



## **MOUNTAIN LAKE ACADEMY REOPENING PLAN**

The purpose of this Guidance Document is to provide Mountain Lake Academy employees, students, and parents/legal guardians of students with precautions to help protect against the spread of the 2019 novel coronavirus (COVID-19) in preparation of providing in-person instruction during the 2020-2021 school year.

This plan is designed to meet the minimum standards of public health and safety and represents the interests of stakeholders including administrators, faculty, staff, students, parents/legal guardians of students, local health departments, and local health care providers. The plan covers the following areas:

- Opening for in-person instruction;
- Monitoring health conditions;
- Containment of potential transmission of COVID-19; and
- Closure of in-person instruction if necessitated by widespread virus transmission.

### **Source Documents**

- “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure,” issued by the **Department of Health**
- “Interim Guidance for In-Person Instruction at Pre-K to Grade 12 schools during the COVID-19 Public Health Emergency,” issued by the **Department of Health**
- “Recovering, Rebuilding, and Renewing: The Spirit of New York’s Schools - Reopening Guidance,” issued by the **New York State Department of Education**
- “Interim Guidance for Cleaning and Disinfection for Congregate Settings for COVID-19 issued by the **Office of Children and Family Services**
- “Guidance for Counties and Residential Programs for Youth Licensed by NYS Office of Children and Family Services Division of Child Welfare and Community Services,” issued by the **Office of Children and Family Services**
- “Guidance on Returning to Work,” issued by the **Occupational Safety and Health Administration**.
- “Coronavirus (COVID-19),” Issued by the **Center for Disease Control and Prevention**.
- “Interim Customizable Non-Healthcare Workplace Infection Control Assessment and Response (WICAR) tool — Coronavirus disease 2019 (COVID-19),” issued by the **Center for Disease Control and Prevention**.

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## I. OPENING FOR IN-PERSON INSTRUCTION: RETURN TO WORK

As employees return to the workplace, diligence will 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.

Mountain Lake Academy will encourage all students, staff, and visitors through verbal and written communication (e.g., signage) to adhere to Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) guidance regarding the use of personal protective equipment (PPE), specifically acceptable face coverings, when a social distance cannot be maintained.

Employees will take the following actions related to COVID-19 symptoms or exposure:

- In collaboration with the Academy's medical department staff, employees will be instructed to observe for signs of illness in students and staff and advocate that symptomatic persons be sent to the Academy Nurse, who is a Registered Nurse (RN), or other designated personnel.
- 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 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.
- If an **employee has had close or proximate contact** with a person who tests positive for 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 10 days of isolation from the onset of symptoms.
  - The New York State DOH considers a **close contact** to be someone who was within six 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 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.
- **If an employee is deemed essential and critical** for the operation or safety of the workplace, upon a documented determination by their supervisor and a human resources (HR) representative in consultation with appropriate state and local health authorities, **the exposed, asymptomatic** employee may return to work as 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 100.0 degrees Fahrenheit (°F) 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.
  - Social distance: The employee must continue social 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, becomes sick with COVID-19 symptoms while at the workplace, or was in close or proximate contact with a person with COVID-19**, the employee will 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.
- The Return to Work protocol will include:
    - Documentation from a health care provider following an evaluation;
    - Negative COVID-19 diagnostic test result and symptom resolution; and
    - If COVID-19 positive, release from isolation.
- Mountain Lake Academy designated the **School Principal as the COVID-19 Safety Coordinator** whose responsibilities include continuous compliance with all aspects of the Academy’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.
- Mountain Lake Academy designated the **Academy Nurse and medical personnel as the Coordinators (main contacts) upon the identification of positive COVID-19 cases** and subsequent communication. The Coordinators are responsible for answering questions from students, staff, and parents/legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the Academy. The Coordinators work closely with local health departments and other schools to monitor public health conditions and jointly develop monitoring strategies. Responsibilities also include continuous compliance with all aspects of the Academy’s reopening plan, as well as any phased-in reopening activities to allow for operational issues to be resolved before activities return to normal or “new-normal” levels. Medical personnel will be familiar with CDC, DOH, and Occupational Safety and Health Administration (OSHA) protocols.
- Mountain Lake Academy has a communication plan in place for students, parents/legal guardians, staff, and visitors to receive relevant information that includes providing instructions,

facilitating training, displaying signs, updating webpages, and texting and/or emailing user groups.

- All communication provided will be offered in the language(s) spoken at home among families and throughout the Academy community. Written plans will be accessible to those with visual and/or hearing impairments.
- Mountain Lake Academy described the school schedule planned for implementation at the beginning of the 2020-21 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants.
- Mountain Lake Academy will provide information on multiple ways for students to participate in learning and to demonstrate mastery of New York State Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to electronic devices and/or high-speed internet. See attached Mountain Lake Academy Educational Reopening Plan.
- Mountain Lake Academy will evaluate the level of access to electronic devices and high-speed internet all students and teachers have at their places of residence. Mountain Lake Academy will **provide devices and internet access to students and teachers who do not have sufficient access.**
- Mental health, behavioral, and emotional support will be available to address mental health, behavioral, and emotional needs of students and staff when the Academy reopens. All students are assigned a Therapist and a Treatment Coordinator. The Academy's Parent Coach will communicate plans pertaining to students and their families.
- Mountain Lake Academy will also provide professional development opportunities for staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students and staff.

## II. HEALTH SCREENING

Mountain Lake Academy will maintain health screenings that will include:

- Students and staff who are ill will be assessed by the Academy Nurse or Medical Director and a determination will be made regarding their involvement in the community.
- Temperature checks of students and staff, and, where applicable, contractors, vendors, and visitors to identify anyone who may have a virus or who may have been exposed to a virus. If an individual presents with a temperature greater than or equal to 100.0°F, the individual will be sent directly to a dedicated area (quarantine/isolation unit if a student) or directed off campus (if an employee, vendor, or visitor).
- Before allowing employees to return to campus, testing will be performed in response to the presenting conditions:

- Symptomatic individuals
  - Individuals who have had close contact with suspected or confirmed individuals with viral infections
  - Individuals who have travelled internationally
  - Individuals who have traveled within a state with widespread transmission of a virus as designated through the New York State Travel Advisory
- Mountain Lake Academy has implemented mandatory daily health screening practices for all employees, students, and, where practical and appropriate, vendors and visitors with the understanding that:
- Screening practices may be performed remotely (e.g., by telephone or electronically) before the employee arrives to campus or this may occur onsite.
  - Screening will be coordinated to prevent employees, to the greatest extent possible, from close contact with each other prior to receiving results from the screening.
  - At a minimum, screening will include inquiring whether the employee or vendor has:
    - Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
    - Tested positive for COVID-19 in the past 14 days; and/or
    - Has experienced any symptoms of COVID-19 in the past 14 days.
  - Employees will immediately disclose if and when their responses to any of the above questions change, whether the change occurs on campus or off campus, during scheduled hours or outside of scheduled hours.
  - Mountain Lake Academy does not keep records of employee health data (e.g., the specific temperature data of an individual), but does maintain records confirming individual screenings and the results of these screenings (e.g., pass/fail, cleared/not cleared).
  - Mountain Lake Academy will ensure that any employee performing screening activities, including temperature checks, is appropriately protected from exposure to potentially infectious workers or vendors arriving on campus. Screeners are provided and use personal protective equipment (PPE), including face mask, and may include gloves, gown, and/or face shield.
  - An individual who screens positive for COVID-19 symptoms will not be allowed to remain on campus and will be directed off campus with instructions to contact their healthcare provider for assessment and testing.
  - Mountain Lake Academy will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within Academy facilities or on Academy grounds, including students, faculty, staff, and visitors.
  - In the case of an individual testing positive for COVID-19, Mountain Lake Academy will support local health departments in tracing all contacts made by the individual in accordance with protocols, training, and tools provided by the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal and state law and regulations. Mountain Lake Academy will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.

### III. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Mountain Lake Academy will ensure that the appropriate PPE is used against the transmission of a virus when on Academy grounds and in Academy buildings. The appropriate PPE is required to be worn any time individuals cannot maintain appropriate social distancing (see below for social distancing guidelines).

- **Acceptable face coverings** include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana) and surgical masks that cover both the mouth and nose. Face shields worn without other face coverings are not considered adequate protection against viral transmission and should not be used.

Members of the professional team **may** use an alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouth (e.g., speech therapy). These alternate face coverings may also be used for instruction or interventions with certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the staff member.

Students, faculty, and staff will be trained on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to appropriate face coverings.

However, **while** face coverings are to be worn by all individuals at all times, Mountain Lake Academy will allow students to remove their face covering during meals, instruction, and for short breaks as long as they maintain appropriate social distance.

Mountain Lake Academy staff will also consider and address developmental appropriateness, feasibility, and ability to implement such policy in a safe, consistent manner. Students who are unable to medically tolerate a face covering, or for whom a face covering would impair their physical health or mental health, are not subject to the required use of a face covering.

For workplace activities that require a higher degree of protection for PPE due to the nature of the work, N-95 respirators or other PPE will be used following existing industry standards and in accordance with OSHA guidelines.

Mountain Lake Academy will:

- Procure, fashion, or obtain acceptable face coverings and provide such coverings to staff who directly interact with students or members of the public at no cost to the staff member **(pursuant to Executive Order 202.16)**.
- Maintain an adequate supply of face coverings, masks, and other required PPE on hand should faculty or staff need a replacement, or be in need.
- Advise students, staff, and visitors that they are required to wear face coverings in common areas or in situations where proper social distancing may be difficult to maintain, such as entering/exiting classrooms, walking in hallways, and traveling around Academy buildings.
- Allow students and staff to use personally procured, acceptable face coverings as long as they adhere to the minimum standards of protection for the specific activity.

- Require employees to wear additional protective PPE in accordance with the nature of their work and in compliance with all applicable OSHA standards.
- Advise that all face coverings must be cleaned or replaced after use and must not be shared.

#### **IV. Social Distancing**

Students and staff will ensure appropriate social distancing to protect against the transmission of a virus when on Academy grounds and in Academy facilities. Specifically, appropriate social distancing means **six feet of space in all directions** between individuals or use of appropriate physical barriers between individuals that will not adversely affect air flow, heating, cooling, or ventilation, or otherwise present a health or safety risk.

Mountain Lake Academy will ensure that a distance of **12 feet in all directions** is maintained between individuals while participating in activities that require projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in gym classes). Such activities will occur outside as often as possible.

When appropriate and applicable, Mountain Lake Academy may choose to encourage social distancing by reducing access to or closing communal areas that do not allow for adequate social distancing protocols to be followed. When these areas are open, hand sanitizer or disinfecting wipes will be made readily available.

Fire drills, lockdown drills, and all necessary Academy safety drills will be conducted as designated by regulatory requirements. During these events, Academy staff will ensure that social distancing measures are considered, and modifications made, where appropriate.

#### **V. Spaces**

Mountain Lake Academy will maintain adequate social distancing in small spaces, such as restrooms and break rooms, to include:

- Use of signs and systems (e.g., flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas.
- Staggering schedules to reduce density and promote social distancing in enclosed areas (e.g., coffee breaks, meals, and shift starts/stops).

Mountain Lake Academy will limit gathering in small spaces (e.g., supply rooms, staff offices, laundry areas, break rooms) by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings. Even with face coverings in use, occupancy should not exceed 50% of the maximum capacity of the space, unless it is designed for use by a single person.

Meetings will be held in open, well-ventilated spaces. Mountain Lake Academy will ensure that individuals maintain appropriate social distance during meetings (e.g., maintain six feet of space between chairs, use alternating chairs only).

**Signs** will be used to remind individuals to:

- Stay home if they feel sick



- Cover the nose and mouth with an acceptable face covering when unable to maintain social distance from others
- Properly store and, when necessary, discard PPE
- Adhere to social distancing instructions
- Report symptoms of, or exposure to, COVID-19 to appropriate department supervisor or to Human Resources
- Follow hand hygiene as well as cleaning and disinfection guidelines
- Follow respiratory hygiene and cough etiquette

Mountain Lake Academy will consider measures to reduce bi-directional foot traffic using tape or signs with arrows in hallways. At all times, a singular flow of traffic will be maintained.

Mountain Lake Academy facilities (e.g., libraries, recreational facilities) will be closed to the public.

As deemed appropriate, Mountain Lake Academy will modify or reconfigure spaces and areas (e.g., entryways, hallways), so that individuals can socially distance and limit the use of shared workstations, desks, tables, or other shared surfaces without cleaning and disinfection between use.

## **VI. IN-PERSON INSTRUCTION**

All of Mountain Lake Academy’s educational programs are aligned to the New York State Learning Standards regardless if instruction is delivered in-person, remotely or in a hybrid model.

Additionally, all programs include regular substantive interaction between teachers and students whether delivered in person, remotely, or through a hybrid model of instruction.

Equity is at the heart of all academic instructional decisions. All academic instruction will be developed to include clear opportunities for instruction that are accessible to all students whether delivered in person, remotely, or through a hybrid model due to a school closure. Such opportunities will be aligned with New York State Learning Standards and shall include routine scheduled times for students to interact and seek feedback and support from their teachers.

Mountain Lake Academy will ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the regulations determined by the New York State Commissioner of Education (e.g., incidental teaching) or Education Law.

Mountain Lake Academy will document the programs and services offered and provided to students with disabilities as well as communications with parents.

To maximize in-person instruction, Mountain Lake Academy will consider the following measures to decrease density and congregation on Academy grounds:

- Finding alternative spaces to allow for in-person instruction
- Adjusting class or work hours where appropriate and possible
- Limiting in-person presence to include only those staff members needed on campus during normal school hours
- Maintaining or increasing remote workforce (e.g., administrative staff) to accommodate social distancing guidelines

- Staggering schedules and allowing more time between classes to reduce congestion in hallways, walkways, and buildings
- Shifting design of class schedules to accommodate social distancing guidelines, including cohorts (e.g., alternative classroom schedules)
- Combining in-person instruction and remote/distance learning at various times throughout the 2020-2021 school year
- Collecting and reporting daily teacher-student engagement or attendance while in a remote or hybrid schedule where applicable
- Inviting students and their families/caregivers to contact Mountain Lake Academy with questions about student instruction and/or technology use by phone, email, and through online platforms and making this information accessible to all in multiple languages as necessary
- Encouraging meaningful parent/legal guardian engagement in the preferred language or mode of communication of that parent/legal guardian regarding the provision of services to each student to meet the requirements of the Individuals with Disabilities Education Act (IDEA)
- Providing free appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those in need of special education services.
- Collaborating with various Committees on Special Education (CSE) to ensure an understanding of the provision of services consistent with the recommendations on individualized education programs (IEP), plans for monitoring and communicating student progress, and commitment to sharing resources
- Enabling access to necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique needs of each student

## **VII. COHORTS**

Mountain Lake Academy will continue to “cohort” students to limit potential exposure to a virus. Cohorts are self-contained, pre-assigned groups of students with reasonable group size limits.

Measures will be put in place to prevent intermingling between cohorts, to the extent possible (e.g., separation by appropriate social distancing).

## **VIII. TRANSPORTATION**

All Academy transportation will be suspended until further notice. However, when necessary, individuals will wear acceptable face coverings and maintain appropriate social distancing at all times while in Academy vehicles (e.g., entering, exiting, and while inside the vehicle).

## **IX. HYGIENE**

- Mountain Lake Academy will train all students and staff on proper hand and respiratory hygiene.
- **“STOP THE SPREAD”** posters will be displayed throughout the Academy.
- Signs will be used to remind individuals to:
  - Stay home if they feel sick (for students, “home” will also apply to residential programming)
  - Cover the nose and mouth with an acceptable face covering when unable to maintain social distance from others
  - Properly store and, when necessary, discard PPE
  - Adhere to social distancing instructions

- Report symptoms of, or exposure to, COVID-19 with directives on how to report
  - Follow hand hygiene as well as cleaning and disinfection guidelines
  - Follow respiratory hygiene and cough etiquette
- Hand hygiene stations will be placed around the Academy as follows:
  - Hand sanitizer will be readily available in all common areas.
  - Touch-free hand sanitizer dispensers will be installed where possible.
  - **Signs** will be placed near hand sanitizer dispensers indicating that:
    - Visibly soiled hands should be washed with soap and water
    - Hand sanitizer is not effective on visibly soiled hands
- Proper hand hygiene is defined as regular hand washing with soap and water for at least 20 seconds and must be completed during, but not limited to, the following situations:
  - Before and after eating
  - After sneezing, coughing, or nose blowing
  - After using the restroom
  - Before handling food
  - After touching or cleaning surfaces that may be contaminated
  - After using shared equipment (e.g., computer keyboards, workstations)

**Note:** If soap and water is not available, an alcohol-based hand sanitizer will be used and its usage will be supervised by staff.

- Respiratory hygiene includes but is not limited to:
  - Covering coughs and sneezes with tissues or the corner of elbow
  - Disposing of soiled tissues immediately after use
- Mountain Lake Academy will consider closing water drinking fountains (excepting those configured as bottle refilling stations) and students and staff will be encouraged to use their own water bottles or disposable cups.

## **X. FOOD SERVICES**

Mountain Lake Academy will provide meals while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating if they are appropriately socially distanced. Meals may be provided in alternate areas (e.g., classrooms), or staggered meal periods offered to ensure social distancing and proper cleaning and disinfection of surfaces and equipment between uses.

Mountain Lake Academy will implement the following measures during provision of meals:

- Ensure all enrolled students access to meals each school day, to include students in attendance at school
- Ensure compliance with the New York State Education Department (NYSED) Child Nutrition Program requirements
- Apply all DOH food service health and safety guidelines
- Prohibit sharing of food and beverages (e.g., buffet-style meals, snacks), reserve adequate space for students and staff to observe social distancing while eating meals, and encourage to bring lunch from home

- Limit indoor capacity to no more than 50% of the maximum occupancy as stated on the certificate of occupancy, exclusive of employees
- Ensure a distance of at least six feet is maintained among food service workers at all times, unless the core activity requires a shorter distance (e.g., cooking, cleaning, clearing tables, maintenance)
- Provide physical barriers, as deemed necessary and appropriate, between areas measuring at least five feet in height that do not block emergency and/or fire exits. Physical barrier options may include:
  - Strip curtains
  - Plexi-glass or similar materials
  - Other impermeable dividers or partitions
- Ensure social distancing between individuals while eating in the Academy dining hall and in any alternate areas (e.g., classrooms) where meals may be provided, or offer staggered meal periods to ensure social distancing and proper cleaning and disinfection of surfaces and equipment between uses
- Adopt appropriate measures (as advised by the Academy Dietician, Academy Nurse, Medical Director, or other health care provider) to protect students with food allergies if providing meals in spaces outside the dining hall
- Instruct kitchen staff to place items on the counter for pick up rather than pass items from hand to hand
- Ensure kitchen staff wears face coverings at all times
- Minimize sharing of kitchen surfaces and equipment between kitchen staff (e.g., knives, pots, rags/towels, appliances, sink faucets, etc.) when possible and regularly clean and disinfect all tools, appliances, and equipment using registered disinfectants
- Enforce wearing of acceptable face coverings at all times by all staff and students regardless of physical distance (for students, exceptions apply only when seated and/or unable to medically tolerate such covering)
- Promote **ventilation** using outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols
- Mountain Lake Academy **may** open buffets and, if so, will ensure that:
  - They are sufficiently staffed to so that that there is no touching of common objects (e.g. serving spoons, tongs),
  - Appropriate social distance is maintained
  - They are not “self-serve.”
- Provide all condiments in single-use, disposable containers or reusable containers that are regularly cleaned and disinfected
- Provide pre-packaged or pre-rolled silverware (silverware must be pre-rolled while wearing masks and gloves)
- Clean and disinfect surfaces consistently prior to the next group of students arriving for meals served in common areas (e.g., dining hall, classroom, alternate locations) to include the counters, tables, and chairs

## **XI. CLEANING AND DISINFECTION**

- Cleaning and disinfection will be the primary responsibility of the Mountain Lake Academy's custodial staff. Additionally, Mountain Lake Academy may choose to provide appropriate cleaning and disinfection supplies to staff (e.g., disposable wipes) for use on shared and frequently touched surfaces to ensure that commonly used surfaces (e.g., keyboards, desks, remote controls, light switches, handrails, doorknobs/handles, push plates) are wiped down before and/or after use, followed by hand hygiene protocol.
- **Cleaning** removes germs, dirt, and impurities from surfaces or objects. Surfaces must always be clean prior to using disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants.
- **Disinfecting** kills germs on surfaces or objects. Mountain Lake Academy will consider using a disinfectant registered by the Environmental Protection Agency (EPA) and Department of Environmental Conservation (DEC) labeled to be effective against rhinovirus and/or human coronavirus. If this product is unavailable, staff will use a fresh 2% chlorine bleach solution (approximately 1 tablespoon of bleach diluted in 1 quart of water).
- Cleaning and disinfecting will be conducted by staff who have been trained to use products in a safe and effective manner. Staff do not need to wear respiratory protection while cleaning. Safety instructions are listed on product labels and include indication of appropriate PPE (e.g., gloves) to be used. Staff will place all used gloves in a bag that can be tied closed before disposing of them with other waste.
- Because Mountain Lake Academy uses a cohort model, cleaning and disinfection may be performed in between each group's use instead of between each individual's use.
- During school programming, Mountain Lake Academy will not provide cleaning and disinfecting supplies to students, particularly younger students, nor will the students be present when disinfectants are in use.
- All label directions will be followed when using disinfectants to ensure the target viruses are effectively killed. This will include adequate contact times (i.e., the amount of time a disinfectant should remain on surfaces to be effective).
- Mountain Lake Academy will maintain logs that include the following:
  - Date and time of cleaning and disinfection
  - Scope of cleaning and disinfection
  - Cleaning and disinfection frequency for each area
  - Assigned staff performing cleaning and disinfection
- Cleaning and disinfection will always occur following suspected or confirmed COVID-19 cases.
- To reduce high-touch surfaces, to the extent possible, Mountain Lake Academy will install touch-free amenities, such as water bottle refilling stations, trash receptacles, and paper towel

dispensers. If installing touch-free amenities is not feasible, hand sanitizer will be available near high-touch surfaces (e.g., trash receptacles, paper towel dispensers).

- Trash receptacles will be available around the Academy for disposal of soiled items, including paper towels and PPE.
- Cleaning and disinfection will be rigorous and ongoing and will occur at least daily or more frequently as needed. Cleaning and disinfection will occur in all heavy-transit areas and on high-touch surfaces to include the following:
  - Classrooms. Mountain Lake Academy will ensure regular cleaning and disinfection of classrooms by wiping down the following:
    - Desks, tables, and chairs
    - Door handles and push plates
    - Light switches
    - Chalk and dry-erase boards
    - Shared computer keyboards and workstations
    - Touchscreen devices
    - Writing utensils
  - Restrooms – Mountain Lake Academy will ensure regular cleaning and disinfection of restrooms. Restrooms will be cleaned and disinfected at least daily or in direct correlation with frequency of use. Specific areas of focus include the following:
    - Bathroom faucets and sinks
    - Shower stalls
    - Toilets

Mountain Lake Academy staff will ensure distancing rules are adhered to by using signage, occupied markers, or other methods to reduce restroom occupancy at all times.

- Common Areas – Mountain Lake Academy will ensure regular cleaning and disinfection of common areas. General tasks will include the following:
  - Wet-mopping floors
  - Removing trash
  - Spot-cleaning walls
  - Spot-cleaning carpets
  - Cleaning spills
  - Regular cleaning and laundering of sleeping areas
  - Vacuuming of entryways and high-traffic areas
  - Wiping down:
    - Desks, tables, and chairs
    - Door handles
    - Shared telephones
    - Shared computer keyboards and workstations
    - Heat and air conditioner vents

- Horizontal surfaces and light fixtures
  - Musical instruments
  - Game boards/pieces
- Infirmary – Mountain Lake Academy will ensure regular cleaning and disinfection of the Infirmary.
    - Clean and disinfect beds in infirmary after each use
    - Use pillow protectors
    - Discard or launder coverings after each use

## **XII. CONTAINMENT**

In response to positive or presumed-positive COVID-19 cases, as well as preventative practices, special living arrangements will be made for students who are immunocompromised or have an underlying health condition.

- For students who screen positive for COVID-19 or are symptomatic will be isolated from the Academy community in the quarantine/isolation unit while on campus. Appropriate PPE requirements for staff caring for sick individuals will include both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (i.e., goggles or face shield) will be added. When caring for an individual with a suspected or confirmed case of COVID-19, gloves, a gown, and a fit-tested N-95 respirator will be used if available (or, if not available, surgical face mask and face shield), as well as eye protection.

Throughout the duration of the quarantine/isolation period, a support system will be readily available to meet daily needs (e.g., food, medication, psychosocial support, academic support, and/or other support as needed), to include 24-hour supervision and observation.

It is recognized that, although similar, the manifestation of COVID-19 in youth is not always the same as in adults. Youth may be less likely to present with a fever as an initial symptom, and may only show gastrointestinal-related symptoms. These differences will be taken into consideration during the screening process. Parents/legal guardians will be reminded that students may not return to campus if they have had a temperature greater than 100.0°F.

- If an employee **is symptomatic** upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, was in close or proximate contact with a person with COVID-19, the employee will 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.
- In the event that a student is on a Therapeutic Family Visit (TFV), parents/legal guardians will be advised to observe any signs of illness in the student that will require them to remain at home until the illness is evaluated by a medical professional.

- Students who have tested positive for COVID-19, completed isolation, recovered, and have been evaluated not to be at risk for transmitting COVID-19 will be discharged from quarantine/isolation. The student may then return to in-person learning in coordination with the recommendations of the Academy Medical Department.
- Individuals who were exposed to COVID-19 will complete quarantine/isolation measures to ensure that they have not developed symptoms before returning to in-person learning. Discharge from quarantine/isolation will be conducted in coordination with the Academy Medical Department.
- Mountain Lake Academy will provide an up-to-date standard of care for asthma-related acute respiratory treatment. Because nebulizer treatments and suctioning are identified by the CDC as aerosol-generating procedures, Academy medical personnel will be fitted with an N-95 mask. The Medical Department will consult with students' healthcare providers for alternate asthma medication delivery systems and consult with the Academy Maintenance and Facilities Department to ensure adequate environmental controls.

### **XIII. PHYSICAL PLANT**

Any changes or additions to Mountain Lake Academy facilities will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code. Such activities may require building permits and review by local municipalities and/or code enforcement officials.

New construction, renovations, alterations, or major repairs in excess of \$100,000 of the total cost will be submitted to [CapitalProjects@nysed.gov](mailto:CapitalProjects@nysed.gov) for program and fiscal review and written approval.

Any plan(s) that will include new facilities modification of an existing program will receive prior approval from the NYSED.

### **XIV. CLOSURE**

Mountain Lake Academy will plan for closure of in-person instruction in response to widespread virus transmission. In coordination with the local health department, a determination will be made regarding which operations will be decreased (or ceased) and which operations will be conducted remotely with the understanding that Mountain Lake Academy is a Residential Treatment Program (RTC).

Defined metrics will serve as early warning signs that positive viral cases may be increasing beyond acceptable levels, as established by state and local health departments, and Mountain Lake Academy will follow all recommended protocols.