

Due to the COVID-19 pandemic, Block Institute School has been exploring different and reasonable ways to provide services to all students. Block Institute has worked with state and local agencies, including our local health department, to draft and implement guidelines moving forward regarding cleaning, screening, etc. Though Block Institute and its agents will work hard to implement and abide by those guidelines, neither the guidelines themselves nor even recommendations from the Centers for Disease Control and Prevention ("CDC") would ever allow Block Institute to guarantee an environment that is entirely free of COVID-19 related risks.

This Plan is subject to change regularly or frequently.

Parents/Guardians: By allowing your child to return to school, you must understand that your child's attendance will require him/her to physically interact with Block Institute staff members, other students, and even some limited volunteers. As such, despite all reasonable efforts on behalf of Block Institute, physical interaction with the public at large may pose some unavoidable risks to you, your child, and your family due to the COVID-19 pandemic. While Block Institute hopes that everyone remains safe and healthy during this trying time, we also want to remain both honest and transparent with our parents/Guardians about the very real risks posed by COVID-19 both inside and outside of Block Institute buildings.

BLOCK INSTITUTE PRE-K REOPENING PLAN

Reopening of in-person instruction includes protocols and procedures for restarting school operations including students, faculty, and staff returning to in-person instruction. At a minimum, plans must incorporate the following:

- **Capacity:** Phasing and quantity of students, faculty, and staff allowed to return in-person, considering factors such as ability to maintain appropriate social distance, personal protective equipment (PPE) availability, local medical capacity, and availability of safe transportation;

Protocols and procedures

- **Social Distancing:** Protocols and procedures for students, faculty, and staff to ensure appropriate social distancing when on school grounds and in school facilities; •
 - **(PE) PPE and Face Coverings:** Protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate PPE is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Plans for all students, faculty, and staff to have the required PPE (i.e., acceptable face coverings) before entering school facilities, grounds, or any other space owned or administered by the school or school district (e.g., school buses).
 - **(PL)Operational Activity:** Determinations on how classes, shared spaces, and activities may be adapted in various phases of learning and operations (e.g., identify which, if any, students will be offered alternate approaches, such as alternative schedules or hybrids of in-person and remote learning; how additional and alternative – school and non-school – spaces can be used

for, or in support of, in-person instruction; how such schedules could be administered to create overlap for students from the same household; how shared spaces, such as cafeterias, libraries, playgrounds, and gymnasiums, will be modified and used, if and how cohorts will be implemented). Policies regarding field trips, special congregate events, and visitors considering risks for COVID-19 transmission, as well as protocols and procedures for social distancing, PPE usage, and cleaning and disinfection, which may include conducting virtual events.

- **(PL)Restart Operations:** Plans to safely reopen facilities and grounds, such as cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components, as applicable.
- **(PL) Hygiene, Cleaning, and Disinfection:** Protocols and procedures for school-wide cleaning and disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses, and all other school facilities, as well as training and promotion of hand and respiratory hygiene among all individuals in school facilities and on school grounds.
- **Extracurriculars:** Policies regarding extracurricular programs and which activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). Policies should consider how to maintain cohorts, if applicable, or members of the same household. Responsible Parties should refer to DOH's "Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency" to assist in development of these policies; however, interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming.

Vulnerable Populations: Policies regarding vulnerable populations, including students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances. These accommodations may include but are not limited to remote learning or telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions. Responsible Parties must also identify and describe any modifications to social distancing or PPE that may be necessary for certain student or staff populations, including individuals who have hearing impairment or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible;

(PR)Transportation: Consistent with State-issued public transit guidance, protocols and procedures, which include that individuals must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing, unless they are members of the same household. Protocols and procedures should include how school buses will be adapted to keep students and staff safe (e.g., how face coverings will be provided to students in need, how members of the same household will be seated together, how social distancing will be conducted on buses, whether bus schedules will be adapted to accommodate reduced capacity, whether any health screening will be conducted at home before students board buses, how parents/legal guardians will be encouraged to drop off or walk students to reduce density on buses);

(PR)Food Services: Protocols and procedures for onsite and remote food services for students, considering appropriate social distancing and any modifications to service that may be necessary (e.g.,

providing meals in a combination of classrooms and cafeterias, staggering meal periods). Measures to protect students with food allergies if providing meals in spaces outside the cafeteria. (PE)Protocols and procedures must also include how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged. Additionally, protocols and procedures must account for cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area (e.g., cafeteria);

- Mental Health, Behavioral, and Emotional Support Services and Programs: Available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction (e.g., how they will identify and support students having difficulty with transitioning back into the school setting, especially given the changed school environment). Any training for faculty and staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency, as well as information on developing coping and resilience skills for students, faculty, and staff.
- Communication: Communications plans for students, parents/legal guardians of students, faculty, staff and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Plans should describe how schools will communicate with students and families about preparing for the upcoming year, which should include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene. Consider developing webpages, text and email groups, and social media to disseminate information. Schools should develop communication plans in multiple languages, as necessary.

Monitoring: includes protocols and procedures to track health conditions at schools.

- Screening: Protocols and procedures for mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. Responsible Parties should consider limiting the number of visitors permitted on school grounds or in school facilities, and, if visitors are allowed, screening of such visitors;
- Testing Protocols: Process for the provision or referral of diagnostic testing for students, faculty, and staff for COVID-19, in consultation with local health department officials, when needed, which should include plans for testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory, before allowing such individuals to return to in-person to the school;
- Testing Responsibility: Identification of who in the community is responsible for referring, sourcing, and administering testing (e.g., local health department testing site, physician offices, hospital system), particularly in the event that large-scale testing at the school is needed.
- Early Warning Signs: Defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments; define and deploy method(s) to monitor against such metrics.

Containment includes protocols and procedures for how to respond to positive or presumed-positive cases, as well as preventative practices. At a minimum, plans must incorporate the following:

- School Health Offices: Protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day;
- Isolation: Procedures to isolate individuals who screen positive upon arrival, or symptomatic individuals should they become symptomatic while at school, providing appropriate PPE for school health office staff caring for the symptomatic individual. Protocols for safe transportation, including pick-up arrangements, if applicable, for symptomatic students, faculty, and staff;
- Collection: Protocols for how parents or legal guardians should pick up their student with instructions that the student must be seen by a health care provider;
- Infected Individuals: Requirements that persons who have tested positive complete isolation and have recovered, and will not transmit COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department.
- Exposed Individuals: Requirements that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department;
- Hygiene, Cleaning, and Disinfection: Adherence to, and promotion of, hygiene, cleaning, and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas;
- Contact Tracing: Plans to support local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies;
- Communication: Plans to share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students and the local community.

Closure includes contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education, and/or closing the school. At a minimum, plans must incorporate the following:

- Closure triggers: Identification of the conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure;
- Operational Activity: Determination of which operations will be decreased, or ceased and which operations will be conducted remotely; include process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel
- Communication: Plan to communicate internally and externally throughout the closure process

BLOCK INSITUTE REOPENING PLAN:

(if and/or when Block Institute chooses to reopen)

(PE) PEOPLE:

- All Block Staff will ensure that appropriate social distancing is maintained between individuals while in school facilities and on school grounds, inclusive of students, faculty, and staff, unless safety or the core activity (e.g., instruction, moving equipment, traveling in common areas) requires a shorter distance or individuals are of the same household.
- Staff will be required to wear face coverings at all times throughout the day except during meal time.
- To the maximum extent possible, staff and students will wear face coverings in common areas, such as entrances/exits, lobbies, and when traveling around the school.
- Block Institute Administration and Total Quality Management team along with school nurse will train all students, faculty, and staff on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. This training will be extended to contractors and vendors.
- Block Staff/Students will be using a cohort model, so cleaning and disinfection will be performed in between each group's use instead of individual's use.
- Where feasible, Block Staff will put in place measures to reduce bi-directional foot traffic using tape or signs with arrows in hallways, or spaces throughout the school, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., outdoor spaces, libraries, classrooms, cafeterias, health screening stations).
- **NO facilities, grounds**, or portions thereof (e.g., libraries, recreational facilities) will be used by the public (i.e., not students, faculty, or staff)
- **Schedules:** Staff and students will be separated in cohorts. We will assign cubbies or other student storage areas by cohort. Students will be asked to not carry an unreasonable number of materials throughout the day.
- **Signage:** Block Staff will post signs throughout the school and should regularly share similar messages with the school community, consistent with DOH COVID-19 signage regarding public health protections against COVID-19. Block Admin staff will develop their own customized and age appropriate signage specific to our setting, provided that such signage is consistent with the Block Institute signage.

-Signage used will remind individuals to:

- o Stay home if they feel sick.
- o Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- o Properly store and, when necessary, discard PPE.
- o Adhere to social distancing instructions.
- o Report symptoms of, or exposure to, COVID-19, and how they should do so.
- o Follow hand hygiene, and cleaning and disinfection guidelines.
- o Follow respiratory hygiene and cough etiquette.

- **Meals:** Block Staff will ensure social distancing between individuals while eating in their classroom. Staff will ensure social distancing and proper cleaning and disinfection between students. Block Staff will prohibit sharing of food and beverages (e.g., buffet style meals, snacks). Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals. Block Staff will socially distance eating meals in outside assigned areas and/or inside the large cafeteria.
- **Small Spaces:** Block Staff will limit gathering in small spaces by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings. Even with face coverings in use, occupancy will not exceed 50% of the maximum capacity of the space, unless it is designed for use by a single occupant.
- **Faculty and Staff Meetings:** Block Institute will choose to use video or teleconferencing for all faculty and staff meetings and conferences to reduce the density of congregations.
- **Ventilation:** Block Staff will increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols. Gates will be used in windows and doorways to ensure student safety.
- **Common Areas:** Block Staff will encourage social distancing by reducing access to, or closing, non-essential amenities and communal areas that do not allow for adequate social distancing protocols to be followed. Small staff breakroom will be closed. Seating in the main lobby will be eliminated. In the large cafeteria, Block Staff will make hand sanitizer or disinfecting wipes available near such amenities or areas (e.g., vending machines.) • Block Staff will put in place practices for adequate social distancing in small areas, such as restrooms and breakrooms, and will develop signage and systems (e.g., flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas. •

Operational Activity Cohorts: Block staff will cohort students to the extent practicable to limit potential exposure. “Cohorts,” particularly for our students, are self-contained, pre-assigned groups of students with reasonable group size limits set forth by our plan. There will be no intermingling across cohorts, to the greatest extent possible (e.g., separation by appropriate social distancing, if there are multiple cohorts in one area). Cohorts will be fixed – meaning contain the same students – for the duration of the COVID-19 public health emergency. Faculty may need to instruct more than one cohort so long as appropriate social distancing is maintained.

- To maximize in-person instruction, Block Staff will consider measures that can be implemented to decrease density and congregation in school facilities and on school grounds, when possible, such as: o limiting in-person presence to only those staff who are necessary to be at the school during normal school hours; o maintaining or increasing remote workforce (e.g., administrative staff) to accommodate social distancing guidelines; o shifting design of class schedules to accommodate social distancing guidelines, including cohorts (e.g., Hybrid model alternative classroom schedules and part-time distance learning).

Movement and Commerce Student Drop-Off and Pick-Up: Block Staff will establish designated areas for student drop-off and pick-up, limiting contact and entry of parents/legal guardians into the building, to the greatest extent possible.

- **Deliveries:** We will establish designated areas for pickups and deliveries, limiting contact to the extent possible. Delivery persons will be encouraged to stay outside and not enter the facility.

- **Faculty/Staff Entrances and Exits:** To the extent feasible, Block Staff will limit on-site interactions (e.g., designating separate ingress or egress for faculty and staff, eliminating bidirectional flow of individuals to the extent practicable). Doors will be labeled for entrance and exit only.
- **Shared Objects:** Block Staff will put in place plans or measures to limit the sharing of objects, such as cubbies, laptops, notebooks, touchscreens, writing utensils, and dry erase boards, musical instruments, tools, and toys, as well as the touching of shared surfaces, such as tables and desks; and we will require students, faculty, and staff to perform hand hygiene before and after contact. Upon entering the building, all staff and students will be required to wash their hands.

****** BLOCK INSTITUTE will attempt to maintain social distance however given the core function of our school is to provide special education services it is necessary to provide more hands-on direct assistance to our students that will not allow for social distancing. Block Institute School will provide masks/face covering for all students but many of the students in the school due to their developmental disability or young age will not tolerate any face coverings.**

(PL)PLACES:

Personal Protective Equipment:

- Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose. Face shields worn without other face coverings are not considered adequate protection or source control against COVID-19 and should not be used. Block Institute staff may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the staff member
- Block Institute will procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to staff who directly interact with students or members of the public at work at no cost to the staff member. Block Institute must allow students, faculty, and staff to use their own acceptable face coverings, but cannot require staff to supply their own face coverings. Further, this guidance shall not prevent employees from wearing their personally owned protective coverings (e.g., surgical masks, N-95 respirators, face shields), as long as they adhere to the minimum standards of protection for the specific activity. Block Institute may otherwise require employees to wear more protective PPE due to the nature of their work.
- Block Institute will have an adequate supply of face coverings, masks, and other required PPE on hand should faculty or staff need a replacement, or a student be in need.
- Block Institute will advise students, staff, and visitors that they are required to wear face coverings in common areas or situations where social distancing may be difficult to maintain, such as entering/exiting classrooms or student centers, walking in hallways, and traveling around school buildings.
- Block Institute may request that students bring their own face covering, but may not require it and must procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to any student who does not have their own, at no cost to the student.

- Face coverings should be cleaned or replaced after use and must not be shared. Students and parents/legal guardians should take responsibility for maintaining their face coverings. Families and staff will be asked to consult CDC guidance for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning.

Hygiene, Cleaning and Disinfection

Hygiene

- Block Institute 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.
- Block Institute will maintain logs that include the date, time, and scope of cleaning and disinfection. Housekeeping and Maintenance staff will identify cleaning and disinfection frequency for each facility type and assign responsibility.
- Block Institute administration and nursing staff will train all students and staff on proper hand and respiratory hygiene, and will provide information and training to parents and/or legal guardians on ways to reinforce this at home.
- Block Institute will provide and maintain hand hygiene stations around the school, as follows:
 - For handwashing: soap, running warm water, and disposable paper towels (in all student and staff restrooms).
 - For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical (in hallways/front office).
 - Touch-free hand sanitizer dispensers should be installed where possible. Block Institute staff should place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.
 - Block Institute Staff should place receptacles around the school for disposal of soiled items, including paper towels and PPE.
- School medical directors should approve and permit the use of alcohol-based hand sanitizers in Block Institute without individual’s physician orders as alcohol-based hand sanitizers are considered over-the-counter drugs. Student use of alcohol-based hand sanitizers should always be supervised by adults to minimize accidental ingestion and promote safe usage.
- Parents/guardians can inform Block Institute that they do not want their child to use alcohol-based hand sanitizers by sending a written notice to the school. We must provide accommodations for students who cannot use hand sanitizer, to allow for their use of handwashing stations.

Cleaning and Disinfection

- Cleaning and disinfection are the primary responsibility of Block Institute’s custodial staff. However, Block Institute may also choose to provide appropriate cleaning and disinfection supplies to classroom, clinical and office staff for shared and frequently touched surfaces.
- Disposable wipes can be considered to be provided to staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and/or after use, followed by hand hygiene. These wipes as well as all cleaning supplies must comply with DEC list of approved products.

- To reduce high-touch surfaces, Block Institute should install touch-free amenities, such as water-bottle refilling stations, trash receptacles and paper towel dispensers, where feasible.
- If installing touch-free amenities is not feasible, Block Institute should, at a minimum, make hand sanitizer available near high-touch surfaces (e.g., trash receptacles, paper towel dispensers).
- Block Institute Staff will conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including tables, counters, doorknobs.
- Cleaning and disinfection of whole classrooms and common areas will take place between each cohort's use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed. Please refer to DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" and "Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19" for detailed instructions on how to clean and disinfect facilities.
- Block Institute must ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected throughout the school day.
- Block Institute should ensure that materials and tools used by employees are regularly cleaned and disinfected using registered disinfectants. Refer to the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19.
- If cleaning or disinfection products or the act of cleaning and disinfection causes safety hazards or degrades the material or machinery, Responsible Parties must put in place hand hygiene stations between use and/or supply disposable gloves and/or limitations on the number of employees using such machinery.

Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case

- Block Institute staff must provide for the cleaning and disinfection of exposed areas in the event 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, the specific classroom that the child or adult is in.
- Block Institute staff are expected to follow CDC guidelines on "Cleaning and Disinfecting Your Facility," if someone is suspected or confirmed to have COVID-19: Close off areas used by the person who is suspected or confirmed to have COVID-19.
- Block Institute does not necessarily need to close the entire school building, if they can close off the affected areas (e.g., classroom, restroom, hallway), but they should consult with local health departments in development of their protocols.
- Open outside doors and windows to increase air circulation in the area while maintaining strict supervision of students at all times.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

- Refer to DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” for information on “close and proximate” contacts.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

Coordination and Phased Reopening

- EDU’s administration and TQM department will be responsible for continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.

Communications Plan

- Block Institute staff will affirm that they have reviewed and understand the State-issued industry guidelines and must submit reopening plans, as outlined above and instructed below, prior to reopening.
- Block Institute Administrators will engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing reopening plans. Plans for reopening should identify the groups of people involved and engaged throughout the planning process.
- Block Institute will develop a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Block Institute will use our webpage, email groups, and the use of Microsoft Teams.
- Block Institute staff will train all students on 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 as best as possible given each student’s specific level of understanding.
- Block Institute will encourage all students, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.
- The Director of Children’s Services will be the main contact upon the identification of positive COVID-19 cases and will be responsible for subsequent communication. Administration should be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school. Administrators will also work closely with local health departments and other schools to monitor public health conditions and jointly develop monitoring strategies.

*****This Reopening Plan is based on Block Institute’s current ability to staff our program based on our mandated classroom ratios. Should Block Institute no longer be able to provide enough staff (due to individuals who may fall within a high-risk category according to CDC guidelines) to fully support our***

*classrooms to meet their mandated ratios, switching to a full-time remote learning model may become an option.***

(PR) PROCESSES

<https://www1.nyc.gov/assets/doh/downloads/pdf/covid/businesses/covid-19-reopening-child-care-checklist.pdf>

BLOCK INSTITUTE REQUIREMENTS:

Physical Distancing

- Maximum class size is 10 children- We will have the same group of children stay with the same staff as much as possible (static group) including related service providers and behavior coaches.
- Eliminate or minimize contact between each Static groups of children will not have contact with one another in the building. They will not share common spaces at the same time.
- Space will be reconfigured to limit overall density of rooms to 10 or fewer children per group.
- Implement practices to maintain adequate physical distancing, such as in restrooms and breakrooms; we will add signage and systems to restrict occupancy (e.g., flagging when occupied) when physical distancing cannot otherwise be maintained in small areas.
- Prohibit non-essential visitors.

Personal Protective Equipment

- Staff must wear face coverings at all times when interacting with children and when within 6 feet from other staff.
- Face coverings should not be used by children 2 years of age or younger or by anyone who cannot medically tolerate one.
- Children over the age of 2 do not need to wear face coverings while in our facility or in outdoor spaces exclusively used by our program.
- Block will provide acceptable face coverings to employees at no cost and maintain an adequate supply for replacement.

Acceptable face coverings include cloth (e.g., homemade sewn, quick cut, bandana) or masks, Block Institute will...

- Prohibit sharing of face coverings.
- Train staff on how to put on, take off, and clean or discard PPE.
- Limit the sharing of objects and discourage touching of shared surfaces; or require employees to wear gloves when in contact with shared objects or frequently touched areas; or require employees and children to wash hands before and after contact.

Athletic & Extracurricular Program Activities

When applicable, Block Institute will:

- Keep static group of children separated.
- Focus on activities with little or no physical contact (e.g., running).
- Encourage sports that involve less physical closeness over those that require close contact or shared equipment.
- Encourage activities that are lower risk such as skill-building and conditioning.
- Enhance cleaning and disinfection protocols.

Food Service

- Serve individual portions to children.
- Keep static groups of children separated.
- Separate tables with seating at least 6 feet apart from other tables.

Transportation

- Discourage field trips and other off-site activities
- If transportation occurs, make all reasonable efforts to maintain static groups of children in vehicles.
- If groups of children must be in the same vehicle, seating must be arranged to maximize distance between different groups of children and employees.
- All individuals (driver, employees and children) over age 2 and able to medically tolerate a face covering must wear face coverings.

Hygiene, Cleaning and Disinfection

- Adhere to hygiene, cleaning and disinfection requirements from the [CDC](#) and [NYS Department of Health](#) and maintain logs on site that document date, time and scope of cleaning and disinfection.
- The NYC Health Department has a [model cleaning/disinfection log](#). Visit [nyc.gov/health/coronavirus](#) and review the “Guidance for Businesses” tab.
- Adhere to hygiene, cleaning and disinfection requirements from the [CDC](#) and [NYS Department of Health](#) and maintain logs on site that document date, time and scope of cleaning and disinfection.
- The NYC Health Department has a [model cleaning/disinfection log](#). Visit [nyc.gov/health/coronavirus](#) and review the “Guidance for Businesses” tab.
- Require staff and children to practice hand hygiene in the following instances:
 - Upon arrival to the first program activity
 - Between all program activities
 - After using the restroom
 - Before eating
 - Before departing the last program activity
- Provide appropriate cleaning/disinfection supplies for shared and frequently touched surfaces (e.g., door handles, art supplies) and encourage employees to clean/disinfect before and after touching such surfaces and object, followed by hand hygiene.
- Regularly clean and disinfect equipment and toys using the Department of Environmental Conservation’s (DEC) [list of products](#) identified by the Environmental Protection Agency (EPA) as effective against COVID-19.
- Limit children from using toys that can’t be cleaned/sanitized (e.g., dress-up clothes, puppets).

- For programs with rest periods for children, make individual clean bed coverings available for each child, and do not allow bedding to be shared unless cleaned/disinfected.

Communication

Block Institute will:

- **Affirm** that we have reviewed, understood and will implement NYS-issued guidelines.
- **Train** all employees on applicable precautions/policies in NYS guidance remotely or in-person using appropriate physical distancing and requiring face coverings for all participants.
- **Complete** the NYS safety plan and post it on site. NYS has a template you can use. You must also have a child care safety plan as required by the NYC Health Code.
- **Post** signage inside and outside of the facility to remind individuals to adhere to proper hygiene, physical distancing, appropriate use of face coverings, and cleaning and disinfecting protocols.
- **Signs** are available for download on the Health Department website and by calling **311**. Visit nyc.gov/health/coronavirus and review the “Posters and Flyers” tab.

Health Screening

Block Institute will:

- Instruct staff to stay home if they are sick and remind parents/guardians to keep sick children home.
- Implement mandatory health screening assessment (e.g., questionnaire, temperature check) for employees and visitors (e.g., contractors, vendors), and for children, either directly or through their parent/guardian.
- Review the FAQs on health screening and consider using or adapting this sample COVID-19 Symptom Screening Tool.
- Ask that Staff can assess their own health before arriving to work, and parents can assess the health of their children before arriving at Block Institute.
- Document that screening was done – use the [model documentation log](#) that is on the NYC Health Department’s webpage (visit nyc.gov/health/coronavirus and review the “Guidance for Businesses” tab).
- For children arriving to Block Institute via bus transportation and for employees who provide supervision on the bus, screening will be completed prior to boarding the bus, when feasible.
- In the event that a parent/guardian of a child must be isolated because they have tested positive for, or exhibited symptoms of, COVID-19, the parent/guardian must be advised that they cannot enter the site for any reason, including picking up their child.
- Have an emergency contact authorized by the parent pick up the child.
- As a close contact, the child must not return to Block Institute for 14 days from last time they were in close contact with the person with COVID-19 (if in same household or is otherwise a close contact).
- If the parent/guardian — who is a member of the same household as the child — is being quarantined as a precautionary measure, without symptoms or a positive test,

Block Institute staff will walk out or drop off the child to the parent/guardian at the boundary of, or outside, the premises.

- As a “contact of a contact,” the child may return to Block Institute during the duration of the quarantine.
- If a child has symptoms of COVID-19 or has a positive diagnostic test, the child must isolate and may not attend Block Institute until:
 - It has been at least 14 days from symptom onset, with the last three days fever-free (without use of fever-reducing medicine) and an overall reduction in symptoms.
 - If no symptoms, 14 days from the date they were tested

If an employee or child tests positive for COVID-19 Block Institute will:

- Email the NYC Test and Trace Corps atCovidEmployerReport@nychhc.org.
- Let your Borough Office know.

Block Institute Could Potentially:

Physical Distancing

- Ensure employees maintain a distance of at least 6 feet at all times from one another, except for safety reasons.
- Restrict or modify the number of work areas and seating areas for employees to maintain 6 feet of distance.
- Reduce bi-directional foot traffic using tape or signs with arrows in any areas in which lines are commonly formed or people may congregate (e.g., in vestibules).
- Establish designated no-contact areas for pick-ups and deliveries.
- Limit in-person gatherings of employees (e.g., breaks, meetings).
- Limit on-site interactions (e.g., designate separate entrances and exits for employees and for people picking up and dropping off their children).
- Put in place child drop-off and pick-up procedures to allow for a strict 6 feet of distance between parents/guardians and program staff.
- Maintain a staffing plan that does not require employees to “float” between different groups of children except for staff absences.
- On rainy days, set capacity of program or activity to allow for appropriate physical distancing between static groups of children, when groups must remain indoors or under shelters (e.g., park pavilions).

When Physical Distancing Isn’t Possible When Caring for our Young Children — Block Institute Staff could potentially:

- Wear a large button-down, long sleeves shirt or smock and put long hair up off the collar in a ponytail or other updo.
- Have multiple changes of clothes on hand for employees and children in the program.
- Place contaminated clothes in a plastic bag and send home for laundry or wash on premises.

Personal Protective Equipment- Block Institute Staff could potentially:

- Install non-flammable barriers at reception and security desks, in accordance with [OSHA guidelines](#).

Excursions- Block Institute Staff could potentially:

If transportation occurs:

- Ensure that when children are boarding the vehicle, they are occupying seats from back to front, where possible.
- Increase ventilation, when weather permits, within any vehicle (e.g., opening the top hatches of buses or opening windows).

Hygiene, Cleaning and Disinfection- Block Institute Staff could potentially:

- Strongly encourage parents/guardians to not allow children to not bring toys from home.
- If staff eat separately from the children, encourage staff to bring lunch from home.
- Place hand sanitizer in convenient locations (e.g., entrances and exits, security and reception desks).
- Place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water, as hand sanitizer is not effective on visibly soiled hands.
- Place receptacles around the facility for disposal of soiled items, including single-use PPE.

Communication- Block Institute Staff could potentially:

- Develop a communications plan for employees, parents/guardians and children that includes applicable instructions, training, signage, and a static means to provide information.
- Train staff on how to support children's development of good public health behaviors and social interaction practices in congregate settings to prevent the spread of COVID-19.
- Designate a staff person to be responsible for responding to COVID-19 concerns. Employees and parent/guardians should know who this person is and how to contact them.

Health Screening- Block Institute Staff could potentially:

- Perform screening remotely (e.g., by telephone or electronic survey) before individuals arrive, if possible.
- Prevent individuals from interacting in close contact with each during screenings, if on site.
- Maintain a continuous log of every person, including employees, parents/guardians, children, and any essential visitors who may have close contact with other individuals at the work site or area, excluding contactless deliveries.
- Refer to the NYC Health Department guidance regarding protocols and policies for employees, parents/guardians or children seeking to return to work or the site after a suspected or confirmed case of COVID-19 or after such person had close contact with a person with COVID-19.

Child Health Check:

<https://docs.google.com/document/d/1kOnwguGcxAiDgNeqP05teB0nE8FSIEG/edit>

Staff Health Check: <https://www1.nyc.gov/assets/doh/downloads/pdf/imm/covid-19-symptom-screening-businesses.pdf>