



# Spencer-Van Etten Central School District

*Together We Achieve Excellence Beyond Expectations*



## Reopening Plan



*“The future is uncertain... but this uncertainty is at the very heart of human creativity.”*

*~ Ilya Prigogine*

2020 - 2021

**Committee Members**

Name	Position
Amy Bishop	ES Secretary
James Briggs	MS Teacher, SVETA President
Erika Brown	HS Teaching Assistant
Michelle Dougherty	Director of Food Service
Janine Clearwater	HS Teaching Assistant
Laurie Cooper	Secretary to the Superintendent
Deidre Cornell	ES Teacher
Nicole Cronin	ES Music
Lance Cundy	Director of Facilities
Nicole Delaney	ES Literacy Coach
Stefanie Dutra	ES Teacher
Debra Eichholtz	School Business Administrator
Korie Fitzgerald	MS Literacy Coach
Rebecca Gentile	MS Principal
Robin Gillette	ES Teacher
Donna Gulde	MS Nurse
Anne Hammond	ES Teaching Assistant
Diahann Hesler	Superintendent
Sandy Holmes	MS Secretary
Melissa Jewell	HS Principal
Jeremy Kastenhuber	HS Social Studies Teacher
Chris Kimball	Technology Technician
Christina Lampila	Director of Instructional Support
Linda Lanning	ES PreK Teaching Assistant
Sarah Lewis	ES Monitor
Marcy Luffman	ES PreK Teacher
Marie Mack	ES Teacher
Tammy Martinez	ES Nurse
Jay McIntosh	HS Art
Dan Miller	HS Music
Rebecca Paasch	HS Literacy Teacher
Katie Park	ES Teacher
Elizabeth Peters	HS Social Studies Teacher
Amanda Reeves	MS Teacher
Denise Rider	HS Teaching Assistant
Beth Ruocco	HS Assistant Principal/Athletic Director
Tom Sherwood	HS Science Teacher
Matt Stroup	ES Principal
Jennifer Swayze	Public Information Coordinator
Darla Thomas	District Technology Coordinator
Teri Vallely	HS Nurse
Laura Voorhees	MS Music
Jack Wiiki	District Data Coordinator
Tim Wilson	Transportation Director
Carol Windnagle	Head Bus Driver, Transportation

## **Data Analysis of Parent and Staff Survey**

### **Overall:**

- Student safety is a priority.
- Academic growth is also a strong consideration.
- Supporting students is a main concern from the parents.
- A majority of parents would like their children to return to in person schooling or will consider it when more information is released.
- The parents who prefer online learning are not interested in homeschooling.
- We need to focus on mental health supports for students and families.

<b>Strengths</b>	<b>Challenges</b>
Food access, school supplies, and adequate housing are all successes during the COVID crisis.	Parents going to work and not supporting students at home is a concern.
Around 70% of parents responded that they have reliable internet for online instruction.	Mental health is also a concern
Many parents feel they can at least support their children’s learning somewhat.	Childcare is also a difficulty.
	Parents are concerned about taking on teaching responsibilities.
	Many parents are struggling across all three buildings with online instruction.
	Social-emotional support for teachers.
	Expectations need to be clear about availability of teacher.

### **Guiding Principles for School Reopening:**

- Plan for multiple reopening scenarios and contingencies to ensure the health, safety and well-being of all students and employees.
- Ensure a flexible infrastructure which adapts to changing needs.
- Promote equity and accessibility to learning for all students.
- Provide instructional delivery systems to meet the needs of all students.
- Offer ongoing differentiated professional learning.
- Build systems that allow students to spend as much time in school as possible.

### **Solution Evaluation Criteria**

- Health and Safety of Students and Staff (What is the level of risk?)
- Student Learning (Instructional & Social and Emotional Wellness)
- Financial Impact
- Feasibility
- Community Impact

### **Communication, Community and Family Engagement**

In the development of this Plan, the S-VE School District has engaged with the following school stakeholders and community members: administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, the Greater Southern Tier BOCES, SVETA (S-VE Teacher’s Association) and S-VE CSEA unions.

Regular communications to students, parents/legal guardians of students, staff, and visitors will be provided, including the following:

1. applicable instructions to individuals about our plan and protocols for reopening,
2. training to applicable students and staff and signage regarding hygienic practices to reduce COVID-19 spread and transmission,

3. encouragement of students, faculty, staff, and visitors to adhere to CDC/DOH guidance regarding the use of personal protective equipment (PPE), specifically face masks when indoor school facilities, and
4. regular weekly email to families and staff with updated information,
5. parental training/resources on the use of technology, software, and applications.

Signage will be posted in the following areas: entrances, restrooms, cafeteria or other dining areas, classrooms, administrative offices, auditorium, and janitorial staff areas.

Communications from teachers to families for homework, videos, assessments, and assignments will be encouraged to be communicated through one source, Schoology, for ease of access for students and families.

If the distance learning plan is initiated, Instructional Staff will provide a schedule for online office hours and a set schedule for online learning sessions.

The school website will continue to be updated with communications as necessary and as situations/guidance evolves. Communications will occur with stakeholders by utilizing multiple platforms. A hotline for families to access resources will be available, as well as a Frequently Asked Question (FAQ) reference.

The district will ensure all students, faculty and staff are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, how to adequately put on/take off/clean/discard PPE, social distancing, entering/exiting buses/buildings, technology training, disinfection protocols and respiratory hygiene.

The District Emergency Response Plan has been updated to include revised language for pandemics. In addition, our faculty handbook includes updated safety protocols. Policies that are new or updated to reflect pandemic adjustments will be shared with all stakeholders and made available online.

Communications pursuant to this plan will be provided in the language(s) spoken at home among families and throughout the school community. This plan will be accessible to those with visual and/or hearing impairments.

Diahann Hesler, Superintendent, is designated as the district COVID-19 Safety Coordinator. Such Coordinator has the following responsibilities:

- Answering questions via the [SVEinfo@svecsd.org](mailto:SVEinfo@svecsd.org) from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the district.
- Ensuring continuous compliance with all aspects of the 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.
- The Superintendent or designee, due to cases being after hours or multiple buildings being impacted, will be the main contact upon the identification of positive COVID-19 cases and to be responsible for subsequent communication to the CDC/DOH or other related communication.

School nurses shall serve as the COVID-19 Resource Coordinators per building. Such Coordinator has the following responsibilities:

- Monitoring the CDC and DOH websites to keep current with the latest COVID-19 information and guidance.
- Fielding medically related questions and assisting staff, students and families with COVID-19 specific guidance and assistance.

The District affirms that it has reviewed and understands the State-Issued guidance on reopening schools and has submitted the re-opening plan prior to reopening its educational programs.

The completed reopening plan will be conspicuously posted in its educational programs and on the website for faculty, staff, students, and parents/legal guardians to access.

This plan will be effective on the first day of student attendance in September 2020 and expire per the Governor of the State of New York, the New York State Commissioner of Education, and/or the New York State Board of Regents.

The COVID-19 Vaccine Tracker Dashboard is linked here: <https://covid19vaccine.health.ny.gov/covid-19-vaccine-tracker>.

## **Health and Safety**

In developing this plan, the S-VE School District has reviewed and considered the following factors in resuming in-person instruction: ability to maintain appropriate social distance, PPE and face mask availability, availability of safe transportation, and local hospital capacity (in consultation with the Chemung, Schuyler, Tioga and Tompkins County Departments of Health).

### **Protocols to Observe Signs of Illness in Students and Staff**

The District has developed the following protocol to instruct staff to observe for signs of illness in students and staff:

- Fever (A temperature greater than or equal to 100.0 F)
- Feel feverish or have chills
- Cough
- Loss of taste or smell
- Fatigue/feeling of tiredness
- Sore throat
- Shortness of breath or trouble breathing
- Nausea, vomiting, diarrhea
- Muscle pain or body aches
- Headaches
- Nasal congestion/runny nose

Symptoms can range from mild to severe illness. Medical care will immediately be sought for individuals displaying emergency warning signs of COVID-19 which include:

- Trouble breathing or is breathing very quickly
- Prolonged fever
- Is too sick to drink fluids
- Severe abdominal pain, diarrhea, or vomiting
- Change in skin color – becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, irritability, or confusion

Such protocol requires symptomatic persons to be sent to the school nurse for further evaluation.

### **Health Checks**

The District will ensure daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and a weekly screening questionnaire for students as follows:

- Students will be temperature screened by their parent/guardian before riding on school bus or entering school facility when possible.
- Students who arrive to school without a reported temperature screening will be screened by S-VE staff upon arrival to campus. Students who may require screening to be completed at school will be treated in a confidential manner and as quickly as possible to minimize time away from class. While waiting for screening, students will be socially distanced. Students/Staff with an elevated temperature (over 100.0 F) will be referred to the school nurse for a secondary screening.

Other required instructions for those conducting these screenings will include:

- Parents/guardians taking their child's temperature either before coming to the school building or upon arrival at the facility. Upon their arrival, stand at least 6 feet away from the parent/guardian and child.

- Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue or extreme fussiness.
- Stand behind a physical barrier, such as a glass or plastic window or partition that can serve to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
- Perform hand hygiene.
- Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
- Put on disposable gloves.
- Check the child's temperature, reaching around the partition or through the window.
- Make sure your face stays behind the barrier at all times during the screening.
- If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and clean the thermometer thoroughly between each check.
  - If disposable or non-contact (temporal or infrared) thermometers are used and there was no physical contact with the child, you do not need to change gloves before the next check.
  - If non-contact thermometers are used, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each student. You can reuse the same wipe if it remains wet.
- Social distancing or barrier/partition controls and PPE will be implemented during screening:
  - Upon arrival, wash your hands and put on a face mask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with a child is occurring.
  - Take the child's temperature.
  - If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and clean the thermometer thoroughly between each check.
  - If disposable or non-contact (temporal or infrared) thermometers are used and there was no physical contact with an individual, you do not need to change gloves before the next check.
  - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe if it remains wet.
  - After each screening, remove and discard gloves.
  - Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.

Faculty and staff will be temperature screened either:

1. at home and self-reported to the District through a remote electronic application: or
2. upon arrival at work by assigned staff member.

Faculty and staff will complete a daily screening questionnaire through an electronic application.

Staff and students with a yes response to the questionnaire or a temperature above the 100.0 F will be sent home. Transportation of a sick child is the responsibility of the parent. Visitors, guests, contractors, and vendors will be subject to a temperature screening and questionnaire upon arrival.

A screening questionnaire determines whether the individual has:

- knowingly been in close or proximate contact in the past 10 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19.
- tested positive through a diagnostic test for COVID-19 in the past 10 days.
- has experienced any symptoms of COVID-19, including a temperature of greater than 100.0 F in the past 10 days: and/or
- has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 10 days.

Communications for signs of a child's illness that require staying home from school will be sent to

parents/guardians. Parents/guardians and staff members will be provided resources regarding the careful observation of symptoms of COVID-19 and health screening that must be conducted each morning before coming to school. Parents/guardians and school staff will be instructed that any student or staff member with a fever of greater than 100.0 F and/or symptoms of possible COVID-19 virus infection should not be present in school.

Students and staff are required to notify the district when they develop symptoms or if their answers to the questionnaire change during or outside school hours.

### **Management of Ill Persons**

Students and staff with symptoms of illness must be sent to the health office. Ill students and staff will be assessed by the school nurse, in consultation with the medical director as needed. 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. The school nurse will assess individuals for chronic conditions such as asthma and allergies or chronic gastrointestinal conditions that may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat. The District will isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 for follow up with a health care provider.

Students or staff with a temperature, signs of illness, and/or positive response to the questionnaire will be sent directly to a dedicated, supervised isolation area for further review, prior to being picked up or otherwise sent home.

- School health personnel will wear PPE when assessing ill persons or conducting certain respiratory treatments.
- The District has designated two areas, when available, for school health services. One area will be for healthy students to obtain medications and nursing treatments. The second area will be for isolating ill persons.
- Disposable equipment and supplies will be used in the health office as much as practical.

A protocol for asthma-related acute respiratory treatment care has been included in the plan as symptoms of asthma and COVID-19 may overlap, including cough and shortness of breath. If your child experiences acute asthma attacks, please consult with your health care provider and contact the school nurse to develop an individualized plan as needed. Recommendations include using inhalers with disposable spacers/mouthpieces and nebulizers with disposable tubing with mask/mouthpieces. Inhalers and nebulizers should be used and cleaned according to the manufacturer's instructions.

During this COVID-19 pandemic, asthma treatments using inhalers with spacers (with or without face mask, according to each student's individualized treatment plan) are preferred over nebulizer treatments whenever possible. Based on limited data, use of asthma inhalers (with or without spacers or face masks) is not considered an aerosol-generating procedure.

Nebulizer treatments at school should be reserved for children who cannot use or do not have access to an inhaler (with or without spacer or face mask).

Use of peak flow meters, including in the school setting, includes forceful exhalation. Based on limited available data, forceful exhalation is not considered an aerosol-generating procedure associated with increased risk of transmitting the virus that causes COVID-19. However, for some people with asthma, using a peak flow meter can trigger cough.

Appropriate personal protective equipment (PPE) for staff who administer nebulizer treatments and peak flow meters to students with asthma will be available, including gloves, medical or surgical face mask and eye protection.

If a nebulizer treatment or use of peak flow meter is necessary at school for a student, the number of people present in the room should be limited to the student and the staff member administering the treatment or peak flow meter. If appropriate based on the student's age and level of maturity, the staff member could leave the room and return when the nebulizer treatment is finished. After the nebulizer treatment or use of peak flow meter, the room will undergo routine cleaning and disinfection. (Protocol recommended by the CDC)

### **If Students or Staff become Ill with Symptoms of COVID – 19 at School**

Whenever a student shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be isolated. Parents will be contacted immediately, and the student will be sent home. The school nurse shall immediately notify a local public health agency of any disease reportable under the public health law. The school nurse may make such evaluations of teachers and any other school employees, deemed necessary to protect the health of the students and staff.

School staff must immediately report any illness of students or staff to the school nurse. Such reports should be made in compliance with FERPA, and Education Law 2-d.

Social distancing will occur when accommodating students when in the nurse's office.

The District will call for emergency transport (911) following district protocols, for any student showing any of these emergency warning signs of MIS-C or other concerning signs: trouble breathing, pain or pressure in the chest that does not go away, new confusion, inability to wake or stay awake, bluish lips or face or severe abdominal pain.

If there is a confirmed case of COVID-19 in the educational program the following actions will occur as follows:

- If the District becomes aware of a positive COVID case, the district will immediately notify the local health department.
- In accordance with CDC guidelines, the District will provide for the cleaning and disinfection of exposed areas including all heavy transit areas and high-touch surfaces.
- The guidance of the Department of Health will be followed when determining if a closure may be required and to what extent it will impact the district. Depending on the containment measures implemented, it could be anywhere from a specific students/staff groups of individuals, to specific buildings, and/or to the entire school district that needs to transition temporarily to 100% distance learning. The closure may be for 1- 5 days or for an extended period of time.
- The District will notify families and staff, accordingly, maintaining appropriate confidentiality.
- The SchoolMessenger district communication system will be utilized with written notification as a secondary follow-up.

### **School Health Office Cleaning**

School health office cleaning must occur after each use of a cot or a bathroom.

### **Contact Tracing**

Contact tracing is a public health function performed by local public health departments in collaboration with the district to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus. The District will cooperate with state and local health department for contact tracing. In case of a positive test, the District will develop plans with the local health department to trace all contacts of the individual, in accordance with the New York State Contact Tracing Program.

Individuals will be alerted who have come into close or proximate contact with a person with COVID-19 as determined by the DOH.

Discharge from quarantine and return to school will be conducted in coordination with the local health

department. Asymptomatic individuals who have recovered from laboratory confirmed COVID-19 infection during the previous 3 months do not need to quarantine if exposed to COVID-19. Asymptomatic fully vaccinated individuals who have completed their dose series and 14 days have passed do not need to quarantine if exposed to an individual with COVID-19.

*Vaccination:* In New York State, P-12 teachers and staff, as well as youth 16 years or older, are eligible to receive the COVID-19 vaccination.

Confidentiality will be maintained as required by federal and state laws and regulations.

### **School Closures**

The District will collaborate with local health departments to determine the parameters, conditions or metrics (i.e. increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

### **Testing Plan**

In collaboration with our school medical director, a testing plan has been designed should we be placed into a designated colored zone per the Department of Health.

### **Return to School after Illness**

*In accordance with DOH guidance, the District protocol for the return to school of students and staff following Illness (Non-COVID related symptoms):*

- A student or staff member will be allowed to return to school with documentation from a health care provider.

*The District will follow DOH guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID19.*

- If test results are pending or the child does not have a release note from the doctor within 48 hours, all members of the household must quarantine and not return to school until the results are obtained and the student is cleared. If the choice is made to not see a doctor or get tested, the DOH will be notified, and the district must follow the guidance of the DOH.

*If a person is not diagnosed with COVID-19, they can return to school:*

- With a healthcare provider written note on letterhead stating they are released to return to school and that COVID testing is not necessary, and/or
- a negative COVID test, and
- Once temperature is normal, without the use of fever reducing medicine for 72 hours, and
- Symptom resolution.

A student must be cleared to return to school by the school nurse and building principal. A staff member must be cleared to return to work by the District Safety Coordinator or School Business Administrator.

*In accordance with DOH guidance, the District protocol for the return to school of students and staff following quarantine due to exposure with a confirmed case of COVID-19*

- Discharge from quarantine and return to school will be conducted in coordination with the local health department.

*In accordance with DOH guidance, the District protocol for the return to school of students and staff following diagnosis of confirmed case of COVID-19 is as follows:*

- Discharge from isolation and return to school will be conducted in coordination with the local health department.
- A student or staff member will be allowed to return to school after serving their quarantine period, symptom resolution, and released from isolation from the Department of Health.

### **Hand & Respiratory Hygiene**

The District will provide access to hand hygiene stations, including handwashing with soap, running warm water and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Hand hygiene includes:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method.
- Use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available, and hands are not visibly dirty.
- Providing hand sanitizer throughout common areas (i.e. entrances, cafeteria), near high touch surfaces.

Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

Based on CDC guidance, the District has established the following protocols to instruct staff and students in correct hand and respiratory hygiene:

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wear a face mask when indoor school facilities, in public settings and when around people not living in the household,
  - Face masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
  - The face mask is meant to protect other people in case you are infected.
- Cover your coughs and sneezes
  - Always cover your mouth and nose with a tissue when you sneeze or cough.
  - Throw used tissues in the trash.
  - If you don't have a tissue, use your elbow.
  - Immediately wash your hands after coughing and sneezing (see above).
- Keep 6 feet of space between you and others
  - 6 feet of space is always the required distancing between adults and between students and adults. Masks must be worn at all times when indoor school facilities.
  - Physical distancing may reduce to 3 feet of space between students in classroom settings during academic instruction. Masks must be worn at all times when indoor school facilities.

The District will post the following signage (from the following links) from the CDC (or updated ones, as they become available) in appropriate places in its educational programs and District campuses:

[https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread\\_poster.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread_poster.pdf)

[https://www.cdc.gov/coronavirus/2019-ncov/downloads/cover-your-cough\\_poster.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/cover-your-cough_poster.pdf)

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

## **Social Distancing**

Social Distancing means keeping a six-foot space between yourself and others. All persons in school buildings will maintain social distancing of at least 6 feet whenever possible. The District requires all employees and students to wear a face mask at all times when in indoor school facilities. Staff may remove their mask when in their own classroom or office space by themselves; however, when another person enters, an acceptable face mask must be worn.

The District will support social distancing in all school facilities and on school grounds. Buses will have occupancy reductions whenever possible. To that end, the District will:

- Ensure that student groupings are as static as possible by having the same group/cohort of students stay together.
- Arrival and/or dismissal times may be staggered to allow increased social distancing on buses as well as in classrooms when feasible.
- Establish designated areas for student drop-off and pick-up, limiting contact and entry of parents/guardians into the building, to the greatest extent possible. Separate times for walkers and students using transportation for arrival and dismissal may be necessary.
- Reduce in-school movement where possible by keeping students within a defined area or classroom and modifying class schedules or class transitions.
- Lockers will be assigned with maximum spacing when possible.
- Occupancy of small spaces (i.e. elevators, faculty offices) will be limited, social distancing and use of face masks will be required, unless eating.
- Ensure that a distance of six feet is maintained at all times, with the exception of during academic instruction where distancing can be reduced to 3 feet of space between students, unless directed otherwise by the Department of Health.
- Ensure that a distance of six feet in all directions is maintained between individuals while participating in activities requiring projecting the voice (i.e. singing), playing an instrument, or aerobic activity.
- All large group gatherings including student assemblies, performances, and school-wide parent meetings may be virtual.
- Visitors to school buildings will be limited to “emergencies” only. All visitors, including deliveries and vendors, will follow all COVID-19 practices.

## **Face Coverings**

Our policy is to follow the CDC recommendation for masks. Acceptable face coverings for COVID-19 include but are not limited to cloth-based masks (eg. homemade sewn, quick cut) that have at least two layers of material (eg 2-ply) and surgical masks that cover both the mouth and nose. Please refer to the updated face masks and coverings for COVID-19 for recommendations on how to wear masks, how to improve mask protection, a list of which masks are not recommended, as well as, how individuals can protect themselves while putting on and taking off a mask. An acceptable mask is required to be worn by all staff and students at all times when in indoor school facilities. Staff may remove their mask when in their own classroom or office space by themselves; however, when another person enters, an acceptable face mask must be worn. Face coverings should completely cover nose and mouth and fit snugly but comfortably against the sides of your face without gaps. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Masks should be cleaned or replaced after use and must not be shared. Face masks are not required on school property when outdoors.

The district will provide a disposable face covering to employees (and students if they forget their own) and have an adequate supply in case of need for replacement per Executive Order 202.16. The District will allow an employee to wear their own acceptable cloth face covering. Employees/Students with healthcare provider

documentation stating they are not medically able to tolerate face covering will be referred to school physician.

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

Students with special needs or students who are medically fragile may not be able to maintain social distancing, follow hand or respiratory hygiene, or wear a face covering or mask. Medical documentation will be requested in regard to students who may need exemptions.

The District will accommodate the needs of students who have family members who are in high risk groups. If a parent seeks an accommodation(s) for a student, the District will:

- Request that parents/guardians work with and provide documentation from the family's healthcare provider(s) so that an informed decision can be made on how best to meet the child's needs.
- Special education laws must be followed if an accommodation is sought for a student with a disability.
- The District will make a final decision on the accommodation after input from all stakeholders.

When a student returns from homebound instruction or other remote learning back to in-person instruction, the District will plan and coordinate such transition.

Remote instruction will continue to be offered for those who are medically vulnerable pending a physician note. The district will continue to work with families to support in transitioning back to in-person learning.

Staff in need of special accommodations should seek proper medical documentation regarding needed accommodations and share such documentation with their supervisor. The District will provide accommodations to staff who are at high risk due to a disability impacted by COVID-19 Infection in accordance with federal and state anti-discrimination laws and adhering to workplace contracts. The District will consider accommodations of employees who have provided documentation from the family's health care provider for family members who are in high risk groups. If an employee seeks an accommodation(s), a representative from the district will meet with the individual to discuss additional options such as: additional PPE while adhering to contractual obligations. The District will make a final decision on any needed accommodations after input from all stakeholders.

### **Refusals to Comply**

- Students refusing to follow DOH regulations and mandates may be subject to violations of the Code of Conduct and appropriate consequences will be administered.
- Staff refusing to follow DOH regulations and mandates will be addressed by the district.
- Staff and students that do not wear masks due to various medical needs will be asked to provide medical documentation and will be referred to the S-VE School Physician.

### **School Safety Drills**

The S-VE School District will conduct required school safety drills while wearing masks when indoor school facilities and practicing social distancing, when feasible.

Fire (evacuation) Drills and Lockdown Drills will be conducted without exceptions. Students and staff will wear masks at all times when indoor school facilities.

### **Before and Aftercare Programs**

The S-VE School District will operate programming as allowable, following DOH guidelines. The District will develop a plan for a healthy and safe establishment and maintenance in accordance with federal and state guidelines in partnership with the provider. If housed on school premises, provider will follow all school safety protocols.

## **Facilities**

The S-VE School District will follow health guidance related to social distancing and other safety measures that must be put in place to slow the spread of COVID-19 as well as all guidance related to health and safety. This will include meeting social distancing requirements and cleaning frequently touched spaces regularly to prevent spread of infection.

The District will meet all requirements associated with building space related changes as feasible.

Any changes or additions to facilities must comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to the Office of Facilities Planning (OFP). All new building construction and temporary quarter project will be submitted to OFP for a full code review. The District will consult with OFP regarding any new facilities for leasing for a preliminary evaluation. If the reopening includes the temporary or permanent use of tents, it will provide plans for such that adhere to the BCNYS.

Dividers will be used in areas where interaction with the public occurs and at point of sale in the cafeteria.

The District will ensure that all project submissions only dedicated to COVID-19 Reopening will be labeled as such.

The District will ensure that the use of plastic separators will comply with the 2020 CNYS section 2606, that the district will comply with the 2020 Building Condition Survey and Visual Inspection, where applicable and that the district will conduct the Lead-in-Water Testing as required by NYS DOH regulation 67-4. All existing and new alcohol-based hand-rub dispensers will be installed in any location in accordance with FCNYS 2020 section 5705.5.

The District will ensure that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS. Sinks and soap will be available to building occupants at all times. The District ensures that each building provides one drinking fountain per one hundred occupants. The use of personal water bottles will be encouraged. The District will maintain adequate, code required ventilation (natural or mechanical) as designed. Outdoor air flow is recommended if and when possible.

## **Cleaning and Disinfection**

The S-VE School District will clean and disinfect its educational programs following CDC guidance. The District will provide appropriate PPE as required by the manufacturer of the agent being used to custodial and other personnel cleaning and engaging in disinfection at the school.

The District will adhere to hygiene, cleaning, and disinfection requirements from the CDC and DOH. School wide cleaning will include classrooms, restrooms, cafeterias, libraries, playgrounds, and buses. The District will identify cleaning and disinfection frequency for each facility and area type. It will also maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area. The Director of Facilities will maintain such records, and logs will be recorded by the cleaner assigned to the area. Logs will also be posted near high touch areas such as: playgrounds (once playgrounds are opened for public use), restrooms, drinking fountains, stairwells, etc.

The District will conduct regular cleaning and disinfection of 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.

The District will ensure regular cleaning and disinfection of restrooms and that reduced occupancy and social distancing guidelines are followed.

The District will follow the manufacturer's instructions for cleaning and disinfection of electronic devices such as laptops, tablets, keyboards, and computer mice, etc., between use.

The District will provide a daily checklist for school personnel to inspect their area and ensure they have sufficient safety supplies each day.

The District will:

- Prioritize disinfecting frequently touched services using approved cleaning or disinfectant product.
- Place disinfectant near each copier and common printer. Operator will implement cleaning protocol after copier/printer use.
- Utilize staff to implement cleaning protocols of classroom surfaces between classes and use. Specific plans will be reviewed and provided to staff to ensure guidance is followed.
- Implement specific protocols for areas with higher use of equipment (i.e. PE, Art, Science Labs, PreK).
- Store all cleaned/disinfected remotes in Ziplock bags.
- Require outside organizations, if access to the building is allowable, to adhere to district protocols and organizations and sign addendum for assurance. A training webinar highlighting procedures will be available for review. COVID-19 tracing questionnaires will be distributed and collected. Outside agency may be required to submit a compliancy plan depending on the event.
- Reduce bidirectional flow and designate separate ingress and egress to the extent practicable.
- Place social distancing signage in the hallways with traffic flow identified with the goal to reduce bi-directional foot traffic. Students and staff will wear masks at all times when indoor school facilities. Staff may remove their mask when in their own classroom or office space by themselves; however, when another person enters, an acceptable face mask must be worn.
- Install plexiglass in reception areas and place six feet distance markers/circles.
- Close vending machines.
- Occupancy in restrooms may be limited.
- Reduce faculty/staff room to allow social distancing. Area will be disinfected after use. Congregating in shared spaces is discouraged. Signage and systems will be in place (i.e. flagging) to restrict occupancy. Shared materials will be removed.

#### *Playgrounds*

- Emphasis will be placed on cohorting students and limiting the size of groups participating in recess.
- Social distancing signs will be posted, with a potential for some equipment to be limited in use in order to adhere to social distancing protocols.
- Disinfection will occur between groups of students.
- Cleaning schedules will be posted.
- Monitors will assist in the disinfecting process.
- Playgrounds may close following DOH guidelines.

#### *Libraries*

- Disinfection will occur between classes, including computers.
- Students will apply hand sanitizer upon entering.
- Students will either apply hand sanitizer or utilize provided gloves prior to choosing books from bookshelves.
- Books that are borrowed from the library will be quarantined for 6 days in a bin upon return and sanitized before returning to the circulation collection.
- Librarian will visit the classroom for lessons as practicable.
- Open library time before and after school may be suspended.
- All items that cannot be sanitized will be removed (i.e. stuffed animals, puppets, other decorative items.)
- Furniture will be repositioned to be forward facing and social distancing markers will be utilized.

#### *Auditoriums*

- Large group gatherings will be limited according to the latest guidance.
- Social distancing protocols will be followed, and masks will be worn.

- Sanitize between uses.
- Students will apply hand sanitizer upon entering and space will be cleaned between use.

### **Visitors/Volunteers**

- Access to building will be limited in regard to outside visitors.
- Visitors will be met at the entrance or visitors may call the main office upon arrival and a staff member will provide assistance. Only “emergency” visitors will be permitted within the building in a limited capacity.
- If an “emergency” visitor enters building, their temperature will be taken, and visitors will complete a COVID contact tracing questionnaire. COVID Questionnaires will be made available by building entrances.
- All visitors will wear masks when indoor school facilities. If visitor does not need to wear a mask due to medical reasons, a medical note will be provided to the district to allow for access to the building.
- Each building will have an established contact area with additional safeguards in place for additional protections. Bins will be placed outside the doors for drop-off and pick-up of items as necessary.
- Volunteers will not be utilized in order to limit exposure.

### **Signage**

- Reminders will be posted at entryways not to enter the school if experiencing signs of illness.
- Signage on mask wearing, social distancing, hand washing, and respiratory hygiene will be posted in all required designated areas.

### **Child Nutrition**

The S-VE School District will ensure all students enrolled have access to school meals each school day, which will include students in attendance at school and students learning remotely.

The District will address all applicable health and safety guidelines:

- Measures will be in place to protect students with food allergies if providing meals in spaces outside the cafeteria.
- Protocols and procedures will be implemented for students to perform hand hygiene before and after eating and appropriate hand hygiene will be promoted.
- Protocols and procedures will be implemented for cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.
- Compliance with Child Nutrition Program requirements.
- Communication with families will be provided through multiple means in the languages spoken by families.
- Standards will be updated on operating procedures for sanitation of school kitchens, cafeterias, food warehouses, and central production kitchens.
- Barriers will be installed at the point of sale/point of pickup.
- Adequate supplies of face masks, soap, hand sanitizer, and tissues will be available in food service areas.
- High-touch surfaces will be routinely cleaned and disinfected including tables, chairs, carts used in transportation, and point-of-service touch pads.
- Single-use gloves and a disposable apron will be worn when handling or delivering foods.
- Only program staff and custodial staff will be allowed entrance into program areas.
- Staffing needs will be evaluated, and adjustments will be made.
- Staff will be trained on S-VE School District policies, protocols on health and safety and as needed, standard operating procedures for food service.
- Food service vendors access will be limited for deliveries and all vendors must follow all safety

protocols and screenings.

- Both in-person and grab and go meal delivery will be available.
- Food safety plans will include standard operating procedures for meal service in classroom and in the cafeteria, with all safety protocols being followed including social distancing and PPE during meal prep, delivery, receiving and storage.
- Production records for each meal will be completed and meal counting procedures for meals served outside of the cafeteria will be developed.
- Requests for children with special dietary needs will be accommodated and documented (i.e. food allergies).
- The use of share tables, salad bars, self-service refrigerators and buffets will be suspended. Self-serve options of non-prepackaged foods will cease.
- Food sharing between students (unless they live in the same household) will be prohibited.
- Sanitation procedures will be coordinated with custodial staff.
- Frequently touched hard surfaces will be cleaned and disinfected between groups of students including tables, chairs, countertops, and other high touch areas.
- Students will be required to socially distance (six-foot separation) while consuming meals and waiting in line. Students will be required to wear a mask at all times when indoor school facilities; however, masks may be removed for eating with six feet separation.
- Signage for increased table spacing, reduction in tables, and marking tables as closed will be placed in food service areas.
- Students that utilize the cafeteria will have staggered lunch schedules to reduce the number of students in the cafeteria; one class will go through the cafeteria line and return to the classroom if meals will be eaten in the classroom.
- Pre-portioned condiments will be placed on trays by cashiers & servers and meals will be placed on the counter for pick up in grab and go containers.
- Napkins and silverware will be provided directly by staff or prepackaged. Individuals will not be able to serve themselves.
- Appropriate school personnel will be collaborated with in order to meet the feeding safety needs of students with disabilities.
- When students eat in classrooms:
  - A distancing of six feet of separation will be required.
  - Teachers will be trained on food allergies, including symptoms of allergic reactions to food.
  - All non-food service staff will be trained on any meal service-related activities.
  - Meals will be served to classroom sites by available personnel.

## **Transportation**

Access to the S-VE transportation facility will be limited to employees as the transportation gate will be secured during the school day. Only “emergency” visitors will be allowed access. Any visitor must have their temperature taken, wear a mask when indoor school facilities and complete a COVID-19 questionnaire.

## **School Buses**

All buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers will be cleaned/disinfected once a day. High contact spots will be wiped down after the a.m. and p.m. run.

School bus drivers, and monitors must not carry personal bottles of hand sanitizer with them on school buses and school buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.

School bus drivers, monitors, and students while on the bus must wear a mask at all times. In the

transportation facility, mechanics, drivers, monitors, head bus driver, and director must wear a face covering unless in their own office, bus or space by themselves; however, when another person enters, an acceptable face mask must be worn.

Transportation staff (drivers, monitors, mechanics, and cleaners) will be trained and provided periodic refreshers on the proper use of PPE, the signs and symptoms of COVID-19, and the proper use of social distancing.

The District will provide PPE such as masks and gloves for drivers, and monitors on 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.

Drivers, and monitors who must have direct physical contact with a child must wear gloves.

School bus drivers, monitors, head bus driver, mechanics and director shall complete a daily temperature check and contact tracing form for symptoms of COVID-19 before arriving to work, through the virtual program if available. If unavailable, the confidential health screening will be conducted by the director/head bus driver once the employee arrives at work.

### **Students on Buses**

Students will be required to wear masks at all times. Students should socially distance on the bus whenever possible.

Students who are unable to medically tolerate a face covering must provide proper medical documentation and will be referred to the S-VE School Physician for follow up. Students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation as long as proper medical documentation is supplied.

If the District is in session remotely or otherwise, pupil transportation must be provided as required to nonpublic, parochial, private, charter schools or students whose Individualized Education Program have placed them out of district and whose schools are conducting in-person session education when/if the district is not.

In addition, the District will also:

- Survey parents to determine the number of active riders. Alternative modes of transportation will be encouraged for those with other options.
- Buses will be filled from the back of the bus to the front with family members seated together and social distancing encouraged.
- Provide seating charts and appropriate signage regarding PPE and safety protocols.
- Stagger times for drop off and pick up to maximize social distancing.
- Clean handrails, seats, and other high touch surfaces between bus runs. A nightly disinfect of buses will be performed.
- Parents will be encouraged to take temperatures at home prior to their child boarding the bus. Any student who has not had their temperature taken at home will have their temperature taken at school. Students will not be denied access to the bus if they have not had their temperature taken.

Fieldtrips may be conducted virtually.

### **Social Emotional Well-Being**

The S-VE School District will review and update its comprehensive developmental school counseling program plan, developed under the direction of certified school counselor(s) to meet current needs. Social emotional wellness will be a top priority focusing on isolation and anxiety caused by COVID-19 and other considerations. A prolonged orientation or transition period may be instituted prior to phasing in academic content to meet

social emotional needs and change expectation knowledge that may cause social emotional reactions. Virtual advisories and homerooms may occur for remote learning situations, along with a schedule to connect students and families through phone, email, and video conferencing.

The District will encourage students' development of such habits as self-awareness, self-regulation, and self-assessment. Tele-therapy appointments will occur following same schedule as in-person routine during remote learning as necessary.

Counselors will stay connected with families, and document communications on the Student Contact Log. Counselors will ensure families receive the services and resources that they need, including health services, food, counseling, social-emotional programs, and services. Students who are not participating in instruction will be identified for follow up measures.

Modeling of effective social-emotional learning strategies and behaviors by the instructor, reinforcing and acknowledging students' demonstration of key cognitive skills, social and interpersonal skills, emotional recognition, and self-regulation, as well as empathy, will occur within the classroom setting.

The District will continue to provide resources and referrals to address mental health, behavioral, and emotional support services, and programs. The District encourages employees to use the help that is offered through the Employee Assistance Program (EAP). Mary Wallis, Employee Assistance Specialist, can be reached at (607) 734-3014.

The District will provide professional learning opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide ongoing professional learning for coping and resilience skills for students, faculty, and staff.

## **School Schedules**

Scheduling decisions will be informed by health and safety standards and the most up to date guidance from the New York State Department of Health. Decisions to change schedules (in-person and remote learning) will be based on the guidance of the CDC and DOH recommendations along with Executive Orders from the Governor.

The District's focus is to return all students to in-person learning with remote scheduling available if the situation warrants. The District has planned for these models to flow with fluidity to ensure limited loss to instruction. Priorities may be determined based upon the needs of student populations as we return to our in-person instructional model of Monday, Tuesday, Thursday, Friday in person and remote learning on Wednesday.

The District will stagger or rotate class schedules and use other spaces on campus to create more social distancing options. On days when students are not on campus, distance learning or remote learning will be provided for students.

As a reminder, the District requires all staff and students to wear masks at all times when indoor school facilities. Staff may remove their mask when in their own classroom or office space by themselves; however, when another person enters, an acceptable face mask must be worn.

The District will work with GST BOCES to create a schedule for instruction based upon the needs of shared student populations. Shared classes with the Candor Central School District will be collaborated jointly if such classes can occur.

## **Attendance and Chronic Absenteeism**

The S-VE School District will collect and report daily teacher/student engagement and attendance regardless of the instructional setting, including remote learning. During in-person instruction, daily attendance is taken in the student management system employed by the district, SchoolTool. In the case of a distance learning, the

District will also collect and report daily attendance using Student Contact Logs and/or SchoolTool.

Attendance of any school-age student of compulsory age will be reported in SIRS until they exceed compulsory school age. 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 component district.

Attendance letters and form letters will take into consideration COVID-19 quarantines and updated guidelines for school attendance. Awards for Perfect Attendance and attendance incentives will cease.

## **Technology and Connectivity**

The S-VE School District will:

- Utilize technology in the classroom to pre-teach skills needed for distance learning success.
- Determine the level of access to devices and internet by surveying students and staff in regard to their places of residence to determine accessibility for distance learning if needed.
- The District will loan devices to teachers who need them for distance learning. School devices will be loaned to students for remote learning grades PreK-12.
- WIFI access will be extended to the parking lots of the S-VE elementary, middle and high school campuses. Also, a list of free community WIFI access points will be made available to families. Hotspots on buses, parked in community areas will be explored to increase accessibility.
- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.
- Families may return devices that are not operating properly to the District Office (if distance learning) and a new loaner device will be issued.
- Signed agreements will be collected from each device user reflecting device expectations, usage and liability. Devices will need to be returned as deemed necessary by the S-VE Tech Department for re-imaging purposes. Families/Staff not returning a device may incur charges for items not returned.
- A hotline for tech support will be established with posted hours for staff/students/ families experiencing technology related issues.
- Various trainings will be offered to staff such as: best research-based distance learning practices, flipped classroom, blended model of instruction, on-line breakout rooms, providing meaningful feedback virtually, digital conferencing, etc. Training for students such as: basic computer operations, email, Schoology. Trainings for parents such as: SchoolTool, Schoology, email and basic computer operations.

## **Teaching and Learning**

The S-VE School District will provide 180 days of instruction each school year. Instructional days shall be counted for programs that are delivered in person or remotely.

The District's continuity of learning plan for the 2020-2021 school year is as follows:

- Our instructional plan will prioritize in-person learning and we will plan for contingencies for remote instruction. The 2020-21 academic year began as a hybrid model to ensure proper training for all with the goal to fully return to in-person learning as soon as guidance allowed. Beginning in January, students attended either in-person learning four days per week, attending remotely on Wednesdays, or 100% distance learning. With the release of the latest guidance on April 9<sup>th</sup>, the district worked with distance learning students to return to in-person instruction.
- The district will prioritize efforts to return all students to in-person instruction utilizing a phased-in approach, based on educational or other needs. Distance learning and in-person cohorts may be necessary at various times due to local community transmission.

- We will update our existing continuity of learning plan document to meet our needs throughout the pandemic.
- Instruction must be aligned with the outcomes in the New York State Learning Standards. Educators will be given opportunities to prioritize units of study to meet hands-on instructional certification standards.
- Equity must be at the heart of all school Instructional decisions. All instruction will be developed so that whether delivered in-person or remotely due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities must be aligned with State standards and include daily scheduled times for students to interact and seek feedback and support from their teachers.
- Instruction aligned to the academic program must include regular and substantive daily interactions with an appropriately certified teacher regardless of the delivery method (i.e. in person or remote).
- Each instructional program must create 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. This information will be accessible to all, available in multiple languages based on need and include clear and multiple ways for students and families to contact schools and teachers (i.e. email, online platform, and/or by phone). Teachers will be expected to document this communication using the District Student Contact Logs.
- Assessment of learning gaps will be conducted utilizing NWEA assessments. A virtual option is available and can be used as necessary.
- Professional learning opportunities for faculty in prioritizing curriculum, blended learning, grading/assessment/feedback, and social emotional learning will be provided. We will also provide ongoing, classroom-based professional learning (i.e. demonstration lessons, coaching with feedback) in these areas as needed.
- Assignments will be collected using virtual platforms, as much as possible to ensure instruction, assignments, and collection of assignments is fluid and continuous as instruction moves from in person to distance learning.
- Daily teacher/student engagement and attendance will be tracked regardless of the instructional setting.
- COVID-19 illness will be taken into consideration as related to late assignments.
- Video lessons will be provided and accessible including recordings available as feasible.
- Distance learning curriculum will strive to include interaction as much possible.
- Established grading practices which include a combination of participation and skill level will occur. Assessment will continue through both distance learning and in-person measures when possible.
- When feasible, staff that float between classrooms and groups of students will be limited and staff that provide services to multiple buildings will be streamlined to the best extent feasible.
- Teaching Assistants will support the classroom instruction of their assigned classes and may assist with additional support for the distance learning students. If full remote learning is needed, teaching assistants will provide re-teaching sessions to identified groups of students within assigned classes.

For safety reasons, most meetings will occur virtually; however, there may be a need to conduct an occasional meeting. Such meetings will follow all safety mandates and guidance.

Room designs will adhere to DOH guidelines with social distancing practices and arranged for maximum spacing between students.

- Seating design will allow for students facing the same direction.
- Desks will be spaced apart (no grouping); students will sit at the ends of tables; round tables will only have social distanced limited seating.
- Items within the classroom that are frequently touched but are not easily cleaned, such as fabric will be removed.
- Exiting and entering classroom protocols that ensure social distancing will be followed.
- Mats used for PreK rest period will be cleaned and disinfected after every use. PreK will nap head to

toe.

During transition times within the school day, additional proactive, preventative measures will be followed:

- Staff and students must wear a mask at all times when indoor school facilities.
- Transition times between classes will be staggered to reduce the number of students in the hall and to limit exposure.
- Where feasible, students will be kept in the classroom and the teachers will rotate.
- In locations where students line up, socially distance signage will be placed to indicate the appropriate distancing.

Lockers will be grouped by student cohorts or with staggered spacing to allow for social distancing. Access to lockers will be provided in such a way that reduces contact time between different groups of students and spread across multiple areas of the building. Students will have individual PE lockers or a shared locker with a family member.

Students will have their own supplies. Communal materials will be reduced to eliminate sharing of materials, if sharing is required, materials will be disinfected between use.

- PreK, Science Lab materials, calculators, PE equipment, art supplies and computer labs will be disinfected between group/class use.

If fiscally possible, kits may be prepared for students to utilize in the home setting pending subject area and need.

Inclusion of foreign exchange students is currently on hold.

### **Substitutes**

- Guidance will be distributed to all substitutes prior to the start of their service to notify them of practices and expectations. A substitute orientation session will be held.
- All substitutes will complete a daily COVID-19 tracing sheet and have temperature taken upon arrival to school.

### **Grades K-6**

The District will ensure that all students receive high quality rigorous, standards-based instruction that will meet student's academic needs and allow them to attain the learning standards in all curricular areas. Programs will plan for the possible contingency of fully remote learning.

The District will promptly and adequately communicate if a fully remote learning model needs to ensue. Teachers will work with students to determine the initial steps that need to be taken to move to this mode of instruction. The District will ensure that instructional materials are provided for families that have accessibility challenges so that an equitable program is ensured.

The District student contact log will exist in all educational platforms and serves as the means to document teacher/provider/student contact throughout the 2020-2021 school year.

### **Grades 7-12 - Units of Study**

The District will ensure that all students will have access to, and receive instruction from, highly qualified and certified teachers every day.

The District will adhere to NYSED guidance and Commissioner's regulations to ensure that all students will have instructional experiences that meet all requirements to earn units of study. Students will have the aforementioned opportunities in any mode of instruction, regardless if it is in person or completely distance learning instruction.

Programs will determine a method for students to record laboratory experiences and satisfactory lab reports whether virtually and/or in person. Any student who has completed all laboratory experiences in accordance with teacher expectations shall be deemed to have met the 1200-minute requirement.

### **Failure to Comply to CDC/DOH Guidelines**

The Code of Conduct will be followed in regard to abiding by safety protocols. Breaches of safety protocol situations will be reviewed in consultation with legal counsel. Clear expectations and guidelines will be distributed to students and families at the beginning of the school year.

### **Career and Technical Education (CTE)**

GST BOCES is continuing to offer CTE programming for students. Programming will continue to be taught by appropriately certified CTE teachers.

The District will provide transportation to GST BOCES contingent on student's programming. CTE programming will continue to implement virtual options to supplement curriculum throughout the 2020-21 school year as needed. This includes, but is not limited to, field trips, simulators/simulations, guest experts or lecturers, and distance learning options.

### **Work-based Learning**

The District will have virtual work-based learning experiences, for students, whenever possible. Adjustments to in-home work-based learning opportunities may occur to ensure student safety and the adherence to COVID related guidelines (i.e. orders may be filled through a contactless process.)

For the 2020-2021 school year, students who are unable to complete the required 54 hours of work-based learning experiences, for COVID-19 related reasons, who have otherwise met the other credential requirements, may be awarded the CDOS commencement credential.

### **Response to Intervention/Academic Intervention Services**

The District will use a S-VE School District-developed procedure to be applied uniformly at each grade level for determining which students will be provided and/or are entitled to Response to Intervention or Academic Intervention Services.

### **Multi-Tiered System of Supports (MTSS)**

The District will use MTSS to be applied uniformly at each grade level/program for determining instructional, social emotional, behavioral gaps and needs for all students. Students will be supported based upon these needs and data will be reviewed regularly to close gaps. Referrals can continue to be made with meetings occurring virtually or in person following social distancing and safety guidelines.

### **Conference Days/Opening Days/Parent Teacher Conferences/Open Houses**

Due to the limit on large group gatherings, a combination of in person and virtual options will be provided.

### **Professional Development**

The S-VE School District is committed to providing a wide array of training and professional development related to the practices and protocols related to the instructional and managerial needs of programming due to the pandemic.

As a result, pending budgetary constraints, the District will:

- Identify the major professional development needs of staff, students and families and implement a professional development plan accordingly.
- Staff travel during COVID-19 will be limited for professional development.
- Focus on the effective design and delivery of distance-learning options utilizing best research-based practices.
- Provide training related to educational delivery platforms which support distance and blended learning

models.

- Use a consistent educational platform (Schoology) to ensure robust training opportunities and a common model to increase familiarity for students, parents and faculty.

Trainings may include:

- Curriculum and essential standards.
- Flipped Classroom model.
- Digital conferencing techniques and other ways to provide meaningful feedback via technology.
- Converting face-to-face lessons into online lessons, so that instruction can be maximized, and students are assured success.
- Student training models on computer basics.
- Mandated reporting and how that impacts virtual learning.
- Disinfection protocols, appropriate use of PPE, handwashing, respiratory hygiene and other components directly related to COVID-19.

## **Extracurricular Activities**

The S-VE School District will develop protocols regarding extracurricular programs including determining which activities may be continued should we enter into a distance learning platform. For those able to continue to meet, DOH guidelines will be followed, including masks when indoor school facilities, social distancing, cleaning and disinfection, as well as risk of COVID-19 transmission.

All student organizations, and extracurricular clubs will be provided training and guidance to ensure that they are meeting all the protocols.

Normal meeting schedules will be followed. Formal meeting minutes may be requested by building principal.

## **Athletics**

The following sport risk assessment is outlined in the NFHS Guidelines for Reopening Schools:

[https://www.nfhs.org/media/3812287/2020-nfhs-guidance-for-opening-up-high-school-athletics-andactivities-nfhs-smac-may-15\\_2020-final.pdf](https://www.nfhs.org/media/3812287/2020-nfhs-guidance-for-opening-up-high-school-athletics-andactivities-nfhs-smac-may-15_2020-final.pdf). Additional guidance can be found in the NYS DOH Interim Guidance for Sports and Recreation during the COVID-19 Public Health Emergency:

<https://www.governor.ny.gov/sites/default/files/atoms/files/SportsAndRecreationMasterGuidance.pdf>

1. High Risk: Sports that involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants. Examples: Wrestling, football, boy's lacrosse, competitive cheer.
2. Moderate Risk: Sports that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group sports OR sports that use equipment that can't be cleaned between participants. Examples: Basketball, volleyball\*, baseball\*, softball\*, soccer, gymnastics\* (if equipment can't be sufficiently cleaned between competitors), ice hockey, field hockey, tennis\*, swimming relays, pole vault\*, high jump\*, long jump\*, girls lacrosse, \*Could potentially be considered "Lower Risk" with appropriate cleaning of equipment and use of masks by participants when indoor school facilities.
3. Low Risk: Sports that can be done with social distancing or individually with no sharing of equipment or the ability to clean the equipment between use by competitors. Examples: Individual running events, throwing events (javelin, shot put, discus), individual swimming, golf, alpine skiing, sideline cheer, cross country running (with staggered starts).

We will follow NYSPHSAA and Section IV recommendations which include organizing schedules, level of contact (no contact, limited contact, heavy contact).

- Fall and Winter sports start dates delayed (NYSPHSAA PAUSE)

- Fall and Winter Regional and State Championship events cancelled
- Seven-day practice rule waived
- Current practice requirements maintained
- Geographic scheduling for games & contests is encouraged as practicable
- Schools would have the option, if permitted by state officials, to offer off-season conditioning workouts.

With regional differences, schools and areas will be impacted differently by the COVID-19 crisis. At the discretion of the NYSPHSAA Officers and authorization from state officials, if the Fall sports seasons are interrupted or impacted by COVID-19 crisis (i.e. state official guidance, school closings, cancelation of high-risk sports, etc.) then a condensed seasons plan will be implemented.

NYSPHSAA realizes that overlap in seasons due to the reduction in season length could occur. The focus will be on what is best for kids. Season III could end in late June & consideration for 8/9-week seasons, rather than 10 is a possibility; overlap would then be reduced. The focus is on what is best for kids.

Each sports team will receive a pre-season and post season workout plan that will include in-person and virtual options depending on school schedules structured by the Strength and Conditioning Coach. The Strength and Conditioning Coach will provide office hours which will be virtual or may be in person following all social distancing and safety protocols.

Coach will supervise weight room use with social distancing protocols and ensure equipment is being sanitized before, during and after each workout session.

Screening for student-athletes and coaches will occur.

- Athletes will have their temperatures checked prior to practice by the coach.
- Screening questionnaire will be completed weekly by the students.
- Daily screening questionnaire and temperature check will occur for coaches.

Coaches/athletes exhibiting COVID-19 like symptoms will be referred to the school nurse or COVID Resource Coordinator. If COVID-19 like symptoms occur after nurse has left for the day, coaches/athletes will be referred to the athletic trainer and/or parents of athletes will be called to pick up student athlete. Athlete will be isolated and supervised until family can pick up student.

In-person practice sessions will be conducted as much as possible, however virtual sessions may need to occur. Drills and warmups will follow social distancing guidelines.

Access to locker room will be limited and supervised as best as possible. Students will follow social distancing guidelines. Lockers will not be shared.

Coaches will submit weekly plan by sport to Athletic Director for feedback per COVID-19 guidelines.

- Workouts will be modified to limit physical contact; social distancing guidelines will be followed and/or methods for providing an online format.
- Coaches will disinfect equipment between users as applicable, but at least daily after each practice/game. Students may not disinfect equipment.
- Daily attendance will be recorded by the coach.

Athletic Directors from Candor and S-VE will review policies to ensure commonality and communicate guidelines to athletes and families of merged sports.

Fan attendance at games and contests will include mask wearing when indoor school facilities and social distancing requirements per local and state health departments.

During the summer months, there will only be virtual workout options as the buildings remain closed.

NYSPSHAA and Section IV guidance will be followed for Invitational Tournaments.

## **Special Education**

In implementing its Special Education programs, the S-VE School District will:

- Ensure that all students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services that meet their unique needs and prepare them for further education, employment and independent living.
- Have a plan that enables transitioning between in-person and remote learning environments to ensure the provision of FAPE consistent with the changing health and safety conditions that exist.
- Address the provision of FAPE consistent with the need to protect the health and safety of students with disabilities and those providing special education services.
- Provide meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to meet the requirements of the IDEA.

The 2020-21 academic year began as a hybrid model to ensure proper training for all with the goal to fully return to in-person learning as soon as guidance allowed. Beginning in January, students attended either in-person learning four days per week, attending remotely on Wednesdays, or 100% distance learning. Dependent on the severity of need and amount of related therapies, some students with special needs may be in-person attendance more than others based in individual needs. Students who attend GST BOCES programs will attend an in-person model as outlined by GST BOCES facilities.

The District will provide a free appropriate public education to all students with disabilities through a combination of models of instruction that adequately take into consideration the health and safety needs of those students.

The District providers will keep and maintain IEP progress notes. Providers will communicate the daily progress through these means in order for the CSE to be consistently aware of student progress made. All students will be ensured access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) in all settings. The teachers and providers will work directly with families to communicate how these will be given and to offer suggestions when families have difficulty during remote instructional periods.

The participation in and communication with parents will be documented daily by utilizing a student contact log. All communications with parents and guardians will be in their preferred language or mode of communication.

Students with disabilities will participate in rigorous coursework at their appropriate grade levels, adhering to the NYS learning standards, while taking into consideration additional, individual needs as specified on their IEPs. Students with disabilities will be given access to participate and progress in the general education curriculum. Whenever indicated on the IEP, students are able to participate in general education coursework through mainstream opportunities (remote or in-person) to access coursework with their grade level peers.

The District ensures that students are being delivered special education and related services to the greatest extent possible as identified on the IEP. Staff members are expected to provide the same level of contact time with students whether in-person or remote. In the event of remote instruction, this same level of contact time will be expected from staff members, whenever the family can maintain that level of participation. Documentation of all services is kept, to further inform future decisions about compensatory services.

Staff will progress monitor in alignment with IEP goals in order to evaluate effectiveness of programming. Behavioral intervention plans and strategies to address individual goals will be adjusted as needed in all settings.

Student case managers maintain documentation related to remote instruction on student contact logs and

share with all team members working with students regarding student needs for return to in-person instruction, if needed.

Online learning platforms and/or hard copy files when appropriate, are kept for each student to keep examples of formative assessment and ongoing work that demonstrate student progress. These will be maintained and available to families and CSE chairs for discussion about student programming.

Ongoing communication with families, will continue throughout the year, and be documented on the student contact log. Parents were surveyed on the reopening plan and asked to provide feedback.

Outside therapy providers will follow district standards and complete COVID-19 tracing questionnaires and temperature screenings on days in district.

Service providers will work directly with families to ensure that the necessary supplementary aides, equipment and services needed by each student is available to him/her, whether inside the school walls or while learning from home.

Compensatory services will be reviewed and documented on student contact log as well as progress monitoring of each IEP goal depending on student need.

There will be ongoing virtual meetings for parents and families to provide necessary training and updates needed to assist students during this time, in all instructional settings.

A psychological evaluation is not required if schools are closed pursuant to an Executive Order by the governor unless it is determined to be necessary by a school psychologist.

An observation of a student in their learning environment is only required as part of an initial evaluation for special education, where determined appropriate by the Committee during the closure of schools pursuant to an Executive Order.

### **Bilingual Education and World Languages**

The District 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 2020-21 school year. After this 20-day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

The District will provide required Instructional Units of Study to all ELLs based on their most recently measured English language proficiency level during in-person or remote instruction. ELL teachers will work directly with classroom teachers to provide appropriate levels of required instruction.

The District 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. All communications for parents/guardians of ELLs will be provided in their preferred language and mode of communication.

### **Teacher and Principal Evaluation System**

The S-VE School District will ensure that all teachers and principals are evaluated pursuant to the approved APPR plan, this may include observations conducted when learning is in person or distance learning platforms, including any variance applications approved by the NYS Education Department.

### **Certification, Incidental Teaching and Substitute Teaching**

The S-VE School District will ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations (i.e. incidental teaching) or Education Law.



# Spencer-Van Etten Central School District

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## **Accommodations for Medically Vulnerable/High-Risk Groups** **Written Protocol**

Students with special needs or students who are medically fragile may not be able to maintain social distancing, follow hand or respiratory hygiene, or wear a face covering or mask. Medical documentation will be requested in regard to students who may need exemptions.

The District will accommodate the needs of students who have family members who are in high risk groups. If a parent seeks an accommodation(s) for a student, the District will:

- Request that parents/guardians work with and provide documentation from the family's healthcare provider(s) so that an informed decision can be made on how best to meet the child's needs.
- Special education laws must be followed if an accommodation is sought for a student with a disability.

Staff in need of special accommodations should seek proper medical documentation regarding needed accommodations and share such documentation with their supervisor.

The District will make a final decision on any needed accommodations after input from all stakeholders.



# Spencer-Van Etten Central School District

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## **Attendance Written Protocol**

Teacher/student engagement and attendance will be collected and reported daily regardless of the instructional setting, including in a remote schedule. During in-person instruction, daily attendance is taken in the student management system employed by the district, SchoolTool. In the case of distance learning, the District will also collect and report daily attendance using Student Contact Logs, SchoolTool and/or Schoology, our tech-based platform for distance learning.

Attendance letters and form letters will take into consideration COVID-19 quarantines and updated guidelines for school attendance. Awards for Perfect Attendance and attendance incentives will cease.

Each instructional program must create a clear communication plan for how students and their families/caregivers may contact their child's teacher with questions about their instruction. Tech related questions will be directed to the Technology Department. This information will be accessible to all, available in multiple languages based on need and include clear and multiple ways for students and families to contact schools and teachers (i.e. email, online platform, and/or by phone). Teachers will be expected to document this communication using the District Student Contact Logs and serves as the means to document teacher/provider/student contact throughout the 2020-2021 school year.



# Spencer-Van Etten Central School District

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## **Before and Aftercare Programs Written Protocol**

The S-VE School District will operate programming as allowable, following DOH guidelines. The District will develop a plan for a healthy and safe establishment and maintenance in accordance with federal and state guidelines in partnership with the provider. If housed on school premises, provider will follow all school safety protocols.



# Spencer-Van Etten Central School District

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## **Face Coverings Written Protocol**

Our policy is to follow the CDC recommendation for masks. Acceptable face coverings for COVID-19 include 2-ply cloth face coverings that completely cover nose and mouth and fit snugly but comfortably against the sides of your face without gaps. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment. All individuals must wear face coverings at all times when indoor school facilities. Staff may remove their mask when in their own classroom or office space by themselves; however, when another person enters, an acceptable face mask must be worn. Masks are not required on school property when outdoors.

The district will provide one cloth face covering to each staff and student. It is recommended that staff and students have additional face coverings. A disposable face covering will be provided to employees and students if they forget their own. The District will have an adequate supply in case of need for replacement per Executive Order 202.16. The District will allow an employee to wear their own acceptable cloth face covering. Employees/Students stating they are not medically able to tolerate a face covering will seek a note from one's physician, which will be shared with our school physician and reviewed. S-VE School's Physician will make the final determination regarding any medical exemption as it applies to mask wearing.



# Spencer-Van Etten Central School District

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## Facilities Written Protocol

The S-VE School District will follow health guidance related to social distancing and other safety measures that must be put in place to slow the spread of COVID-19 as well as all guidance related to health and safety.

Plastic separators will comply with the 2020 CNYS section 2606. All existing and new alcohol-based hand-rub dispensers will be installed in any location in accordance with FCNYS 2020 section 5705.5. Existing or altered number of toilet and sink fixtures will meet the minimum standards of the BCNYS and sinks and soap will be available to building occupants at all times. One drinking fountain will be available per one hundred occupants; however, the use of personal water bottles will be encouraged. Adequate, code required ventilation (natural or mechanical) will be maintained, as designed.

### **Cleaning and Disinfection**

PPE will be provided and utilized by custodial and other personnel cleaning and engaging in disinfection at the school. Cleaning logs will be posted and filled out by cleaner assigned to each area. Logs will include the date, time, and scope of cleaning and disinfection in a facility or area. Cleaning logs will be kept by the Director of Facilities. Disinfecting of high-traffic areas and high-touch surfaces will be performed at least daily (and more frequently as schedules allow) by custodial staff. School personnel will document if they have sufficient safety supplies on a daily checklist.

- Approved cleaning or disinfectants will be used to disinfect frequently touched services.
- Disinfectants will be placed near each copier and common printer. Operator will implement cleaning protocol after copier/printer use.
- Electronic devices, such as laptops, tablets, keyboards and computer mice, will be cleaned and disinfected according to the manufacturer's instructions between use.
- Staff will be utilized to implement cleaning protocols of classroom surfaces between classes and use. Specific plans will be reviewed and provided to staff to ensure guidance is followed.
- Specific protocols will be implemented for areas with higher use of equipment (i.e. PE, Science Labs).
- Cleaned/disinfected remotes may be stored in Ziplock bags.
- Bidirectional flow may be reduced, and separate ingress and egress will be designated to the extent practicable.
- Social distancing signage will be placed in the hallways with traffic flow identified with the goal to reduce bi-directional foot traffic. Students and staff will wear masks at all times when indoor school facilities. Staff may remove their mask when in their own classroom or office space by themselves; however, when another person enters, an acceptable face mask must be worn.
- Plexiglass will be installed in reception areas, as well as six feet distance markers/circles.
- Vending machines have been closed or removed.
- Masks are required to be worn in all restrooms and limit occupancy.
- Faculty/staff room capacity has been reduced to allow social distancing. Area will be disinfected after use. Congregating in shared spaces is discouraged. Signage and systems will be in place (i.e. flagging) to restrict occupancy. Shared materials will be removed.

### *Playgrounds*

- Emphasis will be placed on cohorting students and limiting the size of groups participating in recess.
- Social distancing signs will be posted, with a potential for some equipment to be limited in use in order to adhere to social distancing protocols.
- Disinfection will occur between groups of students.
- Cleaning schedules will be posted.
- Monitors will assist in the disinfecting process.
- Playgrounds may close per DOH recommendations.

*Libraries*

- Disinfection will occur between classes, including computers.
- Students will apply hand sanitizer upon entering.
- Students will either apply hand sanitizer or utilize provided gloves prior to choosing books from bookshelves.
- Books that are borrowed from the library will be quarantined for 6 days in a bin upon return and sanitized before returning to the circulation collection.
- Librarian will visit the classroom for lessons as practicable.
- Open library time before and after school may be suspended.
- All items that cannot be sanitized will be removed (i.e. stuffed animals, puppets, decorative items.)
- Furniture will be repositioned to be forward facing and social distancing markers will be utilized.

*Auditoriums*

- Large group gatherings will be limited to under 50 people or follow latest DOH guidance.
- Social distancing protocols will be followed, and masks will be worn.
- Students will apply hand sanitizer upon entering and space will be cleaned and sanitized between use.

### **Protocol for Cleaning and Disinfecting Areas Where Someone is Suspected of Having (or Confirmed to Have) COVID-19**

In the event that a person is suspected of having (or confirmed to have) COVID-19, the following protocol will be followed:

1. The area(s) used by the person who is sick will be closed off and restricted access.
2. Cleaning staff will wait 24 hours after the sick person has left the area before entering to clean and disinfect. If 24 hours is not feasible, cleaning staff will wait as long as possible. Areas visited by ill persons will be closed off. Outside doors and windows will be opened and ventilating fan will be used to increase air circulation in the area.
3. Cleaning staff will wear/use appropriate PPE equipment for all tasks in the cleaning process, including handling trash.
4. Cleaning and disinfection will be performed in all areas used by the person who was sick, such as offices, bathrooms, common areas, shared electronic equipment, etc. and include full saturation of disinfection to all surfaces including walls, ceilings, fixtures, floors, under cabinets, behind machines, top of cabinets, etc.
5. Cleaning and disinfection will be conducted in accordance with guidelines from the NYSDOH and CDC. This includes the use of EPA-approved disinfectants, following the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
6. Once an area has been appropriately disinfected, it can be opened for use. Workers without close contact with the person who is sick can return to work immediately after disinfection.
7. If it has been more than 7 days since the person suspected/confirmed COVID-19 was present, additional cleaning and disinfection is not necessary. In these cases, cleaning staff will follow normal procedures for regular cleaning including disinfection of high-traffic areas and high-touch areas.



# Spencer-Van Etten Central School District

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## **Food Service Written Protocol**

The S-VE School District will create a safe food service environment for staff and students.

### **Masks, Physical Distancing, and Use of Barriers**

Creating space between students while eating is important to help mitigate the spread of COVID-19. Measures to create a minimal distance of at least six feet by physically separating students will be implemented both in the cafeteria and other eating areas, such as classrooms. Staff and students will be required to wear a mask while in the cafeteria or other eating area until seated six feet apart and eating, at which time masks may be removed. Masks will be provided to anyone in need of a mask.

- Cafeterias will be limited in capacity to ensure 6 ft social distancing at mealtimes, and areas will be cleaned and disinfected between use.
- Classroom areas will be used for meals, with limits to allow for 6 ft social distancing.
- Measures will be taken to ensure the safety of individuals with food allergies, and precautions will be utilized to minimize risk of cross-contact of allergenic proteins by reinforcing strict hand washing with soap and water after food contact, and disinfection of surfaces after food contact is made.
- Seating will be designated in the cafeteria and classrooms to physically separate and create distance of 6 ft between all occupants eating. Students from the same household may sit together while eating.
- Signage will be available throughout the school and in the cafeteria to remind students to remain 6 ft apart.
- All points of sale areas in the cafeteria have physical barriers installed.
- Areas will be designated for students with underlying health conditions to limit exposure to other students.
- One entrance and one exit has been designated to help control traffic flow and monitor how many people are allowed in each area and one-way traffic flow is utilized for areas where lines may form and general foot traffic.
- All salad bars and other opportunities for self-serve have been eliminated. Food may not be shared with others, unless from the same household.
- Kitchen and workspace areas for employees will be socially distanced, including breakrooms.

### **Hand Washing and Hand Sanitizer Stations**

- Hand sanitizer has been installed in or near the entryway to the cafeterias.
- Upon entry into the cafeteria, hand sanitizing will be encouraged. If eating in the classroom, hand washing, or hand sanitizing will be encouraged prior to eating.
- Staff who will be monitoring students while eating have been trained on proper hand washing and socially distancing protocols.

### **Food Service**

- Meals will continue to comply with Child Nutrition Program requirements.
- Families who qualify for Free and Reduced priced meals will have access to meals as arranged by the Food Service Department.
- Meals will be delivered to the classrooms, or students will be dismissed to the cafeteria for eating in such a manner to minimize congregating.
- Disposable food service items (e.g. utensils, dishes) will be used. If disposable items are not available or feasible, then non-disposable food service items will be handled with gloved and washed with dish soap and hot water or in a dishwasher. Staff will wash their hands after removing their gloves or after directly handling used food service items.
- Food and utensils will not be shared to ensure the safety of staff and children.
- At events, food served will utilize grab and go style or be pre-packaged boxes or bags. Pre-portioned

condiments will be available.

- Menus will be available in languages spoken by families.
- Teachers will be trained on food allergies, symptoms of allergic reactions to food, and any meal service-related activities for when students eat under teacher supervision.
- Program areas will only be occupied by program staff and custodial staff.

#### **Cleaning and Disinfecting Cafeterias and Kitchens**

- Per CDC recommendations, all frequently touched surfaces will be routinely cleaned and disinfected, such as refrigerator handles, tables, chairs, doorknobs, handles, countertops before and after each meal. Cleaning agents and disinfectants will be used that are approved by EPA to be effective against the virus that causes COVID-19.
- Serving lines, tables and seats will be cleaned and disinfected between each group of students and whenever dirty.
- Staff will be trained on proper safety and/or disinfection procedures for school cafeterias and kitchens, per CDC disinfection guidelines.

#### **Staff Safety**

- Staff will be provided single-use gloves and are urged to change them as needed, such as after touching their face.
- Staff will utilize proper handwashing techniques, as trained.
- Staff will stay distanced during meal preparation to the greatest extent possible, and workstations will be spread out to maximize production space.



## Handwashing Written Protocol

The district will promote that handwashing is one of the most effective ways to prevent the spread of germs. Teachers will promote handwashing throughout the school day utilizing facilities within and outside of the classroom setting. The use of hand sanitizer will be encouraged when students, staff, and others in the building do not have immediate access to soap and water. The district will utilize alcohol-based hand sanitizer that contains at least 60% alcohol. Dispensers are located throughout the buildings, placed strategically in hallways and near high touch service areas, as well as, on buses for ease of accessibility. Young students will have adult supervision when using hand sanitizer.

Handwashing will be encouraged during these key times:

- Before eating food
- After using the restroom
- After blowing your nose, coughing or sneezing
- After using a public space and touched an item or surface that be frequently touched by other people, such as door handles, tables.

Handwashing instructions:

1. **Wet** your hands with clean, running water (warm or cold) and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds.
4. **Rinse** your hands well under clean, running water.
5. **Use** a paper towel to turn off the tap.
6. **Dry** your hands using a clean towel or air dry them.

Instructions on the use of hand sanitizer:

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Proper hand hygiene will be promoted throughout the school by placing visual cues such as handwashing posters and other materials in highly visible areas. School announcements providing directions and reminders about proper hand hygiene will occur periodically in each school building.



## **Health Screening Written Protocol**

The S-VE School District will ensure daily health screenings including temperature screenings of all staff and students. A COVID questionnaire will be completed daily by staff and regularly by students. Access to the buildings is limited to emergencies; however, essential visitors, guests, contractors, and vendors will be subject to a temperature screening and questionnaire upon arrival. Our district will be utilizing the Cayuga Medical Center's Health Screening program to complete the daily screenings of all staff and students. A back up system will be in place at each building for anyone not completing this prior to entrance into the school.

### **Health Screening, with use of barriers/ partition:**

- A visual inspection will be made of the child/staff member/visitor for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Those conducting screening will stand behind a physical barrier, such as a glass or plastic window or partition that can serve to protect the staff member.
- Each entrant to the building will perform hand hygiene – wash hands for 20 seconds with soap and water. If not available, will use hand sanitizer with at least 60% alcohol.
- Staff member conducting screening will use disposable gloves, and check the child's temperature, reaching around the partition, keeping face behind barrier.
- If performing a temperature check on multiple individuals, staff will ensure use of a clean pair of gloves for each child and clean the thermometer thoroughly between each check. If disposable or non-contact (temporal or infrared) thermometers are used and there was no physical contact with the child, there is no need to change gloves between individuals.
- If non-contact thermometers are used, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each student. Wipe can be reused if the same wipe remains wet.

### **Use of personal protective equipment when barriers/ partitions are not available:**

- Staff will wash hands and use face mask when indoor school facilities, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and disposable gloves. A gown will be considered if extensive contact with children is occurring.
- Take temperature
- If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and clean the thermometer thoroughly between each check. If disposable or non-contact (temporal or infrared) thermometers are used and there was no physical contact with the child, there is no need to change gloves between individuals.
- If non-contact thermometers are used, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each student. Wipe can be reused if the same wipe remains wet.

Staff and students will perform hand hygiene frequently.

*NYSED.gov-Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools Reopening Guidance, Pages 24-26*



## **Respiratory Hygiene Written Protocol**

The district will promote healthy respiratory hygiene through infection prevention measures designed to limit the transmission of respiratory pathogens spread by droplet or airborne routes.

The following practices are in place:

- All students and staff will be routinely reminded on proper respiratory hygiene, which will include instruction on covering mouths/noses with a tissue when coughing or sneezing and disposing of tissues appropriately. If tissues are unavailable, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable over using the hands.
- Students and staff will be encouraged to perform proper hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.
- The District will provide tissues in each classroom and common areas.
- Open lid (no touch) trash receptacles are available in each classroom and common area.
- Require the wearing of masks at all times when indoor school facilities. Staff may remove their mask when in their own classroom or office space by themselves; however, when another person enters, an acceptable face mask must be worn.; and
- Visual reminders will be posted to encourage the following respiratory hygiene practices:
  - Cover your mouth and nose when coughing or sneezing.
  - Use tissues and throw them away.
  - Wash your hands or use a hand sanitizer every time you touch your mouth or nose.



## **School Safety Drills Written Protocol**

Required school safety drills will be conducted while wearing masks when indoor school facilities and practicing social distancing, when feasible. Fire (evacuation) Drills and Lockdown Drills will be conducted without exceptions. Students and staff will wear masks at all times when indoor school facilities.



## Screening for Symptoms of COVID-19 Written Protocol

The District has developed the following protocols to instruct parents and staff to observe for signs of illness in students:

### Protocol for Parents for Screening for Symptoms of COVID-19

1. Keep your child home if they exhibit any of the following typical symptoms of COVID:

- **Fever** (A temperature greater than or equal to 100.0 F)
- Feel feverish or have chills
- Cough
- Loss of taste or smell
- **Fatigue**/feeling of tiredness
- Sore throat
- Shortness of breath or trouble breathing
- Nausea, **vomiting, diarrhea**
- Muscle pain or body aches
- Headaches
- Nasal congestion/runny nose

*Bolded symptoms are related to Multisystem Inflammatory Syndrome in Children. Students exhibiting these signs with no other explanation for them should be sent to the school health office for an assessment by the school nurse.*

2. Utilize Cayuga Health Screening Program
3. Follow the return to school after illness process.

### Protocol for Staff for Screening for Symptoms of COVID-19

1. Notify the nurse in your building if you observe any of the following symptoms of COVID:

- **Fever** (A temperature greater than or equal to 100.0-degree F.
- Feel feverish or have chills
- Cough
- Loss of taste or smell
- **Fatigue**/feeling of tiredness
- Sore throat
- Shortness of breath or trouble breathing
- Nausea, **vomiting, diarrhea**
- Muscle pain or body aches
- Headaches
- Nasal congestion/runny nose

*Bolded symptoms are related to Multisystem Inflammatory Syndrome in Children. Students exhibiting these signs with no other explanation for them should be sent to the school health office for an assessment by the school nurse.*

Schools will need to take immediate action and call for emergency transport for any student showing signs of MIS-C or other concerning signs such as:

- Trouble breathing or is breathing very quickly
- Prolonged fever
- Is too sick to drink fluids
- Severe abdominal pain, diarrhea, or vomiting
- Change in skin color – becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output

- Lethargy, irritability, or confusion
2. Contact nurse and send student to the nurse's office.
  3. Isolate student
  4. Notify parent/guardian
  5. Refer to physician
  6. Student may return upon following the return to school after illness process.



## Spencer-Van Etten Central School District

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### **Social Distancing Written Protocol**

Social Distancing means keeping a six-foot space at all times, including chorus, band and PE. Physical Distancing may be reduced to three feet of space between students in a classroom setting during academic instruction, per the guidance from the Department of Health. The District requires all employees and students to wear a face covering at all times when in indoor school facilities. Staff may remove their mask when in their own classroom or office space by themselves; however, when another person enters, an acceptable face mask must be worn. The District will support social distancing in all school facilities and on school grounds. Buses will have occupancy reductions whenever possible. To that end, the District will:

- Stagger arrival and/or dismissal times to allow increased social distancing on buses as well as in classrooms when feasible.
- Establish designated areas for student drop-off and pick-up, limiting contact and entry of parents/guardians into the building, to the greatest extent possible. Separate times for walkers and students using transportation for arrival and dismissal may be necessary.
- Reduce in-school movement where possible by keeping students within a defined area or classroom and modifying class schedules or class transitions.
- Assign lockers with maximum spacing when possible.
- Limit occupancy of small spaces (i.e. elevators, faculty offices), including social distancing and use of face masks will be required, unless eating.



## **Transportation Written Protocol**

The transportation facility will be secured, and access will be limited to employees. All employees must follow the Health Screening Protocol daily. Only "emergency" visitors will be allowed access and will follow the Visitor Protocol.

All buses and district vehicles will be cleaned and disinfected between runs and at the end of the day. Cleaning schedules will be documented. While on the bus, transportation employees will wear masks at all times, unless unable to medically tolerate and with medical documentation approved by the S-VE School Physician. Staff may remove their mask when on their own bus by themselves; however, when another person enters, an acceptable face mask must be worn. When in direct physical contact with a student, transportation staff must wear gloves. While in the transportation facility, employees must wear a face covering when indoor school facilities. Transportation staff will be trained on all S-VE COVID health and safety protocols, provided PPE and have hand sanitizer available in common areas, except for buses. Pertinent signage regarding PPE and safety protocols will be posted on all school vehicles.

Parents were surveyed to determine active riders and routes were arranged to maximize social distancing. Drop-off and pick-up times will be staggered and alternative options for students may be encouraged.

Seating on buses will be available up to 50% capacity to allow for social distancing. Students will follow the provided seating chart, which has students assigned to load from back to front of the bus.

Parents are encouraged to take their child's temperature prior to boarding the school bus; however, if not done, a child will not be refused transportation and will have their temperature taken upon arrival at the school. Masks must be worn at all times by students, unless unable to medically tolerate and with medical documentation approved by the S-VE School Physician. Students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation as long as proper medical documentation is supplied.

When the district is 100% Distance Learning, transportation will still be available for students attending programming out of district.



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## **Visitor/Guests/Vendors/Contractors/Volunteers Written Protocol**

Access to the district will be limited to ensure everyone's safety, therefore Volunteers will not be utilized at this time. All Visitors will buzz the main office and a staff member will provide assistance via the intercom. Each building will have an established bin outside the main entrance doors for drop-off and pick-up of items as necessary to allow for additional protection.

Only "emergency" Visitors will be permitted within the building in a limited capacity. If an "emergency" Visitor enters building, their temperature will be taken, and Visitors will complete a COVID contact tracing questionnaire. COVID Questionnaires will be made available by building entrances and retained for 3 weeks per contact tracing guidance.

All Visitors will wear masks when indoor school facilities. If a Visitor does not need to wear a mask due to medical reasons, a medical note will be provided to the district to allow for access to the building. If a Visitor does not have a mask, and does not have a medical condition, or a note indicating a medical condition, a disposable mask will be provided. Visitors will be asked to use hand sanitizer upon entrance and sign into the building.

Vendors and Contractors will follow the same protocol.

# Health and Safety Summary

Protocols to Observe Signs of Illness in Students/Staff	Health Checks	Contact Tracing* Contact Tracing Logs will be maintained for a minimum of 3 weeks.
<p><i>The District has developed the following protocol to instruct staff to observe for signs of illness in students and staff: As of 3/8/2021, Typical symptoms include:</i></p> <ul style="list-style-type: none"> <li>• Fever (A temperature greater than or equal to 100.0 F)</li> <li>• Feel feverish or have chills</li> <li>• Cough</li> <li>• Loss of taste or smell</li> <li>• Fatigue/feeling of tiredness</li> <li>• Sore throat</li> <li>• Shortness of breath or trouble breathing</li> <li>• Nausea, vomiting, diarrhea</li> <li>• Muscle pain or body aches</li> <li>• Headaches</li> <li>• Nasal congestion/runny nose</li> </ul> <p>Symptoms can range from mild to severe illness. Such protocol requires symptomatic persons to be sent to the school nurse for further evaluation. <b>Students and staff exhibiting these signs should NOT report to school</b> and/or will be sent to the school health office for an assessment by the school nurse.</p> <p>Bolded symptoms are related to Multisystem Inflammatory Syndrome in Children.</p> <p><b><u>Medical care will immediately be sought for individuals displaying emergency warning signs of COVID-19 which include:</u></b></p> <p>Serious symptoms:</p> <ul style="list-style-type: none"> <li>• Trouble breathing or is breathing very quickly</li> <li>• Prolonged fever</li> <li>• Is too sick to drink fluids</li> <li>• Severe abdominal pain, diarrhea, or vomiting</li> <li>• Change in skin color – becoming pale, patchy and/or blue</li> <li>• Racing heart or chest pain</li> <li>• Decreased urine output</li> <li>• Lethargy, irritability, or confusion</li> </ul> <p>Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility.</p> <p>On average it takes 5–7 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days; therefore, it is advisable to wait 5-7 days or when symptomatic for individuals exposed/direct contact to be tested.</p>	<p><i>The District will ensure daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and a weekly screening questionnaire for students by instituting the following protocol:</i></p> <ul style="list-style-type: none"> <li>• Students will be temperature screened by their parent/ guardian before riding on school bus or entering school facility when possible.</li> <li>• All students who arrive to school will be temperature screened by S-VE staff upon arrival to campus.</li> </ul> <p>Students who may require screening to be completed at school will be treated in a confidential manner and as quickly as possible.</p> <p>Students/Staff with an elevated temperature (over 100.0 F) will report to a designated area for a secondary screening by the nurse.</p> <p>Faculty and staff will be temperature screened and complete a daily screening questionnaire either:</p> <ul style="list-style-type: none"> <li>• At home and self-reported to the District through a remote electronic application.</li> <li>• Staff/Students in the red category using the Cayuga Medical program will not be permitted until appropriate steps are taken to turn to green.</li> </ul> <p>Staff and students with a yes response to the questionnaire and/or a temperature above the 100.0 F should not report to school until cleared.</p> <p>Students and staff are required to notify the district when they develop symptoms or if their answers to the questionnaire change during or outside school hours.</p> <p><i>Questions that are included in the questionnaire can be viewed in the District Re-Opening Plan posted on our website.</i></p>	<p><i>Contact tracing is a public health function performed by local public health departments in collaboration with the district to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus.</i></p> <p>With each positive case, the District will develop a plan with the local health department to trace all contacts of the individual, in accordance with the New York State Contact Tracing Program.</p> <p>Confidentiality will be maintained as required by federal and state laws and regulations.</p> <p><b><u>If there is a confirmed case of COVID-19 in the educational program the following actions will occur:</u></b></p> <ul style="list-style-type: none"> <li>• The District will immediately notify the local health departments about the case if diagnostic test results are positive for COVID-19.</li> <li>• In accordance with CDC guidelines, the District will provide for the cleaning and disinfection of exposed areas including all heavy transit areas and high-touch surfaces.</li> <li>• The guidance of the Department of Health will be followed when determining if a closure may be required and to what extent it will impact the district. Depending on the containment measures implemented, it could be anywhere from a specific students/staff groups of individuals, to specific buildings, and/or to the entire school district that needs to transition temporarily to 100% distance learning. The closure may be for 1-5 days or for an extended period of time.</li> <li>• The District will notify families and staff, accordingly, maintaining appropriate confidentiality.</li> <li>• The SchoolMessenger district communication system will be utilized with written notification as a secondary follow-up.</li> </ul> <p><i>In the event that our local Health Department(s) determine the need to do contact tracing they will contact the District. The District will cooperate fully with the county health authorities in support of contact tracing.</i></p>

\* Access to the buildings is limited to emergencies; however, essential visitors, guests, contractors, and vendors will be subject to a temperature screening and questionnaire upon arrival. Documentation will be maintained for a minimum of 3 weeks.

**If Students or Staff become Ill with Symptoms of COVID-19 at School**

Whenever a student shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be isolated. Parents will be contacted immediately, and the student will be sent home. Please make sure the district has your updated contact information.

The school nurse may make such evaluations of any school employees, deemed necessary to protect the health of the students and staff. School staff must immediately report any illness of students or staff to the school nurse.

The school nurse shall immediately notify the Department of Health of any disease reportable under the public health law.

For severe symptoms, the District will call for emergency transport (911) following district protocols, for any student showing any emergency warning signs of COVID-19.

The District has a screening protocol outlined in our Reopening Plan that is consistent with state-wide guidelines from the Department of Health. Individuals who exhibit symptoms of COVID prior to arrival or while they are on school grounds are referred to their physician. In the event of a positive test result, the District coordinates our response with local health authorities.

In the event of an early dismissal due to COVID concerns, families may be notified to come pick up your child to limit exposure.

**COVID Resource Coordinators/School Nurses**

S-VE Elementary School  
 Tammy Martinez – [tmartinez@svecsd.org](mailto:tmartinez@svecsd.org)  
 (607) 589-7118

S-VE Middle School  
 Donna Gulde – [dgulde@svecsd.org](mailto:dgulde@svecsd.org)  
 (607) 589-7128

S-VE High School  
 Teri Valley – [tvalley@svecsd.org](mailto:tvalley@svecsd.org)  
 (607) 589-7148

[Nurse Fax Line: \(607\) 589-3003](tel:(607)589-3003)

*We appreciate your support and partnership in ensuring the health and safety of all. We encourage you to request from your physician that all documentation be shared with the school nurses.*

**Return to School after Illness**

**In accordance with DOH guidance, the District protocol for the return to school of students and staff following illness (Non-COVID related symptoms):**

- A student or staff member will be allowed to return to school with documentation from a health care provider.

**The District will follow DOH guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.**

If test results are pending or the child does not have a release note from the doctor within 48 hours, all members of the household must quarantine and not return to school until the results are obtained and the student is cleared. If the choice is made to not see a doctor or get tested, the DOH will be notified, and the district must follow the guidance of the DOH.

**If a person is not diagnosed with COVID-19, they can return to school:**

- With a healthcare provider written note on letterhead stating they are released to return to school and that COVID testing is not necessary, **and/or**
- a negative COVID test, **and**
- Once temperature is normal, without the use of fever reducing medicine for 72 hours, **and**
- Symptom resolution.

*A student must be cleared to return to school by the school nurse. A staff member must be cleared to return to work by their Supervisor.*

**In accordance with DOH guidance, the District protocol for the return to school of students and staff following quarantine due to exposure with a confirmed case of COVID-19**

- Return to school will be coordinated with the local health department.

**In accordance with DOH guidance, the District protocol for the return to school of students and staff following diagnosis of confirmed case of COVID-19 is as follows:**

- Return to school will be coordinated with the local health department.
- A student or staff member will be allowed to return to school after serving their quarantine period, symptom resolution, and released from isolation from the Department of Health.

*A student must be cleared to return to school by the school nurse. A staff member must be cleared to return to work by their Supervisor.*

**COVID Safety Coordinator**  
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