TO: All Families
FROM: Bernadette M. Kappen
DATE: March 12, 2020

The New York Institute for Special Education (NYISE) has been working on a plan for COVID-19. This is a challenging time for families as well as schools. I want to assure you that we are doing everything possible to keep the buildings sanitized and disinfected. The students are being monitored and reminded to wash their hands frequently and to use hand sanitizer. NYISE has adequate supplies for cleaning and disinfecting.

The attached plan shares with you our plan. I want to highlight a few important areas. We need your help with:

- Keeping your child home if they are sick
- Notifying us if you have family members with respiratory illness
- Notifying us if you or your child have traveled to any of the countries on the CDC list
- Notify us if anyone in your family has been tested and diagnosed as having COVID-19
- Notify us if anyone in your family has come into direct contact with a person diagnosed with COVID-19
- Coming to take your child home if they become sick at school. If you cannot come, we need to have a reliable emergency contact who is prepared to come to school. We will not be sending a child with respiratory symptoms or a fever home on the bus.
- Maintaining handwashing at home with your child
On the NYISE website [www.nyise.org](http://www.nyise.org) you will see the COVID-19 plan and we will post any updates including a school closing. A school closing will be announced on the NYISE phone system 718-519-7000.

If your child is confirmed with COVID-19 we have to report this to the Department of Health as well as the NYS Education Department.

We are eliminating activities that bring together a large number of children and adults. Students in the Schermerhorn and Van Cleve Programs will not be going on field trips. The Residential students will not be going on field trips after school.

The teachers are working very hard to keep the students calm and help them understand any changes that are taking place due to the virus situation. We don’t want any of the children to be frightened. The students always enjoy the special activities we have and are disappointed when they are canceled. The teachers are planning alternate ways to bring excitement into the classroom to help during this time.

We will be evaluating school sponsored activities on a case by case basis and will let you know if they are canceled.

A school closing could occur if we have many children out sick with respiratory illness or staff. The staff absences will be monitor and if it is determined that we don’t have enough staff to operate the program we will have to close school.

When you call your child out sick we need to know if they have a respiratory illness. We are keeping track of this and will use this information for planning and also additional disinfecting in areas where there is reported illness.

I appreciate your help during this difficult time. We will keep you up to date as different situations arise.

I hope you and your family stay well.