

Kulanu Academy's Re-Opening Vision

Program: Education

Targeted Area: EDUCATIONAL INSTRUCTION**Low Risk Scenario**

- All instruction will take place on site daily with cohorts no larger than 12 students each, incorporating social distancing and PPE throughout. The school will be comprised of 6 cohorts. Some cohorts will be comprised of 2 smaller classes, while others will be comprised of a single larger class.

Mid-Level Risk Scenario

- Instruction will be offered in a hybrid format. Some students will receive instruction on site, while others will receive it via remote learning.
- Schedules will establish which students attend in person and which will participate remotely.
- PFL and FADC1 will attend in person daily. All other classes will be split into groups to be rotated across week days.

High Risk Scenario

- All instruction to be presented via teleconference and emailed packets

Targeted Area: THERAPEUTIC INSTRUCTION**Low Risk Scenario**

- All therapeutic sessions will be conducted in person, with group participants from within the same cohort.
- Therapists will be assigned to up to 2 cohorts in order to minimize cross-exposure. Make up sessions are only permitted between the assigned therapist and the student in need of the session (as opposed to any available therapist).
- For high risk students, group mandates will be replaced with 1:1 sessions, at the discretion of the Head of Schools.
- Therapeutic groups will consist of no more than 3 students.
- All shared materials used must be made of material that is easy to sanitize with time scheduled between sessions to allow for sanitizing work space and stimuli as needed.
- Sessions are to be conducted in the classroom when feasible. Pull out sessions are permitted, but not preferred. Therapy rooms will be assigned by cohort to avoid interactions between cohorts.

Mid-Risk Scenario

- PFL and FADC 1 will receive all therapy in person.
- For all other students, therapists would conduct sessions via teleconference and/or in person, depending upon the assigned location of instruction for the student on a given day

High Risk Scenario

- All therapeutic sessions to be conducted via teleconference, except PT. If students require, emailed assignments can be sent home as well.

Targeted Area: GROUP ACTIVITIES**Low Risk Scenario**

- Educational Activities: Within cohort educational group activities will take place using PPE and/or social distancing. All assemblies or gatherings across cohorts will be suspended.
- Meals: If fiscally feasible, breakfast will be served in single servings, pre-packaged for distribution in the classroom. If not feasible, parents will send food from home to be eaten in classrooms. Lunch will be sent from home, and deliveries from community food establishments can be arranged class-wide, to be eaten in the classrooms. Student involvement in ordering food deliveries can become part of the ADL curriculum.

Microwaves will not be available for student lunch preparation. Small refrigerators should be purchased for classrooms and used across 1-2 cohorts.

- APE: Classes will be scheduled outside when the weather allows, and on site within classrooms when there is inclement weather. Classroom faculty will be expected to have hands on involvement while the APE teacher keeps at a physical distance to prevent spreading between cohorts. Sports will be limited to those which do not require physical contact (ie relay races, shoot out competitions)
- Drills: Fire/evacuation drills will take place as usual, with greater attention given to social distancing once out of the building on the sidewalk. Lock out and shelter in place drills will take place as normal. Lock down drills will use 2 shelter locations in the classroom if feasible, to prevent overcrowding of shelter area. In the event of an evacuation, floor wardens should wash their hands upon re-entering the building, and teachers should wipe down doorknobs upon re-entering their classrooms.

- **Faculty breaks:** As meals are eaten without masks, all faculty must be careful not to eat in close proximity to each other. Faculty are encouraged to eat out of the building when possible. Outdoor eating areas will be set up and social distancing would be utilized, along with sanitizing between users. Plexiglass dividers are recommended to separate faculty members. The indoors faculty lunch area will be comprised of individual desks and chairs along with markings on the floor to best layout the room for social distancing. Sanitizing materials will be available for faculty to use before and after using their lunch station.

Mid-Risk Scenario

- **Educational activities:** There will be no group activities, including group therapy sessions. All session would be conducted 1:1.
- **Student Meals:** All food items will be sent from home, stored in the classrooms, and eaten in the child's respective classroom. Restaurant deliveries will not be available.
- **APE:** Classes must take place outdoors weather permitting. APE teacher is to remain at a distance from students and faculty, while classroom faculty are providing hands on prompting and instruction. All activities must not involve physical contact.
- **Drills:** Fire/evacuation drills will take place as usual, with greater attention given to social distancing once out of the building on the sidewalk. Lock out and shelter in place drills will take place as normal. Lock down drills will use 2 shelter locations in the classroom if feasible, to prevent overcrowding of shelter area. In the event of an evacuation, floor wardens should wash their hands upon re-entering the building, and teachers should wipe down doorknobs upon re-entering their classrooms.
- **Faculty breaks:** Faculty members will be assigned breaks and locations according to cohort groupings. Mixing of faculty across cohorts within 1 room will not be permitted, even with mask use.

High Risk Scenario

- All activity will be conducted via remote learning.

Targeted Area: OPERATIONS

Low Risk Scenario

- **Start Date:** It is preferable for each location to open with staggered first days of in-person instruction, allowing for real time corrections and adjustments to protocol within a smaller group of participants, for maximum safety.
- **Screenings:** Faculty screenings will include questionnaires and temperature checks daily. All screening will take place outside of each facility (620 and Beth El), and only those who pass will be permitted in the building. Student screening will be comprised of weekly questionnaires and daily temperature checks. Temperatures will be taken as the child exits the school bus. If the child fails the screening, the child is not permitted into the building and is lead to an isolation area outside.

- Start time: If feasible, student start time will be adjusted to 8:30, allowing for temperature checks and screening to be conducted for faculty
- Dismissal time: Dismissal will remain at 4:00 Monday through Thursday, and 1:30 on Fridays.
- Attendance: Student and faculty attendance will be monitored daily and a report of all absences will be provided to a point person. That point person will call each employee/parent to assess the reason for the absence and take necessary steps if the reason is COVID-19 suspected or related, as outlined by health and safety regulations (ie notify DOH, etc.)
- Educational materials: Students should receive individual packets of educational materials to be kept as their own personal kit. Materials should not be shared. Only those items which can be sanitized between uses can be shared, and only in a systematic way (ie assigned shifts and cleaning after each use).
- Transportation: Kulanu vehicles will be used to transport students to and from job sites in the community, as scheduled. Seating capacities, seating positions, and cleaning schedules will be established based upon transportation committee's recommendations. District school buses will arrive as scheduled and, by nature, come in a staggered fashion. Buses will be unloaded one at a time to allow for careful screening of students, attendance records, and good flow of individuals as they enter the building. Markers will be placed on the sidewalk/yard to indicate where students should stand as they wait to enter the building, allowing for social distancing.

Mid-Risk Scenario

- Start Date: Each location will open with staggered first days of in-person instruction, separated by 14 days. This allows for real time corrections, containments and adjustments to protocol within a smaller group of participants, for maximum safety.
- Screenings: Faculty screenings will include questionnaires and temperature checks daily. All screening will take place outside of each facility (620 and Beth El), and only those who pass will be permitted in the building. Student screening will be conducted as the child exits their bus. If the child fails the screening, the child is not permitted into the building and is lead to an isolation area outside.
- Start time: If feasible, student start time will be adjusted to 8:30, allowing for temperature checks and screening to be conducted for faculty
- Dismissal time: Dismissal will be adjusted to 2:30 to minimize exposure and risk.
- Attendance: Student and faculty attendance will be monitored daily and a report of all absences will be provided to a point person. That point person will call each employee/parent to assess the reason for the absence and take necessary steps if the reason is COVID-19 related, as outlined by health and safety regulations (ie notify DOH, etc.)
- Educational materials: Students will receive individual packets of educational materials to be kept as their own personal kit. Materials must not be shared at all.

- **Transportation:** Kulanu vehicles will not be used. District school buses will arrive as scheduled and, by nature, come in a staggered fashion. Buses will be unloaded one at a time to allow for careful screening of students, attendance records, and good flow of individuals as they enter the building. Markers will be placed on the sidewalk/yard to indicate where students should stand as they wait to enter the building, allowing for social distancing.

High Risk Scenario

- Remote schedules will dictate instructional hours.
- Attendance is taken, with a student marked present based upon participation in at least 1 session daily.
- All other operational considerations are not applicable within a remote learning system.

Targeted Area: FACILITY- USE OF 620 Central Ave.

Low Risk Scenario

- **Points of entry and exit:** All individuals who have been screened and permitted into 620 must use the man-trap side door. All who are exiting the building must use the side door (near the elevator). All who exit the building and are sick must use the doors facing Central Avenue. All doors must have an alarm, along with a button to momentarily disable the alarm, in order to best maintain the safety of students who engage in elopement behaviors.
- **Stairwells:** Individuals walking upstairs within the educational program should use the right stairwell off the front lobby of the building. Individuals attending the day hab program will use the left lobby stairwell. The stairwell near the elevator should be used to walk downstairs.
- **Hallways:** There will be a marking down the length of the corridor separating it into 2 separate lanes, 1 for each direction.
- **Elevator:** Elevator is to be used only for those who have ambulatory limitations or medical emergencies. In those instances, capacity is limited to 1 student and 1 staff member.
- **Therapeutic Pool-** Current DOH regulations of draining and cleaning the pool after each use is not feasible. As such pool use is suspended until regulations change. Should the cleaning requirement be loosened, and if safety criteria can be met in regard to cleaning and temperature, pool use will resume with a maximum capacity of 1 student, 1 therapist, with a 2nd adult outside the pool as a safety monitor.
- **Commercial kitchen:** Kitchen use is suspended at this time.
- **MPR:** The MPR will be used exclusively by the Day hab program until 2:00. If proper cleaning can be completed to accommodate a secondary use of the room by other divisions after 2pm, it will be considered.

- **Bathrooms:** Each cohort will be assigned to specific bathrooms for use. Bathrooms will have maximum capacity posted based upon space required for social distancing. Classrooms will be given signs to hang on the outer bathroom doorknob indicating that it is occupied, alerting those wishing to enter if it is safe to do so.
- **Snoezelan Room:** All stimuli which are covered in fabric or material that is hard to sanitize will be removed. Room use will be limited to Cohort 1 (PFL and FADC1) by schedule. Cleaning with disinfecting wipes should be done in between uses.
- **Playground:** Use of the playground will be based upon a set schedule to avoid more than 1 cohort using it at the same time. These facilities are available only to the following classes/programs: PFL, FADC 1, and Day Hab. General cleaning will be completed, although disinfecting is not required.
- **Water fountain:** An alternative filtered water source will be available for re-filling water bottles. Use of the water fountain will be suspended and the water turned off.
- **Isolation Room:** The backroom of the current teen lounge will be the isolation room for use by students who become ill with COVID symptoms during the school day. They will then exit the side door of the lounge, leading to the lobby and exit through the lobby doors facing Central Ave. This will be the "sick exit". This room assignment requires drywall to be put up, separating the teen lounge from the back room and side door of the lounge. This plan results in containing the isolation room and an outer space for a faculty member to remain and visually monitor the student through the door, while social distancing.

Mid-Risk Scenario

- **Points of entry and exit:** All individuals who have been screened and permitted into 620 must use the man-trap side door. All who are exiting the building must use the side door (near the elevator). All who exit the building and are sick must use the doors facing Central Avenue. All doors must have an alarm, along with a button to momentarily disable the alarm, in order to best maintain the safety of students who engage in elopement behaviors.
- **Stairwells:** Individuals walking upstairs within the educational program should use the right stairwell off the front lobby of the building. The stairwell near the elevator should be used to walk downstairs.
- **Hallways:** There will be a marking down the length of the corridor separating it into 2 separate lanes, 1 for each direction.
- **Elevator:** Elevator is to be used only for those who have ambulatory limitations or medical emergencies. In those instances, capacity is limited to 1 student and 1 staff member.
- **Therapeutic Pool-** Pool use is suspended.
- **Commercial kitchen:** Kitchen use is suspended at this time.
- **MPR:** The MPR will be used exclusively by the Day hab program until 2:00. No other programming will be scheduled in the afternoon.

- **Bathrooms:** Each cohort will be assigned to specific bathrooms for use. Bathrooms will have maximum capacity posted based upon space required for social distancing. Bathroom schedules will be given to each class in order to avoid interaction between cohorts. Classrooms will be given signs to hang on the outer bathroom doorknob indicating that it is occupied, alerting those wishing to enter if it is safe to do so.
- **Snoezelan Room:** Use is suspended.
- **Playground:** Playground use is suspended.
- **Water fountain:** An alternative filtered water source will be available for re-filling water bottles. Use of the water fountain will be suspended and the water turned off.
- **Isolation Room:** The backroom of the current teen lounge will be the isolation room for use by students who become ill with COVID symptoms during the school day. They will then exit the side door of the lounge, leading to the lobby and exit through the lobby doors facing Central Ave. This will be the "sick exit". This room assignment requires drywall to be put up, separating the teen lounge from the back room and side door of the lounge. This plan results in containing the isolation room and an outer space for a faculty member to remain and monitor the student through the door, while social distancing.

High Risk Scenario

- The facility will not be used as all programming will be offered via teleconferencing.

Targeted Area: FACILITY-USE OF BETH EL

Low Risk Scenario

- **Points of entry and exit:** Depending on room assignment- **OPTION 1**-All entry and exit will be done through the doors on Locust Ave. As there are several doors, the 2 outer doors will be used, 1 assigned for entry and 1 assigned for exits. **OPTION 2**- Entry and exit for those assigned to the MPR will be through the doors on Locust Ave. and those assigned to the classrooms will enter through the door on Broadway.
- **Hallways:** There will be a marking down the length of the corridor separating it into 2 separate lanes, 1 for each direction.
- **Bathrooms:** Each cohort will be assigned to specific bathrooms for use. Bathrooms will have maximum capacity posted based upon space required for social distancing. Classrooms will be given signs to hang on the outer bathroom doorknob indicating that it is occupied, alerting those wishing to enter if it is safe to do so.
- **Isolation Room:** TBD-Options include room 5. Plans remain tentative until room rentals are finalized

Mid-Risk Scenario

- Points of entry and exit: Points of entry and exit: Depending on room assignment- **OPTION 1-**All entry and exit will be done through the doors on Locust Ave. As there are several doors, the 2 outer doors will be used, 1 assigned for entry and 1 assigned for exits. **OPTION 2-** Entry and exit for those assigned to the MPR will be through the doors on Locust Ave. and those assigned to the classrooms will enter through the door on Broadway.
- Hallways: There will be a marking down the length of the corridor separating it into 2 separate lanes, 1 for each direction.
- Bathrooms: Each cohort will be assigned to specific bathrooms for use. Bathrooms will have maximum capacity posted based upon space required for social distancing. Bathroom schedules will be given to each class in order to avoid interaction between cohorts. Classrooms will be given signs to hang on the outer bathroom doorknob indicating that it is occupied, alerting those wishing to enter if it is safe to do so.
- Isolation Room: TBD-Options include room 5. Plans remain tentative until room rentals are finalized

High Risk Scenario

- The facility will not be used as all programming will be offered via teleconferencing.

Targeted Area: PROGRAMMATIC STRUCTURE**Low Risk Scenario**

- Classes will be divided into 6 cohorts, with a maximum of 12 students per cohort. Each cohort will be assigned a color as an identifier. Faculty members will be given t-shirts to wear daily that correlate to their assigned cohort's color, preventing confusion and inadvertent mixing of cohorts.
- Faculty and students may only enter the classroom or clinical space assigned within their cohort. Entering a different cohort's assigned space is forbidden.
- Therapists will be assigned to work within 2 cohorts ("sister cohorts") at maximum and cannot see students outside their assigned cohorts. Therapists will provide services in the classroom as a push-in when goals align with the class's activity. Clinical rooms will be designated per cohort allowing for pull-outs as needed. For example, cohort 1 and 2 will be assigned to a clinical room for services which houses their assigned speech therapist and occupational therapist. Therapists will no longer be given room assignments based upon discipline.

- Paras may work only within their cohort, unless directed otherwise by the Head of Schools in an instance of significant staff absences for safety. If significant staffing deficits arise, paras may be assigned to sister cohorts to allow for greater flexibility in providing classroom coverage.
- Job coaches may work only within assigned sister cohorts.
- Sister cohorts will be grouped in physical proximity to each other within the building, allowing for maximum separation between sister cohorts, while providing ease of access for therapists and job coaches.
- Crisis Intervention Team members will be assigned to 1 out of 2 cohorts on the 3rd floor, providing support for those students who primarily need it. They will not work with students outside of the 3rd floor unless there is a significant safety risk.
- If the limited number of job coaches and therapists do not allow for complete coverage while staying within the sister cohorts, teleconferencing will be considered to allow a faculty member to work with a student outside of the assigned cohort. This would allow the faculty member and student to remain out of physical proximity while providing the needed service using the existing faculty hired.

Mid-Risk Scenario

- PFL and FADC 1 will separate to form individual cohorts and their faculty will be divided accordingly to prevent physical exposure to each other.
- All other students and services will continue within a hybrid program. On days when students are on –site, the program restrictions outlined within a low risk scenario remains.

High Risk Scenario

- All programming will be provided via teleconferencing. While virtual, classes and therapy will be assigned and scheduled within the pre-COVID guidelines.

Targeted Area: COMMUNITY INTEGRATION

Low Risk Scenario

- Community Based Lunch: Students will not go into the community to access meals. Delivery may be arranged by class and life skills required to do so will be taught within the curriculum.
- Community integration: Community integration activities (supermarkets, libraries, etc.) will suspended
- Field trips: Only outdoor destinations will be considered such as a hiking trail or accessible playground

- **Vocational Sites:** Sites will be considered on a case by case basis. Parents must provide site-specific consent for a student to participate in community based vocational training. Criteria for using a site includes:
 - the employer is willing to have volunteers within their facility
 - the facility's COVID policies and practices meet the safety standards set forth by Kulanu
 - the employer agrees to maintain regular communication regarding the health status of the employees
- **Travel training:** Training students within the community is acceptable only as a pedestrian on side streets or areas with low foot traffic. Use of public transportation within instruction is not permitted.

Mid-Risk Scenario

- **Field trips:** Only outdoor destinations will be considered such as a hiking trail or accessible playground
- All community integration programming will be suspended.

High Risk Scenario

- All instruction will be provided via teleconferencing, thus no community integration will be provided.

Kulanu Works' Re-Opening Vision

Program: ACCES-VR/ OCFS

To Note: Both ACCES-VR and OCFS service provision is parallel in the majority of service codes. Re-opening for both will be parallel strategies. Where specific considerations need to be considered, they will be addressed and stated in response to the unique needs of the service.

Targeted Area:	Transportation to and From Community-Based Employers
Low Risk Scenario	<p>Best practice will be Staff meet, whenever possible, clients at job sites. Staff may use their own vehicles to meet clients at sites, but will ONLY drive clients in agency vehicles.</p> <p>Division staff will use agency vehicles to drive clients to and from employers for interviews; orientations; and beginning of job until travel trained to and from their employment. Division staff also drive clients to community-based work assessments where indicated. Kulanu Work's staff will solely drive clients in agency vehicles/ personal vehicles only used to transport clients in emergencies and with supervisory authorization.</p>
Mid-Risk Scenario	<p>Division staff meet clients at community-based employer sites for both employment and assessment purposes. Division does not provide transportation to those served in this mid-risk status.</p>
High Risk Scenario	<p>All services are provided remotely in accordance with allowable remote service listings from respective funders..</p>

Kulanu Works' Re-Opening Vision

Program: ACCES-VR/ OCFS

To Note: Both ACCES-VR and OCFS service provision is parallel in the majority of service codes. Re-opening for both will be parallel strategies. Where specific considerations need to be considered, they will be addressed and stated in response to the unique needs of the service.

Targeted Area:	Staffing
Low Risk Scenario	<p>Staff will be working remotely, and only utilize the two offices for administrative purposes, and these offices will be used solely for Kulanu Works staff to ensure minimum cross exposure in the building. Staff will utilize bathroom in small kitchen area. Staff will, whenever possible, only go to office after school hours (4:00 PM forward) and ensuring no disruption to cleaning schedule. Staff meetings to be held remotely and/or in large space areas in agency such as MPR following agency guidelines and adhering to sanitizing schedules.</p> <p>Kulanu Works division to enter through the door by the playground, and exit directly into parking lot (back door). Kulanu Works staff will be responsible for completing daily employee survey and temperature checks and keep required agency log. Kulanu Works staff to enter and exit solely through division space doors.</p> <p>In all case scenarios: staff to be assigned very specific caseload. In majority of services, this will be adhered to with the exception of emergency coverage due to staff illness/etc. and consumer cannot be left alone at a community-based site. This will minimize cross exposure to best extent possible. Staff will work with number of billable hours per month projected; and create schedule and make up lost sessions to meet division expectations.</p>
Mid-Risk Scenario	<p>Staff to work remotely from home, and meet clients at job sites. Staff meetings to occur remotely to minimize exposure. Intake meetings to be held remotely wherever possible. Work with other divisions to identify space for intake meetings when indicated.</p> <p>As stated above: In all case scenarios: staff to be assigned very specific caseload. In majority of services, this will be kept to; unless coverage at a community-based site is necessitated. This will minimize cross exposure to best extent possible. Staff to make up lost sessions and meet division service projections.</p>
High Risk Scenario	<p>All services will be remote; and community-based coaching, for those who continue to work will be provided via FaceTime/skype etc. if they require direct assistance with on-site tasks. Vocational counselling, coaching, work readiness, self-advocacy and all other authorized remote service codes to be provided from staff homes.</p>

July 31, 2020: 12:35 PM

Kulanu Works' Re-Opening Vision

Program: ACCES-VR/ OCFS

To Note: Both ACCES-VR and OCFS service provision is parallel in the majority of service codes. Re-opening for both will be parallel strategies. Where specific considerations need to be considered, they will be addressed and stated in response to the unique needs of the service.

Targeted Area:	Employers/Community-based work sites
<p data-bbox="170 423 422 456">Low Risk Scenario</p> <p data-bbox="170 505 1766 578">Division Staff, wearing N95 masks to protect both themselves and others, and equipped with appropriate PPE and first aid supplies, will go to job sites and provide supports to those served.</p> <p data-bbox="170 618 1871 732">Staff to assess COVID /quarantine risk factor each time going to volunteer/work sites. Staff to use questionnaire and obtain responses from employer. If volunteer site, and employer/supervisors refuse to answer, after 3 tries Kulanu will determine go/no go at said site. Staff to use: "<u>Kulanu Work Site Safety Assessment Form</u>".</p> <p data-bbox="170 813 1457 850">All new sites to be assessed and <u>Kulanu New Site Safety Review Form</u> to be utilized and completed</p> <p data-bbox="170 891 1787 964">If a go, staff to provide supports ongoing at job site unless region guidance dictates otherwise to return to homes for all but nonessential workers.</p> <p data-bbox="170 1005 1115 1042">If individual an essential worker, then case by case basis to be reviewed.</p> <p data-bbox="170 1045 1850 1122">Staff to take and record both their own, and client temperature when arrive at work sites, and record on log, as well as complete agency health survey per agency guidelines and frequency.</p>	

Mid-Risk Scenario

Wherever possible staff will provide allowable remote services in order to minimize exposure. When indicated, willing staff will continue to provide services physically, only at sites with minimal traffic and consistent "bubble/capsule" of people attending (i.e. a small office such as PIP printing).

High Risk Scenario

Staff will not go to job sites; all services will be offered remote. Where possible, alternative service codes will be explored in order to maximize agency revenue.

If necessitated, Kulanu staff to provide on-site supports to essential workers as defined at specific time, and staff to adhere to all agency safety guidelines and practices.