

**CLARENCE CENTRAL SCHOOL DISTRICT**

**COVID-19 REOPENING PLAN**

**2020-21 SCHOOL YEAR**

**DRAFT**

**CHANGES SINCE LAST DRAFT ARE IN RED**

**JULY 22, 2020**

# CCSD Reopening Plan - 2020

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## CCSD Reopening Plan - 2020

The Clarence Central School District's COVID-19 health and safety reopening plan establishes and explains the necessary policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and New York State Department of Health (NYSDOH) and New York State Education Department (NYSED) guidelines for COVID-19, the State's "New York Forward" guidelines, along with federal Occupational Safety and Health Administration (OSHA) standards related to employee safeguards and potential exposure to COVID-19. As the health and safety of district staff is our top priority, the plan has a strong commitment to those measures.

The reopening plan is divided into logical categories. Each category contains guidance, procedures, protocols and/or other measures which explain practices that need to be considered in order to maximize the health and safety of students and staff.

A short description of the plan categories is provided below:

### **Communications:**

Describes the channels the district will utilize to communicate with parents, students, faculty & staff regarding information on COVID-19 and related topics.

### **Operations:**

Explains health and safety protocols for COVID-19 testing, contact tracing workplace risk assessment, cleaning and disinfecting, and ventilation and HVAC. Provides procedures for buildings & grounds, transportation and food service.

### **Health & Safety Protocols:**

Describes safeguards for public health and safety including healthy hygiene practices, use of masks, symptom monitoring & screening, plans for when a stakeholder becomes sick, readmission, and protocols for social distancing.

### **Building Procedures:**

Explains building access, classroom layout, cafeteria, personal property rules, playgrounds, hall traffic, arrival and dismissal, and extracurricular procedures.

### **Academics:**

Describes instructional models, prioritizing standards, academic gaps and interventions, and considerations for supporting diverse learners. Based on guidance from the NYSED, the DOH, and the Governor, the district will determine the instructional model for the 2020-2021 school year. All core and special area courses will follow the specifications of the determined model.

### **Social Emotional Supports:**

Describes the steps taken to create emotionally and physically safe, supportive and engaging learning environments that promote all students' social and emotional development.

### **Athletics & Extracurriculars:**

Explains general considerations for health and safety precautions with athletic practices, competition, sporting venues, locker rooms, gyms, game operations, offseason programs, and sports medicine.

## **Communications**

### ***General Information***

The district will utilize numerous communication channels to inform parents, students, teachers, administrators, support staff and the community in general of procedures and protocols with respect to the COVID-19 pandemic. The most highly utilized channel is our email and text message mass communication system, Connect 5i. The system sends our email, text message, and voice mail alerts, usually pointing to an explanatory document or letter on the school district website. The school website ([www.clarenceschools.org](http://www.clarenceschools.org)) is the primary repository for letters, documents, event headlines, frequently asked questions, and general information about the district and each school building. The website has a dedicated page to all correspondence, sorted chronologically, regarding the coronavirus pandemic. A separate dedicated webpage contains guidance documents released by the Department of Health, New York State Education Department, Governor's Office, and the Center for Disease Controls.

### ***Parent & Student Notification***

The district will provide guidance to parents and students with the following information regarding COVID-19:

- When/how long to stay home from class/other activities if they are sick. This should include details on how this will affect grading policies.
- What they should do if exposure is suspected and what will happen if a student tests positive. This should include details about isolation and when they can return to campus/class/activities. This should also include details about procedures if a student's close contact tests positive.
- How student health will be monitored.
- What to do if they suspect someone else may be sick.
- When and how they will be permitted to return to campus in the fall, including any new procedures, updates to timing, etc.
- What will happen if there is a case or an outbreak on campus.
- How a school closure will be handled, including what the criteria for deciding to close campus will be.

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- What additional measures students in vulnerable populations should take and/or what additional options they have
- What the new social distancing/PPE protocols on campus are and how a failure to follow these protocols will be handled.

### ***Faculty & Staff Notification***

The district will provide guidance to faculty and staff with the following information regarding COVID-19:

- When/how long to stay home from work if they are sick. This should include details on how this will affect sick time allowance.
- What they should do if exposure is suspected and what will happen if an employee tests positive. This should include details about isolation and when they can return to work. This should also include details about procedures if an employee's close contact tests positive.
- How employee health will be monitored.
- What to do if they suspect someone else may be sick.
- When and how they will be permitted to return to work, including any new procedures, updates to timing, etc. This should include details on who is permitted to work from home and under what circumstances.
- What will happen if there is a case or an outbreak on campus.
- How a school closure will be handled, including what the criteria for deciding to close campus will be.
- What additional measures employees in vulnerable populations should take and/or what additional options they have.
- What the new social distancing/PPE protocols on campus are and how a failure to follow these protocols will be handled.
- How work spaces/classrooms/common areas will be cleaned/disinfected and what is the responsibility of employees vs. institution?

Robert Michel is designated as the District COVID-19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school'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.

## **Operations**

### ***Before Opening***

Prior to reopening the school buildings administrators will consult the most recent federal guidance for school programs, including ongoing mitigation strategies, as well as prevention,

support, and communication resources. Administrators will also ensure that appropriate inventory of personal protective equipment (PPE), and cleaning/disinfection have been purchased. The district will post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering. The district will also train all faculty and staff (“employees”) on the precautions either remotely or in-person. A workplace risk assessment will also be conducted in each of the buildings. Each building will identify a COVID-19 point person.

### ***Cleaning & Disinfecting***

The District will conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables which should be cleaned and disinfected between each individual’s use, if shared. If cohorts are used, cleaning and disinfection may take place between each cohort’s use rather than each individual. Cleaning and disinfection must be rigorous and ongoing and should occur at least daily, or more frequently as needed.

A deep cleaning of all buildings will take place prior to students and staff being reintroduced. Regular building cleaning and disinfecting practices will occur at the end of each workday, including routine cleaning and disinfecting of work surfaces and areas in the work environment, including restrooms, offices, break rooms, classrooms, and other spaces throughout each building. Daily cleaning and disinfecting will be conducted in high-touch areas (door handles, sink handles, drinking fountains, electronics, shared objects). While most surfaces will need normal routine cleaning, including outdoor areas, frequently touched will require daily disinfection as well. Restrooms should be cleaned and disinfected more often depending on frequency of use.

Office spaces will be cleaned on second shift daily. High touch areas in office spaces will be disinfected daily.

Toys, classroom objects, community play materials, community supplies, and physical education equipment will be disinfected daily. If playgrounds are open, they will be disinfected daily.

Coverage hours for cleaning staff should be expanded to allow more frequent cleaning throughout the day, including frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas.

Custodial and cleaning staff will also clean and disinfect routinely throughout the day. Custodial staff will maintain a daily cleaning log documenting date, time, and scope of cleaning, and keep it on file at each building.

Custodial and cleaning staff will be provided with disposable gloves and masks to perform their cleaning and disinfecting duties.

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The District will follow the hygiene and sanitization requirements from the Centers for Disease Control and Prevention (CDC) and NYSDOH document “Interim Cleaning and Disinfection Guidance for Primary and Secondary Schools for COVID-19”. Disinfecting products specifically labeled for SARS-CoV-2 have been procured and will be used.

The District will provide disposable wipes to faculty and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and/or after use, followed by hand hygiene.

If an employee becomes ill with COVID-19, the building will be disinfected and closed for a determined amount of time, both in accordance with CDC and NYSDOH recommendations.

Buildings and Grounds staff will receive training on proper cleaning and disinfecting procedures as well as the proper use of each product. Training will be ongoing and reinforced.

Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.

### **School Health Office Cleaning**

School health office cleaning must occur after each use of:

- Cots;
- Bathroom; and
- Health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) should be cleaned following manufacturer’s directions

Disposable items should be used as much as possible including:

- Disposable pillow protectors; or
- Disposable thermometers, or disposable thermometer sheaths or probes, and disposable otoscope specula.

### **Ventilation**

The buildings and grounds staff will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors, unless they pose a safety or health risk to students using the facility. Open windows to improve ventilation. Do not open windows if there is a health or safety risk (e.g., allergies, or potential fall hazard).

### **Hygiene**

Sanitizing products will be provided and located on/near commonly shared equipment and supplies (e.g. copiers). Prior to use of a shared piece of equipment, the employee should sanitize the parts that will be touched. After use of a shared piece of equipment, the employee

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should sanitize the areas that were touched. Employees should then practice hand-washing or hand sanitization procedures.

Employees must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. The District must maintain logs that include the date, time, and scope of cleaning and disinfection. The District will identify cleaning and disinfection frequency for each facility type and assign responsibility.

Buildings and grounds employees will provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

### ***Visitors, Construction Contractors, and Non-Essential Employees***

Visitors to the building will be limited. Limitations include employees who are not otherwise scheduled to work on a given day. In general, the building will be considered closed for the summer with only essential staff, any other employees assigned to work when absolutely necessary, and construction contractors being within the building.

Visitors who buzz for entry to the building should be communicated through the buzzer system only. Employees will ask the purpose for their visit and whether their business can be accomplished through phone, email, or mail. If they are dropping something off, they should be advised to leave the item at the door.

Only visitors with scheduled meetings with an employee in the building should be allowed in. Visitors will be required to respond to monitoring questions, sanitize their hands upon entry to the building and wear a face covering, disposable masks will be available for those who need one.

To the extent possible, deliveries should be made to building loading docks. Delivery people should be requested to wear a face covering when entering the building. Social distancing should be practiced.

### ***Transportation***

Bus drivers will be monitored on a daily basis, including responding to self-monitoring protocol.

Buses will be cleaned and disinfected on a daily basis. Drivers will wipe down high touch surfaces between bus runs using non-combustible products. In order to reduce the density of students on buses, no more than two students will be assigned to each seat. Students will be required to wear facial coverings when riding on buses where six feet of social distancing cannot be enacted.



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Social distance will be created between children on school buses where possible. If necessary, contingency plans will be developed that reduce density on buses by staggering runs, and making multiple trips with fewer students per trip.

Bus drivers will be required to wear facial coverings at all times. Students and staff should wear face coverings at bus stops and on buses.

We will instruct students and parents to maintain 6-foot distancing at bus stops and while loading and unloading.

We will seat students from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs should be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.)

### ***40% Bus Density Reduction (if necessary)***

- The option to have students 6 feet apart on a bus would not be practical as pick up times and drop up times and school start times would vary from 7:30am to 10:30am. Reducing bus capacity on an average to 40% is possible if wearing masks does not mitigate risk of viral spread on the bus.
- In the 40% reduction plan, a 72 passenger bus would have on average 29 students.
- We **may** stagger the start time for the elementary schools.
- To slightly further reduce density, we will require siblings to sit together without a seat between them. For example, out of 470 students at Harris Hill, 130 are siblings. This percentage runs true throughout the District.
- In addition, all students would have assigned seats and the same grade level would be in closest proximity (except for siblings).
- To attempt to further reduce density, we believe that parent pick up and drop off would increase. We will canvas parents to determine who will opt out of busing prior to the final bus rounding in mid-August, understanding that at any time parents may opt back in.

### ***School Bus Staff***

- School bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID-19 before arriving to work. If personnel are

experiencing any of the symptoms of COVID-19 they should notify their employer and seek medical attention;

- School bus drivers, monitors, attendants and mechanics must wear a face covering along with an optional face shield;
- Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19;
- The Transportation Department will provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses as well as hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages. Due to its combustible nature, hand sanitizer may not be stored or carried on a bus.
- Drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

### ***Students on Transportation***

- As was outlined in the Health and Safety section of this plan, all parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school;
- Students must wear a mask on a school bus if they are physically able. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering;
- Siblings or children who reside in the same household shall sit together.
- Students must social distance (six feet separation) on the bus;
- Students who do not have a mask can NOT be denied transportation;
- Students who do not have masks must be provided one by the district;
- Students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.
- Students who are transported in a mobility device should use seating positions that provide the required social distancing or have NYS-approved sneeze guards installed.

### ***Pupil Transportation Routing***

- If the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of district whose schools are meeting in in-person sessions when/ if the district is not;
- All students are entitled to transportation by the district to the extent required by law. Transportation departments do not have the ability or the right to deny transportation for children who are in foster care, homeless or attend private or charter schools. Parents who may have missed the due date to request out of district transportation due to a reasonable excuse may file a 310 appeal with the Commissioner of Education.

### ***Protocols Once Students Disembark from Transportation***

Districts and other applicable schools may want to consider adding the following best practices to their reopening plan:

- When students embark and disembark the bus, they should follow social distancing protocols. This will increase the time required to load and unload buses at schools in the morning and afternoon.
- Schools should consider staggered arrival and departure times to ensure social distancing.
- Since hand sanitizer is not permitted on school buses, there will be a means to dispense hand sanitizer when students enter the building or classroom

### ***Pupil Transportation Routing***

- If the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of district whose schools are meeting in in-person sessions when/ if the district is not;
- All students are entitled to transportation by the district to the extent required by law. Transportation departments do not have the ability or the right to deny transportation for children who are in foster care, homeless or attend private or charter schools. Parents who may have missed the due date to request out of district transportation due to a reasonable excuse may file a 310 appeal with the Commissioner of Education.

### ***Food Service***

Food service workers will be monitored on a daily basis and self-reporting any COVID-19 type symptoms.

Kitchen areas will be cleaned and disinfected on a daily basis. Food service workers will wear face coverings **and gloves** at all times. Equipment, including high touch objects will be disinfected daily or more often given the rate of usage.

- Ensure gloves, masks, **clean** aprons, and other supplies are readily available.
- Promote fresh healthy menu options that are individually plated meals and pre-portioned and pre-wrapped produce.
- Use disposable trays and wrap cold items in plastic and hot food with foil.
- Consider how work stations can be reorganized for proper physical distancing during meal preparation and meal service.
- Adjust employee shifts to minimize the number of staff in the kitchen.
- Encourage physical distancing through increased spacing, small groups, and limited mixing between groups, if feasible. Stagger meal times to allow for cleaning between meal services and to serve students in smaller groups.
- Provide at least 6 feet of physical distancing between groups or tables by increasing table spacing, removing tables, marking tables as closed, or providing a physical barrier between tables.

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- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that students remain at least 6 feet apart in lines or while waiting for seating.
- Install physical barriers, such as sneeze guards and partitions, at POS and other areas where maintaining physical distance of 6 feet is difficult.
- Routinely clean and disinfect high-touch surfaces including tables, chairs, carts used in transportation, and point-of-service touch pads
- Cafeteria tables will be disinfected between lunch periods.

### Meals Consumed Onsite

- Assess where meals will be served (classroom, cafeteria, other);
- Remove or suspend the use of share tables, salad bars and other self-service refrigerators and buffets for food and condiments;
- Students will utilize sanitation or handwashing stations to perform hand hygiene before and after eating;
- Discourage food sharing between students;
- Coordinate with custodians to establish sanitation procedures;
- Clean and disinfect tables, chairs and other frequently touched hard surfaces between groups of students;
- Consider increasing access points for providing meal service;
- Provide physical distancing guides in food service areas such as:
  - tape on floors
  - signage
  - increase table spacing, remove tables, mark tables as closed, or provide a physical barrier between tables
- Grab and go lunches will be utilized in all buildings
- Use packaged condiments that cashiers & servers place on each tray;
- Place meals on a counter or tray line for quick pick up;
- Consider “Grab and Go” kiosks in hallways or gymnasiums;
- Consider whether teachers can take meal orders in classrooms and send orders to the kitchen via email,
- Consider student meal pick up at building entrances or security checkpoints;
- Coordinate with school personnel in order to meet the feeding safety needs of students with disabilities;
- All food choices in the District will be NUT-FREE
- When students eat in classrooms:
  - Schools will train teachers on food allergies, including symptoms of allergic reactions to food
  - Schools will train all non-food service staff on any meal service-related activities they will be responsible for
  - The District will obtain or develop posters or other aids to assist non-food service staff to implement meal service.

### ***Employee Absentee Protocols***

Accommodations for at-risk employees with underlying medical conditions or who have household members with underlying health conditions will be made to the extent practicable. Employees should contact their supervisor to initiate the discussion.

Employees seeking medical accommodations will follow ADA guidance:

- *How does the disability create a limitation?*
- *How will the requested accommodation address the limitation?*
- *Is there another form of accommodation that could effectively address the request?*
- *How will the proposed accommodation enable the employee to continue performing the essential function of their job?*
- *Is the requested accommodation reasonable or will it create an undue hardship?*

The Director of Personnel, Robert Michel, is the designated staff person responsible for COVID-19 concerns. He can be contacted with questions.

### ***Substitute Teachers***

Substitute teachers may be an important resource for schools during the COVID-19 crisis and currently fall into one of the three following categories.

- Substitute teachers with a valid teaching certificate can work in any capacity, for any number of days. If they are employed for more than 90 days by a school district or BOCES in a school year, they must be employed in an area for which they are certified.
- Substitute teachers without a valid certificate, but who are working towards certification (taking college coursework) at a rate of not less than six semester hours per year, can work in any capacity, for any number of days, in any number of school districts. If they are employed for more than 90 days by a school district or BOCES in a school year, they must be employed in the area for which they are seeking certification.
- Substitute teachers who do not hold a valid teaching certificate and are not working towards certification may work for no more than 90 days in a school district or BOCES in a school year.

### ***Hiring Protocols***

All teachers employed by the Clarence Central School District hold a valid certificate issued in accordance with Sections 3001 and 3009 of Education Law and Part 80 of the Regulations of the Commissioner of Education for their teaching assignments during the 2020-21 school year. The existing process for hiring professional staff will stay in place with the following exceptions:

- First and second round interviews will take place via video conferences or in-person if proper social distancing regulations are followed.
- Demonstration lessons will not take place unless they can be organized following the proper precautions for social distancing and face coverings.

### ***Safety Drills***

Safety drills should be performed in conjunction with social distancing to mitigate the spread of infectious diseases within reason. Consider the following:

- Drills will test the capacity of all involved in emergency response, highlighting building-level cooperation between schools, police and first responders.
- Drills will be treated as real emergencies, with full and serious participation from all participants, including administrators, teachers, students and first responders.
- Drills will be practiced frequently, in a realistic manner, such as during lunch, recess or when the school principal is away from the building. Drills shouldn't be scheduled based on when it is most convenient or least disruptive.
- Debriefings will be held after every drill to further enhance response skills. Debriefings can be held with teachers and students in classrooms or in all-staff and faculty meetings.
- Drills will be thoroughly evaluated and input should be collected from various drill participants. Mistakes or inconsistencies during drills are learning opportunities and can help improve future response. Many safety experts say the most important part of any drill is the discussion and updated action plan that follows.
- Drills will have associated communication plans that include long-term follow-up to support sustainability and progression. Plans should cover all drill types, identify specific objectives and goals for each drill, include logistics and available resources and ensure compliance with state and/or district regulations.
- Drills may be conducted on a "staggered" schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose; and
- If schools re-open with a "hybrid" in-person model, such as one where students attend school alternate school weeks to reduce the occupancy of the school building, schools must be certain that all students are receiving instruction in emergency procedures, and participating in drills while they are in attendance in-person.
- Lockdown drills will be conducted in classroom setting while maintaining social distancing and using masks.
- Lockdown drills should be conducted in the classroom without "hiding" / "sheltering" but provide an overview of how to shelter or hide in the classroom.

### ***Update District Plans and Documents***

The District Safety and the District Wellness Committee will collaboratively review this plan and update the following District Documents to ensure inclusion of and alignment to the provisions contained in this plan:

1. District Safety Plan
2. District Wellness Plan
3. District Code of Conduct
4. District Attendance Procedures

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Any modifications made to existing, approved District plans must be approved by the Board of Education no later than September 30, 2020.

The District Professional Development Planning Committee must review the tenets of this plan and revise the priorities of the District PDP plan to reflect training/ staff development priorities to build the capacity of staff to implement this plan. Any revisions must be approved by the Board of Education not later than September 30, 2020.

### **Health & Safety Protocols**

The District will maintain protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate personal protective equipment (PPE) is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Specifically, appropriate PPE means, at least, an acceptable face covering, which is strongly recommended to be worn by all individuals at all times but is required to be worn any time or place that individuals cannot maintain appropriate social distancing. 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. The District will provide information to staff and students on proper use, removal, and washing of cloth face coverings.

According to Executive Order 202.17, any individual who is over age two (2) and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance.

The District must allow students, faculty, and staff to use their own acceptable face coverings, but cannot require faculty and staff to supply their own face coverings. Further, this guidance shall not prevent employees from wearing their personally owned protective coverings (e.g., surgical masks, N-95 respirators, face shields), as long as they adhere to the minimum standards of protection for the specific activity. The District may otherwise require employees to wear more protective PPE due to the nature of their work. If applicable, employers should comply with all applicable OSHA standards.

The district will provide students and staff with acceptable face coverings at no cost, and will maintain an adequate supply of face coverings in case of replacement. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Personal cloth face coverings should be washed frequently. Disposable surgical masks should be discarded in the trash. Face coverings are strongly recommended at all times, except for meals and instruction with appropriate social distancing. The District will train all students, faculty, and staff on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings

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Masks or cloth face-coverings **must be** worn when:

- Any time personnel are less than six (6) feet apart from one another.
- Upon entry to the building until arriving in your workspace.
- While in any common spaces (for example, time clocks at start and end of shifts, break rooms for lunches and breaks, supply closets, restrooms, hallways, copiers).
- When in tightly confined spaces occupied by more than one individual at a time.
- When there is more than one occupant in a District vehicle.

Masks or cloth face-coverings **do not need to be** worn when:

- At least six (6) feet of social distance is able to be maintained.
- In-person gatherings when held in an open, well-ventilated space with appropriate social distancing among participants.
- Employees are in their normal workspace while observing social distancing, or working alone within a workspace.

Exceptions to mask/face covering requirements will be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors. Face coverings should not be placed on:

- Children younger than 2 years old;
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction;
- Anyone who has trouble breathing or is unconscious; or
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

**Mask breaks should occur** throughout the day. Breaks should occur when students can be six feet apart and ideally outside or at least with the windows open. When polycarbonate dividers are utilized, students can take occasional short mask breaks. Further guidance on mask breaks including duration and frequency will be forthcoming, as well as more information about properly removing and putting on masks.

**Transparent face coverings provide the opportunity for more visual cues** and should be especially considered as an alternative for younger students, students who are deaf and hard of hearing, and their teachers.

All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance; and for this reason, individuals – including students – must wear face coverings in common areas, such as entrances/exits, lobbies, and when traveling around the school.

However, whether this plan indicates a mask does not need to be worn in a given scenario, all employees reserve the right to wear a mask in a situation when they are not required. They also have the right to request those they are interacting with to wear a mask along with them.



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All employees should be considerate of those who are wearing a mask and those who request that they put a mask on for their interaction.

The district may use alternate PPE (i.e., face shields or coverings that are transparent at or around the mouth) for therapies or interventions that require visualization of the movement of the lips and/or mouths (e.g. speech therapy). These alternate coverings may also be used for certain students (e.g. hearing impaired) that benefit from being able to see more of the employee's face.

Teachers and support staff will reinforce proper hand hygiene and cough/sneeze covering with all students. Educational videos regarding handwashing, facemask protocol and other public health measures have been made available to students and staff.

Times should be designated on the schedule to take students out of the classroom to wash hands with soap and water, including, at a minimum:

- at the start of the day when children enter the classroom | before snacks and lunch
- after using the toilet or helping a child use a toilet
- after sneezing, wiping, and blowing noses
- after snacks and lunch, particularly if hands are sticky, greasy or soiled
- when students come in from outdoor play or recess

The district will provide and maintain adequate supplies to support healthy hand and respiratory hygiene, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older students who can safely use hand sanitizer), paper towels, tissues, and lined trash receptacles.

### ***Health Monitoring***

Active surveillance for severe acute respiratory syndrome coronavirus will be essential to informing school policy and public understanding over time. It will not be possible to reduce the risk of COVID-19 transmission in schools to zero.

A fever is technically defined as a body temperature of 100.4° F or higher, according to [the Centers for Disease Control and Prevention](#). The fever temperature is consistent for both children and adults.

Faculty and staff are required to stay home if they are sick. Parents are required to keep sick children home.

Employees shall self-monitor for signs and symptoms of COVID-19 daily.

Per the CDC, a wide range of symptoms associated with COVID-19 have been reported – ranging from mild symptoms to severe illness. Anyone can have mild to severe symptoms.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

**If employees believe they are experiencing symptoms, stay home.** Call in to use a sick day, following your normal call-in procedures and notify your supervisor.

Signs will be posted throughout the facilities and school buildings reminding employees of the COVID-19 symptoms and to frequently self-monitor.

### ***Daily Employee Health Screening Procedures:***

On a daily basis, upon arriving to work, employees will receive a daily text message that will prompt them to respond to the following questions (certain employees and those with odd shift times will use a sign in sheet with the exact same information):

First - did you come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis in the past 14 days?

Second - do you have symptoms of lower respiratory illness such as a cough, shortness of breath, difficulty breathing or sore throat?

Third - do you have a fever (greater than 100.4 F or 38.0 C) / non-contact thermometers will be at all sites to check if needed?

Fourth - did you travel to a state or country with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven day rolling average?

Employees who respond “yes” to any of the health screening questions are expected to stay home and contact their supervisor for further instructions.

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Any employee who has symptoms of COVID-19, who reasonably believe they may have been exposed to COVID-19, who lives with anyone who has been diagnosed with COVID-19, or who has been diagnosed with COVID-19, shall immediately report this information to their supervisor and/or seek proper medical attention.

Individuals who were exposed to the COVID-19 virus must complete quarantine, even if they have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the Erie County Health Department.

**If any of the scenarios listed above apply to you, stay home.** Call in to use a sick day, following your normal call-in procedures and notify your supervisor.

The District will work with each individual employee who sets forth this information to determine use of leave and return to work protocols, in accordance with guidance and directives that have been issued by the federal, state and local public health authorities and governmental agencies.

The District will report to the Erie County Dept. of Health and assist, as directed by them regarding any tracking of students/staff.

### ***Positive Screen Protocols***

Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home with instructions to contact their health care provider for assessment and testing.

- Students who are being sent home because of a positive screen (e.g., onset of COVID-19 symptoms) must be immediately separated from other students and supervised until their parent/legal guardian or emergency contact can retrieve them from school.
- Responsible Parties should provide such individuals with information on health care and testing resources, if applicable.
- Responsible Parties must immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.

Responsible Parties must require individuals to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of school hours.

### ***Plan for when a staff member, student, or visitor becomes sick***

Each school will identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation, and ensure that children are not left without adult supervision. **Each school will designate 2 rooms if available for school health service personnel. One room will be for**

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healthy students to obtain medications and nursing treatments. The second room will be for isolating ill persons.

Procedures will be established for safely transporting anyone sick to their home or to a healthcare facility, as appropriate

Health officials, staff, and families will be notified of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

Areas used by any sick person will be closed off and not used until they have been disinfected.

Sick staff members or children will be advised not to return until they have met CDC and/or DOH criteria to discontinue home isolation.

Those who have had close contact with a person diagnosed with COVID-19 will be informed to stay home and self-monitor for symptoms, and to follow CDC or DOH guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC or DOH guidance for home isolation.

Any employee or student who screens positive for any of the above criteria (i.e., symptoms, test, or close contact) is prohibited from entering the school. They will be sent home with instructions to contact their health care provider for assessment and testing.

The District will refer to NYSDOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for individuals seeking to return after a suspected or confirmed case of COVID-19 or after close or proximate contact with a person with COVID-19.

The District will cooperate with the Erie County Department of Health on contact tracing efforts, including notification of potential contacts, such as employees or students who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

The health office will have an isolation area for suspected sick students until such time as the student can be transported home or to the hospital.

If necessary, the District will have ready a plan for deep cleaning, disinfection, and temporarily closing as ordered by the DOH, in the event of a positive COVID-19 case.

***Cleaning & Disinfection Following Suspected or Confirmed COVID-19 Case***

The District must provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.

If someone is suspected or confirmed to have COVID-19:

- Close off areas used by the person who is suspected or confirmed to have COVID-19.
  - The District does not necessarily need to close operations, if they can close off the affected areas (e.g., classroom, restroom, hallway), but they should consult with local health departments in development of their protocols.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean and disinfect, unless waiting 24 hours is not feasible, in which case, wait as long as possible.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
  - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

***Plan for returning to school***

The District will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and

- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath. guidance

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

- Duration of isolation and precautions
  - For most persons with COVID-19 illness, isolation and precautions can generally be discontinued 10 days *after symptom onset* and resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms.
    - A limited number of persons with severe illness may produce replication-competent virus beyond 10 days that may warrant extending duration of isolation and precautions for up to 20 days after symptom onset; consider consultation with infection control experts.
  - For persons who never develop symptoms, isolation and other precautions can be discontinued 10 days *after the date of their first positive RT-PCR test for SARS-CoV-2 RNA*.
- Role of PCR testing to discontinue isolation or precautions
  - For persons who are severely immunocompromised, a test-based strategy could be considered in consultation with infectious diseases experts.
  - For all others, a test-based strategy is no longer recommended except to discontinue isolation or precautions earlier than would occur under the strategy outlined in Part 1, above.
- Role of PCR testing after discontinuation of isolation or precautions
  - For persons previously diagnosed with symptomatic COVID-19 who remain asymptomatic after recovery, retesting is not recommended within 3 months after the date of symptom onset for the initial COVID-19 infection. In addition, quarantine is not recommended in the event of close contact with an infected person.
  - For persons who develop new symptoms consistent with COVID-19 during the 3 months after the date of initial symptom onset, if an alternative etiology cannot be identified by a provider, then the person may warrant retesting; consultation with infectious disease or infection control experts is recommended. Quarantine may be considered during this evaluation based on consultation with an infection control expert, especially in the event symptoms develop within 14 days after close contact with an infected person.

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- For persons who never developed symptoms, the date of first positive RT-PCR test for SARS-CoV-2 RNA should be used in place of the date of symptom onset.
- Role of serologic testing
  - Serologic testing should not be used to establish the presence or absence of SARS-CoV-2 infection or reinfection.

If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time **AND** is experiencing COVID-19 related symptoms, the employee may return to work after completing at least 10 days of isolation from the onset of symptoms.

- “Close contact” is defined as being within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated.

If an employee has 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 business, as determined by the employee’s supervisor and a human resources representative in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work if the employee complies with the following practices:

- Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 100.4 degrees Fahrenheit 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 the last exposure.
- Social distance: The employee must comply with social distancing practices, including maintaining, at least, six feet of distance from others in the workplace when possible.
- 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 the last exposure.

### ***Compliance will be monitored and documented by the District and employee.***

If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at work, the employee must be separated and sent home immediately and may return to work after completing at least 10 days of isolation from the onset of symptoms **OR** upon receipt of a negative COVID-19 test result.

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### ***Testing Protocols***

The District will develop a process for the provision or referral of diagnostic testing for students, faculty, and staff for COVID-19, in consultation with the Erie County Health Department officials, when needed, which will include plans for testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory, before allowing such individuals to return to in-person to the school.

### ***Notification***

The District must notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff, and visitors.

**The District COVID-19 coordinator is Hana Muller, RN (nurse coordinator).**

### ***Tracing Support***

In the case of an individual testing positive, the District must develop plans to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality must be maintained as required by federal and state law and regulations. Responsible Parties must cooperate with state and local health department contact tracing, isolation, and quarantine efforts.

The District will partner with local health departments to train older students, faculty, and staff to undertake contact tracing efforts for populations in school facilities and on school grounds, where feasible.

### ***Care Coordination***

The school nurse coordinates school health services with the school physician and medical director to manage, prevent, and/or reduce health issues. The team will coordinate with the student's family and health team and include trauma informed education practice to address the behavioral health needs of students.

The school nurse will establish community behavioral health referral agencies, and coordinate with school health professionals, counselors, social workers, school psychologists.

The school nurse will identify students with pre-existing medical or mental health conditions to determine if treatment has been interrupted, medication or supplies have run out, or important appointments or procedures have been missed.

**A written protocol will be developed in collaboration with the district or school's director of school health services to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.**



Ill students and staff will be assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider.

School nurses must develop protocols for asthma-related acute respiratory treatment care using up to date standard of care:

- Nebulizer treatments and suctioning are identified by the CDC as aerosol-generating procedures requiring a N-95 mask fitted to the healthcare worker;
- Consult with students' health care providers for alternate asthma medication delivery systems; and
- Consult with the school maintenance and facilities department for environmental controls.

The school nurse will coordinate with the student's special education teacher to address current health care considerations by:

- Revising IHP's
- Determining the special healthcare needs of medically fragile students
- Communicate with parents and health care providers to determine return to school status and modify IEP's as indicated.

### ***Social Distancing***

Faculty and staff need to ensure at least six feet of distance between individuals, unless safety or core function of the activity (e.g., instruction) requires a shorter distance. However, any time that staff or faculty are less than six feet from one another or students, they must wear acceptable face coverings. Each classroom should create a new layout to determine its capacity within parameters of proper social distancing to the greatest extent possible.

Strict adherence to a specific size of student groups should be discouraged in favor of other risk mitigation strategies given what is known about transmission dynamics, adults and adult staff within schools should attempt to maintain a distance of 6 feet from other persons as much as possible, particularly around other adult staff.

We encourage schools to aim for six feet of distance between individuals where feasible. At the same time, the minimum physical distance can vary. Schools must ensure that students and staff are protected by requiring at least one of the following: **social distancing of six Feet OR barriers OR facemasks/coverings.**

Seating/desks will be spaced at least six feet apart or if the size of the classroom is not indicative, seating will be spaced to the greatest extent possible and masks will be worn by students and staff. Desks should be turned to face in the same direction (rather than facing each other), or students should sit on only one side of tables, spaced apart.

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Extra/unnecessary furniture will be removed from rooms to create the maximum space possible between individuals in shared spaces.

Students will be seated at individual desks to the maximum extent possible. All student furniture will be positioned to face in the same direction. Individualized seating from other buildings will be used to replace multi-student seating such as tables and chairs to the maximum extent possible. If tables must be used, only two per table sitting on the same side with a polycarbonate barrier in place. Students at tables must wear masks.

In a circumstance where sufficient physical distancing is difficult or impossible, such as when students enter or exit a school bus in proximity to the bus driver, all individuals, including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.

Polycarbonate dividers will be installed in all classrooms to further mitigate risk. When seated behind the polycarbonate dividers, students can take occasional mask breaks.

Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

Alternative spaces in the school (e.g., cafeteria, library, and auditorium) should be repurposed to increase the amount of available space to accommodate the maximum distance possible.

- In these larger spaces, establishing consistent cohorts/classes with separation between the cohorts/classes provides another option to maximize these spaces safely.

Social distancing markers will be posted using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site.

Elementary Student groups: To minimize the number of students who would potentially be exposed in the event of a COVID-19 event, to the extent feasible, elementary and middle school should aim to keep students in the same group throughout the day and middle and high schools are encouraged to minimize mixing student groups to the extent feasible. **Our initial requirements and related guidance are as follows:**

- **Cohorts:** Schools should divide students into small groups that remain with each other throughout the day, with smaller cohort sizes preferred. Schools should look for ways to isolate cohorts of students and prevent inter-group contact to the extent feasible.
- **Capacity:** There are no required maximums on cohort or group sizes, so long as schools adhere to the physical distancing requirements above. (This guidance for the fall will

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replace previous summer guidance at the start of the school year, assuming positive health metrics hold.)

In order to reduce student density in a cafeteria, meals can be served in classrooms. Individually plated meals can be served and activities can be held in separate classrooms.

It is recommended that a distance of twelve feet in all directions is maintained between individuals while participating in activities requires projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity.

Arrival and drop-off times can be staggering or other protocols can be put into place that limit direct contact with parents as much as possible.

Each child's personal belongings should be kept separated from others' and in individually labeled containers, cubbies, or areas. If possible, avoid sharing electronic devices, toys, books, and other games or learning aids. Place communal materials in special areas.

Classrooms should have adequate supplies in order to minimize sharing of high touch materials to the extent possible (art supplies, music equipment, general classroom supplies) or use of supplies and equipment should be limited by one group of children at a time and cleaned and disinfected between use.

Each building will need to create traffic patterns that best adhere to the social distancing guidelines. Such rerouting must address accessibility issues.

### **Medically Vulnerable/High-Risk Groups**

The following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Students who have family members who are in high risk groups may also need to attend school remotely. Schools will need to make accommodations and be able to accommodate the needs of these students in the school community.

- Persons in these groups should consult with their healthcare provider regarding prevention:
- Individuals age 65 or older;
- Pregnant individuals;
- Individuals with underlying health conditions including, but not limited to:
  - chronic lung disease or moderate to severe asthma serious heart conditions
  - immunocompromised
  - severe obesity (body mass index [BMI] of 30 or higher)
  - diabetes
  - chronic kidney disease undergoing dialysis
  - liver disease

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- sickle cell anemia
- children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/ guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. Transitioning these students back to school requires:

Planning and coordination of:

- school health services personnel
- special education personnel
- pupil personnel services and administration.

Alternate plans created in consultation with school health personnel on how to meet the needs of the child while keeping social distancing may include:

- Additional PPE for staff caring for such students;
- Assigning only one staff member to care for the student; and/or
- Decreased students in a classroom, alternating schedules, and provision of related services to an individual instead of group setting.

Finally, if the parents/guardians choose not to send their child back to school, schools will need to provide instruction remotely.

### ***Signage***

Signs will be posted throughout the school buildings in order to regularly share messages with the school community, consistent with DOH COVID-19 public health protections against COVID-19.

Signage will be used to remind individuals to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of, or exposure to, COVID-19, and how they should do so.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

### ***Closure Contingency Plans***

**Closure** includes contingency plans, protocols, and procedures for decreasing the scale or scope of in- person education, and/or closing the school.

**Closure triggers:** The District will identify conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure.

**Operational Activity:** The District will determine, in consultation with the Erie County Department of Health, which operations will be decreased, or ceased and which operations will be conducted remotely. The closure process may include phasing, milestones. The Superintendent will make the decision to close and key personnel will follow the emergency closure plan.

**Communication:** The District will utilize its communication plan to notify individuals internally and externally throughout the closure process.

## Building Procedures

This section explains building access, classroom layout, cafeteria, personal property rules, playgrounds, hall traffic, arrival and dismissal, and extracurricular procedures.

### ***All Building Access***

Any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (reference CDC and DOH guidelines for COVID-19 symptoms) will be excluded.

Parents will be asked to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19, and that they did not travel to a state or country with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven day rolling average (passive screening). Parents will receive a weekly text message/email that contains building access questions for each of their children who attend school. Unless parents contact the school nurse to report an issue with a child, receiving the email/text message is indicative of passive agreement on the school screening procedures.

Staff will be instructed to self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials) and to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19, and that they did not travel to a state or

country with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven day rolling average.

Each school will have a designated staff person (administrative assistant, attendance person, or school nurse) to review the incoming reports of screening by staff and parent/guardians and attesting that they are completed. This person may also be the contact for staff or students to inform if they later experience COVID-19 symptoms.

School security monitors will screen visitors in secure entryways utilizing the T-Pass system. Monitors will include basic health screening questions and a temperature check before allowing a visitor into the school.

Use of building requests will be vetted to conform with proper social distancing protocol. Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. Ensure external community organizations that use the facilities also follow the school's health and safety plans and DOH guidance.

### ***Building Traffic Patterns***

The District will design measures to reduce bi-directional foot traffic using tape or signs with arrows in hallways, or spaces throughout the school, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., outdoor spaces, libraries, classrooms, cafeterias, health screening stations).

### ***Considerations for All Schools: Student Flow, Entry, Exit, & Common Areas***

- Minimize interaction of students between drop-off and entrance to school facilities.
- Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
- Establish separate entrances and exits to school facilities where possible.
- Require visitors and parent/guardians use their own pen for signing in/out.
- Create "one-way routes" in hallways.
- Maintain social distancing in hallways and common areas.
- Minimize the number of non-essential interactions between students and staff throughout the school day.
- Create student cohorts as an effective strategy to limit exposure and contact.
- Limit commingling between classes or other district-set groups of students.
- Minimize large group gatherings.
- Create a system that allows for physical distancing.
- Provide hand sanitizer at school entrances.
- Put signage around school buildings to provide hygiene advice and reminders (CDC offers [printable resources](#) and [handwashing posters](#)).

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- Increase frequency of cleaning all surfaces, including walls (to the appropriate height based on age of students).
- Limit the number of students in the hallway at the same time by staggering release from classrooms.
- If feasible, install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
- Consider a schedule that limits access, if at all, to lockers to keep traffic in the hallways within social distancing protocols.

### ***Small Spaces***

The District will limit gathering in small spaces (e.g., elevators, supply rooms, faculty offices) by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same household. However, 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 occupant.

### ***Faculty & Staff Meetings***

Pursuant to their school reopening plan, the District may consider choosing to use video or teleconferencing for faculty and staff meetings and conferences in order to reduce the density of congregations, per CDC guidance. When videoconferencing or teleconferencing is not preferable or possible, the District may choose to hold meetings in open, well-ventilated spaces and ensure that individuals maintain appropriate social distance (e.g., leave space between chairs, have individuals sit in alternating chairs).

### ***Attendance Protocols***

Schools are responsible for developing a mechanism to collect and report daily teacher/student engagement or attendance regardless of the instructional setting.

- Flexibility should be considered when monitoring attendance in a remote model. Parent schedules, availability of technology or other barriers may preclude students from connecting with teachers at a certain time;
- Attendance of any school-age student of compulsory age, who resides in the district or is placed by a parent/guardian in another public school district, a charter school, or is placed by a district administrator or the CSE of the school district in educational programs outside the district (such as, another school district, BOCES, approved private in-State or out-of-State school, and State supported school) must be reported in SIRS. To date, the reporting of daily attendance of Prekindergarten students is not required;
- Attendance must be reported by any reporting entity that is required to take attendance;
- Resident students of compulsory age who were not in attendance in a public school, including charter schools, nonpublic school, or approved home schooling program in the current school year must be reported until they exceed compulsory school age, they no

longer reside in the district, or the district has documentation that the student has entered another educational program leading to a high school diploma;

- Students who drop out while still of compulsory school age must be kept on the school attendance register until they exceed compulsory school age or move out of the district.

### ***Ideas for Reducing Density***

To maximize in-person instruction, schools should consider measures that can be implemented to decrease density and congregation in school facilities and on school grounds, when possible, such as:

- Finding alternative spaces in the community to allow for more in-person instruction;
- adjusting class or work hours, where appropriate and possible;
- limiting in-person presence to only those staff who are necessary to be at the school 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; and/or
- shifting design of class schedules to accommodate social distancing guidelines, including cohorts (e.g., alternative classroom schedules, full-time in-person learning for younger students, and part-time distance learning for older students).

A daily checklist will be provided for school personnel to inspect their area and ensure they have sufficient supplies each day (e.g., face covering, tissues, hand hygiene supplies, cleaning supplies, etc.)

### ***Clarence Center, Harris Hill, Ledgerview and Sheridan Hill Elementary Schools***

#### ***Building Access***

- Ensure that students and families are educated and engaged in the new expectations related to all health policies and protocols.
- Communication plans will include video presentations with complementary written materials (i.e. Handbook), as well as defined times at the beginning of the school year to teach health & safety protocols, with frequent reminders, to review the new policies and procedures.
- Familiarize all participants with mitigations and practices being used to help prevent the spread of diseases.

These practices include, but are not limited to:

- social distancing,
- frequent hand washing and use of hand sanitizer,
- use of face coverings that completely cover the nose and mouth,
- respiratory and cough etiquette



## CCSD Reopening Plan - 2020

- polycarbonate dividers at student work stations
  - enhanced cleaning/disinfection of surfaces.
- Develop consistent policies to address when clubs, before- and after-school programs, athletic teams or other outside groups may be allowed to use school space.
- The YMCA after school care program is subject to the same procedures as the school day. Protocols and expectations should be shared and approved through the District Office, and in accordance with Reopening Plans.

### ***Arrival & Dismissal***

- **A morning drop-off area will open 30 minutes prior to opening of the school day.**
- Parent Drop-off/Pick-Up will be a designated location outside of each building, coordinated and implemented according to guidelines and procedures.
- Vehicle flow and logistics will be considered to accommodate anticipated increase in parent transports.
- Fewer buses will be unloaded in a staggered fashion for arrival.
- Limit before/after school activities to ensure time for daily sanitizing and teaching of new health and safety protocols and schedules.
- **Students must report to their classroom instead of locker.**
- Teachers will monitor students' use of lockers at both arrival and dismissal.
- Students who need breakfast can enter the building to get their food with direction from staff in the parent drop-off or the bus loop, at designated time.
- If parents are signing out at a time other than arrival or dismissal, the procedure will take place in a specified location, based on purpose.
- Drop-off of items for students during the school day will be limited.

### ***Classroom Configuration***

- Maximize social distancing between student workstations, when determining the classroom layout. Desks should be spaced apart with protective dividers at tables.
- All classrooms will be equipped with polycarbonate dividers.
- Where necessary, assess other space that may be repurposed for storage of instructional materials, to maximize student classroom space.
- Incorporate signage to illustrate social/physical distancing.
- Use outdoor instruction where health and safety conditions and physical space allow.
- Ensure the classroom cohort will have access to washing stations, and plan for hand sanitizer dispensers and access to sanitizing materials for wiping down any spaces after usage each day or, if needed, between groups.
- Each special area class will follow social distancing guidelines to determine classroom setup and protocols (e.g. Art, P.E., Music, Library).

## CCSD Reopening Plan - 2020

- Areas/**times** will be designated during the day for students to socially distance and take a “mask break.”
- All designated classrooms will be equipped with appropriate PPE materials, in addition to face masks.

### ***Class Groups/Cohorts***

- A “cohort” is a group or team of students and educators with consistent members that stay together throughout the school day.
- When possible, we will have teachers of specific academic content areas rotate, instead of student groups.
- Maximize other safety precautions where cohorts may have contact, such as more close-ly monitored use of facial coverings, hand washing and sanitizing between cohorts.
- **When possible, restrict primary use to a single cohort, or consistent group of cohorts when assigning restrooms, classrooms, and outside space.**

### ***Bathroom/Drinking Fountain Facilities Protocols (In-classroom and Shared)***

- The school floor plan will be used to determine the best way to use, assign, and access bathrooms.
- Ways to maximize social distancing in multi-stall shared bathrooms, hand-washing and daily bathroom protocols will be reviewed with students and implemented by teachers.
- Designate a time each day where a sanitizing of multi-stall bathrooms is completed.
- Increase cleaning and disinfection of bathrooms consistent with CDC disinfecting and cleaning guidelines.
- Drinking fountains will be limited to bottle fill-up purposes only.

### ***Hall Traffic***

- Masks must be worn at all times by students and staff.
- Limit face-to-face encounters **and** designate **foot-traffic** patterns — such as one-way hallways and by designating entrance-only and exit-only doors, when feasible.
- Install markings on floors to illustrate foot-traffic expectations **as needed**.

### ***Shared Spaces – Specials (PE, Library, Art, Music)***

- Develop plans for the implementation of a physical education, fine arts, and music curriculum that considers the needs of all students. This includes focusing on activities, adaptations, and modifications of all education decisions to ensure the full inclusion by all students. **(Refer to the Clarence Curriculum Specifications Plan)**
- Sanitizer stations available.

## CCSD Reopening Plan - 2020

### ***Cafeteria***

- Cafeteria Capacity will be reduced and identified cohorts will be scheduled to eat in classrooms on a schedule rotation.
- Protocols will be developed for student-purchased meals, sanitizing of tables, monitoring of bathrooms and traffic flow for social distancing and sanitizing procedures.

### ***Outside Space & Playground***

- All pertinent guidelines related to social distancing and disinfecting areas and equipment will be used for physical education and physical activity, including recess.
- Schools should assess ways to minimize exposure from playground and fitness equipment use, including but not limited to ensuring only the team cohort uses it at the same time, hand washing before and after use or use of hand sanitizer, and disinfecting fit-ness equipment or other smaller outside equipment after each group of students' use.
- Consider staggering recess times for each class/cohort.

### ***After School Care***

- District or school run before and aftercare program, will plan for social distancing, PPE usage, cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Guidance should consider how to maintain cohorts, if applicable, or group members of the same household.

## ***Clarence Middle School***

### ***Arrival & Dismissal***

- A morning drop-off area will open 30 minutes prior to opening of the school day.
- Parents are not to drop their student(s) off prior to the 30-minute window.
- Students dropped off by parents will report to the school auditorium for supervision until 10 minutes before the beginning of period 1.
- One bus will unload at a time in the designated area.
- Limit and reduce before/after school activities to ensure time for daily sanitizing.
- Students must pre-register for any offered morning extracurriculars and morning Learning Center in order to enter the building and will check-in with support staff.
- Students must pre-register for the PM Learning Center (if it is in session).
- Students arriving on buses must report to their first period class upon arrival.
- Students who need breakfast can get their food and go directly to 1st period.
- Families A-K will drop-off/pick up in the front loop and L-Z in the side parking lot.
- Weather permitting, students should wait for parents outside.
- Locker guidelines will promote minimal storage and use.

***Class Configuration***

- Sanitizer stations available.
- Desks are spaced six feet apart unless not practicable. Desks can be spaced three feet apart with polycarbonate dividers.
- Each department will follow social distancing guidelines to determine classroom setup and protocols (e.g. Art, P.E., FACS, Music, Science, Technology).

***Hall Traffic***

- Limited locker visits.
- Masks must be worn at all times by students and staff.
- Hallway etiquette will be the same as rules of the road (stay to the right).
- Single line flow of students- students must avoid walking side by side. Teachers will line kids up in the classroom to leave and monitor the hallways between passing periods.
- Stairs will be designated for up or down.
- No congregating in hallways.

***Shared Spaces***

- Limit LC and Library capacity.
- Sanitizer stations available.
- Only touchless features on water stations will be available.
- Areas will be designated during the day for students to be socially distanced and take a “mask break.”
- Students will be directed to step out of bathrooms if they find more than two classmates in the lavatory upon arrival. They should wait in the hall until one of the students leaves.
- Additional areas will be designated and assigned for students to eat lunch.
- Shared spaces will have posted guidelines for capacity restrictions.

***Student Pick-Up and Early Release***

- Parents will sign students out over the intercom/visual confirmation vs. entering the building.
- Parents will wait in their car in the front loop for their child to exit the building.

***Clubs & Activities***

Extracurricular programs must consider social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). Policies should consider how to maintain cohorts, if applicable, or members of the same household. Interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming.

Faculty and staff are responsible for creating a digital sign-up for these activities prior to the event and must only allow those students who pre-registered to participate.

## ***Clarence Senior High School***

### ***Arrival & Dismissal***

- Visual checks of students as they enter the building.
- A morning drop-off area will open 30 minutes prior to opening of the school day.
- Parents are not to drop their student(s) off prior to the 30 minute window.
- Families A-M will drop-off/pick up in the front loop and N-Z in the side parking lot near Guidance.
- Locker guidelines will promote minimal storage and use.
- Students wear masks during arrival, dismissal, and any time they are navigating the building.
- Before/after school activities will be limited and reduced to ensure time for daily sanitizing.
- Students report directly to first period class.
- Implement Early Dismissal for Juniors if transportation is provided. PM Harkness students that drive will be dismissed from Harkness.
- Dismissal - Junior
- s and Seniors with early release need to leave the building immediately after their last class if transportation is provided.

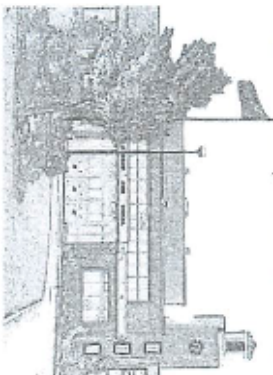
### ***Class Configuration***

- All classrooms will be equipped with polycarbonate dividers, masks, hand sanitizer, and disinfectant wipes.
- Each department will follow social distancing guidelines to determine classroom setup and protocols

### ***Hall Traffic***

- No locker usage during transitions - eliminates the risk of students congregating in the halls.
- Limited restroom use during transition times to reduce the number of people in the restrooms at this time.
- Masks must be worn at all times by students and staff.
- Only touchless features on water stations will be available.
- Hallway - one way direction during transitions - (see below)

Clarence High School  
9625 Main Street  
Clarence, NY 14031



School Bus Zone



### ***Shared Spaces***

- All shared spaces will be equipped with polycarbonate dividers, masks, hand sanitizer, and disinfectant wipes.
- Lunch Periods - Use Cafe, Small Gym, and Lecture Hall
- Shared spaces will have posted guidelines for capacity restrictions.
- Library Capacity - 1 student per table/ 2 students per table with polycarbonate dividers
- LAC - Sign-up only. 1 student per table.
- The Senior Lounge will be closed for the 2020-21 School Year.

### ***Student Pick-Up and Early Release***

- Students wait in the senior lounge area at least 6 ft. apart.
- Students must wear masks.
- If a student has to be dismissed due to being ill will remain in the nurse's office until they are picked up.
- A student who is dismissed from the building early for medical reasons must show evidence that they were evaluated at the medical facility and are cleared to re-enter public space.

### ***Clubs & Activities***

Extracurricular programs must consider social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). Policies should consider how to maintain cohorts, if applicable, or members of the same household. Interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming.

Faculty and staff are responsible for creating a digital sign-up for these activities prior to the event and must only allow those students who pre-registered to participate.

## **Academics**

The following section describes instructional models, prioritizing the standards, academic gaps and interventions, structures and expectations for K-12 hybrid/remote learning, and considerations for supporting diverse learners. Based on guidance from the NYSED, the DOH, and the Governor, the district will determine the instructional model for the 2020-2021 school year. All core and special area courses will follow the specifications of the determined model. The model is subject to change at anytime during the school year.

### **Prioritizing Standards and Curriculum**

The District's reopening plan includes educational programming that is aligned to the New York State Learning Standards regardless if instruction is delivered in-person, remotely or in a hybrid model. The District conducted a curriculum needs assessment throughout the closure period to

determine essential standards and skills addressed, as well as those needing reinforcement in the 2020-21 school year. The District focused on prioritizing standards, which creates clarity around what is to be taught and what students should learn next school year. Furthermore, prioritizing the standards fosters efficient planning and more efficient sharing of resources. These analyses identified what is most important for students to know and be able to do, and prioritized our curriculum and teaching around essential standards.

### **Academic Gaps and Interventions**

The District has established instructional practices and procedures for implementing District-wide initiatives that address a Response to Intervention (RtI) process applicable to all students. The Clarence Central School District will provide appropriate prevention, intervention and/or remediation while ensuring high quality instruction and access to grade level standards for all.

Response to intervention is structured as a three tiered program. Tier 1 provides Prevention through standard based, high quality, differentiated instruction. Tier 2 provides Intervention through targeted grouping with essential standard focused instruction. Tier 3 provides Remediation through smaller groups. (1-3 students)

**Pursuant to Education Law 3012-d, each school district must fully implement its currently approved APPR plans in each school year.**

A separate document listing curriculum specifications for each subject area has been developed and will serve as an addendum to this plan.

### **Instructional Models**

The District's reopening plan provides for a program that includes regular substantive interaction between teachers and students whether delivered in-person, remotely or through a hybrid model of instruction. All instruction will be developed so that whether delivered in-person, remotely or through a hybrid model due to a local, state school closure, there will be clear opportunities for instruction that are accessible to all students. Such opportunities will be aligned with state standards and include routine scheduled times for students to interact and seek feedback and support from their teachers.

#### ***In-Person Model***

100% of Staff and students will attend school in the physical building for a full day on each scheduled school day and instruction will be delivered in traditionally scheduled courses/subject areas with established precautions for maintaining health and safety. Social distancing measures will be in place and masks are to be worn. Using this model, students will be actively involved in the school learning environment. In addition, instructional programs, for the most part, will maintain their current integrity.



***Hybrid Model (The District will choose one hybrid model for both elementary and secondary schools prior to submitting the plan)***

Students will be back in school with an altered schedule to reduce student population within the building. Students would attend school in-person for a portion of a day or a portion of a week and the rest of the time they would engage in remote instruction. Social distancing measures will be in place and masks are to be worn. Using this model, students will be actively involved in the school learning environment in a smaller group setting.

(Ex. Two-Day Rotation Blended Learning – Alternating Days, A/B Week Blended Learning - Alternating Weeks, Looping Structure, Early/Late Day Staggered Schedules – Half Day On Site, Targeted Remote Learning, By Grade Span or Grade Level)

**When planning for a hybrid learning model, we recommend that schools use an A/B cohort model that isolates two distinct cohorts of students who attend school in-person on either different weeks, different days of the week, or half days each day.** For instance, Cohort A would attend school in-person from Monday – Friday of Week 1, while Cohort B learns at home remotely. In Week 2, Cohort B would attend in-person school and Cohort A would engage in remote learning at home.

**High-needs students should be prioritized for full-time in-person learning when feasible.** That is, even if most students are not in school each day, schools should consider setting up small programs that would run daily for one or more cohorts of high-needs students, including students with disabilities and English learners who are most in need of in-person services. Students with disabilities will include those receiving special education programming in a 15:1:1, 15:1:2, 12:1:1, 8:1:1 or 8:1:2 classroom setting, due to their significant academic and therapeutic needs.

***Elementary Hybrid Model Options***

**Hybrid #1: Two Cohorts - Students Remain Within Each Elementary Building (with assigned Remote Instructor per Grade Level)**

Each elementary school building will decrease its number of sections to allow for one teacher to be dedicated to remote learning at each grade level. Grade level class sections will be divided into two cohorts. Each class section will have a larger number of students in order to free up a remote teacher for each grade level. Only approximately half of the students in a particular section will attend in-person each day.

Approximately 50% of the class section will attend school on Monday/Tuesday every other Wednesday. The other 50% will attend on Thursday/Friday every other Wednesday.

A single teacher per grade level will be assigned as the remote teacher. The remote teachers will conduct lessons remotely for the entire grade level of students in each building who are not attending school in-person. In grade levels that have section numbers unable to reduce a

section, alternative plans for remote learning within the building or collaboration between buildings may be required.

**Hybrid #2: Change Grade Level Configuration & Two Cohorts (with assigned Remote Instructor per Grade Level)**

Each elementary school building will change its grade configuration to either K-2 or 3-5. Grade level class sections will be divided into two cohorts. In addition, each class section will have a slightly larger number of students in order to free up a floating remote teacher for each grade level, at each building. Only approximately half of the students in a particular section will attend in-person each day.

**Grade Configurations**

CC (K-2) LV (3-5)

SH (K-2) HH (3-5)

50% of the class section will attend school on Monday/Tuesday every other Wednesday. The other 50% will attend on Thursday/Friday every other Wednesday.

A single teacher per grade level will be assigned as the remote teacher. The remote teachers will conduct lessons remotely for the entire grade level of students in the paired buildings (CC/LV, SH/HH) who are not attending school in-person.

**Hybrid #3: Two-Day Alternate Model**

Each elementary school will maintain the K-5 grade configuration. Each class section will be divided in half (approximately). Half of each class section will attend in-person two days per week (M/T or R/F), while the other half receives remote instruction. On Wednesdays, students will be provided with knowledge acquisition activities and teachers will have time to produce video, assignments and activities for the two days of remote instruction. On Wednesday, teachers will have office hours for both cohorts.

***Secondary Hybrid Model Options***

**Hybrid #1: Two Day Alternate Section:**

Students attend in-person two days per week (M/T or R/F). Teachers instruct students in-person four days per week. On days students are scheduled for remote learning, they are required to log on to Schoology in real-time of the day's lesson by class period. On Wednesdays, all students engage in knowledge acquisition activities and teachers have time to produce video, assignments and activities for the two days of remote instruction.

Some students will continue in-person instruction each day due to the fact that they are already placed in low density situations (e.g., students with special needs or English Language Learners). Students are broken into two cohorts based upon last name. Students with last names A-M attend school on Mondays/Tuesdays while students with last names N-Z will connect with their classes via Schoology. Students with last names N-Z attend school in-person on Thursdays/Fridays while students with last names A-M will connect with their classes via Schoology. Wednesdays are for all students to engage in remote learning while teachers would use the time for collaborative planning and professional learning. Students with siblings need to be scheduled for the same bus.

### **Hybrid #2: A/B Week Blended Learning Model:**

Students with last names A-M attend in-person learning opportunities four full days per week while students with last names N-Z connect with classes via Schoology. The students would alternate each week. The instructional program would be sequenced to accommodate both asynchronous and synchronous learning opportunities for students. Wednesdays are for all students to engage in remote learning while teachers would use the time for collaborative planning and professional learning. Some students will continue in-person instruction each day such as students with special needs or English Language Learners.

### ***Remote Model***

Neither students nor staff will attend school in the physical building. Instruction will be conducted digitally through online methods. The structure of the classes, expectations for students and teachers, and protocols for taking attendance, delivering lessons and instructional materials, assessing student work, and grading/providing feedback will be explained.

### **Structures and Expectations for K-12 Hybrid/Remote Learning**

A predefined set of structures has been established for hybrid/remote learning. When planning for and delivering instruction, all faculty and staff will follow the expectations outlined below:

### ***Systems Management***

**Grades K-12 will use the Schoology Learning Management System to post assignments, communicate with students and parents, create assessments, and share digital information.**

A Learning Management System (LMS) is used to plan, deliver, and manage the learning content for Hybrid/Remote instruction. Content is created in other applications and uploaded and organized within the LMS. Learning content may include documents, videos, learning activities, and assessments.

## CCSD Reopening Plan - 2020

- All students will be provided with an electronic device for use at home.
- Portable connections to the internet will be provided for students who do not have an internet connection at home.
- Keep a regular school schedule with exact times for course/subject area instruction. Times established by K-5, 6-12 grade level bands.
- Take attendance for each lesson or course.

### ***Communication Protocols for Students and Families***

The District has established a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. District protocols for communication include, but are not limited to:

- Provide clear communication to students and families to share course expectations and online learning participation expectations, including set office hours and opportunities to collaborate with educators and other students.
  - District Welcome Letter sent to all students and families including directions for parent access to the Schoology Management System
  - Teachers will follow-up with a Schoology post to welcome all students and families outlining class/course schedule\* and online participation expectations, including teacher contact information
  - Teachers will commit to a response time for emails, discussion board posts, and submitted work (Suggested Best Practice: Emails- 24 hours, Discussion Board- 48 hours, and Submitted Work- 72 hours)
  - In addition to daily class meetings, teachers will host regular office hours for individual student questions (Suggested Best Practice: two sessions each week, opposite days of class meetings)
- Establish remote classroom materials access for students and families
  - Provide guidance and ensure all students are able to login to all systems that are a part of the class/course
  - Setup, test, and troubleshoot hardware in the audio/video enabled meeting space
  - Communicate tech-help protocol for logistical and technical help

### ***Setting Learning Objectives***

- Establish weekly checklists with clear instructions that can be followed on- or off-site.
- Create standards-aligned lessons that work toward mastery of the learning targets for instruction in a traditional classroom, adhering to health and safety recommendations.
- Provide resources for students to create evidence of their knowledge in a variety of formats to demonstrate mastery.
- Create customized learning pathways, where learning goals and objectives are linked to explicit directions for completion.

- Ensure targets are being met to provide quality off-site instruction to include regular check-ins with students on a daily/weekly/set intervals.
- Teachers need to plan for providing students with additional time and support for assignments, activities, and assessments in consideration of the diverse home experiences for remote learning.

### ***Engagement Strategies and Online Tools***

#### ***Definition of Terms***

**Asynchronous Learning** - Asynchronous virtual learning occurs when students work independently on learning activities and assignments. Teachers provide lesson content through written materials and video presentations. Students show what they know by completing interactive learning activities, self-grading and teacher graded assessments, and teacher graded written work and projects.

**Synchronous Learning** - Synchronous virtual learning occurs when students join an audio/video enabled meeting space at the same time. This space is greatly enhanced when the meeting space includes an interactive whiteboard, chat, and breakout rooms. This synchronous session may include whole group instruction led by the instructor and small group work amongst the learners. The structure of this session is much like an In Person learning experience.

- Using video conferencing (Google Meet, Zoom, Microsoft Teams) software for daily live (synchronous) lesson instruction.
  - Online Tool: Chat
    - One way to keep students engaged in the learning process during the lesson is to pose questions that they must respond to. Students who may not raise their hand in a face-face classroom may feel more comfortable sharing a response in chat. Students can also ask questions and provide insights during the lesson.
    - Wait time is important when asking questions in the classroom. This gives students time to prepare a response. Wait time is especially important in the virtual classroom. Students may have delays in video and audio feed due to equipment, network, or bandwidth limitations. Students may type or click at different speeds.
  - Online Tool: Interactive Whiteboard
    - During class meetings, instructors can use the whiteboard to keep learners engaged in the material. Design activities that learners must respond to using the whiteboard tools by typing or drawing. Remember that using the whiteboard will be new for most learners. Offer a practice activity to give them the time and opportunity to figure out how the tools work.
- Recording each video conference lesson (asynchronous) and store the saved file to an easily accessible location for sharing with students.

### **Supporting Diverse Learners**

### ***Special Education***

In accordance with the Individuals with Disabilities Education Act (IDEA) and ensuring the provision of Free and Appropriate Public Education (FAPE), each student with a disability has unique needs and it is the purpose of the education system to ensure every student has access to their grade-level standards and makes progress in their education. The IEP is the roadmap for each student with a disability. In these challenging and evolving times including COVID-19 restrictions, it is critical that the IEP team meets and works collaboratively with the family to jointly determine appropriate services, accommodations, and modification to allow for the greatest access and academic success.

### ***PPE and Social Distancing Procedures***

Teachers and teacher aides need to wear facial coverings at all times when working with students who are unable or unwilling to wear face coverings for medical or programmatic reasons. Some teachers may need face coverings that have a clear opening in order to see their mouths during instruction. If teachers are scheduled to work with students who spit, they will be provided with a face shield in addition to face coverings.

When an individual student is unable to wear a mask and/or social distance due to a disability and/or medical condition, the staff/teacher will be expected to follow the PPE guidelines outlined in this plan while working with the student. The student will be provided instruction and accommodations to increase tolerance to wear a mask and understanding of PPE guidelines (i.e. social stories, visual cues, verbal prompting, behavior reinforcement plan, etc).

If a student requires a break due to sensory or behavioral concerns, a room/area will be provided in accordance with appropriate social distancing and PPE requirements will be implemented. The student will be monitored by an appropriate number of staff to ensure safety.

### ***Maintaining Inclusive Practices and Least Restrictive Environment***

To maintain inclusive practices any student integrated into general education settings will be included in the same grade level class and pulled out for core academics with the same students receiving special ed services in that general ed class. The students will be required to follow the PPE requirements and practice social distancing when moving from classroom to classroom.

IEP services will be provided in accordance with the IEP while following PPE and social distancing guidelines. Should any changes be necessary to follow the guidelines, the general education teacher, special education teacher, related service providers, and families will discuss the student's individual needs and agree to a prioritized set of services that provide access to the curriculum and enable progress towards IEP goals.

In a hybrid or remote model families and staff will discuss and agree to a set of prioritized services to be delivered based on each setting.

### ***Evaluations and Child Find***

We will continue to identify, locate, and evaluate students suspected of having a disability and needing special education and related services. Some evaluation procedures can be completed in remote learning situations. Some evaluations require in-person contact with students or observations of students in school settings. We will conduct evaluations remotely and/or in-person while adhering to public health guidelines for the safety of students and staff.

### ***Individualized Education Program (IEP) Meetings***

We are committed to providing families an opportunity to have meaningful participation in the special education process and services. Whether in-person or an alternative format, such as videoconferencing or by phone, Special Education teams will partner with families to determine the most practical format to conduct IEP meetings and arrange for an interpreter if necessary. Written communication will also be provided in the parent preferred language and mode of communication (i.e. email, phone, video conferencing, or face to face).

### ***Accommodations and Modifications***

Accommodations, modifications, supplementary aide and services, and technology including assistive technology can be provided regardless of the educational setting. General and special education teachers will continue to collaborate in determining the appropriateness and success of a student's unique accommodations and modifications. The IEP Team (general education teacher(s), special education teacher(s), related service providers, and families), will work collaboratively to identify alternative solutions if it believes an accommodation or modification is not appropriate or successful in a particular setting.

### ***IEP Implementation and Documentation (Progress Monitoring and Reporting)***

Special Education Teams will continue to use consistent data collection and service log procedure across all learning environments (in-school, hybrid, or remote). A service log will include documentation of any changes in student's needs, instruction and services that are provided to each student, formative assessment, universal screenings, and ongoing monitoring of student progress, communication/collaboration with parents, and determination and provisions of post-COVID services provided to students. Collecting data and tracking the provision of services will assist educators and families in determining the effectiveness of instruction provided, student performance on IEP goals/objectives, and assist IEP teams in making the necessary adjustments to instruction. Periodic reports on the progress the child is making towards meeting the annual goals will continue to be provided to the parents. Written and verbal communication will be provided in the parent preferred language and mode of communication (i.e. email, phone, video conferencing, or face to face).

### ***Communication***

If during the school year if any concerns arise from the student's parents or IEP team, a CPSE/CSE meeting or team meeting will be scheduled. During the meeting, concerns will be discussed collaboratively with the parents to determine the most appropriate solution to further the success of the student. The IEP will be amended as needed. The district will provide any appropriate resources and training needed for the parent and/or student.

**1:1 Aides:**

- Both student and aide will wear appropriate facial coverings. Aides will wear face shields when working with students who spit or drool.
- Aides will use verbal, tactile, and visual prompting to refocus and redirect students. Hand over hand support should be minimal.
- Will be provided hand sanitizer/wipes/gloves, and gowns for their personal use for toileting, lifting, implementing stretching programs, and other duties.
- Use of pointers to provide non-verbal or visual prompts.
- When needed to provide hand over hand assistance, aides will follow universal precautions of hand washing and protective gear.

***Small grouping: related services and individualized instruction***

- Staff are required to follow PPE guidelines when not social distancing.
- Use of dividers between students at tables.
- All dividers and chairs need to be wiped down before the next group, as well as any items to be used with multiple groups.
- Aides will be assigned to supervise younger students to/from the classroom to allow for cleaning between sessions.
- Use of a dirty bin for manipulatives and other items used throughout the day to be cleaned at the end of the day.
- Use of a pointer during instruction to clarify important information and to decrease contact.
- Portable white boards to be able to share/highlight important information while decreasing physical contact with students and their materials.
- Individual lesson materials will be provided for each student in the group (ie. paper copies of books, math manipulatives, letter tiles--part of class supply lists)
- Lunch bunch groups may need to change time of service delivery and/or location to ensure social distancing.
- Small group instruction may need to push into classes or look at using a larger room to spread out students or sneeze guards/dividers during sessions.
- High School Worked-Based Learning and internships programs may need to be suspended for the beginning of the school year. Look into other options for work and assignments that can be completed in the school environment or virtually.
- Self-contained ADL programming that includes food shopping and meal prep may need to be suspended for the beginning of the school year.



***Online learning for Special Education instruction and related services teletherapy***

- District will provide parents with information, participation, and expectations regarding online learning for related services and evaluations.
- Staff Development will be provided for teletherapy and telehealth evaluations. Staff Development will be provided for online/remote learning to meet the needs of Special Education students.
- The related service providers and Special Education teachers will use Schoology to provide assignments and resources for parents. The related service providers and teachers will be provided opportunities to be trained in Schoology.

**English Language Learners**

CCSD will ensure all ELLs are afforded the opportunity for full and equal participation, whether it be through an in-person, remote, or hybrid model of instruction. CCSD will consider the unique needs of ELLs and strengthen supports necessary for English language development.

***Communicating with Multilingual Families***

Communication with parents/guardians will be provided in the preferred language and mode of communication of the students' families, in accordance with federal and State requirements. CCSD will maintain regular communication with the parents/ guardians and other family members of ELLs to ensure that they are engaged in their children's education during the reopening process.

***Screening, Identification, & Placement of ELLs***

CCSD will continue to administer the Home Language Questionnaire (HLQ) and conduct the individual interview as the first steps of the ELL identification process. Parents may complete and submit the HLQ digitally. Qualified personnel will be available to determine if a language other than English is spoken at home. An individual interview with students and/or parents may be conducted remotely by qualified personnel. The interview will include a review of the student's abilities or work samples including:

- Reading and writing in English;
- Reading and writing in the student's home language;
- Mathematics

These items are collected or generated during the interview and may include writing samples or exercises completed at the time of the interview. Parents/guardians can submit the work samples through email, through pictures of the students' work, and/or by using other digital platforms.

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CCSD will maintain all documents related to its students, including the HLQ, the individual interview, and any other records generated as part of this remote identification process. Once the school district re-opens, it will re-conduct the ELL Identification process in person, including a full parent orientation as mandated by CR Part 154.

CCSD will complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-2021 school year. After this 20-day flexibility period, identification of ELLs will resume for all students within 10 school days of initial enrollment, as required by Commissioner's Regulation Part 154.

### ***Continuity of ELL services***

ENL teachers will continue to provide appropriate instruction and support to all students with English language acquisition needs. Provisions of required instructional Units of Study will be provided to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction. For students unable to attend school, CCSD will strive to provide remote ELL services to the greatest extent possible, including targeted and scaffolded instruction and support. Teachers will utilize each student's level of language proficiency to design instruction with appropriate scaffolds that support continuity of learning and take individual students' levels of language proficiency into account as instruction is planned with the appropriate scaffolds. ENL teachers, as well as content area teachers co-teaching with ENL teachers in Integrated ENL courses, will provide instruction and supports to all ELLs in their classes, as well as remotely. ENL and content area teachers will work collaboratively to address the needs of all the ELLs they are teaching, including differentiating grade level materials and instruction.

### **Early Learning: Prekindergarten**

CCSD will ensure that the needs of our youngest learners are addressed, whether instruction is provided in-person, remotely, or through a hybrid model. CCSD will ensure that Community-based Organizations (CBOs) operating Prekindergarten programs are following health and safety guidelines outlined in NYSED guidance and required by the New York State Department of Health. CBOs operating Prekindergarten programs will have a 2020- 2021 plan for providing continuity of in-struction for in-person, remote, and hybrid learning models.

## **Social Emotional Learning**

Even before COVID-19 dramatically changed the context of teaching and learning across the country, there was a growing consensus in education that schools can and should attend to students' social-emotional development. The social-emotional learning skills or the five core social-emotional competencies, as identified by the Collaborative for Academic, Social and Emotional Learning (CASEL) are the foundations for young people's well-being: self-awareness, social awareness, self-management, relationship skills, and responsible decision-making.

Learning does not happen without social connection. We recognize that in light of the social disconnections that have occurred in the wake of COVID-19, distance learning cannot occur without first addressing the social-emotional needs of our students, teachers and families. Furthermore, we recognize that to attend to these social emotional learning needs, we must provide the necessary support and resources to all district stakeholders to build a community of collective understanding of how we can attend to students as well as each other.

Leaders will use data as an opportunity to deepen relationships and continuously improve support for students, families, and staff. In an attempt to better understand the issues students face, the District utilized a school climate survey instrument to glean data from students, teachers, staff, administration, and parents.

### ***SEL Mandatory Requirements***

CCSD has updated the [Clarence School District Comprehensive K-12 School Counseling Plan](#), developed under the direction of certified school counselor(s), to meet current needs.

CCSD has established an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers, including school psychologists, to inform the District Comprehensive K-12 School Counseling Plan.

CCSD will continue to provide resources and referrals to address mental health, behavioral, and emotional support services and programs as outlined in the District Comprehensive K-12 School Counseling Plan.

CCSD will continue to provide professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency. The District Comprehensive K-12 School Counseling Plan identifies supports for developing coping and resilience skills for students, faculty, and staff.

### ***Actions to consider prior to school opening:***

Provide professional development to support educators':

- Integration of SEL in their teaching, including the skills to foster positive learning environments and techniques for embedding SEL into instruction (in-person and remote and/or virtual instruction).
- Understanding and utilization of trauma-informed practices.

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- Protocol for identifying and supporting students who may be experiencing social-emotional, behavioral, and mental health challenges.

Establish systems that promote supportive staff-student relationships to ensure that all students have at least one caring staff member who checks in regularly with them and who their family is able to connect with for any needed support. In addition to in-school structures (i.e., mentors, advisory classes), schools may want to consider community partners who may be able to connect with students and families and supplement the services already being provided by the school.

Be proactive in preparing access to mental health and trauma supports for adults and students, which may include establishing partnerships with outside entities and agencies. Planning should include the methods for continually conveying information on how to access both school and community support to students, staff, and families in all learning environments (in-person, hybrid, and virtual).

### ***Actions to consider once the school year begins:***

Create opportunities for staff and students to regularly practice and reflect on their social and emotional competencies. Consider instructional strategies that best work for your school's context (i.e. community meetings, small group mentoring, brain breaks).

Have careful conversations with staff and students to discuss the past, current, and future impacts of COVID-19 on themselves and the world around them.

- Conversations should take part in a safe space where participants demonstrate respect to each other. While deliberate efforts should be made to foster a trauma-sensitive environment, be mindful that these conversations may trigger emotional responses and can also lead to difficult discussions revolving around inequity.
- Topics you may consider include but are not limited to:
  - Potential increases in bullying behavior;
  - Grief, loss, and trauma;
  - Mental health and supportive behaviors;
  - Bias, prejudice, and stigma;
  - Preparedness, hope, and resilience; and
  - Fear and anxiety.

Staff should be trained as necessary, and schools should be prepared to support both staff and students that may feel unnerved by these topics or conversations.

Schools should be prepared to support an influx of students who may need counseling support.

Creating a positive school climate and culture will address the issues raised by the COVID-19 pandemic and improve the conditions for learning for all students in any of the in-person,

hybrid, or virtual instructional models. To optimize the learning process, students and staff need to feel cared for, reengaged, and acclimated to the school community, so schools can deliver instruction most effectively. In order to improve school culture and climate, districts should:

- Prioritize the health and emotional well-being of staff and students above all else;
- Assess the school climate to identify vulnerabilities and plan to implement evidence-based strategies to address identified needs; and
- Plan to provide and sustain instruction on social norms, relationship building, and behavioral expectations beginning at the start of the school year.

### ***Welcoming Students Back/Re-Orientation with School***

The bulleted points listed below should be considered by faculty and staff when planning activities for welcoming back students and re-orienting them to school. Behind on schoolwork/classwork

- Having to send child back to school
- Secondary traumas
- Increase in abusive tendencies
- Isolated/lonely
- Change in routine
- Relocation
- Unemployment situation/job loss
- News, constant bad news
- Previous mental health issues worsening
- Frustration with use/knowledge of remote technology
- Family job loss
- Middle and High School Orientations and Class Meetings
- Video and/or virtual tour to know what to expect

### ***Pupil Personnel Services Staff***

Counselors, psychologists, the behavioral specialist and other PPS staff should be prepared to provide student mental health and counseling services with telehealth options. Staff should be prepared to create plans with students and parents that return to school, monitoring various mental health needs related to COVID-19 (e.g., added financial stress, abusive home environments exacerbated by remote learning, isolation, and depression).

The sample questions below can be used as a starting point for phone/video conferences or planning meetings that engage stakeholders in sharing their perspectives.

- *What has your experience been like since school has been closed? What is on your mind as you think about next school year? What are your biggest hopes or worries?*

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- *What has our school done well during the past months, and what could we have done better?*
- *How might you like to contribute as we prepare to transition to a new school year?*
- *What will help you learn this upcoming year?*
- *What can we do to make school feel even more like a community that cares for you?*

Each school will need to plan for building a broad coalition to integrate SEL and academic supports into transition plans, and create and maintain a caring, safe, and supportive environment for all students and adults.

### ***Family Support Center***

The Family Support Center (FSC) will develop a space for connection, listening, and healing among all leaders and staff in the school building. The goal is to maximize staff members' abilities to connect with students, families, and community partners and ensure access to mental health and trauma support for students, families and staff members.

The FSC will seek out and plan for professional learning to build educators' capacity to support students' SEL.

## **Athletics**

### **General Considerations**

The New York State Public High School Athletic Association (NYSPHSAA) has established a COVID-19 Task Force consisted of NYSPHSAA member superintendents, principals, athletic directors and executive directors in addition to representatives from New York State Athletic Administrators Association and State Education Department. The Task Force will provide guidance when New York high school student-athletes are allowed to return to athletics. The task force is reviewing State and local health guidelines, as well as NYSED guidance, regarding the 2020-2021 school year to determine, among other things, the extent to which changes may be needed for each interscholastic sport. The COVID-19 Task Force will continue to review all aspects of the fall 2020 season and the 2020-2021 school year related to the COVID-19 crisis, such as practice requirements; fan attendance; resocialization efforts; protocol; procedures; transportation; etc. As more information becomes available it will be shared on the NYSPHSAA website. Fall sports have been delayed until September 21st, 2020. There are several scenarios for the 2020-2021 athletic seasons which will be determined by the NYSPHSAA at a later date. The scenarios involve alternate starting dates and changes of seasons based on potential risk by sport.

### **Athletic Training Services**

- Athletic trainers will wear PPE at all times and will follow NATA guidelines.

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- Students-athletes will need to schedule times to meet with the trainer for consultation. Social distancing will be utilized and the floors will be marked every 6 feet while waiting.

### **Social Distancing**

- When applicable, student athletes, coaches and officials will maintain at minimum 6 feet during practices and games.
- Coaches will use cones or like markers to delineate 6 feet on the sidelines during practices and games.
- Spectators will maintain at minimum 6 feet during games. Bleachers will be marked with social distancing signage.

### **PPE**

- Face coverings that shall become part of the uniform for games and practices if applicable.
- Face coverings will be worn at all times when six foot social distancing is not possible.
- Coaches/ trainers will be provided appropriate PPE ( gloves, masks, CPR masks) for 1st aid purposes.

### **Hygiene, Cleaning and Disinfecting**

- Hand sanitizer will be available on every field and court.
- Indoor facilities will be disinfected nightly.
- Coaches will disinfect applicable shared equipment after or before practices or games.
- Students will be encouraged to use their own equipment to the extent possible.

### **Transportation**

- Social distance will be created between children on school buses where possible. If necessary, contingency plans will be developed that reduce density on buses by staggering runs, and making multiple trips with fewer students per trip.

### **Practices**

**In-person** instruction with athletic participation allowed

Follow NFHS/NYSPHSAA Guidelines when available:

- Minimize contact, maximize skill development and limit full group activities to a reasonable level.
- Coaches will be diligent and hyperfocused on hygiene practices
- Coaches will wear masks when social distancing is not possible

**Hybrid** Instruction model with athletic participation allowed

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- Follow In-person guidelines

**Remote** Instruction - Unlikely to allow interscholastic athletics unless the season has started there could be an expectation to maintain contact with rostered players.

- Coaches will provide instruction on skill development, strength and conditioning
- Coaches provide video and strategic work for athletes to view and analyze
- Coaches will hold regular team meetings after school hours

### **Games/Contests**

**In-person** with athletic participation allowed.

\*Some of these practices will be contingent on league and/or section policies.

- Coaches will be diligent and hyperfocused on hygiene practices.
- Coaches will wear masks when social distancing is not possible.
- Players, coaches and officials will be screened prior to entering the field.
- There are several scenarios for the 2020-2021 athletic seasons which will be determined by the NYSPHSAA at a later date. The scenarios involve alternate starting dates and change of season based on potential risk by sport.
- **Spectators for contests**
  - We will allow 2 spectators per rostered player at home contests.
  - Rosters with parents' names will be used for admittance to a contest.
  - Supervision will be enforcing social distancing, face covering and per pupil spectators.

**Hybrid** instruction model with athletic participation allowed.

- Follow In-person guidelines.

**Remote** instruction - Unlikely to allow interscholastic athletics

- Not applicable.

### **Practice and Game Venues**

The Clarence CSD will limit the use of school/district facilities to the district or school-sponsored extracurricular and groups. External community organizations are permitted to use school/district facilities, schools/districts with the assurance that such organizations follow state and locally-developed guidance on health and safety protocols as long as schools are open for either in person or hybrid learning.

**In-person** instruction with athletic participation allowed.

- Indoor facilities will be disinfected on a nightly basis by building and grounds staff.
- Areas will have social distancing measures in place for spectators, coaches, athletes and officials.



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**Hybrid** instruction Model with athletic participation allowed.

- Follow In-person guidelines.

**Remote** instruction - Unlikely to allow interscholastic athletics

- Not applicable. Facilities will be closed to interscholastic teams if we are in a remote instruction model.

### **Locker Rooms/Fitness Room/Gymnasiums**

**In-person** instruction with athletic participation allowed

- Locker rooms will be used only for athletics and social distancing measures will be utilized. Lockers assigned will be separated by 6 feet or more.
- Each team will have assigned times to use locker rooms and/or the fitness room.
- Use floor markings (six feet with masks) to ensure social distancing due to exertion and forceful expulsion of breath. These can be tape or physical artifacts such as hula hoops or cones.
- Utilize fitness room facilities but ensure 6-12 feet of social distancing depending on aerobic or anaerobic activities.
- Maximize the use of outdoor activities whenever possible.

**Hybrid** Instruction Model with athletic participation allowed

- Follow In-person guidelines

**Remote** instruction - Unlikely to allow interscholastic athletics

- Not applicable. Facilities will be closed to teams if we are in a remote instruction model.