Mindfulness room will continue to be used as described in Lexington’s Time-Out Room/Mindfulness Room Policies and Procedures as a safety measure for students in crisis. The rooms will be cleaned by cleaning staff immediately after each use.

**READY TO LEARN (RTL):**

RTL shall continue individual sessions through ZOOM and Facetime.

All sessions shall be in classrooms with window that can open for better ventilation.

Classrooms and playrooms shall be sprayed by cleaning staff between sessions.

Playgroups shall be closed until further notice.
**PRESCHOOL:**

**CLASSROOM MODIFICATIONS:**

Both staff and students shall use face masks/ shields as appropriate for student age.

Student seating shall be changed to individual desks to ensure social distancing. Each student will keep their own materials at their desk for personal use. There shall be no shared boxes of crayons, pencils, etc.

In order to maintain adequate space in the classrooms teachers and instructional assistants shall have to work with groups separately in a 4:1 ratio so that kids are separated as much as possible.

Within the classroom, boundaries can be drawn on the floor using floor tape. This shall help to identify individual Center Areas and help with the flow of traffic.

Using floor tape, classes can also have line up markings in the hallway outside of their classrooms to allow for more distancing to occur.

The bathrooms within each classroom shall be disinfected/ bleached on a daily basis (minimum) by the cleaning staff. They will be sprayed by teaching staff after use by each child.

Learning kits (small bins that can be transported easily by young children) shall be put together and ready in the event of school closure.

**Other Preschool Areas**

The Sensory Room shall continue to be used as a 1:1 area and will be spray disinfected after each use by the staff person leaving the room.

Each Playroom may only be used by one class at a time. They shall be disinfected between uses.

Playground time shall be scheduled so that classes are not outside together.

The Teachers’ Lounge shall limit the number of staff inside at one time (we shall create a schedule based upon the staff lunch periods).

Art class shall occur within the preschool classroom. The Art teachers shall bring all necessary materials to the classroom rather than having the students go to the Art rooms (this will allow for social distancing).
SPECIAL NEEDS:

Virtual Learning:

To make virtual learning effective for students with special needs it is essential to encourage a family/teacher partnership. This can be accomplished through open and frequent communication that includes phone and email conversations.

There should be a strong focus on supporting the student needs and identifying the family’s strengths to maximize progress.

The students’ activities of daily living and vocational goals may be best met by helping the families set up activities with clear steps and expectations. (examples, making a bed, washing dishes, brushing teeth, caring for a pet)

With teacher support, the families shall be able to monitor the student progress toward Activities of Daily Living (ADL) and vocational goals and share the information with the teacher.

Students whose ability to attend to the computer screen is fleeting may need a behavior plan to increase the time they are attending to the screen.

Social Distancing/PPE:

Remove all extraneous furniture so there is more space.

Section the classroom with individual student zones that are taped off.

Limit time outside the classroom. For example: Art, Technology, Physical Education and Dance might be taught in the classroom.

Staff should have access masks, face shields and disposable coveralls, especially when accompanying students to the bathroom.

Students who cannot or will not wear masks will need to socially distance.
Families will be strongly encouraged to start practicing mask wearing with their children at home and in the community so that they are ready to wear a mask in school. Teaching staff can help the parents/guardians to set up a behavior plan to slowly get the child accustomed to wearing a mask by increasing the amount of time each day and providing some form of reinforcement for success.

Work Opportunity
- Students with vocational goals might be able to safely engage in work activities
  - Breakfast and lunch delivery to classrooms
  - Mailroom activities.
  - All work activities should be assessed for safety for the students engaged in the activity and for those around them.
  - Cleaning, while a good vocational skill, cannot be considered a work activity at this time because of the need for thoroughness and the use of strong disinfectants.

Toileting
- We will need to clearly define roles and responsibilities for the teachers and IAs for toileting support
  - Provide training to staff responsible for toileting
  - Provide face shields and coveralls for toileting

ELEMENTARY and MIDDLE SCHOOL:

Limit use of supplies and equipment to one group of children at a time and allow time for teachers, instructional assistants and students (as appropriate) to clean and disinfect between use.

When possible, ensure adequate supplies to minimize sharing of high touch materials to the extent possible.

- Avoid sharing electronic devices, books, and other learning aids, or thoroughly clean and disinfect between use.
• Keep each child’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.

For the elementary students, recess must be staggered by groups and staff must disinfect playground equipment and other shared equipment between uses. Add circles 6ft apart on the bottom of the patio area for students to play in (like what they have in Domino Park).

**HIGH SCHOOL:**

Upon returning to school, the focus shall be on virtual learning and using the classroom time to train students on the use of technology and how to manage. This is a precautionary measure in case the school needs to close again due to another wave of COVID-19.

Students shall rotate throughout the day as usual. This can be revisited and revised as needed once the plan is actually implemented and we see if it is effective. We may attempt to have Teachers and Instructional Assistants rotate if students changing classes poses difficult or seems to cause higher risk.

CORE classes - CORE can take place in the auditorium due to multiple classes. Some students in the upper orchestra and some in the lower orchestra areas.

**PHYSICAL EDUCATION:**

The Physical Education Association has announced that ALL activities must take place outside. In the event of inclement weather an alternate plan will need to be put in place.

USE OF SPACE (Gym split, gym lobby, auditorium, weight room, outside (soccer field, tennis court). PreSchool classes can also use the PreSchool patio. This is to control and limit the number of students in each of the designated areas.

Per NYDOH Guidelines schools should ensure that a distance of 12 feet in all directions is maintained between individuals while participating in activities that require aerobic activity and result in heavy breathing (e.g. participating in gym classes).
In Person Learning

Focus more on individual pursuits or skills rather than traditional team sports or activities (e.g., dance and rhythms, exercises without equipment, fitness, mindfulness, outdoor pursuits, track and field, throwing underhand, kicking, and target games).

- Use games and activities that require no physical contact and do not require students to be in close physical proximity to each other.
- Include opportunities for student choice and incorporate student-suggested activities when appropriate.
- Ensure lessons are planned around the available space for instruction.
- Locker rooms and gym lockers shall be closed. On days a student has gym class, they should dress appropriately. There shall be no contact sports, less exertion and sweating so change of clothes will not be necessary.

Younger students want to be in close proximity of each other, we could use spot mats to provide the distance in the gym depending on the number of students in the class.

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves or, sanitize or wash hands before and after contact.
- Cleaning of equipment using PPE’s also must have 2 sets of equipment. Clean A use B and vice versa. Mitigate risk, limit and/or eliminate direct contact with equipment (lessons with no equipment) and do not allow sharing of equipment. If equipment must be shared, clean and disinfect between each use.
- Use cones, flags, tape, or other signs to create boundaries between groups
- Allow students to use personal water bottles and provide water bottles as needed. Guard against sharing water bottles.

Virtual Learning

- Opportunities for students to share and connect with one another will be created.
- Current curriculum will be reviewed to determine which lessons or activities can be repurposed as at-home work or completed online (depending on students’ access to technology).
- Staff will consider space and adult supervision at home for students to participate safely in the selected activities.
• Regular daily classroom routines and procedures will be translated into remote activities. This will help students feel a sense of familiarity while reinforcing the sense of community for the class.
• Staff will consider special events or activities that can be done remotely (e.g., At-Home Family Field Day).
• Staff will use videos or images demonstrating activities or skills.

Hybrid Learning

• Staff will consider assigning tasks for at-home completion and then have students apply the knowledge gained in the school setting (i.e., have students practice a skill at home and then apply it during a class activity).
• In school, have students participate in individual physical activities (e.g., dance, yoga, track and field, fitness stations) that comply with physical distancing guidelines and require little or no equipment. When students are at home, have them focus on activities for motor skill development (e.g., underhand throwing, self-toss and catch, catching with a parent or sibling).
• Staff will consider a flipped classroom approach where students first learn about a topic at home and then come prepared to learn more about it in class (e.g., students watch a video about The Haka at home, then in school the teacher answers questions and teaches in more depth).
• Consider switching from providing direct instruction to more of a student-directed instructional approach.
• Provide synchronous learning opportunities (virtual learning that happens in real time) with opportunities for asynchronous learning as much as possible; record lessons to provide to students who may not have access in real time.
• Allow for optimal student choice and provide opportunities for students to engage with teachers directly and often. This will be crucial to keep students motivated. Additionally, students are more interested in seeing videos created by their own teachers than shared videos created by others.
SPEECH:

- Each therapist shall have several face shields and/or a barrier, available to them, so that they can have clean ones ready for each session. Face shields are a better option than clear masks because they don’t fog up as quickly, and they will be easier to clean between sessions. They also provide coverage and protection for the eyes.
- Each office shall be equipped with hand sanitizer and Clorox wipes to disinfect between sessions.
- Because speech offices have limited space, therapy sessions within the offices should be 1:1, in order to ensure social distancing. Group sessions should take place outside of the speech office, in a larger space such as the cafeteria or large classroom. Time to get from the speech office to a different location to accommodate groups should be taken into consideration during planning and scheduling.
- Individual speech offices shall be equipped with desks that will ensure the best possible distance between the therapist and the student.
- Speech Coordinator’s office shall be equipped with desks that ensure the best possible distance between each therapist during meetings. Until that time, meetings shall continue to take place via Zoom.

OCCUPATIONAL and PHYSICAL THERAPY:

- Coveralls may be needed in addition to masks, gloves and face shields may be needed due to the close proximity of staff and students.
- Hand sanitizer and disposable cleaning wipes will be provided.
- Any equipment shared among students will need to be cleaned between sessions.
- Sensory tactile items, such as hand putty or rice/sand boxes might need to be for individual use and not shared between students.
- Equipment that is too difficult to be cleaned between sessions (ball pit) may need to be placed in storage until further notice.
- All OT/PT areas shall be cleaned on a daily basis, including wiping down all equipment.
- OTs and PTs should have one half hour period per day to clean materials, desk tops and chairs.
POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS):

There are clinical decisions that need to be made about how and when we structure discussions on the recent shared trauma. Tier 1 may have changed. While our Tier 1 has always been a high-trauma population, shared trauma, especially one that no one has experienced before, requires other special considerations. Students may have decreased attendance, for a variety of reasons, including but not limited to: State decision to limit time spent in school building, parents/guardians keeping kids home, quarantine requirements when a person tests positive, the unhealthy habits students have developed/are continuing to develop during this time. Wavering attendance can take a toll on group work, SOAR classes, academics, and even 1:1 therapy.

Playroom shall be cleaned when we return to school. There shall be designated areas for students to use to prevent cross-contamination. Items used should be cleaned after each session.

Items that will be provided as needed:

- Container standing by with water and soap/bleach
- Bleach spray
- Lysol wipes

**Note**: Staff will be assigned to make sure room has final spray down each day

*Team Meetings*

- 6 ft apart in the boardroom or any designated room
- Alternative: Zoom meetings

*Counseling students*

When it comes to students being dismissed for counseling sessions from class- we may need to utilize the department secretaries to assist in sending the kids. Not a good idea to schedule sessions immediately back to back because it may possibly lead to crowding-students passing each other too closely

*Counseling groups*

- Can be held in the boardroom, small or large cafeteria, study hall room next to the small cafeteria or Life Skills Room to accommodate spacing
SOAR Refreshers will be Teacher Lead. SOAR is our PBIS slogan and stands for Safety, Open Minded, Accountability and Respect. We have a SOAR curriculum that teachers will lead.

Child Safety and Dignity for All Students Act (DASA) – PBIS Staff Lead

- We shall not combine classes.

**Social Emotional Learning**

Ongoing discussions and documents regarding the social and emotional well being of both staff and students. Our PBIS team is just as strongly committed to the mental health and social emotional well being as they are to student academic success.

Students who do not currently have counseling on their IEPs, but may need short term counseling to process the recent and ongoing world events will be provided the opportunity to access short term counseling.

**CAFETERIA:**

Old HS Trapezoid desks (Seat 1 or 2 students) from classrooms will be moved to the cafeteria. In addition, these shall be arranged 6 feet apart.

Round Table: Limit to 2-3 students.

Use of visual aids (tape, stickers) to illustrate traffic flow.

Clean and disinfect tables/chairs before and after lunch slot. Middle School and High School students will eat in the cafeteria. They will be responsible to dispose of all garbage in their area. Maintenance staff will need to clean tables after each lunch period.

Preschool, Elementary and Special Needs students will eat in classrooms. Maintenance Staff will need to remove trash and clean rooms after lunch.

**LIBRARY:**

We shall close off some computers to maintain rules of social distancing.

The return system for materials in the library shall be changed. All materials will be returned to a closed bin. The bin will be opened each Monday and material will be checked back in for re-
circulation. This may make some material unavailable for a few days and staff have to plan accordingly.

**DORMITORY PROGRAM:**

Only essential visitors shall be allowed to visit (limited to two people at a time). They must communicate with Dorm Director in advance for approval and be subject to prescreening. A designated room for visitors shall be utilized for this purpose.

Students sleep in separate rooms individually, no roommates, have their own bathroom, sinks, etc.

When grocery shopping, leave groceries in the hallway or on the dining table to disinfect them before bringing them into the kitchen. Disinfect the veggies and fruits by putting them into a bowl full of vinegar and hot water for an hour before putting them in the refrigerator or on the counter.

On a daily basis, dorm staff clean everything; door knobs, chairs, tables, etc. before students arrive. Also clean again when students are in the bed and when they leave for school in the morning.

One dorm staff allowed in the kitchen when cooking dinner, using mask and gloves. Students stay in other rooms with other dorm staff.

Students are not allowed to enter or hang out in other students’ bedrooms anytime.

Social distancing at dinner, do not sit right next to each other.

PowerPoint and posters for information on cleanliness, social distancing, etc. regarding safety from coronavirus and sickness.

During tutoring sessions, we shall split into small groups.

Tutoring shall continue to be offered remotely to dorm students by dorm staff if virtual learning continues.

Masks are to be worn in common areas and social distancing shall be observed.
ATHLETICS and AFTER SCHOOL PROGRAMS:

In-person learning

There shall be no fall sports.

We shall initiate an online conditioning program as an after school activity. We will be doing this three times as a week via Zoom sessions, and we shall not require equipment as we shall accommodate our students. We shall have two coaches running the sessions.

The students shall have an opportunity to sign up for the conditioning programs and Athletics collaborate/partner with the Health Services to ensure the physicals for students are updated before starting the conditioning programs.

Virtual Learning

We shall continue the online conditioning program until school re-opens. We will still prepare the winter and spring sports as scheduled if permitted.

After school clubs, Jr. NAD and Multicultural Club shall continue whether in person or virtual learning; however, clubs can be conducted remotely either way until such time it is safe to be conducted in person.

After school tutoring can take place either in person or remotely depending on plan. All safety measures shall be taken.

Hybrid Classrooms

We shall continue the online conditioning program until school re-opens. We shall prepare the winter and spring sports as scheduled if permitted.

PROFESSIONAL DEVELOPMENT

Full dept meetings shall take place via zoom. Weekly department meetings shall take place in one classroom. Department meetings take place on the following days: Preschool: Tuesdays 2nd period, Special Needs: Mondays 3rd period, Elementary A-E: Thursdays 3rd period, Elementary F-I: Wednesdays 6th period, Middle School: Tuesdays 4th period, High School English: Wednesdays 6th period, High School Math: Mondays 1st period, High School Social Studies:

Identify the major professional learning needs of staff returning to school this fall (virtual learning, COVID protocols, technology training). *provide more in depth training for students/teachers on virtual learning sites, programs, etc move professional development to individualized e-courses and webinars that target teachers’ specific needs.

Open discussions with staff and students regarding their experiences with this pandemic held in small groups. Allowing everyone to vent with others and share common experiences.

Ensure that teachers and support staff receive the professional development (necessary for them to deliver effective instruction in a virtual format.

Reinforce consistency of quality and timing of opening professional development programs so that all staff receive common messages and engage in common focus areas (e.g., virtual learning, trauma-informed schools, social-emotional learning strategies, etc.). *(AASA-COVID-19 recovery article)*

- Hold virtual staff meetings
- Modify the professional development calendar to address emerging priorities associated with the crisis.

Educators shall develop contingency plans for closing classrooms or schools in the event that students or staff contract COVID-19.

- We may have a resurgence of the pandemic in the Fall and we would be more prepared.
- Provide a virtual learning kit to teachers- VideoPhone access, laptop (if they don’t have one), small green screen, small white board, subscription information, parent info, etc.
- Educators shall use/develop Virtual Learning guidelines/protocols.

**BUSES/TRANSPORTATION:**

Awaiting guidance from SED.

If we are required to follow a hybrid model, we have the right to decide which days are in person even if those days are not the same days as NYC DOE.
Communication with our Deaf students and families and bus personnel has been an issue in the past and even more so now, (masks, temperature checks, etc) so we shall work closely with the bus companies and more importantly share their guidelines, and ours, with the families to prepare them as best we can.

**FACILITY MANAGEMENT:**

- No less than MERV 14 air filtration system.
- Ventilation protocols: increased outdoor air, reduced air recirculation, longer system run times, frequent filter checks. All ventilation shall be upgraded to a blue filter system with sensor.
- Sanitizer shall be added outside of each classroom on the wall as well as a bottle of sanitizer inside the classroom.
- Hallways/bathroom
  - hand sanitizer needs to be available in the hallways and the bathroom
  - signs labeled on the floor and walls
- Assist in displaying posters for the entire organization to be placed around the agencies and school (maintain 6ft, wear masks, etc.)
- There shall be limited use of the elevator. Only those who physically require the use of the elevator will be able to use it.
- Trash receptacles shall have covers. Priority is to order for common and high traffic areas. Eventually trash receptacles in all individual classrooms will also have covers.
- Toilets in the Health Services area shall have toilet seat covers
- There shall be no visitors allowed except families and visitors with an appointment.

**Routine Cleaning:**

Soiled and frequently touched surfaces can be reservoirs for pathogens, resulting in a continued transmission to people. Therefore, for pathogenic microorganisms that can transmit disease through indirect contact (transmission through contaminated surfaces), extra attention must be paid to surfaces that are touched most often by different individuals. As part of standard infection control practices in school settings, routine cleaning should be continued.

In New York State, all primary and secondary schools are required to use green cleaning products. For additional information on the laws regarding the use of green cleaning products, see the Policies, Guidelines and Report section of NY’s Green Cleaning Program website. Routine cleaning of school settings include:

**Issued:** 07.06.2020  
**Adopted:** 07.13.2020  
**Revised:**
- 07.20.2020  
- 07.27.2020  
- 07.31.2020  
- 08.03.2020
• Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles.
• Dust- and wet-mopping or auto-scrubbing floors.
• Vacuuming of entryways and high traffic areas.
• Removing trash.
• Cleaning restrooms.
• Wiping heat and air conditioner vents.
• Spot cleaning walls.
• Spot cleaning carpets.
• Dusting horizontal surfaces and light fixtures.
• Cleaning spills.

Specific high-risk locations within a school warrant cleaning and disinfection before a confirmed case of COVID-19 occurs in the school.

**Examples of these locations include:**

**Health Office**

• Clean and disinfect health cots regularly (after each student use)
• Cover treatment tables and use pillow protectors
• Discard or launder coverings after each use

**Lunchrooms**

• Clean and disinfect lunch tables regularly (at least once daily)

**Athletic Rooms**

• Establish a regular cleaning schedule for shared environmental surfaces such as wrestling mats or strength-training equipment
• Disinfect mats and other high-use equipment at least daily

**Other Frequently Touched Surfaces**

• Clean and disinfect frequently touched surfaces at least once daily after students have left for the day

**Cleaning and Disinfection:**
Cleaning removes germs, dirt and impurities from surfaces or objects, while disinfecting kills germs on surfaces or objects. If a laboratory confirmed case of COVID-19 was symptomatic while in the school setting, custodial staff should perform cleaning and disinfection of frequently touched areas throughout the school.

**Step 1:** Cleaning: Always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use. In New York State, all primary and secondary schools, state agencies, and state authorities are required to use green cleaning products. For additional information on the laws regarding the use of green cleaning products, see the Policies, Guidelines and Report section of NY’s Green Cleaning Program website.

**Step 2:** Disinfection: Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product. NYS Green Cleaning Program does not address the use of disinfection products. Disinfection products may be used in school settings as needed at any time. If EPA- and DEC*-registered products specifically labeled for SARS-CoV-2 are not available, disinfect surfaces using a disinfectant labeled to be effective against rhinovirus and/or human coronavirus. If such products are unavailable, it is also acceptable to use a fresh 2% chlorine bleach solution (approximately 1 tablespoon of bleach in 1 quart of water). Prepare the bleach solution daily or as needed. EPA- and DEC*-registered disinfectants specifically labeled as effective against SARS-CoV-2 may become commercially available at a future time and once available, those products should be used for targeted disinfection of frequently touched surfaces.

- Label directions must be followed when using disinfectants to ensure the target viruses are effectively killed. This includes adequate contact times (i.e., the amount of time a disinfectant should remain on surfaces to be effective), which may vary between five and ten minutes after application. Disinfectants that come in a wipe form will also list effective contact times on their label.

- For disinfectants that come in concentrated forms, staff should carefully follow instructions for making the diluted concentration needed to effectively kill the target virus. This information can be found on the product label.

- Disinfecting is the responsibility of school custodial staff. They are trained to use disinfectants in a safe and effective manner. Staff are reminded to ensure procedures for safe and effective use of all products are followed. Staff do not need to wear respiratory protection (e.g., masks) while cleaning. Safety instructions are listed on product labels and include the personal protective equipment (e.g., gloves) that should be used. Place all used gloves in a bag that can be tied closed before disposing of them with other waste.
Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water should be used if hands are visibly soiled.

- Building will be cleaned and disinfected every night after staff leaves for the day.

- Logs will be kept of all areas that are cleaned, including, but not limited to: bathrooms, health services, classrooms, cafeteria, dorm, vans, weight room, gymnasium, auditorium, offices and agency.

**Vans**

- Lexington offers van services to and from the subway to staff in the mornings and afternoons. Temperature checks will be conducted by drivers prior to staff getting on the van.

- Vans will be thoroughly cleaned and disinfected by the driver after each run.

- A plexiglass barrier will be installed between the driver and passenger seats.

**INFORMATION TECHNOLOGY:**

Supplies shall be ordered for maintaining cleanliness for all technological equipment.

The school shall periodically update information on level of access for student and staff members to devices and high speed internet through surveys with staff and students.

All students are entitled to a school device and staff can request as needed. Devices and software are maintained by the IT department. If devices or parts to devices break or fail, staff contacts IT and the Principal’s office for repair or replacements. Arrangements are made immediately to ensure staff and students have access at all times.

IT provides support to staff and families remotely via phone/email/remote sessions. IT provides spare equipment for pick up if devices break and work with vendors for replacement.

IT shall ensure data privacy and security. All business is conducted through Lexington Email and various other services (Google / Schoology) controlled through Lexington IT Dept. accounts can be disabled at any time if needed and all students use school devices. Staff/ students are informed not to send confidential data without any security.
Spam and Antivirus filters are in place.

Any suggestions, concerns and/or questions about our plan should be directed to the contact person identified at the beginning of this document.