



# SHRUB OAK

INTERNATIONAL SCHOOL

*A Visionary Approach to Autism Education*

## COVID-19 Reopening Plan

Updated 7/30/20

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## Reopening School Following COVID-19 Closure

Following is the Shrub Oak International School full reopening plan (“the Plan”) subsequent to the COVID-19 closure of our day education program. This plan is designed to outline the steps for each stakeholder as needed. The plan will be distributed and implemented to ensure that our focus remains on the health and safety of all students, staff, and families. We anticipate additional revisions, changes, and updates to the plan to meet the School’s evolving needs as well as the evolving health and safety requirements as outlined by state and federal officials. Guidelines regarding the manner in which changes to the written plan will be made are provided at the end of this document.

We understand and anticipate that you may have questions. We encourage you to reach out to your supervisor, or to the coordinator of each section of the plan for additional information about resources. A contact person is listed at the beginning of each section for clarity.

We recognize that this is an emotional and stressful time for all of us, and that reopening may place additional stressors on staff, families and students. Should you need additional assistance, please reach out to the designated person listed in the Plan or Human Resources. As a community, we strive to support each other throughout these challenging times.

### *Reimagining a Safer Campus Community*

Shrub Oak provides a unique setting for all students to begin to return to a “new normal.” Situated on more than 127 acres, our campus provides an ideal setting for a multitude of recreational activities. Outdoor activities are woven into each piece of the curriculum, and our entire staff is committed to ensuring our school remains one that is focused on development, growth, and safety.

An increased element of risk is present all around us now, everywhere we travel and with every interpersonal interaction, including attending school. In response, Shrub Oak has revised our safety procedures and protocols to minimize risk while continuing to provide students with an individualized, transdisciplinary experience.

Our students cannot be expected to stay home without loss of critical learning so we believe it is essential for students to return to campus as soon as possible. We recognize families and staff may have concerns, but here at Shrub Oak, you can rest assured that everyone has been health screened every day; there are consistent, small student groups, supervised by knowledgeable, caring staff; and meticulous cleaning procedures are in place.

## Conditions for Opening the Shrub Oak Day Program

Shrub Oak is dedicated to providing a safe and dynamic space for students to learn and explore, and the health and well-being of our school community is our top priority. The conditions for opening prioritize safety above all, taking into account CDC guidelines.

The Plan is designed to be flexible, so that we can adapt and refine our response as needed. Shrub Oak relies on guidance from the Westchester County Board of Health, orders from the New York State Governor's office, and the CDC. Shrub Oak is taking every step necessary to enforce compliance with all COVID-19 preventative measures, and policies and practices may be modified as new guidance is published.

### *External Factors*

- Stay at home orders are lifted
- New York State permits our educational and support services to open
- Local health department gives clearance to open the school's day program
- Mitigation efforts in local communities continue to result in declining cases, hospitalizations, and metrics in all seven categories of the New York Forward Plan

### *Internal Factors*

- Staff are trained and prepared to operate under new operating guidelines and care for our students effectively
- Program areas and school spaces are ready to support physical and social distancing, as required
- Cleaning and sanitizing operating procedures are in place and adequate supplies are available to properly and continually execute
- Adequate PPE supplies are available for staff and visitor use
- All sanitizer stations are full and sanitizing wipes and spray are available in all spaces used

### *Shrub Oak Commitment*

- Extensive student and staff health history is completed prior to return to campus
- Regular monitoring of student and staff health is in place
- Education materials are prepared to teach all students proper sanitizing procedures
- Signs are posted throughout the facility to aid in compliance with all safety procedures
- All staff members are required to follow all policies and procedures to support a healthy community

## Conditions for Temporary Closure of the Shrub Oak Day Program

Though the following plan is focused on re-opening the day program and maintaining safety, there are certain conditions that would require the closure of the day program again. Below are the factors that may lead to a temporary closure of the day program. Though the day program would be closed, the boarding program would remain open, following all safety procedures outlined, to ensure the safety of our essential staff who care for our residential students.

### *External Factors*

- Stay at home orders are initiated by the state
- New York State closes educational and support services
- Local health department gives the order to close the school's day program
- Mitigation efforts in local communities continue to result in increasing cases, hospitalizations, and metrics in all seven categories of the New York Forward Plan are not being met, triggering the state to close the program

### *Internal Factors*

- A member of the community is diagnosed with COVID and the possible risk of infection spread across the community is deemed too high to contain utilizing all measures put in place. The decision may be made by senior leadership to temporarily close the day program to prevent possible spread

### *Shrub Oak Commitment*

- Should the day program be closed for a short, or extended period of time, the Education program and Clinical services will resume uninterrupted utilizing the virtual learning plan
- We are committed to providing continuity in learning throughout the day and evening, and support for all students, staff, and families who need additional assistance transitioning to virtual learning, if required
- Safety is our first priority. All decisions will be based on the safety of the entire community and in accordance with the guidelines outlined by the local and state health officials

Once it is deemed safe to do so, Shrub Oak will re-open the day program in accordance with the plan outlined below.

## Shrub Oak Safety Overview

### *Student Screening*

- Pre-return health and history questionnaire
- Daily at home health screenings by caregivers
- Daily arrival symptom screening and temperature checks
- Health monitoring throughout the school

### *Staff Screening*

- Pre-return to work health and history questionnaire
- Daily arrival symptom screening and temperature checks
- Health monitoring throughout the school
- Personal Protective Equipment required

### *Cleaning and Disinfecting*

- Increased cleaning and disinfecting protocols by professional cleaning team
- Repeated cleaning and disinfecting of each bathroom by a dedicated staff member
- Cleaning and disinfecting of all activity areas, equipment, and supplies between each group use
- Designated activity supplies for each class group's exclusive use
- Use of EPA-approved soaps and sanitizers

### *Handwashing*

- Mandatory handwashing and sanitization protocols between each activity period
- Hand sanitizing stations located in every activity area, common use space, and food service area
- Consistent hand hygiene lessons and reinforcement throughout the day

### *Reasonable Contact Reduction*

- Group sizes limited to 10 people, including staff
- Safe social distancing practices will be maintained between groups
- Face coverings and masks will be worn according to CDC guidelines

### *Symptom Management*

- Trained medical professional will assess all persons with possible COVID related symptoms
- Quarantine facility established for any persons experiencing symptoms prior to departure from campus
- Overnight quarantine facility established for any student with possible COVID related symptoms to reside until cleared by a medical professional
- Strict symptom management, including isolation, communication, contact tracing, and post illness protocol will be enforced.

## Student Screening Process

Prior to the return of each student, a *pre-return health and history questionnaire* will be completed and reviewed with the Director of Health & Wellness (H&W). This screening is designed to identify possible areas of exposure to COVID-19 and minimize the risk of a student returning to campus before it is safe to do so. Below is the process and procedure to obtain approval to return by the Director of Health & Wellness.

In an ongoing effort to minimize the risk of a student coming to campus with new symptoms, caregivers will be required to complete a *daily at-home health screening*. A copy of the health screening form is included at the end of this document. This form is designed to be completed with the student, when possible, to help them understand the symptoms they may experience that are risk factors for COVID-19. Self-advocacy is a pillar of our education process, and the form is designed to help students learn to understand the symptoms and inform their caregiver and staff when they are experiencing a possible related symptom. If the student is experiencing any of the symptoms from the checklist, the caregiver is required to keep the student home until they are able to consult with the Director of Health & Wellness for clearance to return.

### *Student Daily Screenings*

All students will have temperature and wellbeing checks when on campus as directed by the CDC guidelines. Upon entering the building, students must have their temperature taken by a member of Security and must answer the following questions:

1. Have you traveled out of the country in the past 14 days?
2. Have you been exposed to a person under investigation for COVID-19 infection or person with confirmed COVID-19 infection in the past 14 days?
3. Have you had any of the following symptoms in the past 14 days: fever >100, dry cough, sore throat, nasal congestion, body aches, fatigue, loss of smell and taste, or GI symptoms.
  - If all 3 answers are NO and temperature is within normal limits (WNL), student will be allowed to attend school.
  - If any answers are YES or temperature is between 99 and 99.9, H&W staff should be consulted immediately and students may not start class until seen by a member of H&W department.
  - Anyone with a temperature 99.7 or higher will not be permitted to attend school, and must obtain a medical clearance from their healthcare provider and the Director of Health & Wellness in order to return.

Students already on campus will continue to have twice-daily temperature checks by Health & Wellness staff. Any abnormal findings will be addressed as stated in Illness Response (referenced below).

### *Screening Protocol for Students Returning to Campus*

**Step One:** 12 – 24 hours before day of arrival

Pre-questioning via telephone prior to arriving at the school.

Parents should be made aware during the prescreening telephone call that the protocol listed below is the manner in which the student/resident will be reintegrated into the school.

Questions

1. Has the student or the family traveled to a country for which the CDC has issued a Level 2 or 3 travel designation within the past 14 days?
2. Has the student or family had contact with any Persons Under Investigation (PUIs) for COVID-19 within the last 14 days OR with anyone with known COVID-19?

3. Do you have any symptoms of a respiratory illness (i.e., cough, fever, sore throat, trouble breathing)?

Option 1:

- If the student/family has answered “Yes” to the first two screening questions:
- And “No” to Question 3 → Advise the family to self-quarantine the student for 14 days.
- (Clearance step) If the answer to Question 3 is still “No” after 14 days, the student may be readmitted providing that they meet the remaining recommended guidelines.

Option 2:

- “Yes” to All three questions → Advise the family to contact their healthcare provider/health department to receive testing for COVID-19.
- (Clearance step) The student will be allowed back after he/she is asymptomatic with a note from their healthcare provider stating that they have met the quarantine requirements based on their situation.

Option 3:

- If they respond no to all three questions, or if they completed the clearance steps of the previous two options, they may be processed at campus

**Step Two:** Screening once student arrives at school – Medical Clearance

Parents should remain outside the school building while their child is being processed. Health & Wellness staff will assess the student in a conference room off the main lobby.

- The assessment will include, but is not limited to, temperature (oral or temporal) and auscultation of lungs.
- If the student’s temperature is 100.0 degrees or above or if his/her lungs have rales or wheezing, the student should be returned to the parent and will not be readmitted.
- If the student’s temperature is between 99.0 –100.0, the Director of Health & Wellness must be consulted.

If the student is deemed healthy at that time, the parents may leave the child with SOIS personnel.

In the event of an initial admittance, a parent with CEO or Director approval may enter the program with their child, as there is no additional exposure, and move in their child as long as they meet the following criteria:

1. They respond negatively to the medical screening questions above;
2. they wear appropriate PPE; and
3. they enter through an unoccupied hallway, and make no contact with residents or unprotected staff.

*Isolation of boarding students returning to campus via commercial airline or other mass transit*

Parents/guardians will be given two options when the student is returning via commercial airline or other mass transit (train, bus): a) 14-day isolation in quarantine zone with monitoring, or b) 7 to 9-day isolation with nasal swab testing on day 5.

A: 14-day isolation in Green Zone:

- Upon arrival to SOIS, student will be examined in Green Zone by nurse from Health & Wellness, including temperature and other vital signs and assessed for any symptoms of respiratory illness.
- Student will be monitored for symptoms by staff member and will have temperature checks twice daily.
- Student and staff in Green Zone must use face masks/gloves and maintain physical distancing as much as possible.
- Students will be allowed to go out to the courtyard or grounds accompanied by staff and away from other students or staff.

- Student and assigned staff will consume meals in the Green Zone.

B. 7 to 10-day isolation in Green Zone with nasal swab testing day 5:

- Same process for assessment as above.
- Monitoring for symptoms and temperature checks twice daily.
- Face masks, gloves, and physical distancing to be maintained at all times by staff and student.
- Students are presumed negative with possible exposure and will have a COVID-19 nasal swab test done 5 days after arrival on campus at a local urgent care. Results of this test should be received within 2 to 3 days.

While in temporary isolation, one staff member will be assigned to stay with the student. All personnel entering the isolation/quarantine area MUST wear a mask and gloves and should maintain physical distance of at least 6 feet as much as possible.

Staff at high risk including those with preexisting conditions such as diabetes, hypertension, or COPD should self-identify to their supervisor/manager and all supervisors will provide a list of these staff to the Director of Health & Wellness. These staff members will not be assigned to any student in quarantine, even if they are a 1:1 specific to that student. All others who are concerned about the risks of COVID-19 should speak directly to the Director of Health & Wellness for more information.

Students returning via private vehicle will not be required to stay in Green Zone after being screened upon arrival at SOIS.

## Staff Screening and Protection

Prior to the return of all staff, a pre-return health and history questionnaire will be completed and reviewed with the Director of Health & Wellness (H&W). This screening is designed to identify possible areas of exposure to COVID-19 and minimize the risk of a staff member returning to campus before it is safe to do so. Below is the process and procedure to obtain approval to return by the Director of Health & Wellness. A copy of the health screening form is included at the end of this document.

### *Staff Daily Screenings*

All staff will have temperature and wellbeing checks when on campus as directed by the CDC guidelines.

Upon entering the building, staff must have their temperature taken by a member of Security and must answer the following questions:

1. Have you traveled out of the country in the past 14 days?
2. Have you been exposed to a person under investigation for COVID 19 infection or person with confirmed COVID 19 infection in the past 14 days?
3. Have you had any of the following symptoms in the past 14 days: fever >100, dry cough, sore throat, nasal congestion, body aches, fatigue, loss of smell and taste, or GI symptoms.
  - If all 3 answers are NO and temperature is within normal limits (WNL), staff will be allowed to work.
  - If any answers are YES or temperature is between 99 and 99.9, H&W staff should be consulted immediately and staff may not start work until seen by a member of H&W department.
  - Anyone with a temperature 99.7 or higher will not be permitted to work and must obtain a medical clearance note from their PCP or Westchester County DOH.

### *Personal Protective Equipment (PPE)*

Shrub Oak takes its responsibility to keep our staff and students as safe as possible during the COVID-19 pandemic seriously. This ongoing responsibility and vigilance are further reinforced by our NYS Governor in an Executive Order. In addition to the other safety measures we adhere to, all staff **must** wear masks when:

- with students; and/or
- within 6 feet (approximately 2 arms lengths) of another person on campus.

To properly wear a mask:

- Ensure it fits snugly and completely covers the nose and mouth.

Change it frequently and launder when soiled or wet. Do not become complacent with other protective measures.

- Do not touch the cloth covering or face.
- Continue to be vigilant with thorough and frequent handwashing with soap and water, or use alcohol-based hand sanitizer of 60%+ alcohol.
- Practice respiratory etiquette and cover your coughs or sneezes.
- Practice physical distancing – even when wearing masks.

Any staff member not wearing a mask per this practice will be asked to leave immediately or refrain from returning to work the next day. Far from being harsh, this practice supports the law, our community, and the safety of those around us.

## Cleaning and Disinfecting

Shrub Oak has implemented stringent cleaning and disinfecting protocols which are implemented by a professional cleaning team. The following is an outline of the state required protocols with additional detail outlining the Shrub Oak procedures.

### *Routine Cleaning*

As part of standard infection control practices, routine cleaning should be rigorous and ongoing, and time should be allocated for individuals to routinely clean. Surfaces touched most frequently should be prioritized for routine cleaning because these surfaces can be reservoirs for germs and an exposure pathway for transmission to people through contact with these surfaces. Examples of priority areas for routine cleaning include:

- High contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills
- Regular cleaning and laundering of linens
- Classrooms, common spaces, offices

Identify and routinely clean and disinfect high-risk locations even before a confirmed case of COVID-19 occurs.

Examples of high-risk locations include:

- Health & Wellness Office:
  - Clean and disinfect health cots regularly (after each use)
  - Cover treatment tables and use pillow protectors
  - Discard or launder coverings after each use
- Restrooms:
  - Clean and disinfect all restroom surfaces, fixtures, door knobs, push plates, and switches (at least once daily)
- Dining Areas
  - Clean and disinfect counters, tables, and chairs regularly (at least once daily)
- Other Frequently Touched Surfaces
  - Clean and disinfect frequently touched surfaces on a periodic schedule as operational considerations allow, which may range from at least daily to up to 72 hours

### *Cleaning and Disinfection Procedure*

Cleaning removes germs, dirt, and impurities from surfaces or objects. Disinfecting kills germs on surfaces or objects. When cleaning and disinfecting, individuals should use protective equipment (e.g., gloves) as recommended on product labels. Carefully read and follow all label instructions for safe and effective use.

**Step 1: Cleaning:** Always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs and viruses. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. Clean surfaces using water and soap or detergent to reduce soil and remove germs. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use.

**Step 2: Disinfection:** Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product. Use the DEC list of products registered in New York State identified as effective against COVID-19. This list corresponds those identified by the EPA.

- Label directions must be followed when using disinfectants to ensure the target viruses are effectively killed. This includes adequate contact times (i.e., the amount of time a disinfectant should remain on surfaces to be effective), which may vary between five and ten minutes after application. Disinfectants that come in a wipe form will also list effective contact times on their label.
- For disinfectants that come in concentrated forms, it is important to carefully follow instructions for making the diluted concentration needed to effectively kill the target virus. This information can be found on the product label.

**Step 3: Disposal:** Place all used gloves and other disposable items in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water should be used if hands are visibly soiled.

## Handwashing

One of the best ways to help prevent the spread of COVID-19 is regular and thorough handwashing. Shrub Oak has implemented the CDC's recommendations for handwashing. Clean hands and not touching your face with soiled objects (hands) is one of the best ways to protect yourself and others from illnesses.

Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs and viruses can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

The CDC recommends that you wash your hands with soap and water for at least 20 seconds:

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

If you are not able to wash your hands, using hand sanitizer is an appropriate, temporary alternative.

## Reasonable Contact Reduction

All classes and activity group sizes are limited to a maximum of 10 people, including staff, wherever possible. This is a critical step to minimizing the exposure of members of our community to multiple individuals. Safe physical distancing practices will be maintained between groups, ensuring all groups are at least 6 feet apart if not utilizing separate spaces. To ensure proper physical distancing, the following maximum capacity limits have been placed on the larger gathering spaces within the building:

- Entry and waiting areas: 10
- Student Hub: 10
- Auditorium: 30 (spread throughout the space)
- Classrooms: 6
- Courtyard: 16
- First Floor Fitness Center: 4
- Second Floor Fitness Center: 6
- Multipurpose Gym: 10
- Dining Hall: 20 (4 max per table)
- Staff Lounge: 12

## Travel Advisory

*New Immediate Advisory:* Governor Andrew M. Cuomo, New Jersey Governor Phil Murphy and Connecticut Governor Ned Lamont announced yesterday a joint incoming travel advisory that all individuals traveling from states with significant community spread of COVID-19 quarantine for a 14-day period from the time of last contact within the identified state. This quarantine - effective midnight 6/24/2020 - applies to any person arriving from a state with a positive test rate higher than 10 per 100,000 residents over a 7-day rolling average or a state with a 10% or higher positivity rate over a 7-day rolling average. Similarly, anyone from NY, NJ or CT who travels to any of the above states will be subject to a mandatory 14-day quarantine upon arrival back home.

States currently in this category are: Alabama, Alaska, Arkansas, Arizona, California, Delaware, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, Tennessee, Texas, Utah, Virginia, Washington, Washington DC, Wisconsin, Puerto Rico.

*Resulting SOIS Change:* As a result of this new mandate, SOIS will not allow any visitors from any of these states unless a 14-day quarantine period has elapsed. Please also be advised that any staff member who travels to any of these areas may not return to work without a 14-day quarantine period. Should any staff choose to travel to any of the aforementioned states at any time until further notice, they will be required to use regular PTO time and will not be eligible for payment under FCCRA. If regular PTO is not available, the time off for quarantine will be unpaid.

## Visitors

Visitors will be limited to prescreened admissions tours for prospective families. All tours will be limited to two individuals with up to two members of the admissions team. Tours will not enter any space where a class or activity is currently in progress. All visitors will complete the same health prescreening the staff completes, be required to wear school provided gloves, mask, and face shield, and follow all building entry procedures the students and staff complete.

### *Immediate Family COVID-19 Visitation Policy*

The visitation policy applies to parents/legal guardians and siblings of residential students only, with a four-person visitor limit per visit. The no visitation policy still applies to others during this time.

Parents/Legal guardians and siblings of residential students may visit Shrub Oak campus for social distancing visits. Updates are listed below to reflect our July 6th opening of our in-person education program.

- Prolonged social distancing visits are only permitted outside of the building or in the lobby of the building. We have seated areas set up for 6-foot distance between students and their visitors in both areas.
- Social distancing visits outside weather permitting. Outdoor visits are not permitted during storms including thunder and lightening. Please plan accordingly
- Visitors are permitted to use the bathroom within the lobby area only. Security can open this bathroom for visitors
- Students and their visitors must remain 6 feet apart at all times
- No physical contact is allowed during social distancing visits. If a parent is able to gain access to full PPE (personal protective equipment), they may be approved to make physical contact with their family member. Please inquire with Janeen Dilkes, Director of Health and Wellness during your pre-screen to confirm
- Masks and gloves must be worn by visitors during the entirety of the social distancing visit
- Items brought by visitors must be left with security to take for inspection and sanitization
- Social distancing visits are allowed on weekend days and holidays between the hours of 10am-12pm and 3pm-5pm, visitors during other times must be requested and approved by the Director of Health and Wellness
- Social distancing visits will be accompanied by a staff member to ensure proper social distancing measures are taken
- For the safety of the campus community, if social distance visitation parameters cannot be followed this policy will be retracted for that student
- Visitor requests For the weekend must be put in writing via email Janeen Dilkes (Director of Health and Wellness) by Thursdays at 2:30pm. Emails listed below.  
Parents will be contacted prior to their visit to answer prescreening questions provided by the CDC. Visitors may not come onto campus without this pre-screening being completed.
- Those using mass transportation to travel to Shrub Oak International School are subject to quarantine. Please reach out to the Director of Health and Wellness for more information
- Those traveling from "hot spots", listed by Governor Cuomo as subject to 14-day quarantine may not visit SOIS until they have completed their quarantine in New York and have been cleared by the Director of Health and Wellness (see Travel Advisory for a full list of states on the quarantine list).

- Families bringing 5-day boarding students back from weekends isolating at home may bring their student to their bedroom to settle in (less than 20 minutes), and then must leave the building afterwards. Families are not to interact with other students and may only use the bathroom in the lobby area. Families can visit for longer periods of time when returning back from weekends in the lobby or outside of the building, following the same procedures as listed above.

## Symptom Management and Testing

The guidelines and requirements for managing a member of our campus community with symptoms will be provided by the New York State Board of Health and Westchester Board of Health. The below plan is based on CDC guidelines and New York State guidelines issued by the Office of Child and Family Services for emergency care. This section will be updated when edits to the official guidelines are provided by New York State and local government.

The Health and Wellness Staff have been extensively trained and are able to assess all persons with possible COVID related symptoms. Any member of the community that is experiencing COVID-related symptoms should inform their teacher or supervisor immediately.

### *Campus Medical Team*

- The Shrub Oak Health & Wellness team is overseen by our Director of Health & Wellness, a registered Nurse Practitioner. She and her team of Licensed Practical Nurses (day and evening) and overnight EMTs support our community on a 24/7/365 basis.
- All medical procedures listed are reviewed and updated by the Director of Health and Wellness regularly.

### *Daily Screening*

- All staff will be trained in recognizing signs and symptoms of communicable disease.
- Testing protocols developed based on the state and county guidelines

### *Communication*

- Follow all reporting guidelines published by the Board of Health
- Alert families and staff members immediately of any potential exposure per guidelines, and in accordance with confidentiality requirements

### *Symptoms and Tracking*

- The symptoms of COVID-19 include but are not limited to:
  - Cough
  - Fever
  - Shortness of Breath
  - Muscle Aches
  - Sore Throat
  - Unexplained Loss of Taste or Smell
  - Headache
  - Fatigue
- All staff interacting with students will be tracked on a daily basis for symptom tracking purposes.

### *Childhood Inflammatory Disease Related to COVID-19*

The State Department of Health is investigating several cases of severe illness in children and child deaths that may be related to COVID-19. Children are experiencing symptoms similar to Kawasaki disease and toxic shock-like syndrome possibly due to COVID-19.

At the Governor's direction, the State Department of Health has issued an advisory about this serious inflammatory disease to inform healthcare providers of the condition, as well as to provide guidance for testing and reporting. Healthcare providers, including hospitals, are required to report to the Department of Health all cases of pediatric multisystem inflammatory syndrome potentially associated with COVID-19 in those under 21 years of age.

The following symptoms are associated with Childhood Inflammatory Disease and should be treated the same way as COVID symptoms:

- Prolonged fever (more than five days)
- Difficulty feeding (infants) or is too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Trouble breathing or is breathing very quickly
- Racing heart or chest pain
- Decreased amount of frequency in urine
- Lethargy, irritability or confusion

A *quarantine facility* has been established for any persons experiencing symptoms to ensure they are monitored, supported, and cared for prior to departure from campus. A symptomatic student will be brought to the space prior to departure from campus. If the student is a boarding student, they will be moved to the quarantine space, known as the "Green Zone" on the first floor for isolation and medical monitoring. The duration of the stay in the Green Zone will be determined based on the CDC guidelines for isolation following possible symptoms.

- Overnight quarantine facility established for any student with possible COVID related symptoms to reside until cleared by a medical professional
- Strict symptom management, including isolation, communication, tracing, and post illness protocol will be enforced.

### *Symptom Management Plan*

*What happens when a student or staff member develops COVID-19 like symptoms while at school/work?*

- Persons with possible COVID-19 symptoms will be directed to the quarantine area where they will be further assessed and monitored by Health and Wellness Staff while awaiting proper transport home or moved to the residential quarantine zone. Notification to the Director of Education must be made when a student is being sent home.
- Staff that self-transport who are physically able to drive may be escorted to their car with proper PPE worn by both the ill staff and escort. Notification to the Head of HR must be made when a staff member is being sent home.
- Persons who have been sent home due to possible COVID-19 infection may return to campus when they provide a negative COVID-19 antigen test AND symptoms have resolved. All clearance must go through the Director of Health and Wellness including a medical clearance note.

*What happens when there is a COVID-19 Positive Diagnosis?*

If a student or staff member reports they are COVID-19 positive, Shrub Oak will maintain the confidentiality of the individual at all times while mitigating the situation. The case will be reported to the proper health authorities and all families/caregivers and staff of the individual's group or contact will be notified immediately. All facilities that the individual came in contact with will be deep cleaned and disinfected per CDC guidelines. We expect that all students and staff who came in close contact with the infected individual will be required to quarantine for 14 days and that any persons classified as having a proximate exposure would be required to self-monitor for symptoms for the same 14-day period. CDC guidelines for handling exposure and mitigating risk of exposure will be strictly followed.

Persons who test positive for COVID-19 may return to campus when:

The answer to the following questions is **YES**:

- Has it been at least 14 days since you first had symptoms?
- Have you been fever-free for three days (72 hours) without any medications for fever reduction?
- Has it been three days (72 hours) since your symptoms have improved?

OR

The answer to ALL of the following questions is **TRUE**:

- Have you had resolution of fever without the use of fever reducing medications?
- Have you had improvement in respiratory symptoms (e.g., cough, shortness of breath)?
- Have you had TWO negative COVID-19 tests more than 24 hours apart?

*What is the definition of a "Close Contact"?*

The CDC defines close contact as interactions within 6 feet from an infected individual within a shared space.

*What is the definition of "Proximate Exposure"?*

A proximate exposure is defined as interactions greater than 6ft from an infected individual within a shared space.

## Pick-up and Drop-off Procedures

As Shrub Oak reopens, we will be prepared for more families to elect to provide their own transportation to and from school, and bus transportation will begin to resume from districts over time. To allow for proper screening to happen upon arrival, the following procedures will be in place:

1. Assigned, staggered arrival times.
  - Families and buses will be assigned a staggered window of time for drop-off and pickup to limit the flow of people at one time.
2. Parents and Bus Attendants remain in the car/bus.
  - Parents, caregivers and bus attendants should remain in their vehicle and wear a face covering when dropping off and picking up their student(s).
3. On-Site Health Screenings
  - Temperature check and health screening of all students will be completed by Shrub Oak Staff each day.
4. Hand Sanitizing Stations and Cleaning Wipes
  - Students or staff will sanitize their hands and wipe down their personal belongings prior to joining their group for the day.
5. Dedicated Meeting Locations for each Group/Class
  - Students will be escorted to their group/class meeting place following proper completion of the above steps by a staff member wearing proper PPE.

If a student is not cleared to continue with the day, or does not complete the steps above, they will be sent home. If a student comes in on a bus, the bus will not be able to transport the student back home. Buses are only allowed to transport students at the set times. The student will be kept in the Green Zone until a parent is able to pick them up.

## Daily Meals and Snacks

Shrub Oak is committed to providing all students and staff daily meals while they are participating in our program. We have adjusted the meal process to include individually wrapped meals and will no longer offer buffet-style meals for health and safety reasons. The following process must be followed for each meal.

### *Student Meals*

Breakfast is available from 8:00 to 8:30 a.m. every weekday and 9:00-9:30 a.m. on weekends. A selection of pre-wrapped breakfast sandwiches, bagels, fruit, yogurt, and additional items that meet the dietary restrictions of each student will be provided by the Director of Dining. Lunch will be served from 12:00-1:00 p.m. and dinner from 5:00-6:00 p.m. and are done by individual order. Each group will have a designated person help students complete their order for lunch and/or dinner during the breakfast meal. All meals will come individually wrapped by our catering company.

### *Staff Meals*

Breakfast is available from 8:00-8:30 a.m. every weekday and 9:00-9:30 a.m. on weekends. A selection of pre-wrapped breakfast sandwiches, bagels, fruit, yogurt, and cereal are available during the week. A selection of pre-wrapped bagels and cream cheese are available on the weekends. Lunch will be served from 12:00-1:00 p.m. and dinner from 5:00-6:00 p.m. Staff will have a set of sandwiches/wraps and salads available in the staff kitchen.

### *Meal Procedures*

1. All students must wash their hands prior to eating their meal. Hand sanitizer can be used during the meal time as needed.
2. Founders students will eat in their classrooms. All other student groups will have designated eating spots in their classroom or outside. If the dining hall is used, a maximum of 20 people may occupy the space at one time, and a limit of 4 people per table observing physical distancing procedures is required.
3. A staff member from each group will go to the dining hall to pick up the student meals for that group and deliver them to the designated meal space. Masks and hand sanitizing prior to touching any meal container is required.
4. Staff members will rotate meal times to ensure the students are eating properly and observing physical distancing procedures during the meal time. No staff member should get their food prior to assisting students with their meals.
5. Staff will assist the students in discarding all meal containers and drink bottles/cans in the proper receptacles.

### *Snacks*

Snacks are available in individually portioned packages based on each student's dietary needs and nutrition plans. All snacks are required to be obtained through the Director of Dining. (Absolutely no snacks or food of any kind should be given to a student if it has been brought in by a staff member.) No student should be bringing food from home unless cleared with the Director of Dining. To obtain a snack for a student, staff should see the Director of Dining in the staff lounge during the day.)

## Class and Activities

### *Small Group and Class Sizes*

Students will be organized into small groups and have limited exposure to more than 10 students throughout the academic day. These groups will be comprised of students in the same educational group with a maximum of 10 students in a group. The only exception to this is faculty within the core disciplines who will teach each group as needed but maintain physical distancing. Evening activities will be designed to keep those students together who are in the same groups during the day. This will minimize the risk of spread should one member of the group be asymptomatic but carrying COVID.

Though we will provide many of the activities outside, a sunny day can unexpectedly turn into a rainy day. There are plenty of covered and indoor areas to keep students dry and safe while still physically distancing.

Designated classroom spaces will be restricted to a particular group and common spaces used will be cleaned according to the cleaning protocol between each group entering and exiting a space.

### *Student's Academic Return*

Teachers will work closely with clinical staff to ensure, first and foremost, that students' mental health needs are met. Regression is expected in all students due to the long absence from in-person classes. Students will be assessed in all academic areas to determine where a student is currently functioning. Teachers will then work to fill in academic holes that have developed during remote learning. If students require amendments to any goals or objectives, a team meeting will be held in order to modify the IEP.

### *Class and Activity Period Checklist*

- All students and staff members must wash/sanitize hands when they arrive and depart from each class and activity.
- Cleaning and disinfecting will be completed on all equipment and supplies before being used by another group.
- One group scheduled for each activity at a time.
- Sports and games will focus on skill-building and drills to limit contact as much as possible
- Commonly touched surfaces including switches, sink knobs, tables, desks, benches, and handles will be wiped down after each class/activity.
- Staff members will increase spacing and physical distancing with students when possible. Masks are required at all times when a staff member is working with a student.
- Staff will engage in physical distancing with other staff, and must wear a mask if they are less than 6 feet from that staff member.
- All supplies will be designated to a particular class or group where possible. Any common-use supply should be thoroughly cleaned and disinfected after use.

### *Personal Belongings*

To reduce the number of personal belongings that travel between the school and home, the following new procedures will be implemented:

- No backpacks or carrying bags may be transported to and from campus.

- All personal belongings should be labeled and placed in a clear plastic bin. Personal items must be able to be wiped down with a disinfecting wipe at any time. No items should travel back and forth from home.
- Clothing should be sent in a clear plastic bag, clearly labeled, and will be returned once worn.

### *Off-Campus Travel*

All off-campus travel is cancelled until further notice. No internship trips or activities will take place in the community for safety reasons. The following conditions must be met for off-campus travel to resume, but are not limited to the below conditions. Each travel experience will be determined on a case-by- case basis once travel is approved.

#### *Student Conditions:*

- Students traveling off campus must be capable of self-protective skills including mask wearing, hand washing etc.
- Students traveling off campus must have spent two weeks on campus prior to traveling off campus so that SOIS staff can assess the student's mental health, ability to self-protect, and ability to comply with understanding and compliance with physical distancing, etc.
- Students traveling off campus must have adequate staffing to accompany them to provide support with physical distancing and self-protective skills
- Students presenting with COVID-related symptoms, including but not limited to, increased body temperature, cough, fatigue, will not be allowed to participate in off campus travel until such time that they are cleared by the Health and Wellness department.

#### *Administrative Conditions:*

- Shrub Oak International School must have written permission from the student's parents/legal guardian to travel off campus

#### *Mid-Hudson Region Conditions:*

- New York State's Mid-Hudson Region phased openings must be in Phase 3 prior to students traveling off campus
- Students will travel to regular off-campus activities during New York State's Mid-Hudson Region Phase 4 opening for recreational businesses

## Medical Staff and Health and Wellness Office

Any student or staff member that needs to see the nurse, will first notify the nurse through Teams. Based on the student or staff member's needs, they will be directed to either the Health and Wellness office, or the quarantine space. At the medical screening a temperature check and assessment of symptoms will be performed by the Health & Wellness Staff.

### *Health & Wellness Office Procedures*

Students and staff will wait outside in the designated waiting area, and will be called into separate rooms one at a time to be evaluated and treated. Once a student or staff member has been evaluated and treated, they will depart the office and a thorough cleaning will be done by the office staff.

All minor injuries such as bumps, bruises, cuts, and scrapes that may occur during the course of the program will be treated at the Health and Wellness Office. Any student that requires daily medication should obtain their medication directly from the Health & Wellness Office.

### *Quarantine Space*

Persons with possible COVID-19 symptoms requiring medical attention to be further assessed by the Health and Wellness Staff will report to the quarantine space.

- Student and Staff members will be evaluated in the quarantine space by the nurse on duty.
- Health and Wellness staff will have available PPE in good supply for additional use in the quarantine space.
- Health and Wellness staff will immediately call the parents/caregivers to share that a student visited the quarantine space and discuss next steps as necessary
- School leadership will receive notification of a student and/or staff member requiring evaluation in the quarantine space and the outcome of the evaluation (cleared to return to activities/work or further evaluation is required prior to returning to activities/work).

### *Illness Response*

Please be aware that human temperatures vary within 97.7 – 99.5. While common and such temperatures will not always be criteria of an illness response, Health & Wellness may advise restricted or limited program activities as a precautionary step.

Any student who develops respiratory symptoms while at Shrub Oak will be seen immediately by Health & Wellness staff. The Director of Health & Wellness will be notified.

If deemed to be a possible Coronavirus infection or other urgent medical concern, the hospitalization policy will be followed; Parents/guardians and Shrub Oak directors will be notified, and the student/resident will be assessed at an emergent setting.

- A. The Westchester County Department of Health will be contacted should the student meet the criteria to be tested for COVID-19.
- B. Any student(s) who tests positive for COVID-19, will receive emergency medical care supported by the Director of Health and Wellness and carried out until the student can be taken home.
- C. If the student cannot be taken home or is not placed in a medical facility that day, the student will be brought to the designated on-campus isolation area.

- a. Isolation area will have barriers to traffic and airflow (doors, plastic screens) to the highest level possible by the program.
- b. Nursing and staff assigned will be equipped with the appropriate PPE.
- c. Nursing and staff assigned to this area will, to the highest level possible, be only assisting students isolated so as to limit cross contamination to the highest level possible.

## Mental Health and Clinical Support

Upon arrival back at school and work, students and staff alike may need additional support.

Emotional reactions to coming out of quarantine may include:

- Mixed emotions, including relief after quarantine
- Fear and worry about your own health and the health of your loved ones
- Stress from the experience of monitoring yourself or being monitored by others for signs and symptoms of COVID-19
- Sadness, anger, or frustration because friends or loved ones have unfounded fears of contracting the disease from contact with you, even though you have been determined to not be contagious
- Guilt about not being able to perform normal school or work-related activities during quarantine
- Other emotional or mental health changes

Students also may feel upset or have other strong emotions if they, or someone they know, has been released from quarantine.

Students may react, in part, to what they see from the adults around them. When parents/caregivers and staff react calmly and confidently, they can provide the best support for their student.

Symptoms to watch for may include:

- Excessive crying or irritation in younger students
- Returning to behaviors they have outgrown (e.g., bedwetting, toileting accidents)
- Excessive worry or sadness
- Unhealthy eating or sleeping habits
- Irritability and “acting out” behaviors
- Poor school performance or avoiding school
- Difficulty with attention and concentration
- Avoidance of activities enjoyed in the past
- Unexplained headaches or body pain

Shrub Oak has a unique advantage to other educational and residential programs in that all students receive scheduled frequent individual (and group) services. This at-least-weekly contact precludes the issue of children with symptomology avoiding detection for a protracted period of time and, in turn, not receiving necessary services. In fact, the majority of the symptoms listed above have data directly assessed.

Shrub Oak will continue to provide mandatory services for our children; now is *not* the time to pull away from these crucial services. In fact, as we physically distance, these connections are more important than ever. We have encouraged and continue to encourage our distance students to engage in individual counseling, group, and other student support services while actively working to maintain counseling and support services for students on campus to provide social and emotional support. We will also work with other support groups in the school to determine how they can best adjust to the new “normal.”

The outbreak of COVID-19 has led many individuals to feel afraid, anxious, and stressed. Here are some tips from the New York State Department of Health to help students, staff, and families manage stress and anxiety levels during this uncertain time. Our staff utilizes these approaches and more to empower our students to identify their emotions wherever possible, and utilize constructive approaches to handle them. These same approaches can be utilized by staff and their families to take ownership and control of those areas they can to stay safe and healthy. The list below is only a sampling of the approaches individuals can take to reduce stress and remain resilient during this uncertain time.

- Reduce anxiety by reducing risk including practicing good hygiene and creating a plan in case one's regular routine is disrupted.
- Monitor your anxiety levels.
- Understand and appreciate that these are stressful times, and it is normal to feel stress particularly given reduced social contact and stay at home restrictions.
- Practice good self-care by exercising, eating healthy foods, practicing mindfulness, sleeping enough at night, and going outside when permitted.
- Virtually reach out to different types of support networks, such as family, friends, colleagues, and faith-based communities.
- Take advantage of Zoom and other similar safe avenues of interaction to remain in 'live contact' with those in your social and familial network.
- Find meaningful tasks and roles within your support network to channel your anxiety.
- Take a day off from hearing the news on COVID-19.
- Find or create spaces that are not focused on COVID-19.
- Savor small positive moments; amplify positive stories; and stay optimistic.
- Take an opportunity to practice mindfulness when managing anxiety. Mindfulness tools like grounding exercises, sensory modulation, and deep breathing may be helpful.
- Ensure that you have a meaningful and individual exercise plan to keep your body and mind healthy, and relax.
- Be mindful of the wellness and safety of your off-site activities to keep our community safe by following the health and wellness protocols employed on campus (i.e., handwashing, mask wearing, physical distancing and more.)
- Reach out to your manager and/or Human Resources should you need help, have concerns, or otherwise need support.
- Utilize our employee assistance program (or have your family members contact them as well) for any health and wellness, COVID-19 concern, or a wide array of assistance and guidance on work life balance, counseling, financial, elder care, and other areas.

## Staff COVID Medical Policy

### *Returning to Work*

The following reflects the current guidance from the State of New York on employees returning to work. As employers slowly begin to return employees to the workplace, diligence must be paid to the health and safety of employees, especially for those employees that previously tested positive for COVID-19 or had close or proximate contact with a person with COVID-19 for a prolonged period of time. Employers and employees should take the following actions related to COVID-19 symptoms or exposure:

- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 14 days of isolation from the onset of symptoms or 14 days of isolation after the first positive test if they remain asymptomatic.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 14 days of isolation from the onset of symptoms.
  - The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine.
  - However, if such an employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination and consultation by their supervisor, the Head of Human Resources and Director of Health & Wellness with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:
    - Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 99.7 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 under the supervision of their employer's occupational health program.
    - Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure.
    - Physical distance: The employee must continue physical distancing practices, including maintaining, at least, six feet of distance from others.
    - Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
    - Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.
- If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be

separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.

### *Applicable Policies*

As noted, Shrub Oak has numerous policies and protocols in place to support the health and safety of our community. In addition to our EEO and related policies, PTO and leaves to name a few, we published the following policies related to Communicable Diseases and COVID-19. As is required, we will update and publish policies as needed.

### *Communicable Diseases and COVID-19*

Shrub Oak's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus) and tuberculosis. Shrub Oak may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

Shrub Oak will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. Shrub Oak reserves the right to exclude a person with a communicable disease from the workplace facilities, programs, and functions if the organization finds that, based on a medical determination, and/or other direction by governmental authorities, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

Shrub Oak will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases. (This supplements our Equal Employment Opportunity Policy, discussed above.)

### *Response to COVID-19*

In response to the COVID-19 pandemic, legislation has been passed to assist employers and employees to navigate this unprecedented crisis. Shrub Oak continues to monitor these updates, implement our current policies, as well as provide policy enhancements in accordance with the terms and conditions of this evolving new legislation.

### *Families First Coronavirus Response Act (FFCRA)*

FFCRA includes the Emergency Paid Sick Leave Act (EPSLA) and the Emergency Family and Medical Leave Expansion Act (EFMLEA). FFCRA's paid leave provisions are effective on April 1, 2020, and apply to leave taken

between April 1, 2020, and December 31, 2020. A summary of the law is provided in the following poster, which also is displayed on campus:  
[https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf) FFCRA provisions supplement our current policies, and are available to qualifying, eligible employees. The following is a summary of the Act's provisions.

### *Emergency Paid Sick Leave Act (EPSLA)*

**General.** The EPSLA provides up to two (2) weeks of paid sick leave to all employees for certain covered purposes related to the Covid-19 virus under specified circumstances. The law provides full-time employees with up to 80 hours of paid leave and part-time employees with a number of hours of paid leave that would equal the hours that such employee works, on average, over a 2-week period. Employees will have access to this leave regardless of how long they have been employed by Shrub Oak. Shrub Oak may not require an employee to use other paid leave provided by Shrub Oak before the employee uses the paid sick time under the Act.

**Covered Employees.** Covered employees may use this paid sick leave for the following reasons, to the extent they are unable to work or telework during the period in question:

1. if they are subject to a federal, state, or local quarantine or isolation order related to the Coronavirus;
2. if they have been advised by a healthcare provider to self-quarantine due to concerns related to the Coronavirus;
3. if they are experiencing symptoms of the Coronavirus and are seeking a medical diagnosis;
4. if they are caring for an individual who is subject to a federal, state, or local quarantine or isolation order related to the Coronavirus, or who has been advised by a healthcare provider to self-quarantine due to concerns related to the Coronavirus;
5. if the employee is caring for their son or daughter if the school or place of care of the son or daughter has been closed, or their child care provider is unavailable, due to Coronavirus precautions; and/or
6. if they are experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

**Pay Caps:** The Emergency Paid Sick Leave Act, as enacted, includes caps the amount of pay employees are entitled to receive during a covered leave period as follows:

- If employees take leave for reasons (1), (2), or (3) above, the emergency paid sick leave pay provided must be no less than the employee's regular rate of pay (under the FLSA), up to a maximum of \$511 per day and \$5,110 in the aggregate.
- If employees take leave for reasons (4), (5), or (6) above, the emergency paid sick leave pay provided must be no less than two-thirds of the employee's regular rate of pay, up to a maximum of \$200 per day and \$2,000 in the aggregate.

### *Emergency Family and Medical Leave Expansion Act (EFMLEA)*

**General:** The Emergency Family and Medical Leave Expansion Act amends the federal Family and Medical Leave Act ("FMLA") to provide a new type of covered public health emergency leave. Eligible employees will be able to take up to 12 weeks of FMLA leave if the employee is unable to work (or telework) due to a need for leave to care for their son or daughter under 18 years old if the child's school or place of care has been closed, or the child's child care provider is unavailable, due to a public health emergency with respect to COVID-19 declared by a Federal, State, or local authority.

**Eligibility:** To be eligible, a covered employee must be employed by the employer for at least 30 calendar days (as opposed to the eligibility criteria typically applicable under the FMLA for other covered reasons, which require that employees be employed for at least 12 months and have worked a certain number of hours).

Public health emergency leave would be a new category of leave added to the already existing categories of leave under the FMLA (for example, leave due to an employee's serious health condition). As such, the total available amount of time for all FMLA reasons combined would remain 12 weeks over a 12-month period, although employees eligible for public health emergency leave may not meet the eligibility criteria for other bases for FMLA leave.

The first 10 days of public health emergency FMLA leave may be unpaid, but employees may elect to substitute accrued paid leave during this time, including paid sick leave pursuant to the Emergency Paid Sick Leave Act (discussed above).

**Pay Caps:** Following the first 10 days of public health emergency FMLA leave, employers will be required to provide paid leave in an amount not less than two-thirds of an employee's regular rate of pay (as defined under the Fair Labor Standards Act ("FLSA")) for the remainder of the period of public health emergency FMLA leave period, up to 12 weeks (as needed). However, the two-thirds payment benefit is capped at \$200 per day and \$10,000 in the aggregate.

As under the existing provisions of the FMLA, employees taking public health emergency FMLA leave are entitled to be restored to their same or an equivalent position upon their timely return from leave.

**FCCRA Supporting Documentation:** Prior to taking paid sick leave under the EPSLA or expanded family and medical leave under the EFMLEA, employees are required to provide the following documentation/information to their employer: (i) the employee's name; (ii) dates(s) for which leave is requested; (iii) qualifying reason for the leave; and (iv) an oral or written statement that the employee is unable to work because of the qualified reason for leave.

Employees planning to take paid sick leave for four of the six qualifying reasons must provide additional documentation.

- Employees subject to a quarantine or isolation order must provide the name of the government entity that issued the quarantine or isolation order.
- Employees advised by a healthcare provider to self-quarantine must provide the name of the healthcare provider.
- Employees caring for an individual must provide either (1) the name of the government entity that issued the quarantine or isolation order to which the individual being cared for is subject; or (2) the name of the healthcare provider who advised the individual being cared for to self-quarantine due to COVID-19-related concerns.
- Employees caring for a son or daughter must provide: (1) the name of the child being cared for; (2) the name of the school, place of care or child care provider that has closed or become unavailable; and (3) a representation that no other suitable person will be caring for the child during the employee's leave period. An employee seeking leave for this reason may need to explain why a teenaged child is in need of care.

Employers may ask employees to provide additional material that will support the employer's request for tax credits pursuant to the FFCRA. If an employee does not supply the employer with sufficient documentation, the employer is not required to provide leave.

**Leave Notice:** While advance notice is not required, employees are encouraged to notify Shrub Oak of their request for EPSLA or EFMLEA leave as soon as practicable. Employees planning to take EFMLEA leave should follow reasonable notice procedures as soon as practicable after the first workday for which leave is taken in order to continue to receive such leave. It is generally reasonable for Shrub Oak to require oral notice providing sufficient information in order to determine coverage under the EPSLA or EFMLEA, and Shrub Oak should allow employees who fail to give proper notice an opportunity to provide required documentation before denying the request.

**Telework:** Employees should speak with their manager about whether his/her work can be performed via telework. Many roles are direct services roles which can only be performed on campus.

**What Does It Mean to Be Unable to Work or Telework under FFCRA?** You are unable to work if Shrub Oak has work for you and one of the COVID-19 qualifying reasons set forth in the FFCRA prevents you from being able to perform that work, either under normal circumstances at your normal worksite or by means of telework. Additionally, if you and your manager agree that you will work your normal number of hours, but outside of your normally scheduled hours (for instance early in the morning or late at night), then you are able to work and leave is not necessary unless a COVID-19 qualifying reason prevents you from working that schedule.

**Intermittent Leave:** Employees may take EPSLA and EFMLEA leave intermittently only upon the agreement of Shrub Oak and employee. While no written agreement is required, Shrub Oak will seek to memorialize any agreement in writing (i.e. an email) for clarity. This applies equally to employees who are teleworking. The amount of leave actually taken should be counted toward the employee's leave entitlements.

Employees who are not teleworking must take paid sick leave for qualifying reasons related to COVID-19 in full-day increments. EPSLA leave cannot be taken intermittently if it is being taken because the employee is: (i) subject to a federal, state or local quarantine or isolation order related to COVID-19; (ii) advised by a healthcare provider to self-quarantine due to concerns related to COVID-19; (iii) experiencing symptoms of COVID-19 and seeking a medical diagnosis; (iv) caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19; or (v) experiencing any other substantially similar condition specified by the Secretary of Health and Human Services. Unless an employee is teleworking, once the employee takes EPSLA leave for one or more of these qualifying reasons, he/she must continue to take paid sick leave each day until (1) the allotment of paid sick leave is exhausted or (2) the qualifying reason is no longer in effect. If the employee does not use the full amount of paid sick leave prior to cessation of the qualifying reason, and another qualifying reason arises prior to December 31, 2020, the employee may use the remaining paid sick leave time for that reason.

Shrub Oak may agree to enter into an arrangement with an employee working at their normal worksite to utilize EPSLA leave intermittently to care for a child whose school or place of care is closed or whose child care provider is unavailable.

### *NYS Coronavirus Response Bill*

Under the NYS bill, employees can receive job protected sick leave in the event they are subject to a mandatory or precautionary order of quarantine or isolation issued by the state of New York state or local health department, or any other governmental entity due to COVID-19. The bill also expands NY Paid Family Leave and

NY statutory disability benefits to provide additional measure of salary continuation during such periods to certain qualifying employees.

**General:** Employers would be required to provide this quarantine-related sick leave in addition to any sick leave an employee has already accrued. Employers would also be required to restore employees to positions they held prior to their leave, with the same pay and other terms and conditions of employment, and would be prohibited from discriminating or retaliating against employees for taking such leave.

**Exceptions:** Employees who are asymptomatic or not diagnosed with any medical condition while in quarantine and who are physically capable of working while under the quarantine order, whether remotely or through other means, would not be eligible to use this sick leave. In addition, employees would not be eligible for the paid sick leave or other statutory benefits described above if they are under a mandatory or precautionary quarantine order due to returning to the US after non-business travel to a country which the CDC has issued a level two or three Coronavirus-related travel advisory, so long as the employee was provided notice of the travel advisory and these limitations on benefits prior to such travel. Employees returning from such travel would be able to use any accrued employer-provided leave during their quarantine period, or if no such leave is available to them, unpaid sick leave for the duration of the quarantine period.

**Paid Family Leave and Disability Benefits During the Quarantine Period:** New York Paid Family Leave benefits would be available to employees during an otherwise unpaid period of leave taken by an employee due to a covered mandatory or precautionary order of quarantine or isolation, or to provide care for a minor dependent child of the employee who is subject to such an order (following the use of any paid sick leave benefits as set forth above). Paid family leave benefits would be available in the amount otherwise provided under the law (presently, 60% of the employee's average weekly wage), capped at \$840.70 per week.

New York State disability benefits also would be concurrently available to employees as of the first unpaid day of a period of leave where the employee is, as a result of a quarantine or isolation order, unable to perform the regular duties of their employment or the duties of any other employment which an employer may offer. Such weekly benefit would be the difference between the maximum weekly paid family leave benefit (discussed above) and the employee's total average weekly wage, up to a maximum disability benefit of \$2,043.92 per week.

**Interaction with FCCRA:** The benefits provided under the NYS bill would only remain available to the extent that it provides benefits in excess of that provided under FCCRA. In that case, employees would be eligible to receive the difference between what FCCRA would provide and what would be available according to NYS law. Should you have any questions regarding the applicability of these provisions, please reach out to your manager and/or Human Resources.

## INTRODUCTION OF STUDENTS INTO RESIDENTIAL CARE AT SOIS DURING COVID-19 OUTBREAK

*Prescreening Phone Call* (To be done 12-24 hours prior to the student arriving at the school)

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date/Time Student Due to Return to Campus: \_\_\_\_\_

Person Nurse is Obtaining Information From: \_\_\_\_\_

Date and Time of Conversation: \_\_\_\_\_

1) Has the student or any of the family residing with the student traveled to a country which the CDC has issued a Level 2 or 3 travel designation within the past 14 days?

NO/YES

2) Has the student or any of the family had contact with any Person Under Investigation (PUI) for COVID-19 or with anyone with known COVID-19 during the past 14 days?

NO/YES

3) Does the student have any symptom of a respiratory illness (cough, fever, sore throat, trouble breathing)?

NO/YES

### OPTION 1:

If the student/family has answered "Yes" to either of the first two screening questions and "No" to the third screening question, →Advise the family to self-quarantine the student for 14 days.

*Clearance step:* If the answer to the third screening question is still "No" after 14 days, the student may be readmitted providing that they meet the remaining recommended guidelines.

### OPTION 2:

If the student/family has answered "Yes" to either of the first two screening questions and "Yes" to the third screening question, →Advise the family to contact their healthcare provider or local health department to receive testing for COVID-19.

*Clearance step:* The student will be allowed back after he/she is asymptomatic with a note from their healthcare provider stating that they have met the quarantine requirements based upon their situation.

### OPTION 3:

If the student/family has answered "No" to all three screening questions or if they have completed the clearance steps of either of the two previous options, they may proceed to campus as scheduled for the next step in the screening process for readmission.

Nurse Performing Prescreening: \_\_\_\_\_ OPTION: (CIRCLE) 1 2 3

*Screening Once Student Arrives on Campus (Medical Clearance)*

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date/Time Student Returns to Campus and Screening Performed: \_\_\_\_\_

- Parent should remain outside the school building while their child is being processed.
- Health and Wellness staff will assess the student in a conference room off the main lobby
- The assessment will include, but is not limited to, temperature and auscultation of lungs

Temperature: \_\_\_\_\_ ° F.

Method used (circle): Oral Temporal Artery

Lung Sounds (circle): Clear and equal bilaterally with good aeration Rhonchi Does rhonchi clear with cough? Y/N

Rales Location of rales? \_\_\_\_\_

Wheezing Location? \_\_\_\_\_ Aeration \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OPTION 1:

If the student's temperature is  $\geq 100.0^{\circ}$  F or if his/her lungs have rales or wheezing, the student should be returned to the parent and will not be readmitted without a note from their healthcare provider stating that they have met the quarantine requirements based upon their situation.

OPTION 2:

If the student's temperature is between  $99.0^{\circ}$  -  $100.0^{\circ}$  F, the Director of Health & Wellness or healthcare professional covering that role must be consulted.

OPTION 3:

If the student's temperature is normal (or is cleared in Option 2) and the student's lungs are clear and equal, the parents may leave the student with SOIS personnel.

Nurse Performing Screening: \_\_\_\_\_ OPTION: (CIRCLE) 1 2 3

## *Following Medical Clearance*

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Once the student has been deemed healthy enough to be readmitted to the school, the student/resident should proceed dependent on method of travel.

1. Students traveling via commercial airline: Parents will be given option of either: 14 day quarantine in Green Zone OR 8 day quarantine with COVID 19 nasal swab testing on day 5.
  - Any student's medical concerns such as tactile warmth, fever, cough, sore throat, shortness of breath should be immediately reported to Health & Wellness staff for evaluation.
  - Students in Green Zone will remain there with a staff member and will not leave until cleared medically (either after 14 asymptomatic days or negative COVID 19 nasal swab test)
  - Meals will be eaten in individual rooms and student will attend classes remotely.
  - Staff and student(s) in Green Zone should maintain social distancing and use masks at all times, unless student is alone in their room, as per current SOIS policy.
2. Students traveling via private vehicle will be allowed to return to regular Campus Life floor but will be monitored closely and should be under heightened supervision for 14 days.
  - Whenever possible, maximize social distancing (the recommended minimum distance is 6 feet) and use a mask when unable to social distance
  - Minimal contact between newly-returned students and cleared students (already on campus for more than 14 days) should be maintained as much as possible.
  - The general safety protocols for COVID-19 will remain in effect until further notice.
3. Illness Response to COVID-19
  - Any student's medical concerns such as tactile warmth, fever, cough, sore throat, shortness of breath should be immediately reported to Health & Wellness staff for evaluation. The Director of Health & Wellness or healthcare professional covering that role will be notified.
  - If the student is deemed to have a possible COVID-19 infection or other urgent medical concern, the hospitalization policy will be followed. Parents/Guardians and SOIS Directors will be notified and the student/resident will be assessed at an emergent setting.
    - The Westchester County Department of Health will be contacted should the student meet the criteria to be tested for COVID-19.
    - Any student who tests positive for COVID-19 will receive emergency medical care, supported by the Director of Health & Wellness (or healthcare professional covering that role), and carried out by Health & Wellness staff until the child can be taken home.

## STAFF PRESCREENING

Staff Name: \_\_\_\_\_

Date of Anticipated Return to Campus: \_\_\_\_\_

Please answer the following questions:

- 1) Have you or any of your family residing in your home traveled to a country for which the CDC has issued a Level 2 or 3 travel designation within the past 14 days?

NO \_\_\_\_\_ YES \_\_\_\_\_

- 2) Have you or any of your family had contact with any Person Under Investigation (PUI) for COVID-19 or with anyone with known COVID-19 during the past 14 days?

NO \_\_\_\_\_ YES \_\_\_\_\_

- 3) Do you currently have any of these symptoms of COVID 19 or other respiratory illness?

Please answer YES or NO

Dry Cough \_\_\_\_\_

Fever \_\_\_\_\_

Sore throat \_\_\_\_\_

Congestion \_\_\_\_\_

Shortness of breath \_\_\_\_\_

Loss of taste/smell \_\_\_\_\_

Diarrhea/Nausea/Vomiting \_\_\_\_\_

Body aches/Fatigue \_\_\_\_\_

- 4) Have you used mass or commercial transportation in the last 14 days?

NO \_\_\_\_\_ YES \* \_\_\_\_\_

\*If the answer to question 4 is YES, you will be subject to possible isolation and/or testing.

- 5) Do you have any current health conditions which put you at high risk of complications due to COVID-19 or other infectious diseases?

NO \_\_\_\_\_ YES \* \_\_\_\_\_

\*If the answer to question 4 is YES, please contact the Director of Health & Wellness for further details.

NOTE: ALL INFORMATION PROVIDED WILL BE KEPT CONFIDENTIAL.

## COVID-19 Visitor Prescreening

Visitor Name: \_\_\_\_\_

Date of Visit to Campus: \_\_\_\_\_

Please answer the following questions:

1) Have you or any of your family residing in your home traveled to a country for which the CDC has issued a Level 2 or 3 travel designation within the past 14 days?

NO \_\_\_\_\_ YES \_\_\_\_\_

2) Have you or any of your family had contact with any Person Under Investigation (PUI) for COVID-19 or with anyone with known COVID-19 during the past 14 days?

NO \_\_\_\_\_ YES \_\_\_\_\_

3) Do you currently have any of these symptoms of COVID 19 or other respiratory illness?

Please answer YES or NO

Dry Cough \_\_\_\_\_

Fever \_\_\_\_\_

Sore throat \_\_\_\_\_

Congestion \_\_\_\_\_

Shortness of breath \_\_\_\_\_

Loss of taste/smell \_\_\_\_\_

Diarrhea/Nausea/Vomiting \_\_\_\_\_

Body aches/Fatigue \_\_\_\_\_

4) Have you used mass or commercial transportation in the last 14 days?

NO \_\_\_\_\_ YES \* \_\_\_\_\_

\*If the answer to question 4 is YES, you will not be able to visit campus for the next 14 days.

5) Have you traveled to any of the following states within the last 14 days?

Alabama, Alaska, Arkansas, Arizona, California, Delaware, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, Tennessee, Texas, Utah, Virginia, Washington, Washington DC, Wisconsin, Puerto Rico.

NO \_\_\_\_\_ YES \* \_\_\_\_\_

\*If the answer to question 5 is YES, you will not be able to visit campus for the next 14 days.

# COVID-19 Symptom Check

I am using this checklist because I have a hard time understanding language. I prefer to use the following method of communication:



Interpreter



Text



Writing



Lip Read



Gesture



Assistive Device

Have you been exposed to a person under investigation for COVID-19 or person with confirmed COVID-19 infection in the last 14 days?

YES

NO

DON'T KNOW

THIS IS MY LEVEL OF PAIN:



No Pain



Mild Pain



Moderate Pain



Severe Pain

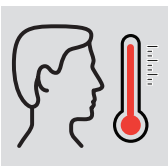


Very Severe Pain

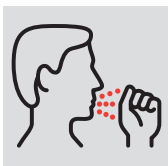


Worst Possible Pain

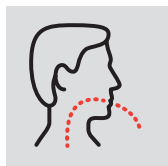
THESE ARE MY SYMPTOMS:



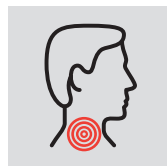
Fever



Cough



Shortness of Breath



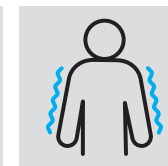
Sore Throat



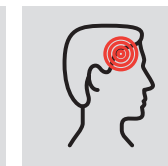
Lost Sense of Taste/Smell



Muscle Aches



Chills



Headache

OTHER SYMPTOMS I HAVE: \_\_\_\_\_

I HAVE HAD SYMPTOMS THIS MANY DAYS:



My temperature is below 99.5 degrees Fahrenheit.

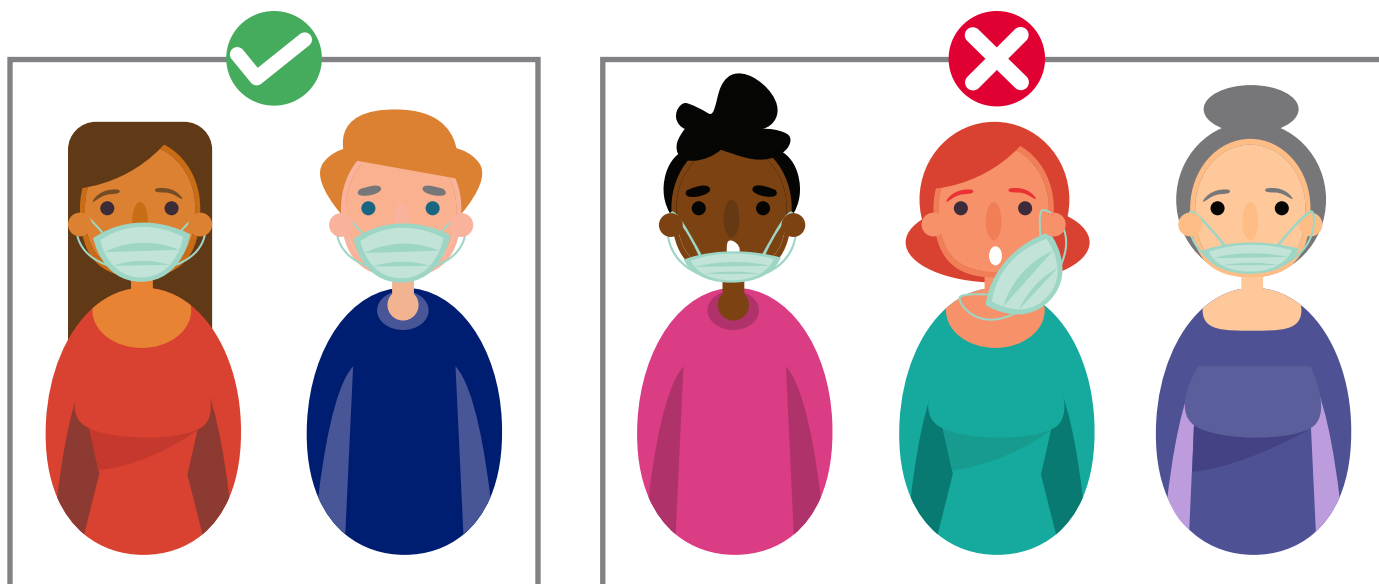
Yes

No

Unsure

*Adapted from NY COVID-19 Hearing Impaired Questionnaire*

# Face Masks and Coverings for COVID-19



- You must wear a face mask or face covering in public when social distancing (staying at least 6 feet apart) is not possible, unless a face covering is not medically tolerated. This includes on public transport, in stores and on crowded sidewalks.
- Children over 2 years of age should wear a face mask in public, too. Children under 2 years of age should NOT wear face coverings for safety reasons.
- Cloth face coverings should be made from fabric you can't see through when held up to the light. They must be cleaned before reusing.
- Disposable paper face masks should be used for one outing outside the home. They cannot be properly cleaned.
- The best way to prevent COVID-19 is to continue social distancing (staying at least 6 feet away from others), **even when wearing a face covering**.

## Putting On Face Covering

- **DO** clean your hands with soap and water or if that's not available, alcohol-based hand sanitizer, before putting on your face covering.
- Make sure the face covering covers both your nose and mouth.
- **DON'T** wear your mask hanging under your nose or mouth or around your neck. You won't get the protection you need.
- **DON'T** wear the face covering on top of your head, or take it off and on repeatedly. Once it is in place, leave the covering in place until you are no longer in public.

## Taking Off Face Covering

- **DO** clean your hands with soap and water or if that's not available, alcohol-based hand sanitizer, before taking off your face covering.
- Remove your mask only touching the straps.
- Discard the face covering if it is disposable. If you are reusing (cloth), place it in a paper bag or plastic bag for later.
- Wash your hands again.
- When cleaning a cloth face covering, **DO** put in the washer (preferably on the hot water setting).
- Dry in dryer at high heat. When it is clean and dry, place in a clean paper or plastic bag for later use. If you live in a household with many people, you might want to label the bags with names so the face coverings are not mixed up.

