

KULANU ACADEMY  
Reflect, Reposition and Reopen  
2020-2021  
BEDS # 280215225246  
August 7, 2020

This reopening plan incorporates information provided by the

Centers for Disease Control and Prevention

New York State Department of Health

New York State Education Department

With additional information and guidance from parents, local medical professionals and organizations supporting individuals with special needs.

As governmental information changes, this document will be updated.

### Reflect:

Kulanu, a Hebrew word that is translated to mean “All of Us”, aptly describes our mission to provide a wide range of educational, social and advocacy services to children and young adults with special needs and their families in the most inclusive environment possible. Our goal is to enable each individual, regardless of religion, race or creed to reach his or her full potential, empowering them to become a participating and accepted member of society with a good quality of life and a hopeful future. Kulanu Academy, established in 2001, provides a full complement of services to the community of the Five Towns as well as New York City and all of Nassau and western most Suffolk Counties.

### Educational Division

Kulanu Academy’s full day special education school services students between 10-21 years of age which is equivalent to 5<sup>th</sup> grade to post-secondary education in 10 month or 12 month platforms. Providing a truly student centered individualized program is the unique characteristic that sets Kulanu apart from other institutions. In addition to the core curriculum that is required to receive a Regent’s diploma, Kulanu Academy offers life skills, a significant and highly recognized vocational education program and cultural studies that set all students on a path towards adulthood and independence. Student programs are supported by therapies provided by a myriad of related service professionals in the fields of speech and language, counseling and occupational and physical therapy. Similar to the customized college experience, Kulanu students have personalized schedules that accommodate levels of inclusion, self-contained classes, work experiences and therapies. No two students have the same program.

### Adult Services

While supporting students and families through the age of 21, Kulanu’s concern has always been for the individual as they age out of the entitlements of the school system. Emphasis on creating an exemplary transition and vocational program supports the organization’s goal statement. In January 2014, Kulanu opened a division devoted to providing adult services to individuals 18 and older who were aging out of the NYC Board of Education and NY State School districts. Services such as community-bases vocational assessment, Work readiness, Job Placement and Supported Employment are provided under contract with Adult Career and Continuing Education Services-Vocational Rehabilitation.

In summary, Kulanu has developed a reputation for providing programs and services of excellence. To its credit and that of its lay leadership and professional faculty, Kulanu has become a beacon of hope, information and support to individuals with special needs and their families.

**Reflect, Reposition and Reopen Team**

Dr. Beth Raskin  
Executive Director

Mrs. Dina Rosenberg, MA, BCBA, LBA  
Head of Schools

Mrs. Gayle Fremed  
Director of Human Resources  
Compliance Officer

Mr. Ira Green  
Director of Financial Management

Mrs. Nicole Rios  
Director of Office of Developmental Disabilities Programs

Mr. Rigoberto Rosario  
Head of Facilities

Educational Services Team

Mrs. Andrea Borah  
Rabbi David Zeidel  
Mrs. Johnhanna Otero  
Mrs. Lauren Freiman  
Mrs. Vicki Lewinter

Adult Services Team

Ms. Daneisha Admendaras  
Mrs. Esther Weinstein  
Ms. Gina Avignone  
Mr. Mathew Roozrokh  
Mrs. Robin Goren

Support Team

Mr. Jeffrey Schoenfeld, President of the Board  
Mr. Mark Honigsfeld, Chairman/Treasurer of the Board  
Mr. Jonathan Glaubach, Secretary of the Board  
Mrs. Amber Johnson, Human Resources  
Ms. Bernadette D' Alessandro, Finance  
Ms. Farrah Leconte, Quality Assurance  
Mrs. Rachael Berg, Operations  
Mr. Ray Guarneri, Technology

## **Communication and Engagement with Families and the Community**

Beginning March 16, 2020, Kulanu provided its families and the community with ongoing updates regarding our operations during the pandemic forced closure. Our website, emails, texts and phone message systems ensured information was succinct and relayed in a timely and efficient manner.

As we reopen our programs, this plan will be incorporated into our website with a hard copy maintained in the Administrative Office of each building. Updates to information will be sent via text, email groups and through our social media. Feedback regarding plans, challenges or general questions are made by calling Kulanu's Compliance Officer using a confidential hotline 516-596-8851.

All employees, families and program participants receive the following training prior to reopening. Information for participants is presented via differentiated instruction to accommodate all levels and styles of learning.

### **TRAINING**

#### **Training for employees and families to take place prior to reopening.**

- Utilizes documentation created by Health and Safety Committee drawing from CDC and DOH guidelines.
- Includes procedures and contact information for parents whose child or family member is sick or tests positive for COVID
- Programs will survey program participants (via their parents/guardian) through google surveys. A survey must be completed prior to getting on transportation to any program.
- Kulanu will provide employees and families with a list of testing sites near their homes
- Programs will disseminate a letter to parents explaining food/lunch and birthday/birthday party policies.
- Lunches will be brought from home- There is no access to communal microwaves or refrigeration.
- Bottled water may should be sent to programs daily, will a supply maintained on site for participants use .
- In the event of a mid or high risk scenario, supplemental trainings are offered to families: -ABA Parent Training Plan – Providing Applied Behavior Analysis for Your Child At Home Duration 5 hours and 45 minutes. This course package from Relias Academy educates parents on the ABA techniques you need to help their child while at home
- Each program will identify a staff member who will be the support person for families to contact with any questions or concerns
- Participants , via differentiated instruction, will be trained on hygiene practices through instruction, videos and signs that are developmentally appropriate

- **Employee Support and Services-**

- Pre-service training will express, as an agency, our understanding of the emotional and physical impact the pandemic has had on them and their families on or before 8.31.2020
- Kulanu will provide resources to help individuals cope with these challenges.
- United Health offers free 24/7 emotional support for anyone. Staffed by professionally trained mental health experts. 1-866-342-6892
- Suggest Self-help apps such as meditation, anxiety reducing. United health has made premium access free for Sanvello . It is an on-demand emotional support mobile app
- Pre-service training will include addressing participants emotional needs prior to their return
- Kulanu's Compliance Officer is available for agency-wide assistance.
- Basic COVID Training for Everyone**
  - Physical distancing
  - Use the CDC symptom checker on [uhc.com](https://www.cdc.gov/nczod/lod/2019-nCoV/symptom-checker)
  - Understanding the difference between symptomatic and asymptomatic
  - Signs and symptoms in adults and children . Posting of emergency sign with requirements for 911 to be called

- **Online trainings for use:**

- Relias Learning Training "Cross contamination"  
<https://www.relias.com/topic/coronavirus>

Training sessions are free, online and will be conducted prior to dates of staff return  
HR will create quizzes related to the materials with attestation of completion

- 1. Hand hygiene: The Basics-Duration 15 minutes**

- This micro-course on hand-washing follows CDC disinfection guidelines
- Learn to apply scientifically accepted infection control principles to reduce transmission of pathogens

- 2. Personal Protective Equipment (PPE)-Duration approx. 15 Minutes**

- Addresses different types of recommended CDC PPE and how to correctly use equipment.

- **Train the staff who will be performing the temperature checks**

- PPE**
- visual inspections**
- cleaning thermometers after each use with alcohol on cotton swab**
- change to clean gloves if contact is made**

- **Communication**

- What to expect when we open
- Environmental changes- physical distancing protocol, one way paths, lunch, restroom policy, windows open, limited use of common areas, deliveries (food), no traveling between buildings
- Meeting should be conducted through ZOOM
- Bathroom schedules- to be determined by programs
- Hand washing schedules- prior to eating to be determined by programs

- Announcements/Signage reminding to social distance, hand wash.
- Screening- Health screening will be done prior to coming to work. Google Questionnaire to be filled out no **earlier** than 90 minutes before the start of shift and no **later** than 60 minutes before the start of shift.
- Testing policies reviewed
- Temperature checks procedure for staff and students
- Screening Questionnaire procedure
- Cleaning procedures of students' material and classrooms
- What to expect when asked to work from home
- **What should you do if you or a family member is experiencing symptoms**
  - Stay home
  - Employees contact their supervisor, parents contact the building administrator
- **What do I do if I feel sick at work? (Employees)**
  - Policy and procedures-go home, see a medical professional
  - Procedure for coverage to be developed by each program
- **What do I do if I test positive?**
  - Stay Home! Quarantine at minimum for 14 days
  - Contact-Human Resources and your direct supervisor
  - A Doctor's note , citing negative test results, will be required for return to work
  - With confidentiality maintained, a letter will be sent to staff informing of a positive case in the program.
- **Response if someone tests positive:**
  - Contact tracers in the agency are trained and follow the New York state contact- tracing program. HR/Compliance will inform the appropriate governmental agencies.
- **What benefits can I use if I am sick?**
  - 14 days sick leave- Families First Coronavirus Response Act
  - Disability benefits
- **When can I return to work?**
  - At least 2 days without a fever (without the use of fever-reducing medication)
  - Improvement in respiratory symptoms
  - At least 10 days have passed since symptoms first appeared
  - Doctor's note clearing the return to work
- **Agency Protocol for someone who tested positive**
  - Quarantine staff who were exposed for 14 days
  - Communicate to staff who were exposed
  - Close for 48 hours for cleaning
  - Develop modification to the protocols if necessary- i.e. seating arrangement, hallway distance
  - HR to contact the health department/OPWDD
- **Arrival and departure protocol**
  - Busing AM and PM developed by programs
  - Parent pick up/drop off developed by programs

- **Welcome Back Kit to be sent to all employees and families** ( masks,(N95 for those who need), hand sanitizer, Face Shields (for those who need )
- **Cleaning** – To assist the custodial staff, specific employee protocols will be reviewed in pre-service before returning to work. This includes new policies and procedures regarding cleanliness of personal space.
- **Student sick Procedure**
  - Participants will be assessed by the nurse or designated staff from each program
  - Coming off the bus with a temperature of 100 degrees or more, enforce isolation room procedures.
  - Pick up policy will be enforced requiring up to four emergency contacts.
  - Participants must follow up with a Doctor and a Doctor's note is required for return to program
- Fire drill protocol- drills remain standard, travel as a cohort and maintain social distancing
- Procedure for students who receive medication are developed to ensure social distancing where feasible.
- Basic first aid materials are provided in classrooms to reduce travel around the building
- System of tracking employee attendance is in place. Access to Time Station is available on phones
- Elevator policy
  - Elevator is use only for the staff and participants who are not ambulatory
  - Elevator occupancy is limited to one employee and one participant
  - Cleaning in the AM and PM with increased frequency based upon usage.

## **FACILITY**

Kulanu Academy operates at three locations:

- Business office: 124 McGlynn Place, Cedarhurst New York
- Middle School/Preparation for Life Classes/ACCES-VR Programs: 620 Central Avenue, Cedarhurst New York
- Career Development and Regents High School: 46 Locust Avenue, Cedarhurst New York

All locations are compliant with the fire code and conduct fire safety, evacuation and lockdown drills as required.

To provide for social distancing, programs have repositioned themselves across the three sites, repurposing spaces for classroom use. Programmatically and to allow for social distancing, 50 sq. ft per student has been allocated to determine appropriate classroom space.

In all buildings, surfaces and objects will be wiped down with disinfectant between uses. Common objects, include office equipment, shares surfaces (i.e. door handles, bathroom fixtures and elevator buttons) will be disinfected on a more frequent basis. We provide and maintain hand-hygiene stations in the buildings, hand-washing soap, running warm water,

disposable paper towels, lined garbage cans, as well as alcohol based hand-sanitizer containing 60% or more alcohol for areas where hand-washing is not feasible.

The Head of Facilities is responsible for maintaining the cleaning logs in each building. Specific cleaning logs will be kept near the area being cleaned (ie. Bathroom), other logs will be maintained in an area designated by each building administrator.

Kulanu buildings have multiple bathrooms with sinks equipped with soap, water and paper towels. Where needed, dividers may be used to separate sinks. Hand sanitizing products are available at key entrances and throughout each building. Employees may request distribution of additional hand sanitizer equipment from the facilities department.

In buildings with HVAC systems, filtration will be upgraded from Merv 8 to Merv 11 filters. This will allow for greater filtration without impeding the air flow rate throughout the building.

In all buildings, floor and wall markers direct one-way traffic, posters demonstrating social distancing, hand-washing procedures are installed in appropriate areas.

### **Food Services**

As part of its program, Kulanu provides instructional breakfast and lunch. Meals will be served in single pre-packaged servings for distribution and consumption in the classroom. Parents may choose to send in food from home or students, practicing activities of daily living, may order food deliveries that are left outside the school building. Social distancing will be observed during mealtimes. To ensure confidentiality and the health and safety of the program participants, listing (by initials or first name/last initial) of allergies/reactions/medical conditions or food related issues will be posted in each space used for meal service.

### **Transportation**

Student transportation is a mandated service on the Individualized Education Program and provided by the District of Residence on Long Island or the Office of Pupil Transportation for those residing in New York City. Kulanu Academy has no authorization nor responsibility to maintain these vehicles nor guide the driver or escort on a bus. When busses arrive on site:

- Busses are unloaded one at time at marked locations.
- As individuals depart the vehicle, the student's attendance is noted and their temperature is taken with a non-contact thermometer.
- Markers are placed on the sidewalk to ensure social distancing. The expectation is that students will be wearing masks.
- All employees who manage disembarking or embarkation procedures will wear additional PPE in the event a program participant cannot tolerate a mask due to sensitivity, behavioral or medical issues.



### **Social/Emotional Well-being**

Programmatically, Kulanu is well equipped to manage the difficulties and challenges due to the pandemic. In conversation with members of our parent body, we recognized early on, how difficult the closure was to our participants and their families. Kulanu's employee base includes mental health professionals in the fields of social work and psychology as well as Board Certified Behavior Analysts and Behavior Intervention Specialists. Many of our program participants have multiple weekly sessions of counseling, or group counseling as part of their mandated services. Through pre-service training, all employees are aware of participant's emotional/social issues. Should the educational teams determine a participant is in need of novel services, they will be provided. Parent education and support is ongoing and provided by the therapist who is assigned to a particular cohort.

### **Attendance**

When instruction is presented in the category identified as "low risk", student attendance is recorded in attendance books kept on site and maintained according to Commissioner's Regulations. During times of mid (hybrid) or high (full remote) instruction, attendance is recorded in "real -time" using Google Docs.

### **Teaching and Learning**

Kulanu Academy's school and adult service divisions have designed three levels of instructional programming. Low Risk- All instruction, which takes place on site ; Mid-Risk- Instructions is presented in a hybrid arrangement with on-site as well as remote learning and High-Risk- Instruction is presented solely by remote learning and/or emailed or postal delivery of instructional material. Educational Division- Acronyms: PFL- Prep for Life Class;FADC – Foundations of Academic Development Class; ADC- Academic Development Class. Specific plans follow: