

School Reopening Plan

August 7, 2020

Agency Name: Seton Foundation for Learning

The Joan Ann Kennedy Preschool

BEDS Code: 353100880025

VENDOR ID: 133371852

Administrative Address: 315 Arlene Street

Staten Island, NY 10314

Program Site Address: The Joan Ann Kennedy Preschool

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Program(s) provided at our sites:

4410 Preschool Special Education

- Special Class

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INTRODUCTION

This plan was developed to adhere to the guidance provided by the New York State Education Department (NYSED) in their July, 2020, document entitled: Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools – Reopening Guidance. This plan will be revised and updated as needed to adjust to changing public health conditions caused by the COVID-19 virus and all of the new requirements and regulations which may emerge over time.

We solicited input and involvement from the families we serve, our staff, members of the Board of Directors and Committee on Preschool Special Education during the original drafting of our reopening plan. We will comply with the important input from all stakeholders as we move forward implementing this plan and as we consider any modifications.

We recognize the need for our program to be as flexible and as responsive as possible to the needs of Our Students', families, and staff members. We will closely monitor the conditions of our community as the COVID 19 pandemic continues and the effectiveness and appropriateness of our plan.

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

- Communication/Family and Community Engagement
- Health and Safety
- Facilities
- Nutrition
- Transportation

- Social Emotional Well-Being
- School Schedules
- Attendance and Chronic Absenteeism
- Technology and Connectivity
- Teaching and Learning/Education
- Staffing

COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT

The Seton Foundation for Learning has created a Reopening Team to address the specific needs of our community. The team consists of Administrators, and the President of The Board of Directors including:

- Denise O'Connell, Director of Joan Ann Kennedy Preschool

The Reopening Team has assisted in creating this original plan and will continue to participate in future revision of this plan. In preparing our reopening, we engaged our stakeholders in discussions and planning sessions. These information sessions included staff and families. In addition, surveys were created and shared with both current and future families. Prior to reopening, The Joan Ann Kennedy Preschool will provide individual orientation sessions for the families. At this session, information for our reopening plan, daily health and safety procedures, communication and instruction will be addressed. Staff will be provided with orientation and training. As part of the instructional curriculum, children will be taught proper self-care and safety precautions. Signage will be posted for visitors.

As part of the instructional day, teachers will model and prompt both verbally and physically, proper hand washing techniques. Visual markers on the floor and walls will assist students in maintaining proper social distancing. Teachers will model and prompt children to cough/sneeze into their elbow to control respiratory secretions.

Families will be provided with additional information via letters and consistent communication with faculty and staff.

HEALTH AND SAFETY

The hospitals located in our region are Staten Island University Hospital (Northwell) and Richmond University Medical Center. At this time, both local hospitals have the ability to manage COVID -19 cases and have ample beds in their facility to meet the need of this emergency.

Prior to the start of the school year, staff will be trained in the signs and symptoms of COVID-19 and Multisystem Inflammatory Syndrome in Children (MIS-C). Protocols for suspected illness will be reviewed and posted in each classroom for all staff to follow.

Prior to entry into the school building the staff and children will be screened. Staff members will have a daily temperature check . No Parents are allowed to enter the school building.

Children who present with symptoms will be escorted to an isolation room. At this time, the Seton Foundation for Learning Preschool does NOT have a nurse on staff. We have staff trained in First Aid, CPR and Epi-Pen for emergencies. A member of the class team will assess the child, based on CDC signs and symptoms. The family will be notified to pick up their child. Families must contact us to confirm follow up with a healthcare provider.

Children who have a temperature of 100 degrees or higher will be sent directly home with the parent. If the child arrives by bus and has a temperature of 100 degrees or higher, the child will immediately be sent to the isolation room. If a child becomes ill during the school day, a staff member will inform the preschool office that a child with a fever is being escorted to the isolation room. Staff will manage any of these instances wearing appropriate personal protective equipment at all times. The onsite director or classroom teacher will contact the family to arrange for pick up.

Due to implementing the new temperature check screening, we will not be allowing any person to enter the school building except the following who will be screened prior to entering;

- Persons with legal authority to enter, including law enforcement officers and ACS case workers.
- Professionals providing services to children
- Children enrolled
- Staff members

These permitted visitors will be screened prior to entry. This will include a temperature check and a questionnaire asking:

- Signs or symptoms of a respiratory infection, including cough, shortness of breath, sore throat or a low- grade fever.

- In the previous fourteen days
 - has had contact with someone with a confirmed case of Covid -19;
 - has been tested Covid-19
 - is ill with respiratory illness,
 - has traveled internationally or within states that have travel restrictions.

Parents will be invited to participate in a phone orientation prior to the start of the school year.

Families will be provided with a COVID- 19 informational letter which provides information on signs and symptoms of COVID-19, as well as the illness/return to school policy.

Students and teachers are required to wash hands prior to entering the classroom.

Signage will be posted in the bathrooms, classrooms and hallways as a visual reminder to “Cover your cough”, “sing the birthday song” and other cues to support proper hand washing and respiratory hygiene. Teachers will model and prompt students ensuring proper handwashing and sneeze/cough covering. Students who need more assistance with handwashing will be provided with physical prompting and support.

Within our buildings we have signage along the walls and floors to help maintain physical distancing. We have placed tape on the floor to provide social distancing, one-way traffic signs and stop signs to help with the flow of movement. Within the classroom, visual markers support social distancing whenever possible.

Students and staff who are at high risk or live with family members who are high risk will be accommodated through the remote learning platform. Families and staff will be surveyed in compliance with HIPPA regulations.

Staff and visitors must wear face coverings. The Joan Ann Kennedy Preschool will provide these items if and when necessary.

Students who cannot tolerate masks due to sensory or other health related issues will not be required to wear masks. Mask breaks are permitted when social distancing is possible.

Staff will be permitted to take a “mask break” when necessary as long as social distancing is allowable. The Joan Ann Kennedy Preschool has a supply of PPE. These include masks, gloves and face shields, based on enrollment.

All protocols related to illness and exclusion due to COVID- 19 are provided to families in the supplemental COVID-19 informational letters.. If a staff member or child is diagnosed with COVID-19, the individual must not enter the facility for at least 14 days after the onset of the first symptoms. The individual may return under any of the following conditions: At least 10 days since symptoms first appeared and at least 72 hours with no fever without fever-reducing medication, and symptoms have improved.

Children and Staff must provide a note from their health care provider allowing them to return to childcare. The faculty and staff will communicate and coordinate efforts for the safe return to school with family members. A routine of scheduled and documented cleanings will be established. This includes materials and games, high touch surfaces such as light switches, doorknobs, table tops, sink handles, nap mats, and cubbies. Toys which cannot be easily cleaned have been removed from the classroom.

All safety drills will be conducted in compliance with regulations allowing for social distancing between classroom “families”. Social distancing requirements will impact the time needed for the successful evacuation of the school building.

At this time, the Joan Ann Kennedy Preschool will operate The Joan Ann Kennedy Memorial Preschool program based on the following protocol:

- Children will be in small groups based on classroom “Cohorts” in a hybrid program to ensure transition to complete remote learning or transition to complete in person learning.
- Staff will be consistent within those groups.
- Children will not intermingle with other class “Cohort” groups.
- All health and safety guidelines will continue as previously stated and our entire school community with the school Director will be responsible for continuous compliance with all aspects of the school’s reopening plan, as well as all phased-in reopening activities.

All Faculty Staff and School Director will coordinate communication and adhere to safety protocols.

We will limit visitors to the school facility except the following;

- Persons with legal authority to enter, including law enforcement officers and ACS caseworkers.

- Professionals providing services to children
- Children enrolled
- Staff members

Our Visitor policy will be posted outside of the school entrance.

Families will be provided with the screening questions during orientation. The COVID-19 supplemental letters and notices will provide detailed information on signs and symptoms of illness.

School staff wearing PPE will take children's temperatures with contactless thermometers at arrival.

Families who arrive by car will be screened through the car window. Families who walk to school, will be screened prior to their entrance into our building.

Entry to the building will be allowed after the health screening is filled out with the following questions being answered:

- Signs or symptoms of a respiratory infection, including cough, shortness of breath, sore throat or a low- grade fever.
- In the previous fourteen days he has had contact with someone with a confirmed case of Covid -19; has been tested Covid -19; is ill with respiratory illness, has traveled internationally or within states that have travel restrictions.
- Temperature will be recorded as a pass/fail.

Students are escorted to the classroom once screening is completed.

Families will be screened upon arrival to the school by a staff member. Paper copies of the screening tool will also be available.

Staff will wear masks/face shields throughout the day and use other personal protective equipment to limit the spread of any illness. Children will only be required to wear masks when social distancing is not feasible. Mask breaks will be conducted as needed with proper physical distancing.

Staff will wear PPE when assessing student illness.

***We have established an Isolation Site**

Staff will use disposable gloves, masks and long sleeve smocks when providing medical care to children or staff.

All staff, including custodial staff will be provided with appropriate PPE.

The Joan Ann Kennedy Preschool has created checklists to insure continuous and proper cleaning and sanitizing logs. A daily safety checklist will ensure that there are sufficient supplies for cleaning, sanitizing, as well a personal health and hygiene.

The Preschool Director will be the main contact upon the identification of positive COVID-19 cases and Subsequent communications.

FACILITIES

The Joan Ann Kennedy Preschool has planned a re-opening based on the safety guidance of all of our regulatory agencies. Some spaces have been repurposed so that children and staff can implement social distancing. Our indoor gym will be used as a staff eating area to provide social distancing.

Therapists to adapt the shared space and address social distancing requirements . Our Staff Lounge will be repurposed to allow for social distancing of our Occupational Therapists and Physical Therapists. The office areas adjacent to the lounge will be utilized for individual Speech Therapy spaces.

Fire and lock down

Fire drills will continue while keeping social distance. Classrooms will exit from different staircases and will meet by our designated area while adhering to social distance protocol. Prior to opening, the Fire Station will be tested. Families will arrive on a staggered schedule. Staff will wear PPE as they greet families outside of the school building, review the screening questions with the families, take the child's temperature and escort the child to the classroom. Staff and children will be screened before entering our facility. No one with a temperature of over 100 degrees will be allowed to enter.

All doors that are not fire-rated will remain open. HVAC system filtration has been updated with MER 13 filters. Dividers will be placed between computers and other workstations and in

children's bathrooms where social distancing is not sufficient. Hallways will have arrows to guide children and staff in the right directions. There will also be one-way signs and stop signs to limit traffic. Signage will be posted throughout the building.

Classrooms are set up to maximize social distancing. Materials will be limited to reduce sharing and all items will be child specific and stored in a labeled container. An isolation room will be available for any student who becomes ill during the school day. All classrooms have access to hand-washing stations. Hand sanitizing stations will be placed throughout the facility.

All precautions will be made to ensure a safe environment. Lead testing will continue on schedule as required after reopening.

All regulatory documentation will be posted in a visible location for inspection.

NUTRITION

As per our long standing policy, we do not have the facilities to prepare or provide lunch at this site. Our students' must bring snacks and lunches from home. All lunches/snacks must be sent to school in disposable bags. Material lunch bags will not be permitted. Children will be eating meals with their teachers in their classrooms.

Student desks and chairs will be set up all facing the same direction. Chairs will be removed to ensure proper social distance between children during mealtime. All tables and chairs will be sanitized prior to and immediately following all meals.

Sharing of food will not be permitted. Teachers will assist students with their lunches wearing gloves and face masks. Staff will supervise and support children with hand washing. All children will be directed and supervised as they thoroughly wash their hands prior to and immediately following mealtime.

TRANSPORTATION

Transportation for students with disabilities enrolled in 4410 programs are provided by the school district. School programs, however, are involved in the embarking and disembarking of students.

Both arrival and departure procedures will include staggered times to reduce crowding and waiting while allowing for proper screening procedures and social distancing.

Staff will be assigned to assist with bus procedures on a rotating basis. Some staff will be recording arrival time and child's temperature, while others are responsible for escorting the child to the classroom.

Children will disembark the bus and be escorted to the classroom with a staff member who is wearing a mask/face shield, gloves and long sleeve smock. Children will be directed to wash their hands upon arrival. Staff will remove wash and dry their hands, re-glove and return to the bus to assist with other students.

Dismissal procedures will reflect both bus and parent pick up procedures. Bus children will be dismissed as the buses arrive at the school, one bus at a time. Children will remain in the classroom until notified of the arrival of the bus.

Parents who pick up their child either by car or walking, will wait outside of the school building. A staff member will inform the classroom to escort the child to the parent. The time of departure will be recorded.

SOCIAL-EMOTIONAL WELL-BEING

All classroom team members will share in facilitating the social emotional and physical well-being of students by strengthening family and school partnerships. The goal of promoting a positive school environment can be achieved by creating and maintaining routines within the classroom as well as through online learning. Establishing clear routines and schedules will provide children with a sense of safety and security.

Administrators, teachers and staff will work together to support the social-emotional well-being of Teachers and caregivers will verbally reassure children of their safety within the classroom environment. Classroom teams will collaborate with our school Psychologist to teach self-regulation skills such as deep breathing and mindfulness activities. The Seton Foundation for Learning – Joan Ann Kennedy Preschool will support families by providing opportunities for parents/guardians to voice their needs before the return to school and on an ongoing basis throughout the school year. Prior to the start of the school year surveys will be conducted to learn the individual needs of each family. To support social-emotional well-being and the individual needs of families, resources and documentation will be provided to families.

The resources will be in the form of handouts as well as links to online websites. To ensure the social-emotional well-being of all staff and caregivers on site, we will conduct weekly meetings to allow all school community stakeholders to share their goals, concerns and suggestions.

Supporting children's social-emotional well-being is extremely important during this unprecedented time of COVID-19 learning. The Seton Foundation for Learning will continue to cultivate a caring and welcoming school community in order to meet the children and families with the compassion and support that is needed.

Staff can efficiently support children's social and emotional health by using children's books, planning activities, giving effective praise and modeling appropriate behaviors during "in school" sessions as well as "remote" sessions.

SCHOOL SCHEDULES

The Seton Foundation for Learning Preschool will implement a scheduling model to accommodate all students and their families. Our scheduling decisions will adhere to the health and safety standards and from the most current guidance from the New York State Department of Health. The scheduling model will include a hybrid of both in-person learning and remote instruction. A blended or hybrid model will allow for the most appropriate flexibility. Our scheduling model will be clearly communicated to families as well as staff.

Prior to the start of the school year various surveys will be conducted to learn the individual needs of each family which will support the restructuring of our program . This will ensure that the flexible scheduling model will closely meet all family's needs. We plan to implement the following school schedule for the 2020-2021 school year:

- All students and families will have the option to choose full remote learning or a hybrid-learning model.
- Families will have the ability to opt into remote learning at any time throughout the 2020-2021 school year.
- Four times throughout the school year, (quarterly) families will have the option to switch their initial learning model choice to accommodate their family's needs.
- Students will be split equally into two groups – Group A and Group B.

This will allow for social distancing amongst students, teachers and staff.

- Each group will sustain a stabilized 'Cohort/pod' throughout the day.
- Specific student schedules will be provided to families prior to the start of school.
- Families who choose fully remote, will be provided with a schedule of instruction and therapy

which coordinates with the needs of the family and school. In the event that Covid-19 cases develop, we will temporarily move classes where the individual has tested positive to a remote/virtual format until all contacts can be identified, notified, tested and cleared.

The flexible scheduling model that is implemented will include a modification to our arrival/dismissal procedures. We will stagger the arrival and dismissal time for each class. during arrival, parents/guardians and students will maintain social distance outside the facility until their child has been cleared and directed by staff to enter the school . A staff member will escort the child to their class. During dismissal, parents/guardians will maintain social distancing outside the facility until their child is brought out by a staff member.

The staggered time frame will reduce the congestion in the hallways, walkways and building. Staggering the times will allow teachers, students, parents/guardians to maintain social distancing.

BUDGET AND FISCAL

Our Preschool will maintain student enrollment through communication with CPSE administrators, and families.

Conducting weekly class team meetings will provide us with up to date, student and family needs related to instruction, technology and social emotional well-being.

ATTENDANCE AND CHRONIC ABSENTEEISM

All parents are asked to contact the school prior to the start of each school day to inform us of absence. Our school secretary will collect daily attendance /contacts for all in-person students from each classroom. Attendance will be tracked in a log by class. If a student is out for 3 days or more for non-Covid-19 related illness, we must have a doctor's note on their letterhead with a

doctor's stamp verifying that they were ill. For COVID-19 related illness, please see the Health And Safety section of this document.

If a child is absent and we have not received a call from the family within one hour of the start of the school day, a staff member will call the family to inquire about the child's health status. All phone calls will be documented in a log of parent contact.

If the students are participating in fully remote learning on Google Classroom, attendance will be recorded via Google Docs on a shared document. Attendance will be collected weekly, maintained and filed by our school secretary. Each classroom team member will make phone calls or email contact at least twice a week for all students who are enrolled in remote services.

TECHNOLOGY AND CONNECTIVITY

Families are surveyed to determine technology needs and the level of internet access. Families who need technology or internet access will be referred to the NYC Department of Education's loan program

Supply boxes and materials will be sent to families to assist with remote learning. Special considerations will be made for students with limited access to technology including but not limited to priority in-class time, tablets/laptop usage or additional supported learning materials

Our school has fully supported internet access. Ongoing parent feedback will assist with problem solving technology and remote learning platforms. Teachers and Therapists will provide flexible scheduling of remote services based on family needs providing flexibility and equitable access.

TEACHING AND LEARNING/ EDUCATION

The Joan Ann Kennedy Preschool program will continue to provide preschool students with disabilities the same equal educational opportunities as their peers. Our Preschool program will ensure that the transitioning of remote and in-person instruction environments adheres to the NYC Department of Health and the NY State Department of Education's health and safety mandates.

The Joan Ann Kennedy Preschool will provide a blended learning platform to maintain continuity of learning and oblige by DOH regulatory guidelines.

This platform was chosen based on family survey results and family preference. The Joan Ann Kennedy Preschool program will continue to adhere to, the greatest extent possible, to the special education and/or related services identified on the student's IEP.

Families will have an ability to opt in/out of the learning platform on a quarterly basis. Communication and documentation of such will be maintained in the student's file and shared with the CPSE administrator.

While providing in person instruction we will continue to demonstrate, whenever possible, social distancing as well as the maintenance of stable classroom groups/families. We will coordinate a staff and plan to the greatest extent possible, to provide consistency of same staff to classroom groups/families. The staff plan will also be applicable to therapy and related services that mandate group services.

Teachers and service providers will continue to collect data and use such data to monitor student's progress towards the annual goals and to evaluate the effectiveness of the student's special education services. Reports of progress to parents will be made via telephone or other electronic means. Student progress will be communicated to their families in their native language via written and/or verbally through the DOE translator hotline.

The Joan Ann Kennedy Preschool will provide equipment and materials necessary for remote learning to families who may not have the resources at home. The focus of blended learning for our preschool students with disabilities will be centered around building connections between in-classroom and at home experiences. Our Preschool will continue to ensure meaningful parental engagement in relation to the implementation/deliverance of related services. Parent communication will be available through written (student notebooks, email), remote platform (google classroom, Classroom Dojo) and phone consultations with families

The Seton Foundation for Learning Preschool will ensure that there is continuity of learning for all students, where instruction is aligned with the outcomes in the New York State Learning Standards. Our program will prepare for instructional delivery in all 3 models – in-person, remote, and hybrid learning, while maintaining flexibility to prepare for any necessary shift in modality. Our program has a clear communication plan so families can contact both teachers and administration with questions about instruction and/or technology.

Families will be given points of contact phone numbers, emails, and a variety of web-based tools (Google Classroom, Classroom Dojo, etc.) to ensure open lines of communication at all times. Supportive documents will be disseminated to ensure comfort and ease with instructional programs and online platforms. Translation hotlines will be used as needed to ensure the inclusion of all English Language Learner families.

Building trusting relationships is the cornerstone of both teaching and learning. Our program will include regular and substantive interactions between teachers and students, regardless of delivery method.

Remote learning sessions will consist of video lessons, as well as small group, whole group, and individual video conferencing. These interactions will be used to create a climate of safety, comfort, and routine, while giving students necessary social, emotional, and/or academic support. Regardless of modality, instruction will be aligned with Learning Standards and primary instruction will be delivered by a certified teacher or other qualified professionals.

Our program will be mindful of the specialized needs of students whose educational experiences in 2019-2020 were disrupted due to school closures and who now require additional social, emotional, academic support to be successful. We will cultivate a caring and welcoming school community while using intentional support to strengthen children's social and emotional well-being. This will be done through a variety of classroom activities, verbal supports, and through a high level of parent communication.

Additionally, our **School Psychologist will plan and deliver monthly family meetings to help meet these needs, of both students and our families.** Our school will also be conducting weekly Teachers' meetings to discuss the individual needs of students and each student's responses to in-person, blended, and/or remote learning. We will help students re-adjust to in-person instruction when the need arises by using blended learning as a tool for seamless re-entry into the school environment. In-person instruction will adhere to all guidelines set forth by the New York State Department of Health.

Staff/student ratios will be determined as per child's IEP. All health and safety precautions will be followed, for example, family style eating will not be practiced, centers that include multiple students using at one time will be avoided, students will be provided with individual sets of materials to avoid the sharing of materials. Practices which encourage physical contact, such as hand holding, will be discouraged. Smaller class sizes will enable social distancing and materials will be sanitized daily.

Mealtime will also practice social distancing guidelines, with children sitting separate and apart. Meals will be individual and the sharing of food will not be permitted.

Our program will limit individuals coming into our school. Visitors will not be allowed entrance into the facility except the following:

- Professionals providing services to children

- *These individuals will be screened upon arrival using our Daily Health Screening practices.*

*Persons with legal authority to enter, including law enforcement officers and ACS case workers

Remote learning instruction will be delivered in accordance to NYS Learning Standards.

We will assess the needs of families to ensure they have appropriate access to technology to develop effective distance learning strategies and sustain student attainment and achievement. Teaching staff will schedule dedicated weekly times to communicate with families. Teaching staff will create a daily routine so students maintain a consistent schedule, this routine will include morning meetings, multiple read alouds , lessons and activities, music and movement, closing circle, etc. Teachers will provide families with a list of prompts and questions and coordinating activities to encourage critical thinking skills. Teaching staff will provide weekly “Thematic” unit plans to families to aid in their partnership.

Family engagement activities will be provided weekly.

Hybrid learning instruction will be a combination of in-person and remote learning. Our program will have a split schedule of consistent days and one alternating day, M/W/F . To limit the exposure to the COVID-19 virus, students will be grouped by “Cohort” so inter mingling between “Cohorts” does not occur. Social distancing and the wearing of face coverings will be practiced as both mandated and appropriate. This schedule allows children and families consistency in scheduling childcare needs.

Students will be assigned to their learning model based on parent input and parent preference.

The Joan Ann Kennedy Preschool will use parent observations, informal assessments and diagnostic assessments(when possible) to determine each student’s academic, social and emotional needs.

Information for assessments will be based on prior learning, parent interview, and observation. Quarterly Progress reports and annual review reports for children with Disabilities will continue on the regular schedule based on IEP mandates. Parent communication will be made available via written and/or verbal communication.

The Joan Ann Kennedy Preschool has considered in person-services a priority for our high-need students and preschool students with disabilities. We will maintain a contingency plan in the event of intermittent or extended school closure. The Joan Ann Kennedy Preschool will maintain regular correspondence and collaboration with CPSE in order to ensure students’ individual needs are met, the learning platform utilized, as well as to provide necessary instructional and technological support when applicable. The Joan Ann Kennedy Preschool teams will meet regularly to determine student progress/performance, methods of delivery of services, and service modification if needed. The dissemination of such information will be shared with families in their native language via translator, and with CPSE.

BILINGUAL EDUCATION AND WORLD LANGUAGES

The Joan Ann Kennedy Preschool is not a Bilingual Education program. Instruction is provided in English. Families receive documentation and or directives on how to access and utilize translation hotlines for telephone communication.

We will provide support to all parents/guardians regarding the use of technology in their preferred language of communication verbally, through translation hotlines or verbal translation. We will consistently communicate with CPSE to address the needs of all students.

STAFFING AND HUMAN RESOURCES

All staff will hold a valid certification/license appropriate to their service assignment. All certifications will be verified using internet tools made available by NYSED- Teach website. Staffing changes may occur based on reasonable accommodations based on individual staff needs.

These accommodations may temporarily impact how instruction occurs in the school building. Flexibility in scheduling and classroom assignments may occur to allow for “incidental” assignments in the event that a teacher is working outside of their current certificate. Substitute teachers will play an important role as staff absence should be anticipated.

Staff members who are requesting accommodation for reporting to in-person work due to concerns about their own health must notify the Executive Director and submit appropriate documentation to Human Resources before the Joan Ann Kennedy Preschool Human Resources can determine if a reasonable accommodation can be made based on applicable law, regulations and the Joan Ann Kennedy’s need and resources.

REFERENCES:

- Center for Disease Control
- NYS Department of Health
- NYC Department of Education
- NYC Department of Mental Health and Hygiene

