



## Southern Westchester BOCES

THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES

CENTER FOR SPECIAL SERVICES

1606 Old Orchard Street, White Plains, New York 10604

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Dear SWBOCES Families,

As you may know, SWBOCES has posted our [Reopening Plan for 2020-2021](#) on our website. We realize that this plan addresses all departments of SWBOCES and that you are eager for more specific information pertinent to your school's reopening. We appreciate the input you provided through the surveys we shared and are using that information as our teams develop detailed plans for each specific school program. All plans are being developed in alignment with the guidelines set forth by the Department of Health and the New York State Education Department. They also take into considerations the unique spaces and needs of the populations in each program. For our school programs in districts, we will be following the schedules of those programs.

**Please note that all school programs will observe the following:**

- ❖ **Physical Distancing:** A distance of at least 6 feet will be maintained among all individuals while in school programs unless safety or core activity (instruction, related service provision, etc.) requires a shorter distance or individuals are of the same household. When individuals must come within 6 feet of another person, acceptable face coverings must be worn (ensuring that mouth and nose are covered).
- ❖ **Screening of Adults:** All faculty and staff will do a daily self-screening before leaving for work and attest to their health using a sign-in sheet or digital health screening tool.
- ❖ **Screening of Students:**
  - A notice will be sent to parents/guardians requiring a weekly signature that affirms that placing a child on the bus to school means your child meets the five health requirements (no temperature greater than 100.0°F, no proximity to anyone with COVID-19, no COVID 19 symptoms, no positive COVID-19 test, no travel internationally or from an area with widespread transmission of COVID-19 as per NYS Travel Advisory in the past 14 days).
  - As an added precaution, SWBOCES will take the temperature of students as they arrive at school each day.
- ❖ **Hand Hygiene:** Hand washing will be reinforced at key times. Hand sanitizer will also be available.
- ❖ **Communication:** Students' parents/guardians must notify SWBOCES when they begin to experience symptoms or are exposed to COVID-19, including during or outside of school hours. Please report this information by using the following designated email: [healthupdates@swboces.org](mailto:healthupdates@swboces.org). An administrator will monitor this email and a response will be sent accordingly.

All principals will be communicating regarding the details of each campus' specific plan, including all changes to procedures with which you may be familiar. Please anticipate information about arrival and dismissal, mealtime, scheduling, communication, and transportation. There will also be follow-up contact regarding plans for families to pick up students or arrange for safe transportation home if your child becomes ill at school.

Thank you for your continued support. We look forward to upcoming opportunities to review these plans together as we keep the education and well-being of your children at the forefront of all planning. Stay tuned for additional updates.

Sincerely,

*Andrea Byrne*

Andrea Byrne, Director

SWBOCES Center for Special Services