



COVID-19 Reopening Plan
August 6, 2020

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Introduction

As Summit prepares for the careful and gradual return to normalcy, it is important that we review practices, protocols, and procedures as they relate to trying to limit the potential spread of COVID-19 on our campus. The novelty of this virus necessitates continuous research and evaluation, with information regarding the disease constantly being updated; therefore, Summit's attempt to plan for the safest environment will be ever changing and evolving. Our guiding priority throughout this process will be the health and safety of our students, our staff and their families.

The next couple of months may prove to be among the most challenging in Summit's history. Each of us as members of this close knit community must accept that our tasks will not be easy, and our daily life will not be as it has always been. As a community we all must accept that:

1. We will have to make frequent changes quickly to adapt to new knowledge.
2. We are prioritizing health and safety over comfort and convenience.
3. Customs that are entrenched in our culture might have to be replaced by this new culture that emphasizes a new normal.

This document will serve as a clearinghouse for Summit's response to the pandemic. This document may be modified or revised from time-to-time, as situations warrant. This COVID-19 Reopening Plan:

- Presents policies, procedures, and practices (hereafter referred to as "practices etc." for brevity), that will take precedent when in conflict with any pre-existing practices etc.
- Is not intended to entirely eliminate the risk of COVID-19 spread on campus. There is no way to eliminate the risk of COVID-19 spread on campus, but these practices etc. employ reasonable practices to reduce the chances of a widespread outbreak on campus.
- Is not a final list of all COVID-19 practices etc. Summit reserves the right to amend/add/delete any practices etc at any time. These changes may or may not be made in writing. These practices etc were designed after reviewing NYS Department of Health regulations (DOH), Center of Disease Control (CDC), the NYS Office of Children and Family Services (OCFS), the NYS Department of Education DOE guidance, and other applicable guidelines. Additionally, Summit consulted with parents and staff in creating a reopening plan most appropriate for our population. As new information arises, and new circumstances at Summit require it, we will attempt to modify these practices etc to stay as current and as safe as possible.

As this plan will by no means cover all areas of change required for us to maintain safety amidst the pandemic: *Parents are asked to contact their child's social worker if they are unclear about any practice, etc.*

Communication/Family and Community Engagement

Plan Formation

To help in developing our reopening plan, Summit has sought feedback from administrators, our Medical Director and Health Center nurses, staff members, students, parents and guardians, as well as our licensing agencies: NYS Board of Education (NYS DOE) and the NYS Office of Children and Family Services (OCFS). Engagement efforts included virtual and in-person meetings, correspondence, and, for our parents/guardians and students, through the assigned social worker in one-to-one conversations. Information gleaned from those conversations was entered into an online survey, with data compiled. Input from all sources, coupled with Center for Disease Control (CDC) and NYS Department of Health (NYS DOH) guidelines, helped to form the final reopening plan of action.

Means of Communication

Summit has assigned Dr. Barbara L. Baker, LCSW, the Director of Clinical Services, as our COVID-19 Safety Coordinator. Staff, students and families can reach Barbara at 845-358-7772, ext. 151 or email her at bbaker@summitnyack.com when questions or concerns arise regarding Summit's safety measures or COVID-19 responses. Barbara will oversee the communication of information, practices and procedures surrounding COVID-19 to our Summit community.

When future information occurs that needs to be disseminated among the Summit community, we will continue with previous modes of communication, including:

- K-12 alerts to parents/guardians and staff members
- Personal outreach from social workers to the parents/guardians and students on the assigned caseload
- Mailings to families
- Postings on the Summit website: www.summitnyack.com

Through our use of Language Link, conversations can be held in any of the multiple languages spoken in the homes of our Summit families.

In addition, appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations will be utilized throughout the pandemic.

Health and Safety

The health and safety of our students, our staff and their families are our top priority. We want students and employees to feel comfortable and safe returning to our school campus. To assure health and safety, our reopening plan incorporates recommendation and guidance from the CDC, NYS DOH, NYS DOE and OCFS.

The following protocols and procedures will be in place at Summit for the 2020-21 school year should in-person schooling resume.

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

- Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning/disinfecting protocols.
- Establish a communication plan for employees, visitors, and parents/guardians with a consistent means to provide updated information. This will be accomplished through:
 - K-12 alerts
 - Social worker outreach to parents/guardians and students via phone and video-chat platforms
 - Summit School at Nyack website
 - Email
 - Mailings/correspondence to homes
 - Online training and in-person trainings
- Maintain records of every person, including staff, workers, and visitors on campus; excluding deliveries that are performed with appropriate PPE.
- Immediately notify state and local state and health departments if a student or staff member tests positive for COVID-19 and cooperate with contact tracing efforts, including notification of potential contacts, such as student, staff or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

Density in-Person

In order to ensure that appropriate social distancing can be maintained throughout the school day, and that all other safety precautions can be fully implemented, Summit will be using a hybrid model of in-person and remote instruction. This hybrid model will allow Summit to decrease the number of students in school each day.

Summit will achieve this decreased density pattern by using cohort groups. Students at Summit who are in the residential program will be split into two cohorts. These cohorts will alternate weeks in person and remote. Such that in week 1, Cohort A is in person, Cohort B is remote. In week 2, Cohort A is remote, and Cohort B is in person. This pattern continues in the subsequent weeks.

Students who attend the school program only (Day students) will also be split into 2 cohorts. Cohort A will attend school in person Monday and Tuesday, and attend remotely Wednesday, Thursday, and Friday. Cohort B will attend school in person Thursday and Friday, and will attend remotely Monday, Tuesday, and Wednesday.

Facility Entry/Face Coverings

- Summit School maintains a single point entry to the grounds at its main entrance. All entry to the other buildings on campus will occur through this main entrance with a check-in point at the Security Booth.
- A face covering, must be worn by all individuals, students, staff, and visitors on school property when social distancing cannot be maintained.
 - Proper face covering includes, but is not limited to, a surgical mask, cloth mask, balaclava or bandana and must completely cover the individual's mouth and nose.
 - A plastic face shield alone is not an acceptable face covering.
 - All individuals may choose to utilize their own face covering, however face coverings can and will be provided by the Summit School daily.

Daily Health Screens

Summit will be utilizing a Daily Health Screening Questionnaire to screen staff members, students, visitors and vendors prior to entering campus. Questions included on the questionnaire will be reviewed daily and updated as needed, per state guidelines.

Staff members

Prior to entering Summit and during their work day, staff members must complete the following protocol:

- Staff should complete a self-screening prior to arriving at work, including:
 - Monitoring of temperature.
 - Reflection of the screening questions of the Daily Health Screening.
 - Remaining at home and contacting a supervisor should temperature or screening questions raise an alert.
- Confirmation of the screening results, coupled with an additional temperature check and a visual face mask/covering check, will be done upon the staff member's arrival to campus.
 - Staff will be required to monitor their own temperatures and/or appearance of symptoms throughout the day.

Students

Residential Students:

- Residential students returning to campus will be screened using Daily Health Screening Questionnaire prior to their arrival on campus.
- Confirmation of the screening results, coupled with an additional temperature check and a visual face mask/covering check, will be done upon the returning residential student's arrival on campus.
- Once back on campus, residential students will have temperatures taken with non-contact thermometers in their cottages daily.
- Residential students will be periodically screened using the Daily Health Screening

Day Students:

- Parents will be instructed by their child's social worker to monitor for temperatures and symptoms prior to sending their student on a bus, however students will be screened at arrival for temperatures. If a parent observes signs of illness in their child, they must keep their child home from school and contact Summit's Health Center.
- Day students will have their temperatures taken with a non-contact thermometer daily in the parking lot as soon as they disembark from the bus in the morning.
- Day students will be checked for face masks/coverings. A face mask will be provided if the student fails to have one.
- Residential students will be periodically screened using the Daily Health Screening
- Day students will be signed in and accounted for as without fever/symptoms and able to attend school through attendance roll.

Observing for Symptoms

Staff members are instructed to observe for signs of illness in students and staff, and to send symptomatic people immediately to the health center. The Health Center will provide the protocol and instruct staff prior to the first day of school in September. The protocol will use symptoms of Covid in accordance with CDC recommendations.

Social Distancing

- All individuals on Summit's premises must maintain social distancing and face covering when social distancing cannot be maintained.

- Proper social distancing is defined as a six (6) foot separation between student, staff members and other approved individuals on campus.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings.
- Social distance separation will be using tape or signs that denote six (6) feet of spacing in commonly used and other applicable areas on the site (e.g., health screening area, Health Center, cafeteria).
- In-person gatherings will be limited as much as possible and we will use tele- or video-conferencing whenever possible. Essential in-person gatherings, such as meetings, will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible.

Mask Breaks

Frequent mask breaks will be given to students and staff. Mask breaks may only be given when proper social distancing can be maintained. Wherever possible, mask breaks should be taken outdoors. When mask breaks are given indoors, they must be done so in well ventilated spaces.

Personal Hygiene

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

- Hand hygiene includes:
 - Signage encouraging hand washing and correct techniques;
 - Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method. This can be accomplished by singing or humming the happy birthday song twice;
 - Adequate facilities and supplies for hand washing including soap and water;
 - Use of paper towels or touch-free paper towel dispensers where feasible (hand dryers are not recommended as they can aerolize germs);
 - Use of no-touch/foot pedal trash can where feasible;
 - Extra time in the schedule to encourage frequent hand washing.
- Students and staff should wash hands as follows:
 - After sharing objects or surfaces;

- Before and after snacks and lunch;
 - After using the bathroom;
 - After sneezing, wiping, or blowing nose or coughing into hands;
 - Anytime hands are visibly soiled;
 - When handwashing is not available use a hand sanitizer.
- Hand Sanitizer - At times when hand washing is not available students and staff may use a hand sanitizer. In order for the sanitizer to be effective it must contain a minimum of 60% ethanol or 70% isopropyl alcohol. It should be noted the sanitizers are flammable and students must be monitored and supervised when using these. Using hand sanitizers should include:
 - Signage should be placed near sanitizer dispensers indicating soiled hands should be washed with soap and water;
 - Placement of sanitizer dispensers should be located near entrances and throughout common areas.

Visitors and Vendor Practices

Only essential visitors and necessary vendors, and visiting family members of residential or day students will be allowed on campus. Essential visitors and necessary vendors to facilities and parent/guardian visitors will be required to wear face coverings and will have restricted access to our school buildings.

Visitors

All visitors check in at the Security Booth upon arrival to campus. An in-person screening will be performed at the Security Booth in the parking lot to assure no visitor enters campus without being screened.

- Visitors must show identification.
- Visitors must receive and wear a Visitor Badge.
- Visitors must be screened by the Security Booth personnel.
 - Visitors will be administered the Daily Health Screening questionnaire.
 - Visitors will have temperature taken.
 - Visitors must be wearing face masks/coverings.
 - Only after visitors have been cleared through the medical screening and seen to be wearing proper face coverings, will access to the campus be granted.
- The Security Booth will maintain a list of visitors granted access to campus.
- All visitors must be wearing proper face covering prior to entering any building and it must be worn at all times when a six (6) foot social distance cannot be maintained.

- No visitor should enter a building unless necessary. All meetings should be held outside or via virtual meetings when possible.
- Should a visitor become ill while on campus, they must alert a staff member to report the issue and then immediately seek medical attention off campus.
- If the Security Booth is ever unmanned, the supervisors will take over the responsibilities of screening and documenting visitors.

Vendors

All vendors check in at the Security Booth upon arrival to campus. An in-person screening will be performed at the Security Booth in the parking lot to assure no visitor enters campus without being screened.

- Vendors must show identification.
- Vendors must receive and wear a Visitor Badge.
- Vendors must be screened by the Security Booth personnel.
 - Vendors will be administered the Daily Health Screening questionnaire.
 - Vendors will have temperature taken.
 - Vendors must be wearing face masks/coverings.
 - Vendors must state their destination within campus for contact tracing.
 - Only after vendors have been cleared through the medical screening and seen to be wearing proper face coverings, will access to the campus be granted.
- The Security Booth will maintain a list of vendors granted access to campus.
- All vendors must be wearing proper face covering prior to entering any building and it must be worn at all times when a six (6) foot social distance cannot be maintained.
- No vendor should enter a building unless necessary for completion of their job. All meetings should be held outside or via Zoom when possible.
- Should a vendor become ill while on campus, they must alert a staff member to report the issue and then immediately seek medical attention off campus.
- If the Security Booth is ever unmanned, the supervisors will take over the responsibilities of screening and documenting vendors.

Training

- Summit will train all employees on new protocols and frequently communicate safety guidelines.

- Training will be conducted either remotely or in person by administration, supervisors or human resources.
- Social distancing and face coverings will be required for all participants if training is conducted in person.
- Training material is designed to be easy to understand and available in the appropriate language and literacy level for all workers.
- Summit will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
 - Training will be conducted either remotely or in person by teachers, social workers or other appointed staff members.
 - Additional training will be provided in:
 - Prevention of disease spreads by staying home when they are sick.
 - Proper respiratory etiquette, including covering coughs and sneezes.
 - Avoiding the use of communal objects. If communal objects must be used, provide information on proper disinfection procedures between use. Examples of communal objects include, but are not limited to, other workers' phones, desks, offices, computers or other devices, other work tools and equipment.
 - Risk factors and protective behaviors (i.e., cough etiquette and care of PPE).

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

Training for Screeners

Summit will identify individuals who will be a trained screener. Screeners will wear appropriate employer-provided PPE, including at a minimum, a face covering, temperature screenings and social distancing. If social distancing or barrier/partition controls cannot be implemented during screening, PPE should be used when within six (6) feet of a student.

Signs and Messages

Signs will be posted in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face cover).

When Students Eat in Classrooms

- Train teachers on food allergies, including symptoms of allergic reactions to food.
- Train all non-food service staff on any meal service-related activities they will be responsible for.

Space Design and Capacities

General Office Area

- Where applicable all offices and small spaces will be limited to one (1) individual at a time.
- In a multiple occupancy office, occupants must maintain at least 6ft of separation between individuals.
- Face coverings should be worn in these multiple use office settings.
- Additional breaks may be allotted to allow individuals time to leave the space to remove their masks. Specific determination of these conditions will be determined by the individual's program supervisor.

Conference Rooms

- Will limit in-person meetings (refer to NYS guidance), if virtual meetings are not feasible.
- If meetings are to occur in person, they will be conducted in a quick manner.
- Social distancing among participants will be required.
- Lingering and socializing before and after meetings should be discouraged.

Break Rooms and Lunch Rooms

- Breakroom use is discontinued if a minimum of 6 ft. separation cannot be maintained when consuming food or drink.
- Staff are advised to take their lunch and breaks in their private offices or classrooms; in their vehicles or outside at the picnic table throughout the campus.

Copier Rooms/Areas

- Congregating in copier rooms/areas is discouraged.
- Cleaning supplies will be provided at copier stations.
- Staff are encouraged to wipe down touch surfaces post and prior use.

Elevator

- Used only when the rider cannot physically maneuver the stairs.
- One person in the elevator at a time.
- Personnel must wear acceptable face coverings when in common use areas.
- The elevator will be frequently disinfected.

Restrooms

- Supervisors will limit the number of students using multi-stalled bathrooms.
- Signage will be posted concerning occupancy and best hygiene practices.

Hallways/Stairwells

- Where feasible hallway traffic may be limited to single flow direction.
- Where single flow is not applicable, bi-direction traffic will be permitted.
- All individuals must also allow for adequate space between when traveling in the same direction.

Health Center

- All students and staff are required to wear appropriate face coverings inside the Health Center.
 - N95 Respirator use for nurses should be limited to situations of suspected COVID-19
 - Nurses must receive proper training and fitment of N95 Respirators prior to use.

- Where applicable, nurse stations have been reconfigured to:
 - Maintain social distancing of no less than 6ft.
 - Summit has created “sick” and “well” zones.
 - Students that receive daily medication should be treated separately from students presenting with symptoms of illness.
 - Nebulizer treatments should be conducted in a separate isolated space with adequate fresh air circulation.
 - Physical separation will be achieved by utilizing:
 - Individual exam rooms
 - Retractable dividing curtain walls.

- Isolation Rooms
 - Individuals presenting with symptoms representative of COVID-19 should be immediately isolated to reduce risk of transmission.
 - A separate room will be utilized where applicable.
 - *Reference the Isolation Rooms section for additional information*

Isolation Rooms

- Where applicable, separate, independent room/s with a door in close proximity to the exterior will be utilized for quarantining individuals who present with symptoms representative of COVID-19.

Computer Lab

- The use of shared space and equipment use will be limited where feasible.
- Blocks of computers will be sectioned off to ensure social distancing is maintained.
- Cleaning and disinfection of computer labs and keyboard will be frequent.
- Keyboards should be wiped and disinfected before and after each use.
- Students should be instructed to wash hands prior to and after touching the keyboards along with other frequently touched surfaces.

Ventilation

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

- Spaces where fresh air is limited due to original building systems, fresh air will be introduced through open windows and doors.
- More frequent maintenance and inspection of the systems if necessary will occur to mitigate extra strain on systems.
- Filter replacement schedules will be more frequent.

Cleaning and Disinfection

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

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

- Bathrooms
- Cardio/weight training room
- Health Center, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/Kitchens
- Computer labs
- Science labs
- Creative Arts building
- Classrooms
- Inclusion Room
- Maintenance offices and work areas
- Vans and other school vehicles
- Gymnasium
- Outdoor seating areas (plastic or metal)
- Resident bedrooms

- Cottage common areas

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home. Summit will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

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

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

For more information about how cleaning and disinfection information will be communicated to students, families and staff members, visit the *Communication section* of our reopening plan.

Disinfectants must be products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and be appropriate for the surface.

Suspect or Confirmed COVID-19 Cases

- *Emergency Response* - Students and staff with symptoms of illness must be sent to the Health Center. Our Health Center nurses (all Registered Nurses RNs) or medical director are available to assess individuals with chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19, but are neither contagious nor pose a public health threat. Proper PPE will be required anytime a nurse may be in contact with a potential COVID-19 patient.
- *Isolation* - Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising

adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may also be in this isolation room if they can be separated by at least 6 feet. If they cannot be isolated in a separate room from others, facemasks (e.g., cloth or surgical mask) will be provided to the student if the ill person can tolerate wearing it and does not have difficulty breathing, to prevent the possible transmission of the virus to others while waiting for transportation home. Students should be escorted from the isolation area to the parent/guardian. The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center;

- Cleaning and disinfecting of exposed areas that the student suspected of having COVID-19 was in will be completed in adherence to cleaning and disinfection guidance set forth by the DOH and CDC.

- *Notification* - NYS DOH and local health departments will be notified immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff and visitors.

Contact Tracing

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

To ensure Summit and its employees comply with contact tracing and disinfection requirements, Summit will do the following:

- Have a plan for cleaning, disinfection, and notifying Public Health, in the event of a positive case. In the case of an employee testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting our building or facility if someone is sick. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Waiting as long as possible, clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and copier machines.

- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.

Return to School after Illness

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

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

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

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

Accommodations

The CDC issued guidance that details how some individuals are at higher risk for complications if they contract Covid-19 based on pre existing conditions and other factors. Summit has reached out to all parents/guardians and all staff members detailing what the CDC has listed as risk factors. Summit's guidance indicates that if someone in our community is at increased risk

of complications they should first contact their health provider for counsel. In the case of students, we have asked that parents contact their child's social worker to discuss necessary accommodations. Staff members were instructed to reach out to their supervisors to discuss necessary accommodations.

Closure Considerations

When a person has been identified (confirmed) or suspected to be COVID-19 positive; the process for Summit will include:

- Having school administrators collaborate and coordinate with local health officials to make school closure and large event cancellation decisions.
- Establishing a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the local DOH.
- Developing a plan for continuity of education, psychiatric and related services and re-establish remote platforms when needed for service delivery.
- Implement as needed short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
 - Closing off areas used by ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area. If possible, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible. Do not use the area(s) until cleaning and disinfection has taken place.
 - Opening outside doors and windows to increase air circulation in the area.
 - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.
 - Communicating as soon as possible with staff, parents, and students.
- Using DOH guidance/procedures for when someone tests positive.
 - In consultation with the local DOH, Summit may consider whether school closure is warranted and determine period of time (prior to re-opening) based on the risk level within the specific community, as advised by the local DOH.
 - In accordance with guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff quarantine.
 - Additional close contacts at school outside of a classroom should also quarantine at home.

- Closing of schools could be a regional decision.
 - 7 metrics - NYS Dashboard
 - Schools will reopen if a region is in Phase IV and the daily infection rate remains below 5% using a 14-day average
 - Schools will close if the regional infection rate is greater than 9% using a 7-day average after August 1, 2020
- Thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response).

PPE Supplies

Summit has obtained adequate supplies of face coverings for staff and students, and has obtained appropriate PPE for Health Center Staff. As the school year develops, the health center and maintenance department will evaluate the “burn rate” to establish what needs to be purchased to maintain adequate supplies through the entire school year.

Emergency Response Protocols & Drills

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

Emergency Response Protocols

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

Shelter-In-Place

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

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

Hold-In-Place

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

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

Evacuate

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

- Identify areas outside of the building in advance that will allow 6 feet of separation of students and staff. Verify that students and staff will not impede emergency responders.
- In effort to get all staff and students out of the building as quickly and efficiently as possible, face coverings should be worn at all times.
- Plan to have extra face coverings on hand in the event that a person does not have one.
- Identify, in advance, who will be holding the door to get out of the building, therefore reducing the amount of people touching the door hardware when leaving the building. Personnel that will be conducting this task may be assigned to holding the door for one or more classrooms or until confirmation that everyone has vacated the building.
- As written in the established protocols, bring all necessary items needed and consider adding the following items: extra face coverings, in the event a face covering becomes unusable and hand sanitizer

- If no extra face coverings are available, instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

Lockout

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

Lockdown

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

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

Child Nutrition

School meals will continue to be available to students attending school in-person. Social workers will assist those students who are distance learning in obtaining meals within their own home school districts.

Meals Onsite

Summit will follow SFA policies when communicating about school meal services, eligibility, options and changes in operations. All meals provided during the public health emergency will be available at no cost to all children. All communications will be provided through a variety of communication methods. Summit has identified Dr. Barbara Baker as the contact person to receive and respond to communications from families. School meals will continue to be available to all students, including those attending school in-person, while children learning remotely should contact their home school district for details on getting meals from the local school.

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

Summit will ensure social distancing between individuals while eating in the school dining hall. If not feasible, meals will be served in alternate areas, such as classrooms or tented spaces outside (weather permitting). When possible, staff with offices will be requested to eat in the office. In addition, there will be staggered meal periods for the different cohorts of students to ensure social distancing, with proper cleaning and disinfection between cohorts.

As many students will be eating in classrooms, teachers will be provided with a current food allergy list. Students appearing to have any food allergy symptoms will be immediately referred to the Health Center.

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

Transportation

Summit will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and school staff must wear acceptable face coverings at all times when in Summit vehicles or vehicles contracted for Summit use (e.g., entering, exiting, and seated) and should maintain appropriate social distancing to the extent practicable.

All day students at Summit are provided transportation by their home school district. All Summit students must adhere to their district's transportation policies.

It is Summit's intention to limit transportation in Summit vehicles. To reduce the need for multiple students in a vehicle, parents/guardians are strongly encouraged to pick up or drop off their child when feasible. All Summit vehicles that are used will be cleaned/disinfected following each use.

Vehicle protocols for a reported case of Covid -19 on a District School Bus

When Summit is notified of a reported case of COVID-19, a plan will be implemented to contact parents of students on that bus. Summit's local DOH will be contacted for further guidance.

Density Reduction, Social Distancing, Summit Vehicle Capacity

- CDC guidelines suggest creating distance between students in vehicles when possible.
- Seat one child per row, skip rows.
- As a density reduction strategy, another consideration is to seat one student per row, all students wearing masks. (*Source: National council on school facilities and cooperative strategies*).
- Allow siblings or those that live in the same household to sit together
- Place floor decals or tape to indicate where students should sit.
- Do not seat students directly behind the driver
- Provide hand sanitizer of at least 60% ethanol or 70% isopropyl alcohol to apply PRIOR to entering vehicle. Provide additional adult supervision (staff members) on vehicles when feasible to manage social distancing
- Students shall wear face masks while in transit when social distancing is not possible

Social Emotional Well-Being

In planning for our re-entry in September, Summit has formed task force teams to examine the guidance provided by the Department of Health and NYSED for our re-entry in the Fall. Our work is grounded in our beliefs the most equitable opportunities for educational success relies upon the comprehensive support for students and families provided in our schools with our professionals and the systems of support we have built. These supports include academics, as well as the social and emotional well-being of our students. We are committed to prioritizing

social emotional well-being, not at the expense of academics, but in order to create the mental, social and emotional space to access rigorous academic content with confidence. With our team of mental health professionals and special education teachers, Summit is well equipped to support our students who may be going through increased anxiety, disruption, uncertainty, and fear. Our teaching plan includes considerations for teams to rapidly transition between face-to-face and continuous remote learning, which may be required based on the pandemic.

Research shows the importance of mental and emotional well-being for students and staff, which has both psychological and ultimately academic outcomes. We know, after this prolonged closure, many of our students and staff will require social-emotional supports to help them re-engage and re-enter work and school. As a community, our commitment is to create emotionally and physically safe, supportive and engaging learning environments promoting all students' social and emotional well-being and development. The pandemic has elevated the role of leaders in creating conditions helping students practice empathy, create social bonds across distance and adapt to new learning experiences. Counseling, school based health programs, and wrap around supports will play an extremely important role in the adjustment period when buildings reopen and access to school counselors and school-based health programs will be invaluable supports to our students. Before school resumes, school administrators, teachers and mental health practitioners (social workers, school psychologists and our residential students' psychiatrists) should meet to create an asset map of already existing foundational assets within Summit and community-based organizations, and build upon them. In addition, it will be critical to determine students who might be at risk for needing increased mental health supports. Social workers and administrators will be equipped with tools and information needed to see each child through a social emotional lens. We remain committed to supporting all students and maintain our whole child commitment as well as equipping all staff to connect, heal, and build capacity to support our students.

Transitions are important every year, and they will be even more important this fall returning from continuous remote learning to in-person instruction hybrid approach. Summit will support the transition in a culturally responsive manner and engage students, families, and our community in the process of identifying needs and supports. Transitions take many forms and include returning to school in the fall, adjusting to changing learning approaches based on the COVID-19 infection rate, or dealing with the varying emotional needs as a result of the health pandemic.

The following considerations guided our planning:

Emotional reactions to coming out of quarantine may include:

- Mixed emotions, including relief after quarantine.
- Fear and worry about your own health and the health of your loved ones.

- Stress from the experience of monitoring yourself or being monitored by others for signs and symptoms of COVID-19.
- Sadness, anger, or frustration because friends or loved ones have unfounded fears of contracting the disease from contact with you, even though you have been determined not to be contagious.
- Guilt about not being able to perform normal work or parenting duties during quarantine.
- Other emotional or mental health changes.

Addressing Social-Emotional Health

- Sustain a culture that supports and emphasizes mental health services available for faculty, staff, students and families.
- Explore the use of Restorative Practices (use of healing/restorative circles for both staff and students).

Professional Development Opportunities

- Summit will provide staff with professional development opportunities that
- Educate staff on how to talk with and support students during and after the ongoing Covid-19 public health emergency
- Provide supports for developing coping and resilience skills for students and staff
- Educate staff, parents, and students on symptoms of mental health needs and how to obtain assistance
- Promote social emotional learning competency and build resilience
- Help ensure a positive, safe school environment
- Teach and reinforce positive behaviors and decision-making
- Encourage good physical health
- Help ensure access to school-based mental health supports; facilitate the expansion of school based mental health supports

School Schedules

As detailed earlier in this document, Summit will be staggering the school schedules of all students in a hybrid learning system, such that approximately half of the students are receiving virtual instruction on any given day, and half of the students are receiving in-person instruction. In this manner, Summit will be able to:

- Create classroom clusters that allow for maintenance of appropriate social distances in classrooms, in common areas, and in dining facilities.
- Provide PPE and masks to staff and students.

- In addition, provide continued distance-learning fulltime families that believe that option is the safer or more practical choice for their child.

Attendance, Attendance Reporting and Chronic Absenteeism

Attendance and Attendance Reporting

Summit will take daily attendance whether school opens in September in-person, hybrid, or remote. Attendance policies and procedures will be communicated with families and students prior to the start of the school year or if the instructional model changes during the year. Communication will take the form K-12 alerts, social worker outreach, emails, mailings and posting on Summit's website. Teachers will record daily attendance in our student management system based on the required daily scheduled student contact and engagement. Daily reports will be generated to identify students who are absent and/or chronically absent. Contact with the families will be made by social workers weekly to determine reasons for absence and needs or barriers the student may have to participate in daily lessons.

Chronic Absenteeism

While there is no one-size-fits all approach to addressing chronic absenteeism, Summit is committed to providing interventions to prevent and address health-related and mental health chronic absenteeism. We recognize that many factors will influence student attendance, and may be greatly impacted by the instructional models provided; in-person, hybrid, and remote.

Summit addresses chronic absenteeism as follows.

- Nurture a culture of attendance
 - Communicate clearly to families and students what the attendance policy is and expectations for participating based on the model of instruction.
 - Explain the importance of attendance to the entire school community.
 - Track daily attendance, tardies, and student engagement in one central, secure location with a tool that helps you can quickly see how these data points impact student behavior.
- Early Identification and Intervention.

- Regularly monitor attendance data and communicate with parents about issues as they arise.
- Use data to identify which students are at risk, so we can intervene before isolated absences become chronic absenteeism.
- Establish intervention plans; parent communication, planning meetings, counseling, instructional modifications, engage community partners, etc.
- Create a more positive school culture and a focus on engaging instruction
 - Evaluate and address the student’s engagement in learning.
 - Provide teachers and school leaders with multiple levels of support to help students stay more engaged and act positively.
 - Help students achieve positive social and emotional character development, while reinforcing the behaviors that make up your ideal school culture.
 - Use goal-based incentives and rewards to motivate attendance and positive student behaviors where age appropriate.

Technology and Connectivity

Access to technology is essential for the successful roll-out of this plan. Summit has been committed to ongoing planning and implementation of technologies to ensure equitable access for staff and students. We have initiated plans that are mindful of student home access to reliable internet and computers.

Early on, Summit gathered data and asked teachers and families to identify their level of access to devices and high-speed broadband from their residence. Responses revealed that access is quite varied within the Summit community, with some students enjoying full access, and others demonstrating substantial need. We will continue to assess the ongoing needs of our families for technology and connectivity (survey, interviews, school outreach, etc.) In the event, students and/or teachers do not have access, Summit will take the necessary steps to meet their needs where plausible.

- Conduct and/or maintain an inventory of equipment and other assets.
- Identify which students, families, and staff have Summit assets in their possession.
- Procure, manage and/or maintain hardware, software, licenses, learning management systems, etc. to support and improve virtual instruction and student engagement.

- Identify professional learning needs for teachers and continue to support their development of skills and pedagogy in a virtual learning environment.
- Arrange a “Helpdesk” system for parents/students/teachers to report technical issues that might be experienced during remote learning. Communicate protocols to these stakeholders to inform them in advance of how to gain assistance in such cases.

Summit will provide all students with access to learning materials and resources in multiple formats, wherever possible. Further, we will support teachers through professional development and coaching on pedagogical methods that enable students to participate in multiple ways, so that they can demonstrate mastery of Learning Standards in remote or blended models through the use of both synchronous (i.e. Google Meet or other web conferencing tool) and asynchronous technologies (i.e. Google Classroom or other LMS). In the event students do not have sufficient access to devices and/or high-speed Internet, Summit will provide the students with alternate methods to access materials and instruction, i.e. pick up materials at school, mail materials to students’ homes, etc. Summit will also schedule opportunities to connect with families to educate them on how to use the technologies and connect to the instructional activities.

Teaching and Learning

In an effort to assure high-quality teaching and learning, a continuity of learning plan has been developed for the 2020-21 school year. This plan considers and plans for teaching and learning in-person, remotely, and through hybrid models of instruction. Our plan assures that instruction is aligned with the New York State Learning Standards and assures equity, as well as quality, for all learners.

Equity is at the heart of all school instructional decisions. All instruction in our district will be designed so that, whether it is delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear, comprehensive, and accessible learning opportunities for all students. Such opportunities will be aligned with state standards. Our teaching and instructional plan outlines routine, scheduled times for students to interact and seek feedback and support from their teachers. Our plan is centered on instruction and academic programming that includes regular and substantive interaction with an appropriately certified teacher, regardless of the delivery method (e.g., in person, remote or hybrid). Our teaching and learning plan includes a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This

information will be accessible to all, available in multiple languages, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone) in an effort to assure learning for all.

The school calendar typically includes one or more staff-only days before students arrive at school. Acknowledging the challenges that our teachers and staff have faced this spring delivering remote instruction under stressful circumstances, Summit will focus these in-service days on providing support to staff in the areas of social-emotional health and technology integration.

As we enter the new school year, teachers will be encouraged to spend time building relationships, supporting students with the transition back to in-person school days, and teaching social distancing etiquette at developmentally appropriate levels.

Assessing student learning gaps or areas of need will be critical. Formative assessment before a unit of instruction to assess student understanding of pre-requisite skills will be common practice.

Acknowledging that the typical content in a given grade level or course may need to be adjusted, content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students' success in future study.

Remote/Hybrid Instruction

Given the possibility that communities may experience spikes in COVID-19 cases at any point during the school year, which may prompt short or long-term school closures, Summit has developed a hybrid/blended learning model and schedule that can continue as is in a fully remote environment.

Instruction will not only focus on “core” subject areas to the exclusion of elective courses. Consideration has been given to prioritizing hands-on and lab-based activities while students are onsite in school buildings. All instruction will continue to be aligned to the New York State Learning Standards.

As noted previously, student schedules will remain the same, whether instruction is in-person or remote, so that students do not encounter conflicts wherein synchronous lessons for different subjects are offered simultaneously.

To ensure high-quality remote learning experiences, we will standardize the use of a single online learning platform, Google Classroom, to the extent possible, and develop a common, coordinated set of guidelines for teachers to follow when using the platform with students.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content. We will use a five-scale grading rubric based on levels of competency/mastery and involvement/assessment, which can then be aligned to numeric bands (for GPA purposes).

Extracurricular Activities

Summit may offer after-school activities for non-resident students. If Summit is able to offer after school activities to non-resident students, off-campus activities will be restricted. Students will have the opportunity to pursue various interests and social experiences that are paramount to their overall social and emotional development. The cohort system in place will allow for minimizing the number of overall student contact for those participating in the activities, with the expectation of social distancing remaining in place during activity time. In the event that the activity itself creates a situation in which social distancing cannot be maintained, face coverings must be worn by all students and staff participating.

Special Education

Summit's reopening plan provides a framework to ensure that all students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living in the least restrictive environment (LRE). In consideration of the health, safety, and well-being of students, families, and staff, our plan is designed to enable transitioning between in-person, remote, and hybrid learning environments to ensure the provision of FAPE consistent with the changing health and safety conditions that exist.

Special education programs and services, such as Summit, provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum with access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students. While not all formats allow for maximum benefit to students, these programs and services can be provided in all formats (live-person, hybrid, or remote).

Summit will document the programs and services offered and provided to students with disabilities, as well as the communications with parents, in their preferred language and mode of communication through the Language Link services (eg. Related Services Log). We will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of our students.

Summit is committed to providing meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA. Further, we will maintain regular communication with the parents/guardians and other family members to ensure that they are engaged in their children's education during the reopening process. Parent engagement regarding provision of services will be in the parent's preferred language or mode of communication.

Summit will plan and support collaboration between the committees on special education (CSE) of the districts we serve, special education teachers, and related service providers to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

Summit will maintain records to document the implementation of each IEP.

Staffing

Certification, Incidental Teaching and Substitute Teaching

All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or education law.

Student Teachers

Student teachers from NYSED registered college or university programs can serve under the supervision of fully certified teachers at the Summit School. Student teachers will follow all of the social distancing, mask wearing, health status reporting, and other COVID-19 procedures that all staff follow. Student teachers will serve under the supervision of our full-time certified teachers only. At no time will a student teacher be used as a teacher of record