



SUMMIT ACADEMY
RETURN TO SCHOOL PLAN
FALL 2020



July 31, 2020

150 STAHL ROAD, GETZVILLE, NY 14068

Summit Academy Return to School Plan – Fall 2020

Introduction

Summit has developed this document in response to the profound changes that have been thrust upon our educational systems in response to the COVID-19 global pandemic. Due to a rapid escalation of cases in New York State, Governor Cuomo issued an Executive order to close schools for two weeks on March 16, 2020. Additional executive orders extended this closure period throughout the school year, with students and teachers having to quickly adapt to remote learning. This has been a difficult transition for all involved.

Although we still face many unknowns, efforts are being made to return students to school in the Fall of 2020. The purpose of this plan is to guide this return process in a manner that meets the needs of students and families, while also maximizing the health and safety of all.

The New York State Department of Health issued a guidance document for in-person instruction on July 13, 2020. The New York State Education Department held multiple regional task force meetings and forums to inform their guidance document “Recovering, Rebuilding and Renewing: The Spirit of New York’s Schools,” which was released on July 17, 2020. These documents can be found on the websites of the respective departments.

Summit’s plan has been written to incorporate the directives in each of the above guidance documents, while also considering the unique needs of the Summit Academy’s student population. This plan will be updated as new guidance is provided. In early August, Governor Cuomo is expected to announce if schools will be allowed to open for the Fall term. If Summit is allowed to open, this plan will take effect on September 9, 2020.

Applicability

This plan applies to all classroom-based programs in Summit Academy including:

- Preschool and school-age classrooms at Summit Central, including preschool classrooms integrated with Discovery Kids (DK) Learning Center located at:

150 Stahl Road, Getzville, NY

- School-age classrooms at Creekside, located at:

165 Creekside Drive, Amherst, NY

Important Contact Information for Each School

Summit Central:

Title	Name	Phone	E-mail
Principal	Dr. Susan Whittaker	716-629-3477	swhittaker@thesummitcenter.org
Unit Director – School Age	Carol Shaw	716-629-3476	cshaw@thesummitcenter.org
Unit Director – School Age	Marina Olden	716-629-3429	moldin@thesummitcenter.org
Unit Director – Preschool	Mary Belile	716-629-3472	mbelile@thesummitcenter.org
Senior Curriculum and Instruction Coordinator	Mary Bennett	716-629-3455	mbennett@thesummitcenter.org
School Nurse	Mary Kay Izzo	716-629-3460	mizzo@thesummitcenter.org
School Nurse	Catherine Evans	716-629-3460	cevans@thesummitcenter.org

Creekside:

Title	Name	Phone	E-mail
Principal	Dr. Susan Whittaker	716-629-3477	swhittaker@thesummitcenter.org
Unit Director	Darlene Firkins	716-810-7770	dfirkins@thesummitcenter.org
Senior Curriculum and Instruction Coordinator	Mary Bennett	716-629-3455	mbennett@thesummitcenter.org
School Nurse	Michelle Riggs	716-810-7705	mriggs@thesummitcenter.org

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A. Guiding Principles:

As Summit Academy welcomes staff and students for the 2020-21 school year during the COVID-19 global pandemic, we are guided by the following principles:

- We will continue to prioritize the health and safety of our staff and students.
- We will offer a phased re-entry approach for in-person instruction for all students with the flexibility of moving to remote instruction as needed throughout the school year due to the spread of COVID-19.
- We will continue to provide a quality, evidence-based education for our students both in-person and through remote instruction.
- We will closely monitor any cases of COVID-19 in our staff and students as well as our Region. As per NYS guidelines, if the Regional Rate reaches 9% or higher, we will move from in-person to remote instruction.
- We will act in accordance with all guidance provided by the New York State Department of Education and New York State Department of Health.
- We will continue to view families and school districts as our partners and work with them as needed to safeguard the social-emotional well-being and address the behavioral challenges of our students when they are not in school.

B. Communication/Family and Community Engagement

1. STAKEHOLDER INVOLVEMENT IN PLAN DEVELOPMENT

Multiple stakeholders were involved in the development and review of Summit Academy's Return to School plan. These stakeholders included:

- School Administrators – including the Principal and Assistant Principals
- The Summit Academy Planning Team – including all Clinical, Curriculum and Educational Coordinators
- Summit's external Medical Director and internal nursing team
- Summit's Emergency Planning Team – including representatives of our Facilities, Corporate Compliance, Communications, Human Resources and Administrative Services departments
- Summit's Executive Team
- Summit's Board of Directors
- Summit Academy Staff – Teacher Mentors were selected to review
- Summit Academy Parents – Parent Working Group members were selected to review
- A sub-committee of the DDAWNY group – this group is made up of local 4410 and 853 special education providers, similar to Summit Academy.

2. COMMUNICATION AND FEEDBACK

Summit Academy is using multiple channels to communicate with families, staff and visitors to provide relevant information about this plan. Communication channels include:

- School Messenger – an application used to communicate with families and staff by text, phone and email.
- Written communication – e-mails, memos, protocols and letters will continue to be sent to families and staff as needed. Families of all students will receive a COVID-19 information packet prior to the start of school. Written materials will be translated into the family’s primary language if necessary.
- Video communication – Summit is producing regular videos/webinars to provide information and updates for staff members. These will be produced for families as well, beginning in August.
- Signage – Summit has placed signs throughout the building to instruct and remind staff and students of new requirements and protocols related to COVID-19.
- Website - Summit will post this return to work plan on its public website. In addition, there will be periodic posting of other relevant requirements for parents/guardians on the website and for staff on our intranet site.
- Social Media – Summit has Facebook, Twitter, and Instagram social media accounts, and will use these platforms to post relevant information in real-time.
- Summit will maintain an electronic mailbox for parents/guardians to ask questions or provide feedback. This mailbox will be monitored by staff in the Communications Department and can be accessed at parents@thesummitcenter.org.

3. TRAINING

Summit will teach staff and students to follow new COVID-19 protocols safely and correctly including, but not limited to, hand hygiene, proper use of face coverings, social distancing, and respiratory hygiene. Summit’s Curriculum Coordinators have added lesson plans in each of these areas for all students. Additionally, teachers are working with families at home over the summer to ensure parents/guardians are aware of the protocols and are practicing them with the students in their homes.

C. Health and Safety

1. REOPENING/CLOSING DECISIONS

Summit will follow the guidance of the New York State Governor and the local Departments of Health to determine if in-person instruction is allowed to resume in the fall, and whether or not a return to full virtual learning may be necessary at some point during the school year. These decisions will impact all local schools, will be outside of Summit's control, and will be dependent upon:

- The current NYS Reopening Phase
- The local COVID-19 infection rate
- The capacity of local hospitals

Additionally, Summit may need to make individual decisions about reopening and closing in conjunction with the local Department of Health in cases where:

- A cluster of COVID-19 cases is identified at Summit Academy
- The school buildings need to be closed for enhanced cleaning and disinfection
- The school is unable to obtain an adequate supply of required PPE
- The school does not have enough healthy staff available to maintain basic classroom ratios and safety for students.

2. HEALTH SCREENINGS

- Summit will require all employees to complete a health screening form and take their temperature prior to coming to work each day. Summit Academy staff who fail the health screen will not enter the building and instead will call the school nurse and their supervisor.
- A wellness station has been set up at each primary building entrance to allow for visitors (and staff who forgot to do so at home) to self-screen. Detailed screening instructions are posted at each station.
- Parents/guardians will receive the daily screening questions prior to September and will be told to screen their child before sending them to school each day. Parents/guardians will receive periodic reminders to complete the screening via School Messenger.
- Students will have their temperatures taken by classroom staff prior to entering their classrooms each day, and again at lunchtime.

For specific details see **Appendix A: Health Screening Protocol**

3. CARE AND MANAGEMENT OF SYMPTOMATIC STAFF AND STUDENTS

- Summit Academy's nursing team will train staff to watch for signs of illness in students and in other staff.
- Summit will designate an isolation room in each building that is separate from the nurses' office that is only used to isolate symptomatic students and staff until they can be assessed by the nurse and sent home if needed.
- Staff assessing symptomatic individuals, and those supervising symptomatic students, will be required to wear a higher level of PPE than would be normally required in the classroom.
- Staff and students who are suspected to have COVID-19 will be sent home with instructions to follow-up with their healthcare provider, along with instructions on when they may return to school.
- If a possible case of COVID-19 is identified, the nurse will contact Summit's designated COVID-19 School Resource Person who will contact the Department of Health and begin contact tracing.
- Summit's School Resource Person is Sue Keenan, Director of Human Resources

For specific details see **Appendix B: Assessment of COVID-19 Symptoms Protocol**

4. HYGIENE

- Summit will provide training and visual reminders for students and staff on how to engage in appropriate hand and respiratory hygiene.
- Staff will be advised to wear gloves when working with students who are unable to maintain appropriate hand and respiratory hygiene, as they may come in contact with bodily fluids.

For specific details see **Appendix C: Hygiene Protocol**

5. SOCIAL DISTANCING

- Summit will require that all staff keep a social distance of *6 feet from each other*, whenever possible, unless a shorter distance is necessary to ensure student safety or learning.
- Summit will recommend that staff keep a social distance of *6 feet from students*, whenever possible, unless a shorter distance is necessary to ensure the safety and/or learning of a student.
- Summit will attempt to keep students separated by 6 feet from each other. Due to the nature of student disabilities, this will require a higher staffing level in many classrooms than is currently mandated.

For specific details see **Appendix D: Social Distancing Protocol**

6. ACCOMMODATING THOSE AT HIGH RISK

- Summit nursing staff will work with families of students with high risk conditions to determine a safe plan for returning to school, in collaboration with the student's pediatrician.
- Staff who are at high risk and are seeking accommodations will work with Summit's Human Resources Department and their supervisor to determine what reasonable accommodations can be made.

For specific details see **Appendix E: Managing Staff and Students who are at High Risk for COVID -19.**

7. PERSONAL PROTECTIVE EQUIPMENT

- Summit will require staff and students to wear face coverings.
- Summit will offer regular mask breaks for staff and students.
- Summit Academy staff will work on individual tolerance plans with students who have difficulty wearing masks.
- Summit will not require a student to wear a mask if their pediatrician documents a valid medical condition that would prevent the use of a mask.
- Summit will not deny in-person services to any student who is unable to wear a mask for physical, social/emotional or behavioral reasons.
- Summit will provide all required PPE for staff and students who do not choose to bring their own.

For specific details see **Appendix F: Personal Protective Equipment Protocol**

8. CLEANING AND DISINFECTION

- Summit has developed an enhanced cleaning protocol for all facilities.
- Summit has developed a written cleaning and disinfection protocol to use in the isolation room, the nurses' offices and in any school area identified through contact tracing where exposure to COVID-19 may have occurred.
- Summit staff will log all cleaning completed.
- Summit staff will use only approved cleaning products.

For specific details see **Appendix G: Summit Academy sections of the Cleaning, Disinfection and Spacing Policy**

9. SAFETY

- Summit will continue to run all mandated safety drills upon reopening. These drills will be modified to accommodate social distancing.

For specific details see **Appendix H: Safety Drill Protocol**

- Summit will designate three COVID-19 safety coordinators whose responsibilities include continuous compliance with the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before full-time, in-person learning resumes.

The safety coordinators at Summit are:

- Carol Shaw, Unit Director– lead (Summit Central and Creekside)
- Mary Belile, Unit Director – Early Childhood
- Marina Olden, Unit Director – Summit Central
- Darlene Firkins, Unit Director - Creekside

D. Facilities

- Summit Academy will continue to run all required safety drills and complete all required inspections when school resumes.
- Summit Academy does not intend to add or significantly modify existing space during the pandemic and will address the need for smaller class sizes and a higher level of staffing through a hybrid, alternating day school schedule.
- Summit will limit occupancy in all rooms to allow for a maximum of 1 person per 50 square feet.
- Summit will consider adding outdoor non-permanent tents (that comply with all fire code requirements) at each building to provide additional outdoor space for students and staff.
- Lids have been added to all toilet seats.
- Water fountains have been closed off. Staff and students can continue to access drinking water through bottle filling stations and sinks (all of which will be operated by staff).
- Aid ducts have been cleaned and filters on the ventilation system have been replaced to meet updated requirements.
- Summit has made minor modifications to the school as follows:
 - Sneeze guards have been added in all “transactional areas” throughout the building.
 - Student workstations have been spaced 6 feet apart
 - Classroom desks have been faced in the same direction
 - Extra materials/supplies have been purchased so students do not need to

share most materials

- Individual storage bins have been purchased to store student materials
- Hard-to-clean items have been removed from classrooms
- Hand sanitizer has been made available throughout the building, but kept out of direct reach of students

E. Student Nutrition

- As an approved private school, Summit Academy contracts with the Sweet Home School District to provide our school breakfast and lunch program. Students who require meals on virtual learning days will be directed to their local school district to provide meals.
- Summit Academy will use its kitchen facilities to prepare and distribute the meals delivered by Sweet Home.
- Summit will enhance cleaning of the kitchen (see: Appendix G: Cleaning, Disinfection and Spacing policy) and limit access to only cafeteria staff.
- In order to maintain appropriate social distancing, Summit will not allow students to eat meals in the cafeteria.

For specific details see **Appendix I: School Meals Protocol**

F. Transportation

- As an approved private school, Summit relies on school districts and counties to transport students to and from school.
- Summit has updated its arrival and dismissal protocols for busses and parent/guardian transport to accommodate requirements in place during the Pandemic.

For specific details see **Appendix J : Arrival and Dismissal Protocol**

G. Social-Emotional Well-Being

- Summit has a team of staff across various disciplines, including psychology, school psychology, education, early childhood development, applied behavior analysis and nursing that can assemble as needed to generate resources and assistance for students with social/emotional, mental health and behavioral concerns.
- Staff have been working virtually with students during the summer and have been monitoring for signs of social or emotional difficulties.
- Summit's behavioral support staff have provided consultation and virtual support for families who are having difficulty managing their child's maladaptive behaviors in the home, or who are dealing with a child who is regressing in skills.
- Summit will continue to monitor students in the fall.

For specific details see **Appendix K: Social-Emotional Well-Being Protocol**

H. School Schedule (in-person, remote and hybrid)

- Summit understands the value of in-person learning, especially for students with developmental disabilities that require a hands-on approach to education.
- Ultimately, Summit wishes to bring students back to full-time classroom learning as soon as it is safe to do.
- We know that due to the nature of our students' disabilities, many will not be able to independently follow the required social distancing, mask-wearing and hygiene protocols. Therefore, a higher staff to student ratio will be needed to ensure safety. We will offer the following educational options for families:
 - Option 1: Full-time virtual learning for students with high-risk medical conditions or students whose parents/guardians do not want to send them back to the classroom.
 - Option 2: A alternating day hybrid model for all other students. If the Governor allows schools to open in the fall, the semester will begin with all students attending in-person school for two days per week (Monday and Tuesday or Thursday and Friday) and receiving virtual learning for three days per week.
- The ultimate goal is to return to full-time, in-person learning for all students. We plan to gradually increase the number of students in the classroom as they are able to follow appropriate protocols. The timeframe for adding additional classroom days will vary by classroom. Summit will work with school districts or counties prior to adding additional in-person instruction days, as bussing will need to be arranged.

For specific details see **Appendix L: Technology and Instruction Protocol**

I. Attendance and Chronic Absenteeism

- Summit teaching staff will use the existing student information system (Evolv) to track student attendance, regardless of whether the student is attending in-person or virtually.
- In addition to mandated attendance reporting to the State Education Department, Summit will summarize attendance in the Continuity of Learning Plans for each student.
- Summit will also report chronic absenteeism to the student's home school district.

J. Technology and Connectivity

- Virtual learning will be offered in multiple formats to meet family needs including:
 - Real time audio-video instruction
 - Recorded instruction
 - Telephone-only instruction
 - Learning packages/activities sent to the home
- Summit will loan electronic devices to families if necessary

- Summit will refer students to their local school districts if they do not have internet access

For specific details see **Appendix L: Technology and Instruction Protocol**

K. Teaching and Learning (Special Education)

- Summit has developed Continuity of Learning plans for all students, with input from the students' educational team, related services providers, and family members.
- Continuity of Learning plans will be shared with the Committee on Special Education at the student's local school district.
- Instruction (regardless of delivery method) will continue to focus on the student's Individual Education Plan objectives.
- All parents/guardians have been provided with e-mail contact information for their child's educational team (classroom staff, related services staff, administrators) during the summer session. Additionally, all staff continue to have access to voicemail on their phones. Parents/guardians who do not know the phone extension of their child's team members can use the directory option when calling the main Summit phone number – 716-629-3400.

For specific details see **Appendix L: Technology and Instruction Protocol**

Appendix A: Health Screening Protocol

Staff:

- All staff will be required to complete a health screening questionnaire prior to beginning work each day.
- All staff will be required to take their own temperature prior to work each day.

Students:

- All students will have their temperature taken by a staff member each day.
 - Students who arrive by bus will be taken to their classroom and have their temperature taken by a staff member before they enter the room. Students who fail the temperature screen will be taken to the isolation room and the school nurse will be called (see symptomatic staff and student protocol)
 - Students who are transported by parent/guardians will have their temperature taken by a staff member through the open car window, before exiting the car. Students who fail the temperature screen will not be allowed to exit the car and will be transported back home by their parent/guardian. Staff will notify the school nurse who will follow up with the families via phone.
- Students will be unable to complete a screening questionnaire due to the nature of their disabilities. Therefore:
 - All parents/guardians will be sent the screening questions prior to the start of the school year and told to keep their child home if any screening question is positive.
 - Parents/guardians who drive their children to school will be asked the screening questions before the child's temperature is taken.
 - All parents/guardians will receive periodic reminders about the screening questions through the school messenger application.

Actions Taken/Procedures:

- Summit's Human Resources Director will update the screening questions as required by CDC or DOH.
- Summit's IT department will make the screening questions available in electronic format for staff members.
- Summit's HR department will review the staff screening questionnaires at the end of each day and will track any patterns that emerge.
- Summit nurses will train all staff on how to take student temperatures using non-contact thermometers.
- Staff will wear appropriate PPE, including masks and gloves when taking temperatures.
- Staff will appropriately clean thermometers between each use.

- Summit's nursing staff will track the students who fail the screenings and search for any patterns that emerge.
- Summit will not keep a record of personal health information (e.g., the actual temperature reading).

Appendix B: Assessment of COVID-19 Symptoms Protocol

Staff will observe for signs of illness in students and in other staff. Summit Academy staff or students who display symptoms of COVID-19, with no other explanation for the symptoms, will be sent to the dedicated isolation area for assessment by the school nurse.

Students and staff must also call the school nurse if they develop symptoms, or fail the screening questionnaire, outside of school hours using the dedicated health office phone line.

Summit will provide all required notifications to the Department of Health and will cooperate with the Department of Health for all contact tracing activities.

Staff:

- School nurses will provide staff training on identifying the symptoms of COVID-19.
- Staff who notice symptoms of COVID in another staff member should notify their supervisor and advise the symptomatic staff to go directly to the isolation room.
- When the symptomatic staff member enters the isolation room they should call the school nurse from the phone and wait for an assessment with the door closed.
 - If the school nurse is unavailable, the staff member should call their supervisor from the phone, let the supervisor know the nurse was unavailable and leave the building through the closest exit.
 - If the staff needs to retrieve something from another part of the building before leaving (i.e., car keys) they must ask the supervisor to have someone meet them with the items at the exit door. Staff retrieving these items must wear gloves to handle those items.
 - The supervisor then needs to call the facilities department to have them clean the isolation room.

Students:

- Staff who notice symptoms of COVID in a student will don a surgical mask, gown, face shield, and gloves, and accompany the student to the isolation room. Once they enter the room they should call the school nurse on the phone and wait with the student for an assessment. This staff member must remain in the isolation room with the student until the student is picked up or is cleared to return to the classroom. If the student is being sent home, the staff member must walk the student directly to the exit door as parents/guardians will not be allowed to enter the building. Staff are encouraged to bring preferred student items to keep the student occupied while waiting.
- Multiple symptomatic students and/or staff can be in the isolation room at the same time, as long as they remain 6 feet apart from one another.

- Staff must ensure that each student has at least 2 working emergency contact numbers available for pick-up at any time. Staff are required to ensure these contacts are accurate in Evolv.

Staff and students:

- The school nurse will assess the student/staff member to determine if the presenting symptoms are arising from another chronic health condition (e.g. seizure disorder, GI issues, allergies, asthma). If there is no other explanation for the symptoms, and the nurse determines the symptoms may potentially result from COVID-19, the nurse will immediately send the staff/student home.
- If symptoms are severe, including trouble breathing, pain or pressure in the chest that does not go away, new confusion, inability to wake or stay awake, bluish lips or face, or severe abdominal pain, the school nurse (or another available staff member) will call 911.
- Staff/students must remain in the isolation room until they can go home on their own or until their transportation arrives. If individuals need to use the restroom while waiting, they must use the designated isolation restroom. After use, the nurse must close this restroom and notify Facilities.
- The school nurse will contact the local department of health to report a potential COVID-19 case.
- The school nurse will contact the Human Resources Department staff who will begin contact tracing and initiate the building disinfection process with the facilities department.
- Staff members who are sent home must contact their doctor.
- When a student is sent home, the family will be provided with a COVID information packet and told to contact their personal physician.
- If the staff/student is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:
 - Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
 - If they have been diagnosed with another condition and have a written note from a healthcare provider stating they are clear to return to school.
- If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms, or does not get a COVID-19 test but has had symptoms, they must follow all of their healthcare provider recommendations and not return to school until:
 - It has been at least ten days since they first had symptoms; and
 - It has been at least three days since having a fever (without using fever reducing medicine); and
 - It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

Appendix C: Hygiene Protocol

Staff:

- Summit staff must practice appropriate hand and respiratory hygiene.
- Staff must wash hands:
 - when entering the classroom
 - before and after handling food (unless wearing gloves, in which case hands should be washed after changing gloves)
 - before and after toileting a student
 - after using the restroom
 - after cleaning soiled materials
 - after coming in contact with any bodily fluids
 - after sneezing, coughing, or blowing their nose
 - before or after working with a student outside of their primary cohort
 - any time they are visibly dirty
- Staff should wash their hands for at least 20 seconds using soap or water. If not possible, staff should use Summit provided hand sanitizer and then wash their hands with soap and water as soon as possible.
- When coughing or sneezing, staff should use a tissue to cover their mouths, throw the tissue into the garbage and wash their hands. If a tissue is not available, staff should sneeze or cough into their elbow.

Students:

- Summit students will be taught, and frequently reminded, to practice appropriate hand and respiratory hygiene.
- Summit students should wash their hands:
 - As soon as they enter the classroom in the morning
 - Before and after eating breakfast and lunch
 - After using the restroom
 - After using playground or gym equipment
 - After coughing, sneezing, or touching their nose and mouths*
 - At other scheduled times throughout the day
- Students should wash their hands for at least 20 seconds using soap or water**. If not possible, staff should use Summit provided hand sanitizer and then wash their hands with soap and water as soon as possible.
- Students will be encouraged to cover their mouths with a tissue when coughing or sneezing or to use their elbow if a tissue is not available.

*Due to the nature of their disabilities, having students wash their hands every time they touch their mouths and noses will not always be possible. When working with students who frequently touch their mouths and noses, staff will be advised to wear gloves.

**Due to the nature of their disabilities, not all students tolerate hand washing without engaging in increased maladaptive behavior. In these cases, hand sanitizer will be used, and a Tolerating Hand Washing lesson plan will be added to the students' curriculum.

Actions Taken/Procedures:

- Bottles of hand sanitizer (with at least 60% alcohol) have been placed in all offices and classrooms and will be replenished as needed.
- Touchless hand sanitizer dispensers have been placed at various locations throughout the building.
- Paper towels and garbage cans have been placed in all rooms
- Signage has been posted in multiple areas throughout the building to remind staff how and when to wash hands.
- Lesson plans will be added in each students' curriculum to teach students appropriate hand hygiene and respiratory hygiene.
- Task analyses will be posted near all sinks to instruct and remind students in appropriate hand hygiene and respiratory hygiene.
- Staff will monitor and/or assist all students who are not proficient in handwashing.

Appendix D: Social Distancing Protocol

Staff:

- Non-direct care staff are required to maintain a 6-foot distance from each other at all times, unless the nature of the work prohibits this.
- Direct care staff are expected to maintain a 6-foot distance from each other unless a shorter distance is necessary to ensure student safety or learning.

Students:

- Staff will actively attempt to keep students from coming within 6 feet of each other, however, we know that this will not always be possible due to the nature of the students' disabilities.
- Because it is unlikely that social distancing between students will always be possible, Summit has taken the following additional measures:
 - Alternating in-person and virtual schedules will be implemented upon return in the fall to limit the number of students physically present in each classroom to 50% of capacity. Capacity will increase as students begin to follow social distancing protocols and tolerate wearing masks. Our goal is to return classes to 100% capacity as soon as feasible.
 - Students in each classroom will be considered a cohort and will remain in their class group throughout the entire day. Students will not rotate classrooms, spend time in large common areas (e.g., cafeteria) or be combined with other cohorts. This will limit the number of students who will come in contact with one another.

Actions Taken/Procedures:

- Summit will encourage all non-essential staff to work from home to limit the overall number of people in each building.
- Occupancy signs have been placed on the doors of each staff/student space to reduce the number of people allowed in the areas. Staff have been instructed to leave doors open when working in any of these areas, unless they are alone.
- Large congregate areas have either been closed or divided into smaller workspaces to allow for a minimum of 6 feet of social distancing.
- Visual aids have been placed along the hallways and in areas where waiting may need to occur, to delineate 6 feet of space.
- Plastic shields have been placed in areas when transactions between people will need to occur (e.g. reception, business office)
- Classrooms will be reorganized to separate and distance student work areas
- In classrooms with traditional desks, all desks will face all in same direction

- Staff assigned to a classroom will remain with that classroom cohort throughout the day.
- The number of people allowed in each classroom will minimally ensure that each person has at least 50 square feet of space available.
- All behavior support staff will be divided into groups to support specific areas of the building. These specific groups will respond as needed in a crisis situation, using only the minimum number of staff needed to maintain safety.
- Related services staff will attempt to provide sessions virtually, with a preference given to days when the students are not in the building. If in-building sessions occur, related service staff can virtually direct the classroom staff to perform therapy activities, or if necessary, classroom staff can walk the student to the cafeteria where related services staff will have socially-distanced work areas available.
- All APE classes will take place outdoors, weather permitting. If this is not possible ,the gym may be used as long as cohorts remain at least 12 feet from each other.
- Identified classrooms will have scheduled time on the playground.
- Any adults not part of a classroom cohort must sign in when entering the classroom, with their name, position, time and reason for entering the room. Sign-in sheets will be placed on a clipboard and stored near the classroom door.
- Attempts will be made to limit sharing of student materials to the extent possible. Multiple sets of commonly used materials have been purchased so that students do not need to share. Each student will have individual storage areas for their own materials and supplies.
- Parents/guardians will be discouraged from sending any materials from home, except for student lunches. Student lunches must be sent in a disposable wrapping.
- Students will only be allowed to access their lockers in small groups to ensure social distancing.

Appendix E: Managing Staff and Students who are at High Risk for COVID-19

- Several medical conditions have been identified that put individuals at higher risk for serious complications and negative health outcomes if they contract COVID-19.
- Summit Academy will continue to offer a fully virtual education option for those students who are unable to attend school in person.
- Summit Academy will work with students' pediatricians and our Medical Director to determine needed accommodations for these students if their parents/guardians want them to participate in in-person learning.
- Summit staff should work with their personal physicians and the Human Resources department if they are seeking workplace accommodations.

Identified conditions (subject to change based on CDC guidance):

- Pregnancy
- Being age 65 or older
- Chronic lung disease
- Moderate to severe asthma
- Serious heart conditions
- Compromised immune systems
- Severe obesity (BMI 30 or above)
- Diabetes
- Chronic kidney disease (undergoing dialysis)
- Liver disease
- Sickle cell anemia
- Medically complex children including those with congenital heart diseases, seizure disorders, neurologic disorders, genetic disorders or metabolic conditions

Actions Taken/Procedures:

- Summit nurses will contact families of students with the above conditions.
- Summit nurses will strongly recommend medical clearance be obtained from the student's pediatrician before resuming in-person education.
- If working with the pediatrician is not possible, Summit nurses will work with Summit's Medical Director to determine if any accommodations need to be made.

Appendix F: Personal Protective Equipment (PPE) Protocol

Staff:

- Direct-care staff must wear face-coverings throughout the day, unless they are working alone in the classroom or private office, or when eating in a designated area.
- Staff who chose to wear their own face coverings must wear a covering that is at least 2 fabric layers thick and must wash the face covering at home each time it is used.
- Disposable face masks will be provided for staff who need them.
- Staff will be given the opportunity to go to a specified location (e.g. outside, private area) at specified intervals to take “mask breaks.”
- Speech language pathologists will be provided with clear masks to use during therapy sessions, if they chose to do so.
- Behavior support staff, and Tier 3 classroom staff will be provided with Scrubs to wear each day. Staff are responsible to wash their Scrubs at home before wearing them again.
- Staff must wear additional PPE (which will be provided to them) during the following activities:
 - Gloves must be worn when taking student temperatures, when handling food, when handling student items brought from home, when toileting, and at other times when there may be contact with bodily fluids.
 - Face shields must be worn over a face mask when toileting, when boarding a school bus to assist a student, when working with a student who spits, drools excessively, or frequently attempts to touch staff members faces, and during certain physical interventions.
 - Gowns, gloves, surgical masks and face shields must be worn if supervising a student in the isolation area.

For more specific details staff can access the Agency Personal Protective Equipment Policy.

- All staff are advised to wear clothes that can be easily laundered and are encouraged to wash their clothes as soon as they return home at the end of the school day.

Students:

- Summit will strongly encourage all students to wear facemasks throughout the school day, except when eating.
- Summit will provide opportunities for students to take “mask breaks” in their individual schedules throughout the day. The number and length of breaks will be based on individual student needs and tolerance of masks.
- Due to the nature of their disabilities, it is very likely that wearing a mask will cause emotional or behavior problems in many students. Face masks may also be physically

dangerous to some students or in some situations. In these situations, face masks will not be worn.

- No student will be restricted from receiving in-person educational services due to the inability to wear a mask.
- No masks will be placed on anyone under the age of 2 or on anyone who would be unable to independently remove the mask.

Actions Taken/Procedures:

- All staff will be provided with the necessary PPE to do their jobs.
- The Summit CEO and Facilities director will minimally maintain a 2-week supply of PPE in inventory and will work with multiple vendors to ensure required PPE is available at all times.
- Summit's Facilities Director will maintain all PPE in a secure location and will distribute in advance based on burn rate calculations, and will distribute immediately if needed.
- All PPE will be disposed of, or cleaned, as needed according to the PPE policy
- Families will be asked to send in a face covering with their child each day and must wash it each time it is used.
- Students who do not come to school with a face covering will be provided with a disposable one.
- Students who are unable to wear face coverings for physical reasons must have a note from their doctor indicating this.
- Students who are unable to wear face coverings for emotional/behavioral reasons will have an individualized plan added to their curriculum to teach them to tolerate face coverings.
- All students will be instructed on the appropriate way to use and dispose of PPE through lesson plans, posted signs, and task analyses.
- All staff will be required to remove PPE from a student in situations where the PPE presents a danger to the student (e.g., student is putting mask in mouth, is attempting to wrap mask around neck, student is in a restrictive physical intervention)
- Summit will make the recommended level of PPE available to staff and students. Any staff or student who seeks a higher level of PPE protection will be allowed to bring in and wear their own PPE.

Appendix G: Summit Academy sections of the Cleaning, Disinfection and Spacing Policy

SCOPE: All Programs

PURPOSE : To set forth the cleaning and disinfecting requirements during the COVID-19 pandemic.

POLICY

I. BUILDING/OFFICE REQUIREMENTS (NYS Go Forward):

- Limit the total number of occupants at any given time to no more than a 50 square foot space per person for NYSED program spaces and no more than a 36 square foot space per person (6ft x 6ft area) per person for all other programs and spaces.
- Always implement special restrictions and awareness of maintaining a distance of at least 6 ft. amongst all individuals, unless safety of the core activity requires a shorter distance.
- Prohibit the use of tightly small spaces (e.g. elevators, vehicles) by more than one individual at time, unless all individuals are wearing face coverings. If occupied by more than one person a 50 square foot space per person for NYSED programs and no more than a 36 square foot space per person (6ft x 6ft area) per person.
- Shared workstations (e.g. “hot-desks”) must be cleaned and disinfected between users by the users.
- Adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.
- Provide and maintain hand hygiene stations in office, including handwashing with soap, running warm water, and disposable paper towels, lined garbage can, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Regularly clean and disinfect the site and more frequently clean and disinfect high risk areas used by many individuals and for frequently touched surfaces.
- Rigorous cleaning and disinfection must occur at least after each shift, daily, or more frequently as needed.
- Regularly clean and disinfect the location or facility and conduct more frequent cleaning and disinfection for high risk areas used by many individuals (e.g. restrooms) and for frequently touched surfaces.
- Provide cleaning and disinfection of exposed areas in the event that an individual is confirmed to have COVID- 19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g. elevators, lobbies, building entrances, badge scanners, restrooms handrails, door handles).
- Post signage inside and outside of the office location to remind personnel and customers to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods.

II. CHILDCARE FACILITIES:

Intensified cleaning, disinfection, and ventilation (NYS Go Forward Phases 1-3)

- Clean, sanitize, and disinfect frequently touched surfaces (for example, playground equipment, door handles, sink handles, drinking fountains) multiple times per day. and shared objects between use.
- Avoid use of items (for example, soft or plush toys) that are not easily cleaned, sanitized, or disinfected.
- Ensure safe and correct application of disinfectants and keep products away from children.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Do not open windows and doors if doing so poses a safety or health risk (for example, allowing pollens in or exacerbating asthma symptoms) to children using the facility.

- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown, if applicable, to minimize the risk of Legionnaires' disease and other diseases associated with water.

III. OPWDD DAY SERVICES PROGRAM: not applicable

IV. SUMMIT ACADEMY/NYSED:

School wide cleaning must include classrooms, restrooms, cafeterias /kitchens, libraries/media room and playgrounds.

- The CDC general framework is based on doing the following:
 - Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure;
 - Disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19. Where disinfectants are used, products should be registered with EPA and the NYS Department of Environmental Conservation (DEC).
 - Frequent disinfection of surfaces and objects touched by multiple people is important;
 - When EPA-approved disinfectants are not available, alternative disinfectants can be used (e.g., 1/3 cup of bleach added to 1 gallon of water or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be extremely dangerous to breathe in. Keep all disinfectants out of the reach of children;
 - Schools must identify cleaning and disinfection frequency for each facility and area type; and
 - Schools must maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.
 - Cleaning plans should include considerations regarding the safety of facilities staff and other people who are carrying out the cleaning or disinfection. In order to disinfect areas frequently, additional staff may need to be trained. For more information on concerns related to cleaning safety, including training staff, see the Occupational Safety and Health Administration's website on Control and Prevention.
 - High touch surfaces should be cleaned and disinfected frequently throughout the day. Examples of high touch surfaces include:
 - Academy Staff to Clean/Disinfect Classrooms:
 - Tables;
 - Doorknobs;
 - Light switches;
 - Countertops;
 - Handles;
 - Desks;
 - Phones;
 - Keyboards and tablets;
 - Toys
 - Academy Kitchen/Cafeteria Staff:
 - Tables;
 - Doorknobs;
 - Light switches;
 - Countertops;
 - Handles;
 - Facilities Staff to Clean/Disinfect:
 - Toilets and restrooms (See Facilities Checklists)
 - Faucets and sinks (See Facilities Checklists)
 - Cafeteria (See Facilities Checklists)

Note: Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.

- Facilities has a schedule for cleaning and/or changing heating/air conditioning system filters.
- Opening windows, if it can be done safely, and conducting classes outdoors are other strategies to increase airflow;
- Academy staff should follow the manufacturer's instructions for cleaning and disinfection of electronic devices such as laptops, iPads or Chromebooks, keyboards and computer mice, etc., between use. Consider the use of wipeable covers for electronics. If the manufacturer's guidance is unavailable, consider the use of alcohol-based wipes or spray having at least 70% alcohol per CDC Guidance. Dry surfaces thoroughly to avoid the pooling of liquids;
- Shared wind musical instruments should be cleaned by Academy staff between use per the manufacturer's directions;

Playgrounds should be cleaned per CDC guidance:

- outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do **not** require disinfection. Note: Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public
- high touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely
- cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended
- sidewalks and roads should not be disinfected.
- Shared athletic/gym equipment (e.g., balls, protective gear) should be cleaned between use per manufacturer's directions.

School Health Office Cleaning:

School health office cleaning, by Health Office staff, must occur after each use of:

- Cots;
- Bathroom (Facilities to Clean/Disinfect); and
- Health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) should be cleaned following manufacturer's directions.
- Disposable items should be used as much as possible including:
 - Disposable pillow protectors; or
 - Disposable thermometers, or disposable thermometer sheaths or probes, and disposable otoscope specula.

Note: For more information on cleaning health office equipment is on the New York State Center for School Health's website under COVID-19.

Cafeteria/Kitchen:

- Identify any additional equipment or supplies such as thermometers, alcohol wipes or other equipment that may be needed to keep food, students, and staff safe;
- Consider the special feeding needs of students with severe disabilities whose safety and sanitation needs at mealtimes may differ from those of their peers;
- Install barriers at the point of sale/point of pickup, as appropriate;
- Have adequate supplies of face masks, soap, hand sanitizer, and tissues in food service areas;
- Facilities and Kitchen/Cafeteria staff must routinely clean and disinfect high-touch surfaces including tables, chairs, carts used in transportation, and point-of-service touch pads;
- Wear single-use gloves when handling or delivering all foods;
- Wear a disposable apron when handling or delivering foods;
- Allow only program staff, facilities staff, and approved volunteers to enter Kitchen/Cafeteria areas.

REFERENCES: LAWS, REGULATIONS, SUB-REGULATORY GUIDANCE

- DOH "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19
- NY DOH: "Interim Guidance for in person instruction at Pre-K to Grade 12 schools During COVID-19 Public Health Emergency", dated July 13, 2020

- CDC: “Guidance for Cleaning, and Disinfecting” April 28, 2020
- OPWDD: “Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities” dated July 10, 2020.
- NYSED: Recovering, Rebuilding and Renewing: The Spirit of New York’s Schools, Reopening Guidance, dated July 16, 2020.

Appendix H: Safety Drills Protocol

All mandated school safety drills must continue during the COVID-19 pandemic and allow for social distancing.

Actions Taken/Procedures:

Fire drills:

- Instead of conducting fire drills for the entire building at the same time, fire drills will occur for specific groups of classrooms within the building.
- All classroom groups will be drilled on the same day.
- Due to the nature of the students' disabilities, many Summit students will be unable to wear masks and/or maintain social distancing during fire drills. As a result, all students will remain in their classroom cohort and not interact with any other students during drills.
- Summit will mark off designated areas in each parking lot for each cohort to congregate when they evacuate the building. Each cohort will be kept 6 feet away from each other.
- Summit will develop a plan to notify classroom groups of their drills and ensure students still hear an alarm sound, without using the full building alarm.
- All administrative staff will be required to participate in drills by wearing masks and standing behind exit doors to hold them open while students are evacuating the building.
- Behavior support staff will don full PPE and be present in each parking lot during the drills to manage a crisis if needed.
- Summit will limit drills to 5 cohorts exiting at one time into each parking lot at Summit Central and 3 cohorts at Creekside.

Lockdown drills:

- Lockdown drills will proceed in the same manner prior to the pandemic. However, students will not enter closets or other confined spaces during these drills. Instead they will be instructed to quietly sit on the floor near their individual work areas.
- Rooms can be released from lockdown as soon as they are reviewed.

Appendix I: School Meals Protocol

- Summit will continue to work with the Sweet Home School District food service to have meals delivered to Summit that meet all school nutrition guidelines.
- Students needing lunches on days they are not attending in-person instruction may be provided one by their school district.
- All staff will wear appropriate PPE, including masks and gloves, when handling food.

Actions Taken/Procedures:

- Student meals will be prepped in Summit's kitchen.
- The kitchen will be cleaned and disinfected according to the "Cleaning, Disinfection and Spacing Policy."
- All students will eat breakfast and lunches with their cohort, either in the classrooms or outside.
- Students with allergies will have clearly designated signs placed in their work areas.
- Staff will ensure all student work surfaces are cleaned before meals are served.
- All meals will be served in single-serve containers. Buffet style options will not be available.
- Meals will either be delivered to classrooms by food services staff, or classroom staff will be sent to the cafeteria to pick up meals.
- Foods, plates and utensils will not be shared among students.
- If needed, condiments that are not available in single-serve packets will be dispensed by classroom staff.
- A second lunch will be made available for students who finish their first lunch and are still hungry.
- Families who send in breakfasts/lunches will be asked to do so in disposable containers.
- Families will be notified if a student with a severe food allergy is in their child's cohort. They will be asked to refrain from sending in any foods that a student is allergic to.
- No uneaten food or containers will be sent back home with the student.

Appendix J: Arrival and Dismissal Protocol

- Summit Academy does not provide transportation to students. The responsibility for transportation falls on either the school districts of residence, or the county of residence (if the student is in preschool).
- Parents/caregivers may also choose to transport students.
- In some cases, parents may be able to be reimbursed for transporting their child.

Actions Taken:

- Summit will work with school districts to attempt to stagger arrival times for busses. However, Summit does not have the ultimate control over this.
- Due to the new health and safety requirements that must be put in place on busses, districts may need to add extra busses and bus runs to accommodate all students. Summit will encourage families to transport their children to school if they are able to do so.
- Summit will adjust the parent drop-off location and parent drop-off times in order to accommodate the new health and safety issues that are required. More details will be forthcoming.

Procedures:

Students arriving on school busses:

- Summit will place markers along the sidewalk of the bus loop, to delineate where busses should stop to unload.
- At Summit Central, all 6 front doors will be propped open and monitored so no surfaces need to be touched and staff/students can quickly enter and exit the vestibule.
- Three staff wearing face masks will be stationed at each bus marker, maintaining at least a 6-foot distance from one another.
- These staff will unload each student (regardless of their classroom) from the bus as soon as it is parked in its area and walk the student immediately to their classroom.
- Classroom teachers will be waiting outside the classroom door with a thermometer to check students' temperatures before they enter the classroom.
- If the temp is less than 100 degrees, student will enter the classroom and begin a handwashing routine.
- If temp is 100 degrees or greater, the staff who walked the child to the classroom will don PPE and take the child to the isolation area and contact the nurse (see Assessing Symptoms of COVID-19 protocol)
- Additionally, there will be a "crisis bus team" made up of staff wearing masks, gloves and face shields. This team will respond if necessary, to assist a child who refuses to leave the bus or is refusing to enter the building.

Students arriving with parents/guardians:

- Parents will be notified of drop off times and location, and be provided with a pick-up and drop-off number to use throughout the year.
- Summit will place markers along the sidewalk of the parent drop-off area to delineate where parent should stop their cars
- All entry doors will be propped open and monitored so no surfaces need to be touched and staff/students can quickly enter and exit the vestibule.
- One staff wearing a face mask will be stationed at each marker with a no-touch thermometer.
- Parents will be instructed to remain in their cars and answer the screener questions that staff will ask them. Then, the parent should unroll the car window closest to the student so the staff member can take the student's temperature.
- If the temp is less than 100 degrees, the staff member will assist the student in exiting the car and will walk the student to their classroom.
- If temp is 100 degrees or greater, the staff will be instructed to park in a designated spot for follow-up, ideally with the school nurse. No one will be allowed to exit the vehicle.
- Staff will inform the nurse of any child who has been sent home and the nurse will follow-up with the family later in the day.
- There will be a "crisis bus team" made up of staff wearing masks, gloves and face shields. This team will respond if necessary to assist a child who refuses to leave the car or is refusing to enter the building.

Students being dismissed on school busses:

- Students will be dismissed as soon as their bus arrives, but not prior to 2:30 pm.
- All Stahl Road and Creekside exit doors will be propped open and monitored
- Classroom staff will be responsible to take students to their assigned bus as soon as the bus arrival is announced - One staff member per student.
- Staff are encouraged to continue to practice social distancing during dismissal and use appropriate PPE.
- The "crisis bus team" will be available in the bussing area to respond, if necessary, to assist a child who refuses to enter the bus or is refusing to exit the building

Students being dismissed for parent transport:

- Parents will arrive at the designated location and stand beside their car to receive their child from the staff member.
- Parents must wear masks when outside their vehicle.
- Parents should not congregate outside their vehicles and must maintain social distance.

- Parents will be responsible for letting their students into the car and fastening any safety restraints.
- Designated bussing staff will announce parent arrival numbers through the bussing system.
- Classroom staff will be required to walk students to their parent's car in the designated area.
- This time cannot be used for conference/discussions with families. All discussions should occur via telephone, video or e-mail.

Appendix K: Social-Emotional Well-Being Protocol

- Summit will attempt to identify staff and students who are struggling with the transition back to the classroom during the Pandemic.
- Summit will attempt to provide support and resources to these staff as well as to students and their families.

Staff:

- Summit will provide training to staff with factual information about the spread of COVID-19.
- Staff will be encouraged to voice any concerns/anxieties they are experiencing with their supervisor and/or Human Resources staff.
- Staff will receive training in Ukeru, which is a trauma-based, de-escalation process.
- Staff are receiving training on compassionate teaching strategies and pairing and preference assessments
- Summit staff will be referred to Summit's Employee Assistance Program if additional support is needed.

Students:

- Due to the nature of the students' disabilities, most will not be able to verbally express any social/emotional difficulties that they may be experiencing. Additionally, the majority of Summit students will not benefit from traditional forms of counseling (e.g., talk therapy). We will start the school year by assuming that all of our students will have difficulty transitioning back to the classroom. As a result, we will:
 - Provide multiple information/question sessions with families to address their concerns/fears.
 - Send hand washing and mask wearing protocols to parents/guardians so they can begin developing these skills with their child.
 - Have a primary focus on rebuilding rapport with students. Staff will work to create a highly-reinforcing environment for students and demands will be limited initially.
 - Reduce the use of physical intervention to the extent possible. Staff will be trained on the Ukeru method of crisis intervention and will initiate these de-escalation techniques before implementing a SCIP intervention.
 - Reduce physical prompting to the extent possible. Staff will use video modeling instead of physical prompting when possible.
- If signs of specific social/emotional concerns or mental health conditions arise or persist, families will be provided referrals for other services, as appropriate.

Appendix L: Technology and Instruction Protocol

- Summit will offer a hybrid learning model during the 2020-2021 school year. This means that parents will be able to select a full-time virtual option for their child if:
 - their child has a high-risk medical condition, or
 - if they are not comfortable sending their child to the school building during the pandemic.

- Our goal is to offer a full-time, in-person learning model. However, this will not be possible at the start of the school year. As a result, student who choose in-person education will attend school 2 days per week and receive virtual learning when in-person learning is not occurring.

	Monday	Tuesday	Wednesday	Thursday	Friday
Group A:	in person	in-person	virtual	virtual	virtual
Group B:	virtual	virtual	virtual	in-person	in -person

- Additionally, students who choose in-person instruction may need to switch back to virtual instruction with very little notice if the Governor/County Executive determines all area schools need to be closed due to increased infection rates in our Region, or if Summit experiences Covid-19 cases that may require a multi-day shutdown for building cleaning and disinfection.

- Virtual learning will be offered in multiple formats to meet family needs including:
 - Real time audio-video instruction
 - Recorded instruction
 - Telephone-only instruction
 - Learning packages/activities sent to the home

Actions Taken/Procedures:

Staff:

- Summit staff will be provided with staff development opportunities to increase their skills in providing remote learning opportunities.
- Summit staff will be provided with the technology needed to offer virtual learning in multiple formats.
- Summit staff will develop a Continuity of Learning Plan (CLP) for all students to ensure that their educational goals, as specified on their Individualized Education Plan, can be addressed in both in-person and virtual learning environments.

- Summit staff will continue to use the SummitUp curriculum in order to meet New York State standards
- Summit staff are expected to provide substantive interaction between themselves and students, even when instruction is provided remotely.
- Summit staff will track and report progress on all virtual learning activities
- Summit staff will track attendance for both in-person and virtual learning days
- Summit staff will have the necessary certifications to provide instruction, as required.

Students:

- Families will consent to virtual learning if technology is used
- Families will be allowed to borrow iPads and other technology from Summit if needed
- Summit will attempt to offer specialized technology support to families
- If a family has no internet connectivity, they will be referred to their home school district for assistance
- If a family chooses virtual learning instead of in-person instruction, the family and student must participate in virtual instruction activities. Families who do not appear to be participating will be contacted on a regular basis by classroom staff, who will attempt to provide assistance and support.
- Districts will be notified if families do not participate after multiple contacts are made.
- Refusal to participate may also be considered educational neglect and could result in a call to Child Protective Services.
- Refusal to participate may also result in the student losing their educational placement at Summit