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| RIVERSIDE SCHOOL  | REOPENING PLAN 2020-2021 |
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Riverside School 2020-2021

1. **Executive summary**

Dear Families, Sending School, and Community members,

Riverside School has decided to begin the school year remotely, with plans to introduce a hybrid model after a period of time (we estimate 4 weeks) and then has the ultimate goal of returning to full-time in person learning when the public health threat of COVID-19 is controlled. This document lays out the safety measures put in place to make the hybrid model and in-person model work.

Firstly, the remote model will have some modifications based on the findings from interviews with students and parents. These findings were: 1) students do better in person with direct teacher intervention, and 2) four students felt that they needed increased time for socialization even in the remote model. Given discussions and response from families, the Riverside School has decided to begin the school year remotely with increased direct instruction and increased opportunities for socialization.

The Riverside School has chosen to start the school year with the remote model in order to best prepare our students for a more rigorous academic day. Our remote school schedule will closely model what an academic day would look like in person. Given our specialized student population, which struggles with change, it is felt that this offers them the opportunity to build their resilience around an increased school load and prepare them for transition to a hybrid model and then an in-person model.

The goal for the Riverside School is to safely return our students to an in-person school setting in order to maximize their learning and holistic needs. We can do so only if the Department of Public Health indicates that community spread is minimal. The Riverside School has a clear set of health safety guidelines and requirements which will determine the ability to return to an in-person model. The in-person model will require new safety requirements and training for staff, students, and families. This will include; everyone wearing masks, scheduled mask breaks, scheduled hand washing times, frequent wiping with disinfectant of high-contact surfaces, maintaining social distance, and a mandatory requirement that both staff and students stay home if not feeling well. In addition, screening for COVID-19 symptoms and reporting of exposure to the virus protocols will need to be followed for all staff and students. These protocols will be continuously reviewed to incorporate CDC, state, and DESE recommendations and updates as needed. The school has reviewed the physical environment and has moved furniture in order to create social distancing space of 6 feet between students. All students and staff will be required to wear a mask and following strict guidelines for safety and self-monitoring. Included in this document are also the models for school learning for the fall as well as safety guidelines.

1. **Letter from the superintendent to the community, including the district’s selection for the reopening model it will use to begin the school year.**
2. The Riverside School is selecting the Remote Learning model to begin the 2020-2021 school year. Please see below the letter that was sent out as well as e-mailed in early August. Please note that this is a working document and is subject to change. If changes are required each child and their guardian will be notified, and the plan will be updated.
3. August 5, 2020
4. Dear Families and sending School,
5. On June 25, 2020, The Education Commissioner put out the Initial Fall School Reopening Guidance to all school in the Commonwealth. This document directed each school to design three models for the new school year. The models include remote learning, a hybrid model, and an all-in school model. While there are still many details to be worked out, I am including an outline of the Riverside Schools remote plan. This is the plan that we will be opening the school year with. As we know our situation may change quickly and we are committed to remaining flexible throughout the school year.
6. The school day will start at 9am in September, utilizing Zoom and Google classroom platforms.
7. We will be doing break out rooms with Zoom for student’s classes with each teacher and utilizing the TA as support. This will take place from **9am – 9:55**
8. Your student will be doing goals with the school group, and then break into their classes (schedules will follow)
9. **At 9:55 till 10:15** there will be a social skills break.
10. **At 10:15-10:55** there will be another break out group with teachers
11. **At 11:00-11:45** there will be a therapeutic group
12. Students will have a lunch break from **12-1pm**
13. **At 1:00 - 2:00** with be a therapeutic group
14. **At 2:15 - 3:15** will be classroom time (study hall, individual and group lessons)
15. Our next step for a **Hybrid mode**l will be slated to begin in October give that the Department of Public Health issues an okay to return.
16. This will most likely occur in Cohort groups with half days to begin.
17. Our hope is that in September we will help students to manage a more rigorous academic day as we move into the next model. As we continue to work on plans, I will keep you updated.
18. Next week we will have final documents and a handbook supplement to share with you.
19. Please don’t hesitate to contact me by email or phone with any questions or concerns.
20. More to come
21. Stay safe and reach out if you need anything
22. Best,
23. Doreen
24. Doreen Shea, M.Ed.
25. Director,
26. Riverside School and Riverside Life Skills Center
27. dshea@riversidecc.org
28. W: 508-422-9250
29. C: 781-752-5925

**C. Students attending School.**

The Department of Elementary and Secondary Education (DESE) has directed schools to devised three models for school learning for the Fall school year.

1. **An in-person model** with safety measures built include in person full time instruction in the school environment with appropriate modification to address the health and safety of our students. In this model families still have the option and decision to choose and continue with the remote learning model and will be instructed on how to do this. In this model students will be divided in Cohorts to ensure safety of all students and staff. The facilities will also look different in this model in order to maintain the 6 feet of physical distancing. These services will be provided in 2 separate classroom spaces.

In this model we would open the school every day for all students to attend. All instruction will be in person with students and staff practicing physical distancing and close monitoring of the in-school safety protocols (see section F). Students will continue to progress through all state standards for their grades. Students will be assigned individual supplies to be used by them only. With guidance, all students will follow all safety protocols. In addition, students will be offered structured mask breaks, structured transitions, and hand washing breaks. Students will be issued their block schedules and continue to operate in cohorts.

1. **A hybrid model** with safety measures built in includes a combination of in-person learning and remote learning. Students will be divided into 2 cohorts in order to facilitate this model. Cohorts will participate on different days according to level of clinical need, again families may still decide to keep their student in a remote learning model. Youth and guardians will be asked to ensure a private learning area within the home to participate in groups and academics. The use of headphones will be encouraged as well.

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| * 1. Monday
 | * 1. Tuesday
 | * 1. Wednesday
 | * 1. Thursday
 | * 1. Friday
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| Cohort 1 in school half day and remote half day (see remote schedule) Cohort 2 Remote (see remote Schedule)  | Cohort 1 in school half day and remote half day (see remote schedule) Cohort 2 Remote (see remote Schedule) | Cohort 1 in school half day and remote half day (see remote schedule) Cohort 2 Remote (see remote Schedule) | Cohort 2 in school half day and remote half day (see remote schedule) Cohort 1 Remote (see remote Schedule) | Cohort 2 in school half day and remote half day (see remote schedule) Cohort 1 Remote (see remote Schedule) |

HYBRID SCHEDULE:

In this model students will participate both in-person and remotely.

In this model we will have 2 cohorts of students. Students will begin by attending in person on their assigned days from 9-11:30am. Students will then be transported home, given a lunch break and return to remote learning by 1pm.

Cohort 1: Identified students who have been identified as higher risk and that will benefit by increased person learning time.

Cohort 2: Identified students that have done well remotely, but also will benefit from increased person learning time.

In each Cohort: Students will participate in direct learning time with a teacher and teacher aide in their core academic classes. They will then have a structured social skill break from 10am-10:10am. From 10:15am till 10:55am they will have direct learning time with a teacher and teacher aide in their core academic classes. At 11am - 11:30am students will participate in skills group to include health and fitness.

Students will be dismissed at 11:30 am. Students will have time for transport and lunch at home and return to the Remote model at 1pm for their Therapeutic Group and at 2:05 pm for and online classroom time with break out groups.

1. **Remote model**

There are 3 possible models for attending School. The Riverside School has opted to begin with the Remote learning Model. In this model all students will engage in academic learning and clinical supports via remote learning daily. This model will look different from our emergency model and will closely align with the in-school schedule, mirroring it whenever possible. Riverside School has a method for teachers to track attendance, participation and grades. All remote learning will be aligned with the state standards. In addition, remote communication, consults, and clinical support will continue to be scheduled with each child and guardian with their MA level clinician. In addition, the Riverside School administration will also ensure regular communication with guardians regarding any changes to protocol or daily schedule, health or behavioral issues that arise, and to ensure regularly updates. Interpretation and translation services will be provided to parents and guardians who have limited proficiency with English. Youth and guardians will be asked to ensure a private learning area within the home to participate in groups and academics. The use of headphones will be encouraged as well.

REMOTE LEARNING SCHEDULE:

The daily school schedule will remain 9am to 3:15pm. In each block students will break into groups in the Zoom platform to participate in their core academic classes. This schedule will begin at 9am and continue till 10:55am with a break for students to participate in structured social skills activities together at 9:55 to 10:10am. At 11:00am students will participate in skills and expressive groups to include fitness and health. At 11:45am students will be given an independent break and have time for lunch. Lunch groups will continue and be offered to all interested students at 12:30pm for students who would like to attend.

At 1:00pm students will participate in selected therapeutic groups with clinical and support staff. At 2:05pm there will be another academic block that may include study skills, individual instruction and group instruction. Your student will also be scheduled for an individual meeting with their clinician during the school day.

While we understand that distance learning can be difficult for some students, we believe a remote entry will ensure the critical orientation and training needed to safely return all to the classroom when safe to do so. This training will ensure all students and families can participate and will have a clear understanding of safety requirements. Training and information will be disseminated to all students and families prior to return to school.

**D. Technology Platforms, Instructional Materials, Staffing Model**

The Riverside School is utilizing several platforms for delivery of instruction, including but not limited to: Learning Ally, Zoom, and Google Classroom.

Each teacher is designated a cohort of students in the hybrid model as well as in-person model in order to have limited exposure

In addition, all curriculum and instructional material has been downloaded or delivered to students for their use. These materials follow our in-school curriculum and are aligned with state standards.

All families who require additional support with the technology platforms will be provide material and support.

**E. Out of School time**

Students may be assigned homework for after school or over the weekend. This will be assigned through Google Classroom. Their no other required services before or after school or on the weekend that is required at this time. Students are encouraged to follow their personal fitness plans.

**F: Student supports and Professional Learning:**

Wellness, Social, Emotional Supports:

In all models’ students will participate in daily scheduled therapeutic groups with MA level clinicians and support staff. In addition, ongoing individual supports will be provided weekly. Students will be able to access their clinician on an as needed basis. And finally, intensive and ongoing family supports will also be provided for all interested families.

Masks/Face Covering:

* All students and staff are required to wear a mask/face covering that covers their nose and mouth. Students will be instructed in proper mask use and be offered mask breaks away from the group when participating in the hybrid or in-person model.
* Mask/face covering should be provided by the student or student’s family. We will ensure that there are disposable face masks readily available for students who need them.
* Masks/face covering are required to be worn by everyone during bus transport.

Physical Distancing**:** the CDC has recommended maintaining a physical distance of 6 feet between individuals. The Riverside school has redesigned its facilities to include this required social distancing with the following safety measures in place:

* Classroom reconfiguration: desks and seating has been removed from the classrooms and arranged to maintain a 6-foot distance between. As a result, this limits spaces in the classroom so students will be divided into cohorts to ensure distancing and best maximize safety protocols.
* Student are seated so that they are not facing each other.

Student Groups: To minimize the number of students coming into contact with each other and to minimize risk of exposure to COVID-19 events, students will be assigned cohorts. These are small group of students that remain with each other throughout the day.

Screening: Families will be required to submit a daily attestation form (currently being set up remotely, and training will be provided prior to re-entry). This form must be signed daily regarding symptoms of COVID-19 or any household contacts with COVID-19. Parents are instructed to NOT send their child to school if they or a family member is ill and/or exhibiting any signs of the COVID-19 symptoms. Student will be closely monitored throughout the day, and any concerns will immediately be reported to the Director as the point of contact. We have made available a medical space secluded from others for any student who is ill or exhibiting symptoms

Hand Hygiene: The Riverside School has been equipped with sanitizing stations at all key locations, entrance, classroom, bathrooms, and kitchen. In addition, handwashing breaks will be provided to all staff and students.

* Students and staff will be required to handwash or sanitize upon entry to the school, before and after eating, before taking off masks, and upon dismissal.
* When handwashing individuals will be provided with soap and water and asked to wash all the surfaces of their hands for 20 seconds. Disposable paper towels will be provided for drying.
* Use of hand sanitizers should be applied to all surfaces of the hands and rubbing in for 20 seconds.

Transportation: Transportation will be provided by each student’s sending school. Students will be required to wear a mask on the bus and adhere to all travel requirements. This includes following all seating assignments outlined.

Lunch: Students will be asked to bring their own lunch once programming transitions to on-site and no food will be shared between students. Allergy guidelines will be reviewed, and families notified if certain food will be prohibited due to life threatening allergies. Lunches will be eaten in the classrooms, or outside if feasible. Students will be expected to abide by physical distancing during the lunch break.

Arrival/Dismissal: Students will be dismissed from their bus/transportation by staff. They will be asked to enter the program, following outlined distancing marks, and wash their hands. Students will then go directly to their classroom. Dismissals will be conducted by staff and as transportation arrives students will be dismissed one at a time, again washing hands before exiting the program.

IEP’s/Evaluations/Team meetings:

Planning and Instruction: The COVID-19 response leader to each school is the Education Director,

The Education Director will be responsible for training all educational staff and support staff around facilities and operations, cleaning and sanitization schedules, assisting staff with high risk conditions and any additional staffing needs and concerns. The Education Director in partnership with a designee will establish schedules for parent and student training (see schedule below)

Assessment: The Riverside School is committed to assessing and adjusting these protocols as needed when deemed appropriate by the Department of Elementary and Secondary Education as well as the CDC. Staff meet twice a week and will review the need for changes and ideas.

Interventions: The Riverside School has taken required and necessary safety and health precautions to keep all children safe and healthy. It is recommended that parents review and reinforce with their child the need to follow all safety outlines and report any concerns. We have set up a medical waiting area should a child exhibit signs of COVID-19 or complain of feeling ill. Guardians will be notified around any observed health concerns and required steps for pick up and follow through. Guardians will be asked to make sure Riverside School has updated appropriate and available contacts for these incidences. Again, Riverside staff will stress the critical importance of no staff or student coming to school if they are ill and/or exhibiting any of the COVID-19 symptoms or may have been exposed to someone with COVID-19

Professional Development:

**Riverside School**

**Training Schedule for Re-Entry – Fall 2020-2021**

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| **Training** | **Date** | **Trainer** | **Required Participation** | **Materials distributed** |
| Riverside Community Care Re-Entry Protocols COVID- 19 Risk Prevention  | All staff completed in July and/or August (dates on file) | Riverside Training Human Resources Department and Quality Management Department | Required for all staff | Yes (included: prevention and spread social distancing, PPE use, cleaning protocols, Storage of supplies, handwashing, toileting, entering and exiting the building, signage, local board of health) |
| Infectious Control  | All staff completed in July and/or August (dates on file) | Riverside Training Human Resources Department | Required for all staff | yes |
| Program Protocols | 8/19/20 9am | Doreen Shea  | Required for all staff | Yes, (Including Transportation, forms, handling sick students and staff, isolation and discharge, daily screening, call in procedures, family expectations, medication administration) |
| Schedules and daily operations | 8/21/20 9am | Doreen Shea | Required for all staff | Yes |
| Physical Restraint | 9/3/20 8am  | Doreen Shea | Required for all staff | yes |
| Other | TBA  | TBA  | TBA |  |

**Certification of health and safety requirements:**

Riverside Schools will adhere to all DESE site specific physical plan guidelines. Riverside has developed an agency-wide safety re-entry protocol that follows the state, DESE, and CDC guidelines. This protocol which will be followed in our Riverside School sites was developed with consultation from outside medical experts. Both our Needham and Milford school sites will initially maintain 25% occupancy limits. This number will be adjusted only when safe and advisable from state and CDC to do so. These occupancy limits will be closely monitored by program management to ensure close adherence and all individuals entering/exiting facility will sign in and be tracked. The physical layout of all school areas and offices have been altered (furniture removed, signage around traffic flow put up, etc.) to ensure 6-foot social distancing. Riverside maintenance staff will closely monitor HVAC system and ensure frequent replacement of filter. Air flow will be increased, and outside programming will be utilized whenever possible. Both Riverside school sites will be thoroughly cleaned and disinfected by our professional contracted vendors prior to students returning to on site learning. In addition, intensive, on-going nightly cleaning will be done by these same vendors. Staff are being trained and will be held accountable to regularly wipe down all high contact surfaces with disinfectant, as well as all shared equipment and workstations before and after use. Approved cleaning and disinfectant supplies as well as hand sanitizer will be available within the program in all areas. As noted above individual students’ packets of educational and art supplies will be provided to avoid the need for collective sharing/use of items.

**Additional resources for families**

The following is being provided to families to help in ensuring critical safety protocols are followed. Specifically, we ask all students who will come to the school building to review the following:

1. Start wearing masks at home (covering mouth and nose) for 3.5 hours each day, with two 10- minute breaks.
2. Practice safely putting on and taking off a mask (see/share this guidance):

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html> (English)

<https://espanol.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html> (Spanish)

1. Practice washing their hands (see/share this video for guidance): <https://www.youtube.com/watch?v=fpXh2XHwMmE> (English) <https://www.youtube.com/watch?v=QYwW_7qCep0> (Spanish)
2. Roleplay physical distancing: staying 6+ feet away from someone, pausing to let others pass and communicating clearly when necessary when necessary to navigate a tight space.