

Institute for Child Development
Children's Unit for Treatment & Evaluation
Binghamton Regional Center for Autism Spectrum Disorders
Child & Adolescent Diagnostic & Consultation Clinic

COVID-19 Policies & Procedures Handbook and Reopening Plan¹

July 27th, 2020

¹ The COVID-19 related policies and procedures contained within this document are directly taken from those of Binghamton University (<https://www.binghamton.edu/restarting-binghamton/index.html>), the NYS Department of Health (https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_specialeducationguidance.pdf; https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf), and the New York State Education Department (<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>). Policies and procedures may change due to changes in guidance from DOH, NYSED, and BU.

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PREAMBLE

On July 13th, 2020, the New York State Department of Health released the *Interim Guidance for In-person Instruction at Pre-K to Grade 12 Schools during the COVID-19 Public Health Emergency*. The New York State Education Department subsequently released *Recovering, Rebuilding, and Renewing: The Spirit of New York Schools Reopening Guidance* on July 16th, 2020. These guidelines provide specific parameters for the requirements that must be upheld by all schools, including private special education schools, for the 2020-2021 school year beginning in September 2020. The guidance emphasizes that in-person instruction should be prioritized but that programs also should prepare to deliver virtual and hybrid (combinations of in-person and virtual services) throughout the school year. Notation is also made that if any health and safety information in NYSED guides conflicts with that provided by NYSDOH, the NYSDOH guidelines apply. As additional guidance is made available from NYSED and NYSDOH, we will update this handbook accordingly.

Our first handbook was created and circulated 6/14/20 and revised 6/25/20 as related to prior guidance from the governor's office:

- On June 5, 2020, Governor Andrew Cuomo issued an executive order for in-person services for special education. Such services were approved for the summer term starting 7/6/20.
- Please also refer to statement from NYSDOH (June 8, 2020)
 - “This interim advisory is provided to inform in-person special education services and instruction while helping to protect against the spread of COVID-19 as in-person education has been authorized for this specific purpose. The guidance referenced in this advisory represents minimum requirements and any district or school may provide additional precautions or increased restrictions. This guidance is based on the best-known public health information and practices at the time of publication, and the documentation, data, and evidence upon which this guidance is based can and does frequently change. NYSDOH will revise and reissue this advisory as necessary.”

The present handbook edition updates our policies, procedures, and guidelines to be consistent with the most recent regulatory guidance. All references to ICD within this handbook should be understood to include all of ICD's programs, including the **Children's Unit for Treatment and Evaluation** that operates our state-approved early intervention and special education service programs. All guidance in this edition supersedes prior guidance issued under the same title.

Please note that updates to this manual may occur at any time as required to meet the standards set forth by NYSED, NYSDOH, and the NYS Governor's Office as well as Binghamton University and the Research Foundation for SUNY at Binghamton. Recipients of this handbook will be updated as soon as possible following changes that prompt a revision.

Important community partners for ICD include all Committee for Special Education and Committee for Preschool Special Education (CSE/CPSE) chairpersons for the districts we presently serve, county health department special education program directors and

representatives for whom we have enrolled students, and the Broome County Health Department Director and Broome County Executive. Binghamton University's departments of Physical Facilities and Environmental Health (as needed), Psychology, Decker School (as needed), Harpur College Dean's Office, and The Research Foundation for SUNY at Binghamton will also be important partners in our network of collaborators and supports.

Several of our senior leadership staff are central to the support of the policies and procedures in this handbook. Please see the list of ICD staff below who are designated as both critical staff and points of contact regarding these policies and procedures. All staff can be reached at 607-777-2829 during regular business hours (8 AM – 3:30 PM). Emails can also be sent to icddes@binghamton.edu for non-urgent questions.

**Responsible parties who have submitted state affirmation of obligation to operate in accordance with state guidelines are marked with an asterisk; these are the same personnel considered to be COVID-19 resource persons who are responsible for being the main contact upon identification of a positive COVID-19 case and responsible for all related communication.*

*Dr. Jennifer Gillis Mattson – Co-Director, Institute for Child Development

Director, Binghamton Regional Center for Autism Spectrum Disorders

Director of Consultation Services, Child & Adolescent Diagnostic & Consultation Clinic

*Dr. Rachel Cavalari – Director, Children's Unit for Treatment and Evaluation

Assistant Director, Binghamton Regional Center for Autism Spectrum Disorders

Director of Diagnostic Services, Child & Adolescent Diagnostic & Consultation Clinic

Lisa Cooper – Director of Educational Services, Children's Unit for Treatment and Evaluation

- *COVID-19 Safety Coordinator – responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities resume.*

Michele Gatliff – Assistant to the Director, Children's Unit for Treatment and Evaluation

Michael Purdy – Coordinator of Technology & Staff Training, Children's Unit for Treatment and Evaluation

Our aim is to continue providing the free appropriate public education (FAPE) outlined in enrolled students' educational plans (IEPs and IFSPs) for continuity in the support of our students' well-being. We look forward to partnering with our students, families, staff, and community stakeholders to ensure the health and safety of all.

GUIDING PRINCIPLES OF THIS HANDBOOK

ICD Leadership Team has developed this handbook based on the following principles:

- 1) Prioritizing the health and safety of all children and staff;
- 2) Maintaining excellence in the provision of services to the children and families we serve;
- 3) Prioritizing in-person services as much as appropriate while also balancing the need to provide remote distance learning (hereafter referred to as virtual) or hybrid services when necessary;
- 3) Establishing new routines and habits while building relationships and trust with each other and children;
- 4) Maintaining high levels of reciprocal communication between ICD, staff, and families; and,
- 5) Needing to adapt and be flexible to ever-changing guidance, policies, and procedures from BU, RF, NYSED, NYSDOH and Broome County DOH.

What is COVID-19 (From CDC):

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as wearing a mask, handwashing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this document. Fortunately, there are a number of actions school administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities.

COVID-19 Test Site: There is a drive through testing site for COVID-19 on Binghamton University campus. All employees are encouraged to be tested prior to returning to work. No referral or physician order is necessary; however, an appointment is necessary. Testing is free to all eligible New Yorkers as ordered by a health care provider or by calling the NYS COVID-19 hotline at 1-888-364-3065 (<https://coronavirus.health.ny.gov/covid-19-testing>). Another option is to go to the website above and complete a brief health assessment that then puts you in the queue for someone to call you to schedule an appointment. Once an appointment is scheduled, the actual time required to complete the test is less than 30 minutes from the time of arrival until the test is completed at the drive through facility. Test results through this facility typically are available between 5-7 days after the test is conducted unless otherwise notified by the testing center staff at the time of testing.

If employees or students require more rapid results, it is best to contact one's primary healthcare provider to obtain a referral/physician order so that rapid test sites can be accessed.

We are using all of these inputs to make decisions about our re-opening policy and related COVID-19 policies and practice decisions:

- Public health authority guidelines and recommendations (e.g. BU, RF, CDC, WHO, NYSED, NYSDOH, New York, Broome County Department of Health).
 - NYSDOH Directive:
 - https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_special_education_guidance.pdf
 - [https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K to Grade 12 Schools MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf)
 - NYSED Directive
 - <http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>
 - BU Guidance: <https://www.binghamton.edu/restarting-binghamton/>
 - CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- Consultation with Binghamton University's departments of Physical Facilities and Environmental Health (as needed), Decker School (as needed), and The Research Foundation for SUNY at Binghamton.
- NYS Governor's Office
- Individual consultation with BU legal counsel, as needed.

Staff Preparation

- All staff, direct-care and non-direct-care, are required to read all policies and procedures in this handbook as we will be all working within the same building, though our roles may differ. All staff are also encouraged to review the above guidelines (NYSED, NYSDOH, BU, CDC) for more detailed information.
- All staff will receive video-based or virtual training opportunities on precautions of in-person services, using appropriate social distancing, and requiring of face coverings prior to first day of work upon return to campus and periodically thereafter.
- Staff will be provided with a daily checklist to ensure sufficient supplies for the day (i.e., face covering, tissues, hand hygiene, cleaning supplies).

Building Preparation

Signage for ICD building on how to stop the spread of COVID-19, engage in proper hand washing etiquette, practice social distancing, and wear face masks will be strategically placed throughout the building. In addition, all staff are provided with copies or links to related information from the CDC.

- Posters on staying healthy will be posted in Staff Common Area and Reception Area
- Posters on hand washing and hygiene will be in every bathroom, Staff Common Areas, and Reception area.
- Poster on requirement of wearing masks will be located at the entrance to the ICD building.
- Social distancing decals (floor) will be located every 6 feet in high traffic areas and every 12-20 ft in other parts of the building, where applicable.
- Hallways in high traffic areas will be designated as one-way and marked as such using decals on the floor.

- Posters on appropriate use of hand sanitizer and the flammable nature of hand sanitizer will be posted at all hand sanitizing stations throughout the building.

Limitations of Building Occupancy

- Only ICD staff, students, parents of students, and approved essential visitors may enter the building. No room shall exceed more than 50% capacity at any time.
 - No nonessential outside visitors, guests, or volunteers are allowed in the building at any time. *See Dr. Cavalari or Dr. Gillis Mattson for exceptions.
- Our program is already approved to operate as a self-contained model, with cohort arrangements (i.e., keeping the same students together throughout the school day) as part of our general operating procedures. Our staff also follow a cohort model where they stay with the same assigned students throughout the day, aside from additional support staff, supervisory staff, and related services staff who can visit a student cohort as part of instruction or safety support.

Safety of building

- BU Physical Facilities has increased outside air flow (HVAC) to meet or exceed recommendations from NYSDOH. Although recommendations and guidelines from the July 13th guidance from NYSDOH suggest increasing ventilation by opening windows and doors, this is contraindicated in our setting because it would offset the pressure system that was established via HVAC that is already increasing outside airflow.
- BU Physical Facilities has tested the plumbing and water systems to meet or exceed recommendations from NYSDOH.
- BU Physical Facilities and the Office of Emergency Management have supplied ICD with hand sanitizer (a 2 oz bottle for each employee and a refilling hand sanitizer station (located in staff lounge), two reusable cloth masks, and microfiber towels for cleaning work areas. In addition, disinfectant spray, which must be purchased through PF for safety purposes, will be provided.
- Hand sanitizer stations will be set up near all high contact entry points, such as main hallway doors and entrances and throughout the hallways, to reduce non-sanitized contact with these surfaces.

Deliveries

- All deliveries to ICD will follow protective guidelines including:
 - Delivery personnel must wear a mask or they may not enter the building.
 - Once in the building, all deliveries will be placed by the wall between the staff work area entry door and the seminar room.
 - Vendor replenishment of the vending machines will require that reception staff allow delivery personnel into the seminar room and assure that social distancing is maintained in that space relative to other staff using that room as a work space. The reception staff will then wipe down all buttons and contact points on the vending machines after the delivery personnel is escorted from the building.

STAFF-SPECIFIC POLICIES & PROCEDURES

The following policies and procedures are based on BU's policies, CDC and NYSDOH.

Symptom Monitoring and COVID-19 Symptoms

All staff will complete TWO daily state mandated health questionnaires prior to coming to work. One is for BU, and all BU employees (including RF employees) must complete this prior to coming to work each day. **You have received an email with a link to this survey. It is YOUR responsibility to complete this each day. We will NOT have immediate access to this since it is a university managed questionnaire.**

The second questionnaire is for ICD and is a Google form for you to complete and also has been sent to you. ICD administration and the school nurse will monitor completion of these forms. Please complete this before entering the building. Link to ICD Daily Staff Health Questionnaire: <https://forms.gle/P4xc1pE6YqZeVcNg6>

If you have access issues, you may complete these questionnaires before signing into work at ICD. **You MUST complete the ICD questionnaire or you will not be able to begin work and will not be paid until the form is completed.**

Upon entering the building, staff will receive a temperature check at the reception area using a touchless, infrared thermometer. Staff are required to have the temperature check PRIOR to any further entry into the building or other areas. The school nurse or responsible parties will be notified if staff has a fever (100 degrees F or higher). Employees performing the screening will be identified by Drs. Cavalari and Gillis Mattson, and will be equipped with appropriate PPE. The school nurse will complete the temperature checks or train appropriate staff and ensure these staff are familiar with NYSDOH, CDC, and OSHA protocols.

The school administration will maintain all staff records of the ICD health questionnaires and temperature checks as "Pass" or "Fail" (i.e., specific data such as exact temperature will not be maintained). A record of staff who were sent home from work due to emergence of symptoms during the work day will also be maintained.

Staff must be free of ANY symptoms potentially related to COVID-19 or have had an evaluation and been cleared by their primary care provider to be eligible to report to work on campus (BU policy). If staff present with a potential COVID-19 related symptom, staff will be referred to the school nurse for a consult and may be asked to leave or provide documentation from their PCP. Staff should contact RF Human Resources with any questions required to take sick leave due to COVID-19 symptoms.

COVID-19 symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever

- Chills
- Headache
- Muscle pain
- Sore throat
- New loss of taste or smell

Other less-common symptoms have been reported, including gastrointestinal (GI) symptoms such as nausea, vomiting and/or diarrhea. Check the CDC website regularly for a list of updated symptoms at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Employees with any symptoms should not report to work until cleared by their primary healthcare provider. Individuals should notify their supervisor of the situation, as well as Human Resources (RF) 607-777-4266. Individuals should wear a face mask to avoid possible virus transmission to others and should self-isolate until told this is not necessary by their healthcare provider. Additional information and resources can be found at <http://www.gobroomecounty.com/hd/coronavirus>.

Some employees may be at higher risk for a COVID-19 infection. Those conditions include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Liver disease
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised
- Pregnant

If a staff member falls into a high-risk category for COVID-19 complications, contact Tom Popielarski at 607-777-4266, (Research Foundation Human Resources) to discuss options.

If you are sick, please stay at home. Please maintain awareness of your benefits regarding paid sick leave and reasonable accommodations. During COVID-19 we will not employ our attendance policy for missed/tardy days. We encourage you to stay home if you are sick. If you are concerned that you may be experiencing a COVID-19 related symptom, have had exposure to someone infected with COVID-19, or have received a positive diagnostic test result for COVID-19, please contact the school administration/responsible parties and Tom Popielarski. Please review the memos previously sent to you and contact RF Human Resources with any questions.

Personal Protective Equipment (PPE) & Hygiene

BU Contact: Office of Emergency Management (OEM) at oem@binghamton.edu

Face masks and face shields. Anyone in a Binghamton University (or University affiliated) space (including buildings, grounds, shared laboratory areas, conference rooms, restrooms, elevators, parking structures, etc.) must wear a face covering or mask that covers both nose and mouth at all times, except when alone in a private room, private office, private vehicle, cubicle space when appropriate social distancing can be maintained, walking in a more isolated area with no other people in proximity, or when exercising outside when appropriate social distancing can be maintained. If you are in a space and requested to wear a mask, please wear a mask. If you have specific questions about where and when to wear a mask, please see Drs. Cavalari or Gillis Mattson.

Within all public spaces at ICD and anytime you are working with students, wearing a mask is required. You may remove your mask when ready to eat while in a designated lunch area and keeping a 6 ft distance from others. You must replace your mask immediately after eating.

BU is providing each employee with two reusable cloth face masks. ICD will be providing staff with disposable masks as needed and available. You may wear your own personal cloth mask. First please obtain approval from the school administration that it meets specified requirements. It must have at least 2 layers, properly cover the nose and mouth, and be fitted close to the face.

In addition to masks, face shields will be provided, depending on the situation* (see Director of Educational Services). Face shields must be worn with a mask.

For additional information on how to wear, take off and care for your face masks, see: <https://www.binghamton.edu/restarting-binghamton/workplace-entry-guidelines.html>

Centers for Disease Control and Prevention (CDC) guidelines for washing the cloth masks can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>.

Handwashing hygiene. Staff must wash hands (or use hand sanitizer if bathroom is occupied) upon entry to the building, before and after eating, and after using the restroom. Wash hands often with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing, or sneezing. Handwashing should also occur before and after eating or touching your face. For proper handwashing instructions, please see signage in all restrooms or watch the following video: <https://www.cdc.gov/handwashing/videos.html>

If soap and water are not readily available, use a hand sanitizer, see below.

Hand sanitizer. All hand sanitizers will contain at least 60% alcohol. Hand sanitizing stations are located throughout the building. All employees will be provided one 2-oz. personal bottle of

hand sanitizer from BU. This alcohol-based sanitizer may be used to sanitize your hands as well as work surfaces and touch-points. **Do not discard this bottle**, as you will only receive one. A refilling station has been placed in the staff lounge area. We will provide additional sanitizer for refilling as well. **Please do not keep your personal bottle of sanitizer on your person while working with children due to an ingestion hazard unless stored in a facility-approved, zipper-sealed fanny pack.** If the child ingests any of the liquid, please contact the nurse immediately. If nurse is not readily available, please contact a supervisor.

When using hand sanitizer, cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth, and wash your hands after touching your face.

You are required to use hand sanitizer or wash your hands in a restroom when you enter or leave a classroom or space with a child/student/client. Please engage in frequent hand washing throughout the day. Hand sanitizer stations are available at various locations around our building, including the staff kitchen, the main entrance, the entrance to the staff area, and at various points in the hallways.

Coughing/Sneezing hygiene. If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Immediately throw used tissues in the trash and wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Supplies. When hand soap, paper towels, tissues, or hand sanitizer supplies are low (in any area), please document this immediately. There will be a place to report this so that adequate supplies will be maintained in all areas of the building. If you have any concerns about supplies for engaging in appropriate hygiene, please email icdfscl@binghamton.edu.

Further, all staff will be provided with their own office supply kit so that typically shared supplies such as pens, paperclips, post-it notes, etc. will be available for each staff person for individual use.

Access to drinking water. All water fountains in our facility are being replaced by touchless bottle refilling stations with the water fountain mouthpiece functions capped to prevent use. In the event that bottle refilling stations are unavailable or under maintenance, bottled water will be available.

Custodial Services, Cleaning and Disinfection

BU contact: Sacha Sigelman-Schwartz, work control manager, at sacha.ss@binghamton.edu.

Flyers and informational brochures from the CDC and NYSDOH will be provided to staff with regard to hygiene, cleaning, and disinfection.

In coordination with Physical Facilities, we will only use cleaning supplies approved by Physical Facilities. Physical Facilities has ensured us that the ventilation systems operate properly and increase circulation of outdoor air as much as possible and are meeting and exceeding department of health (NYSDOH) requirements. Physical Facilities has also indicated that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown.

Physical Facilities will continue its normal custodial services to ICD. However, all trash from classrooms, offices, and other direct service area waste baskets will be put in large waste basket in the staff lounge area or directly in the dumpster in front of the building. Due to increased handwashing, ICD staff will be responsible for periodic dumping of trash from the reception and staff area bathrooms if they are full at midday.

Cleaning and disinfection of touchpoints in common and high-traffic areas will continue by staff throughout the day. Teams will be assigned these responsibilities (see chart provided by supervisors – will be updated as necessary). The Office of Emergency Management provided ICD with microfiber towels and paper towels to assist with sanitizing work areas. Cleaning and disinfection logs indicating the date, time, and scope of the cleaning will be kept on file daily for all cleaning that occurs during normal operating hours. All high contact entryways (i.e., doors, door handles) and any polycarbonate barriers will be sanitized every hour with approved cleaning and disinfection supplies. If a staff member is absent that is responsible for cleaning a specific area of the building during normal operating hours, there will be an alternate person assigned or the partner that shares that responsibility will be responsible for both cleanings in the event of an absence. High contact surfaces such as keyboards and corresponding computer equipment (i.e., trackpad, mouse) will be wiped down between uses and do not need to be documented on a log because cleaning is use-based. Physical Facilities does daily sanitizing of all high contact surfaces as well, which is monitored by the Physical Facilities department at Binghamton University as part of their general operating protocols.

It is advised that we should not purchase our own cleaning chemicals or bring chemicals in from home. The use of chemicals other than those used by PF custodial staff could damage surfaces, react dangerously with the chemicals used by PF staff, or cause allergic reactions or other issues. Chemicals used by custodial staff are specifically selected for safety, compatibility with other chemicals and surfaces, and compliance with the New York State Green Cleaning Law. Staff should use the provided alcohol-based sanitizer to regularly clean work surfaces. Requests for additional cleaning will be discussed between Dr. Gillis Mattson and Sacha Sigelman-Schwartz. We will follow the Critical Response Plan if there is an active COVID-19 case.

Under no circumstances are children to be provided with access to cleaning and disinfecting supplies. Children should also not be present when using PF cleaning and disinfecting supplies nor should such supplies be used less than 20 minutes prior to student arrival in the mornings.

Social Distancing Efforts

Classrooms

- Classroom staff will remain consistent in each classroom to the extent possible.
- Teaching and learning areas will be outlined with blue tape so that student-teacher groupings remain socially distanced, to the extent possible, throughout the day.
- Staff will attempt to keep children facing away from each other (i.e., in one direction).
- Staff will encourage children to keep 6 ft distance away from others while walking in the hallways using the floor social distancing prompts.

Shared work spaces and meetings

- Staff will be reassigned to temporary work locations in order to maintain 6ft distance between work areas.
- All meetings will be done virtually (via Zoom) regardless of your work location unless the meeting is conducted with only one other person than the meeting office occupant and PPE are worn or social distancing can be maintained.

Staggered lunch times and locations

- Staff will be assigned a lunch time and location to minimize the number of staff in any one location and in order to maintain social distance of at least 6 feet. Staff are permitted to eat outside, weather permitting, while maintaining social distancing of at least 6 feet.
- We will have paper bags to place lunches in for refrigerator storage and to prevent cross contamination.

Staggered arrival/departure times

- Staff will be scheduled at different arrival times (which will of course affect departure times) to maintain social distance during arrival for health screening and sign in. The sign in/out computer is now 100% touchless. Instructions for its use are posted by the computer and on the Staff Portal.

Mental Health Resources

BU resources include:

1) Employee Assistance Program. (EAP) is available to offer emotional support during this stressful period. Telephonic or video consultation via Zoom is available, and employees can access this service using most smartphones, tablets and computers with a camera. Employees may contact EAP by calling 607-777-6655 or visiting the [EAP website](#).

2) B-Healthy, Healthy Campus Initiative. The Healthy Campus Initiative strives to instill wellness into everything we do on campus — encouraging the growth of new ideas and initiatives. Health and wellness are more than abstract concepts; they are an attainable way of life for our entire campus community. Our goal is to create a supportive campus culture that makes healthy choices the easy choices. One of the seven core areas of this initiative is Employee Health and Wellness. Visit the [B-Healthy website](#) for more information and resources to manage stress, enhance your resilience and support your overall health.

ICD resources include the staff portal/parent portal, staff wellness series, and community referrals. Periodic staff check-ins and opportunities for consultation with responsible parties as related to mental and emotional well-being will be available to all staff.

STUDENT/CHILD-SPECIFIC POLICIES AND PROCEDURES

Symptom Monitoring and COVID-19 Symptoms

All parents/legal guardians will complete a daily state mandated health questionnaire prior to their child's arrival to ICD. The ICD Daily Child Health Questionnaire must be done after the child wakes up each day and before they report to school. This questionnaire is a Google form that parents can easily access. Link to ICD Daily Child Health Questionnaire:

<https://forms.gle/c1Mfj4gBXEyhqVZh8>

If a parent has access issues or fails to complete the questionnaire prior to the child's arrival, they may complete these questionnaires upon arrival before the child leaves the transportation vehicle. If needed, ICD staff will complete a verbal phone screen with parents/legal guardians prior to the child's arrival or disembarkation from the transportation vehicle. Children will not be allowed to leave the transportation vehicle to enter school without this questionnaire being completed.

Before leaving the transportation vehicle, every child will also receive a temperature check using a touchless, infrared thermometer. The school nurse or responsible parties will be notified if a child has a fever (100 degrees F). Employees performing the temperature screening will be identified by Drs. Cavalari and Gillis Mattson, and will be equipped with appropriate PPE. The designated staff will be trained consistent with NYSDOH, CDC, and OSHA protocols.

The school administration will maintain all child records of the ICD health questionnaires and temperature checks as "Pass" or "Fail" (i.e., specific data such as exact temperature will not be maintained). A record of students who were sent home from school due to emergence of symptoms during the school day will also be maintained.

Children at ICD must be free of ANY symptoms potentially related to COVID-19 or have had an evaluation and been cleared by their primary care provider to be eligible to report to come back to campus. If a child presents with a potential COVID-19 related symptom, the child will be referred to the school nurse or senior leadership for a consult and may be asked to leave and/or provide documentation from their PCP before coming back to school.

- COVID-19 symptoms include one or more of the following:
- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Headache
- Muscle pain
- Sore throat
- New loss of taste or smell

Other less-common symptoms have been reported, including gastrointestinal (GI) symptoms such as nausea, vomiting and/or diarrhea. Check the CDC website regularly for a list of updated symptoms at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Arrival and departure procedures

Children will arrive at normal times via school-provided transportation or parent drop-off. ICD staff will stagger bringing children in from the busses or parent vehicles to maintain a social distance and for the safety of the child. This of course means that entry to school will be at a slower pace than normal. However, to address this, we will invite parents to bring their child(ren) to ICD as early as 8:20 AM so that temperature and daily health questionnaires can be completed. Students cannot be allowed to disembark from the vehicle until both the health questionnaire and temperature are passed.

Use of iPads for Student Attendance or Assistance with On-Site Health Questionnaire (as assigned): Staff please use your stylus when interacting with the iPads for child's attendance or to complete any on-site health questionnaires.

PPE & Hygiene

Face Masks. Children can be encouraged to wear a face mask that is provided by their parent/guardian. However, children will not be required to wear a face mask. If parents request assistance with helping their child(ren) wear a mask, Leadership Team will discuss how we can accommodate that request.

Students who wear masks during the school day at parent request will be offered the option to take a mask break approximately every hour or so unless otherwise indicated. Mask breaks involve allowing the student to go to a room where there are no other students or outside and removing the mask for up to five minutes all while in the escort of an ICD staff member.

Handwashing hygiene. Children must wash their hands immediately each time they enter their classrooms, before and after eating, and after using the restroom. They should also wash their hands prior to leaving the building. In addition, a child should wash their hands after blowing their nose, coughing, or sneezing. For proper handwashing instructions, please see signage in all restrooms or watch the following video: <https://www.cdc.gov/handwashing/videos.html> If soap and water are not readily available, use a hand sanitizer, see below.

- **Handwashing will be a fun activity and not considered an unnecessary demand to the child.** Hands should be washed with soap and water for at least 20 seconds. Use music, songs, and picture schedules to help keep the child engaged. **This is the new normal.**

Hand sanitizer. All hand sanitizers will contain at least 60% alcohol. Hand sanitizing stations are located throughout the building. If hand sanitizer is used with children, the supervising adult **MUST** directly apply the hand sanitizer to the child's hands. It is **IMPERATIVE** that children are observed the entire time hand sanitizer is used and the adult must rub it into the child's hands in order to prevent ingestion of the hand sanitizing liquid. If the child ingests any of the liquid, please contact the nurse immediately. If nurse is

not readily available, please contact a supervisor. Parents and legal guardians may inform us if they do not want their child to use alcohol-based sanitizers by sending a written notice to us. In such cases, only handwashing will be conducted. An indication of the parent's preference for hand sanitizer use will be noted on the child's alert form kept in their individual binder along with sunscreen and similar permissions.

All students enrolled in comprehensive early intervention, preschool, and school age programs will have a specific instructional goal for hand-washing skills added to their daily plans. These skills will be approached in the same manner as other skills taught at our facility, including provision of adult prompts and guidance to ensure success.

Flyers and informational brochures from the CDC and NYSDOH will be provided to families with regard to hygiene, cleaning, and disinfection.

Please encourage children to avoid touching eyes, nose, and mouth.

Coughing/Sneezing hygiene. Please encourage the children to always cover your mouth and nose with a tissue when coughing or sneezing or use the inside of their elbow. Immediately throw used tissues in the trash and wash their hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

All students enrolled in comprehensive early intervention, preschool, and school age programs will have a specific instructional goal for respiratory hygiene added to their daily plans. These skills will be approached in the same manner as other skills taught at our facility, including provision of adult prompts and guidance to ensure success.

Access to drinking water. All water fountains in our facility are being replaced by touchless bottle refilling stations with the water fountain mouthpiece functions capped to prevent use. In the event that bottle refilling stations are unavailable or under maintenance, bottled water will be available.

Asthma-related acute respiratory treatment care. Any family of a student who typically receives nebulizer treatment as prescribed by a medical provider's order for emergency asthma-related care will be informed that such treatments would be unavailable during the current guidelines. Alternative asthma medication delivery systems must be discussed between the family and the child's medical provider if the child is to participate in in-person services. It is possible that the outcome of such discussion could be recommendation to participate virtually.

Instructional Spaces & Social Distancing

Every effort will be made to keep children socially distanced throughout the day. Since our program is already self-contained by definition of our state approvals for classroom services, we are uniquely prepared to follow the state's cohort model as a general course of our regular operating procedures. Additional precautions will be taken to avoid shared spaces.

- All students are assigned a duffel bag or sealed plastic bin of instructional materials for individual student use. Sharing of materials is not permitted at any time.
 - Families participating in our program virtually will receive a duffel bag of materials to make participation in classroom activities equitable. All materials are to be returned upon student return to school for in-person services.
- All students will have a large plastic bin into which all personal belongings will be placed immediately upon entry to school and the lid sealed to prevent cross contamination. Bins should be sealed throughout the day unless staff need to retrieve food items or changes of clothing, etc. contained within the bin, after which the lid should be sealed immediately.
- Classroom staff will remain consistent in each classroom to the extent possible.
- Teaching and learning areas will be outlined with blue tape so that student-teacher groupings remain socially distanced, to the extent possible, throughout the day.
 - E.g., Morning meeting time - the teacher can stand in center of the classroom while children will be spaced 6 ft apart from the each other and the teacher.
- Staff will attempt to keep children facing away from each other (i.e., in one direction).
- Staff will encourage children to keep 6 ft distance away from others while walking in the hallways using the floor social distancing prompts via decals.
- Children eat lunch in their designated classrooms at separated tables (i.e., no large group lunch tables)
- Student bathrooms will be assigned for use by specific classrooms to reduce traffic within those spaces. Touchless paper towel machines are being installed in bathrooms.
- GYM/Adaptive PE: It is necessary to do handwashing prior to AND following any transitions, including gym/adaptive physical education. All students must be outside for gym activities, weather permitting, including walks and lawn activities. New guidance from NYSDOH has suggested that a distance of 12 feet in all directions be maintained between students for aerobic activities of any kind. The Social Learning Center playground may be used, but no more than one classroom should be on the SLC at any time.
 - If the SLC is unavailable, gentle stretching or low intensity gross motor movement (i.e., yoga) should be performed in the classrooms by designated student seating locations. Such opportunities provide students with practice on coping and wellness skills that improve emotional well-being, consistent with the aims of the New York State Physical Education Learning Standards (2020).

Fire Drills and Active Shooter Drills

Fire drills and active shooter drills will continue throughout the 2020-2021 school year and any subsequent years specifically operating under the guidelines contained within this handbook. Social distancing requirements that apply to all classroom hallway transitions and management of entry and exit points to avoid clustering or bunching will be implemented. During the 2020-2021 year and any subsequent years requiring the same health precautions, all exits from the building will be available during fire drills and alternate “hide” locations for active shooter drills will be defined.

Transportation

Transportation to and from our program is arranged by school districts and/or county health departments in collaboration with student families. Each district or county-contracted transportation vendor is being provided with guidelines and procedures from the overseeing district or county offices with regard to requirements for transportation. We encourage all caregivers to transport their children if that is an option available to them in order to reduce the population of students on busses. Transportation providers may utilize their own health checks to clear students prior to allowing boarding of busses. Such checks or procedures are separate from those required by ICD and will be in addition to all ICD requirements.

Food Services

All students who attend ICD programs are required to bring their own lunch or a lunch is provided by the school district based on meal programs at that district. All student food is stored separately by each individual student and served directly to the student. Lunches are conducted in student classrooms as general practice, which is in alignment with the cohort model. Any food items that are purchased and utilized in relation to student instructional goals will be packaged in individual containers and kept with that student's instructional material duffel bag (or other approved container) in the classroom.

Mental Health, Behavioral, and Emotional Support Services and Programs

As is the case for our program at all times, we encourage parents to reach out to us if in need of support or consultation for any variety of needs related to their child's and family's health and well-being. Although we will not hold schoolwide events and in-person parent events that would involve a large number of adult visitors, we will offer virtual engagement opportunities and staff consultation to all families of children who attend our programs. Specific family supports include:

- Access to the ICD Parent Portal with private credentials to obtain activity resources, training videos, and important information about our programs and services during the COVID-19 pandemic.
- Phone calls or videoconferencing meetings at parents request for specific questions related to individual students.
- Daily emails to parents regarding their child's progress and needs, as well as answers to specific questions about support, if a parent has consented to email use.
- Phone check-ins for children not attending in-person services who have indicated a wish to do so or have not enrolled in virtual options.
- Learning packets and alternative instruction supports for families at home, including but not limited to goal outlines and activity details for how to support their child at home in the event of a transition to virtual instruction or other closure.
- Webinars scheduled periodically to support parents with expert information on specific topics, including helping their child and family acclimate to the current social and community health conditions.

Communication

ICD has set up several networks of communication with families and community stakeholders including but not limited to email, text alert SMS systems, telephone, and postal mail. All families and county health departments, CPSE/CSE chairs, and ICD staff are given the same information, including this handbook. ICD also maintains a social media presence via Facebook that is used for updates, and we will post pertinent information to our website as well.

Caregivers are welcome to request that the provided information be presented in a language other than English.

In-person, Virtual, and Hybrid Services

All students who attend ICD will be able to access services at the level identified by their family and school district or county as appropriate to their needs. A consent for either in-person services and virtual/electronic services will be required to confirm the family's preference of service modality. Hybrid services will be prioritized on an as-needed basis.

A multi-tiered system of supports utilizing both non-electronic and encrypted electronic platforms is available.

- Non-electronic (non-online) supports
 - ICD will reopen for in-person services with the exception of schoolwide events that will be hosted virtually until further notice.
 - Each parent will be mailed (emailed if consent by parent) various evidence-based resources and supports as well as general activity ideas as designed by ICD staff for typical family service activities that are completed when ICD is open and fully operational.
 - Each child's family that opts out of in-person and virtual services will be supported via other methods of alternative instruction. Each parent in this situation will receive an individualized goal summary for IEP goals that includes instructions and ideas for how to conduct goals at home with encouragement to reach out for materials and information or guidance. Each child's family will also receive a general classroom schedule to reflect the various activities and times that are typically scheduled in the child's regular classroom. Periodic phone calls will also be made to check on progress and obtain information that can be used to assess growth or regression.
 - Periodic phone consults with leadership staff may be requested by a family for assistance at any time.
- Electronic (online) supports
 - Asynchronous
 - An online password-protected portal for training videos and resources will be provided called ICD Parent Portal.
 - Families will be directed to training videos by specialists and other appropriate professionals that cover topics specific to family needs that exist outside ICD systems.
 - Families will be encouraged to reach out to their school districts for access to supports for online, self-paced learning that may be approved and accessible through district means for preschool and school age students.

- Synchronous (video-conferencing) via Zoom
 - ICD Virtual School – All classroom teams (teachers, teaching assistants, teacher aides) will host classroom Zoom “channels” daily to cover the IEP mandate for special education program placement for 5.5 hours per day. Virtual school will be hosted concurrently with in-person services during the school day so that students attending virtually are still part of the regular classroom routines and experiences.
 - Telepractice Related Services - Related services will be delivered via telepractice by licensed or certified providers who typically provide such services in face-to-face arrangements at school in an *individual mandate*. For Early Intervention, this includes special instruction, speech therapy, occupational therapy, and family training. For preschool and school age programs via NYSED, this includes speech therapy, occupational therapy, physical therapy (latter if contracting agency providing PT and/or OT can do so). Family services/parent training will still be available via ICD Virtual School.

At ICD, we pride ourselves on high standards for data collection to objectively evaluate child progress. All students participating in-person or virtually will be assessed as their goals are written per standard operating procedures. There will be no change aside from considering adaptations to the manner in which goals are supported by virtual attendees given caregiver ability and resources. Families of students who are not participating in either in-person or virtual services will receive periodic phone calls to check on alternate instruction supports offered to the family and parent-reported progress or needs of the child.

Attendance

The New York State Education Department requires that student attendance and engagement in learning via in-person, online/virtual, or hybrid models be documented. Protocols that are in place related to chronic absenteeism will continue. ICD has established a system for documenting virtual attendance for ICD Virtual School and electronic session notes continue to be the basis for all Telepractice related services documentation. All in-person student attendance will be documented as is typically done per standard operating procedures.

Technology and Connectivity

In order to better understand family access to technology, including access to high-speed internet, ICD will be circulating a survey to families this summer. This survey will ask if the child who attends ICD has access to a device, if the device is solely for their use or can be devoted for their use if not typically the case, and if the internet connection is sufficient to participate in the range of resources available (i.e., virtual/video conferencing, video file access). Given that our 2020 extended school year summer program has been at greater than 80% capacity for in-person services within our preschool and school age programs, and of those students who are not attending in-person 83% are using virtual services, we believe that family access to virtual supports is relatively high compared to the general community. We plan to summarize the survey data obtained and communicate with placing school districts for individual student needs.

ICD VISITORS POLICIES AND PROCEDURES

Essential Visitors vs. Nonessential visitors

As of 6-15-20, NO nonessential visitors or volunteers will be allowed in the building for the health and safety of the children and staff. Every visitor/volunteer considered “essential” will need to be approved by Drs. Cavalari or Gillis Mattson.

Mandated ICD Daily Visitor Health Questionnaire & Temperature check upon arrival

Parents/legal guardians, *contracted staff, and pre-approved visitors (i.e., outpatient therapy clients) are considered essential visitors and will be required to complete a Mandated ICD Daily Visitor Health Questionnaire (link: <https://forms.gle/CsDBPqXqqZ6FXoqu5>) prior to entering the main building.

* As of 6-15-20, all contracted staff will follow the same guidelines as ICD staff with the exception of using the Mandated ICD Daily Visitor Health Questionnaire as per above rather than the ICD Staff questionnaire.

All essential visitors must also undergo a temperature check using a touchless, infrared thermometer upon arrival to ICD. All visitors will be required to wash their hands/use sanitizer upon entry into the building and to wear a mask/face covering throughout the duration of their time in the building. Reception staff will sign essential visitors in and out. All visitor lanyards will be replaced by single-use visitor stickers and the reception staff will write all essential visitor information into the visitor logs to avoid shared pen use.

If essential visitors show or report symptoms related to COVID-19 or have a fever of 100 degrees or higher based on the temperature check, the visit will be terminated and the identified person will need to leave the building. The visit can be rescheduled by calling 607-777-2829.

ICD CRITICAL RESPONSE POLICY - What happens if someone is sick as of 7/24/20

In accordance with guidelines and recommendations from NYSED and NYSDOH, the following strategies and mandates are in place as of 7/24/2020:

PREVENTATIVE MEASURES:

Increased levels of communication and transparency:

Since 3/3/2020, we continue to update parents/caregivers, ICD staff and school districts concerning our response and plans for maintaining the health and safety of our staff and students from COVID-19. As new information becomes available, we will continue to release letters, memos, and other forms of communication to all necessary parties.

Quarantine:

Based on a memo released by NYSED and NYSDOH on 3/9/2020, if staff/student is returning from a part of a country (including US) that is affected with positive cases of COVID-19, they must enter a 14-day quarantine upon return to home. In addition, NYSDOH, including the local department of health may require staff or students to be in quarantine if they are exposed to or suspected to have been exposed to COVID-19. As of 7/24/20 these guidelines remain the same. Staff and student families are encouraged to periodically check the list of US states under restriction at <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.

Staff/student illness:

Students and staff are encouraged to stay home if they are sick (in accordance with Education Law). This has been conveyed in memos to staff, letters to parents, and announcements at school. All staff and parents of students are notified about updates on ICD's response to the COVID-19 situation. *Documentation of these efforts can be obtained upon request.* Please see additional symptom screening and symptom list in the [ICD COVID-19 Policy & Procedures Handbook](#).

1. If a staff or student is sick, stay home. (This is in accordance with Education Law 906(1))
 - a. COVID-19 is considered a significant threat to public health and has been added to the Public Health Law. This means that the local health department has the authority to exclude a student or staff exposed to or with confirmed cases of COVID-19 from attending school/work.
 - b. Under this law, schools have the authority to exclude students or staff who show symptoms of COVID-19. Note that ICD does not have authority to exclude someone who is asymptomatic.
2. If a staff member feels symptomatic or symptoms are noted by others at work, the staff member will be asked to isolate promptly and to go home as soon as possible. If isolation is necessary while awaiting transportation, we have designated a pre-departure room or staff may wait outside if the weather is appropriate. Either room 127, room 122, or the nurse's office can be used unless another room has been identified as the preferred location. For July-August 2020, please use 127 first. The nurse's office should only be used if absolutely necessary since children who require nursing treatment may need to visit that space rather than receive such care in a classroom environment for

privacy and confidentiality reasons. Travel to the nurse's office should be substantially minimized to reduce possible contact exposure.

- a. Note that the pre-departure room will be disinfected once staff depart (Assistant to the Director or office support staff). Please continue to use a face mask while waiting in the room.
3. If a student feels symptomatic or symptoms are noted by others, the student will be isolated promptly in the pre-departure room with **a designated staff member** until transportation arrives. If the school nurse is available, the nurse will evaluate the student's symptom presentation and recommend referral as necessary; if the nurse is not available, the student's parent must complete follow-up with a medical provider. Face masks continue to be required for staff. Additional PPE (i.e., face shield, disposable gown pending available supplies) will also be available to attendant staff. Face masks should be used, if possible, by child.
 - a. Note that the room will be disinfected once staff depart (Assistant to the Director or office support staff).
4. ***We will not directly test students or staff to identify cases of COVID-19*** The Broome County Department of Health will work closely with ICD to help to identify individuals who might have proximate contact with the infected person. Recommendations for testing locations are provided in earlier sections of this handbook. If required to see a health care provider due to symptom concerns, that health care provider may also specify testing locations to the affected student's family or the staff person. Please stay home if you or your child is sick and seek testing as advised if contacted to do so.

Please note that according to the NYSDOH July 13th guidelines, students who exhibit COVID-19 symptoms can return to the in-person learning environment IF:

- Evaluated by a health care provider AND have a negative COVID-19 test AND have resolution of symptoms.

OR

- Evaluated by a health care provider AND have a positive COVID-19 test but symptoms have resolved and a health care provider has provided a written release from isolation.

Also, per the NYSDOH July 13th guidelines, students may not attend school if they have had a temperature of greater than 100.0°F at any time in the past 14 days, even if a fever-reducing medication was administered and the student no longer has a fever.

Contact Tracing

ICD is prepared to communicate actively and supportively with the Broome County Health Department and NYSDOH for all contact tracing efforts as related to COVID-19 positive identified cases. Critical staff members listed at the beginning of this handbook will be assisting state and county agencies for contact tracing. Confidentiality will be maintained as per federal and state regulations.

We will notify our staff and families via emergency alert systems and email (or phone if necessary) that they should cooperate with all contact tracing efforts by answering the phone if they receive a call from "NYS Contact Tracing" (518-387-9993). Information about the NYS Contact Tracing Program can be found at <https://coronavirus.health.ny.gov/new-york-state-contact-tracing>.

A contact tracer will:

NEVER ask for your Social Security number
NEVER ask for any private financial information

NEVER ask for credit card information
NEVER send you a link without proper authentication procedures

Hygiene and Cleaning:

We will continue to impress upon staff the value and importance of hand hygiene and respiratory etiquette. Hand sanitizing stations, wipes, and bottles will be located throughout the building for both students and staff. To accomplish this, we have purchased an increased amount of hygiene and cleaning supplies and will continue to purchase necessary amounts to help to maintain the health and safety of our staff, students, and visitors.

We have received additional supplies that are usually provided by the university such as paper towels, garbage bags, and hand soap for bathrooms. Our staff are willing to maintain adequate levels of these supplies by replacing paper towels and hand soap and taking out the garbage during the day.

As of 3/3/2020, additional cleaning supplies and antibacterial wipes, including hand sanitizers, have been purchased. Hand sanitizing stations have been moved to strategic locations with instructions for proper use throughout the building.

As of 3/9/2020, all staff and visitors to ICD will be required to wash their hands in the reception area restroom prior to entering the main building. Reception staff will monitor and direct individuals to engage in this important procedure.

As of 3/11/2020, additional daily cleaning by ICD staff will occur for all high contact surfaces. The reception areas where there is the most traffic will be disinfected and cleaned multiple times per day (at least 4). These are measures in addition to the normal, routine daily cleaning in the evening by Physical Facilities.

As of 6/25/20, students will wash hands upon entering their classrooms. Students and staff will wash hands before meals, after meals, after gym/APE, at entry and exit from the SLC, and any other time deemed appropriate including all transitions between locations and if sneezing, coughing, or touching their faces.

Informational flyers and posters on handwashing guidelines have been placed in all bathrooms and throughout other locations in the buildings to serve as reminders to students, staff and visitors. Informational handouts on COVID-19 from the CDC were distributed to all staff on 3/10/20 and sent home with all students on 3/11/20. Additional informational flyers are being sent home with students or mailed if the students are not in attendance during the week of 7/20/20. Copies will be available to all new students enrolling at later dates and staff as well.

REQUIRED CLOSING DUE TO COVID-19 OR OTHER REASON REQUIRING A CLOSURE:

ICD Closures:

ICD will be closed and all activities suspended under the following conditions:

- 1) the Governor closes BU Campus or closes the CUTE school
- 2) the local county department of health (Broome) requires ICD to close
- 3) More than 50% of ICD professional staff call in sick

ICD will follow NYSDOH and NYSED guidelines for closing. ICD will close our building for a mandated 24 hours if a case of COVID-19 is identified. When a student or staff member attended school prior to being confirmed as a COVID-19 case, NYSDOH requires an initial 24-hour building closure. This allows NYSDOH time to investigate to determine who might have come into contact with the individual. Broome County Department of Health will provide a plan to ICD to determine if further closure is required or what other necessary precautions are needed for specific individuals or classrooms (or any future cases of COVID-19).

Upon notice of a required closure, ICD will inform Harpur Dean's office, Research Foundation (Tom Popielarski and Paul Parker), Psychology Department Chair (Matt Johnson/Lisa Savage), Sacha Sigelman-Schwartz and JoAnn Navarro via email. Parents/caregivers of students and staff, transportation staff, and school districts of our students, will be notified via our text and email alert systems or by phone if they have not opted into these systems for any reason. In addition, announcements of the closure will be posted on WBNG school closings notifications, a message will be left on our answering machine and a written notice on our doors to the building. These communications will be updated on a daily basis as new information becomes available to ICD.

Upon a 24-hour building closure, ICD will immediately contact Sacha Sigelman-Schwartz at Physical Facilities at BU to request for a thorough cleaning and disinfection of the building in accordance with NYSDOH guidelines. This will be completed prior to students returning to ICD. No one will return to the ICD building until Broome County DOH provides permission to do so. Once clearance and permission to reopen the building is provided, University Personnel, ICD Families and Students, ICD Staff, School Districts and Transportation will be notified.

Conditions for immediate transition to virtual services

If our program closes due to a positive COVID-19 case, staff and students will report virtually for any period that our building is closed for cleaning and disinfection unless otherwise indicated by the responsible parties identified in earlier sections of this handbook.

If on any given day overall staff absenteeism exceeds 25% for regularly employed direct care (classroom) staff, all parents and transportation providers will be notified that in-person services cannot be held that day and services will be virtual instead. It would be deemed unsafe to allow children to attend if staffing were limited at a rate of 25% absences, as social distancing and other protective protocols would not be feasible. Notification of families and transportation providers will occur before 8:00 AM unless there are extenuating circumstances. All staff will still report to work as usual if there is a transition to virtual school due to general staffing ratio imbalances. **Please note that 50% absences in professional staff still follow full closure*

guidelines as above. Virtual school staffing still requires expertise of certified professional staff. The program operating calendar may be adjusted in the event of a full program closure to accommodate days missed if allocated snow days are already used.

Staff, students and families, transportation providers, and community stakeholders will be contacted by email and/or telephone or text alert periodically during any transitions to virtual services as per above.

HUMAN RESOURCES INFORMATION FOR STAFF

Payroll during closing

As of 3/11/2020, if ICD is forced to close for one of the emergency-related reasons listed in the above section, ICD will use a remaining “snow days,” which are days intended to be used for emergency situations that prevent students and staff from attending school safely. Staff will not be charged for the day unless they have already requested time off and received approval. These are the same attendance policies for snow days. The majority of ICD staff do not accrue vacation time. Thus, if ICD must hold school on days that were designated as “spring break” or a “holiday,” staff may be mandated to report to work for these days. If a full program closure occurs in an Extended School Year session, additional service days beyond the predicted calendar end date for ESY will be added to the calendar unless instructed otherwise by NYSED or the NYS Governor’s Office. This situation will be updated as needed or as required by NYSED or NYSDOH.

As of 7/24/20, staff should refer to the Research Foundation for SUNY COVID-19 Guidance and FAQs website to understand benefits and options during the COVID-19 pandemic (<https://www.rfsuny.org/About-Us/COVID-19/>). These resources clarify options for telecommuting, use of accrued sick leave, and conditions under which Emergency COVID-19 Paid Sick Leave can be accessed for mandatory or precautionary orders of quarantine (i.e., for staff who have not voluntarily traveled to a restricted state listed on the travel advisory website). Staff are encouraged to consult with RF for SUNY Binghamton HR (Tom Popielarski, Director) as to their available options and accurate reporting.

I am sick. How do I report my time and leave?

If you are sick (and you do not have COVID-19), please use sick time. If you are sick due to COVID-19, then please use the appropriate COVID-19 sick code. Documentation from a healthcare provider may be required. Please contact RF's Human Resources office to report this and also with any specific concerns you may have. Remember that HR will maintain your confidentiality and questions about your privacy and confidentiality can be directed to them.

For Exempt staff (professional staff)- You will continue to report using the electronic timecard as always. If you are ill, make sure to select staff illness (if you do not have COVID-19) or if you are sick due to COVID-19, then use the appropriate COVID-19 sick code. If you are not one of these, you will not select anything for the days that you are healthy as in the past. If you are using sick time for part or a whole day, please email icddes@binghamton.edu, so the information will be in our records and we can find coverage if need be.

For Non-Exempt staff (paraprofessional staff)- You will **start** to report using the electronic timecard as initiated by RF HR with our offices effective in July 2020. If you are ill, make sure to select staff illness (if you do not have COVID-19) or if you are sick due to COVID-19, then use the appropriate COVID-19 sick code. If you are not one of these, you will not select anything for the days that you are healthy as in the past. If you are using sick time for part or a whole day, please email icddes@binghamton.edu, so the information will be in our records and we can find coverage if need be.

COVID-19 sick codes

If you have COVID-19 or are exposed to someone diagnosed with COVID-19 and are required to be quarantined per medical personnel, you need to let us know ASAP. We will need to report this to RF so they can respond accordingly. Asymptomatic staff on precautionary quarantine will be able to discuss telecommuting options unless no longer permitted per RF policy.

Return to work

According to the *Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure* released by the New York State Department of Health, specific guidelines must be followed with regard to return to work after illness. The following excerpt from such guidance details necessary action.

Employers and employees should take the following actions related to COVID-19 symptoms or exposure:

- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms.
 - The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine.

If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return

to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.

Per ICD guidelines with regard to the last circumstance, employees MUST do one of the following in order to return to work:

- Provide a doctor's note with their full name and approval to return (required if staff is out for 5 or more workdays per RF policy at time of this revision)
- OR
- Provide a screenshot or PDF of the COVID testing results that shows staff's name, the date of the test, and the result (negative) as an email attachment to the Director of CUTE. If staff have results that only show their first name (often the case with drive through testing results portals), a Zoom with the Director of CUTE may be requested to help the staff accurately navigate the necessary documentation.

All records of results are forwarded to RF HR for documentation of return to work clearance by the Director of CUTE.

Critical employee list in the event of a health or facility emergency during the pandemic (i.e., employees that can be on site in the event of a closure due to necessity of their positions):

Jennifer Gillis Mattson
Rachel Cavalari
Lisa Cooper
Michael Purdy
Michele Gatliff