

Moriah Central School  
Reopening Plan  
Revised  
October 29, 2021



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# Moriah Central District Reopening Plan

## Communication and Family Engagement

The school and/or district engaged with school stakeholders and community members when developing this reopening plan. This included the Essex County Health Department, School Administration, members of the Moriah Central Teachers Union, the CSEA, as well as parents. The District's Reopening Team shared information on August 25. The Board of Education has been constantly briefed on the reopening plan and changes moving forward..

Moriah Central School has developed a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

### COVID-19 Reopening Communication Plan

- Utilize the webpage to communicate information: [www.moriahk12.org](http://www.moriahk12.org) & MCSCOVID@moriahk12.org
- A dedicated email has been created for COVID related questions or concerns.
- Alert Solutions: continued use of SchoolTool for mass emailing, text messaging and phone calling of up-to-date information.
- Social Media: continued use of the district's social media channels on Facebook.

## Health and Safety

Focused on preventive actions, schools will be required to: perform health screenings, per DOH guidance, and recognize signs and symptoms of illness in students and staff; develop plans to maximize social distancing; develop plans to manage and isolate ill persons until they can be sent home; instruct students and staff in proper hand and respiratory hygiene; require wearing appropriate face coverings; and develop cleaning and disinfecting procedures for the school in accordance with CDC and DOH guidance.

### Health Checks Health Screening:

The school district will implement health screenings of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. Health screenings will be conducted daily and weekly as needed. Weekly screening on all unvaccinated staff and up to 15% of our

unvaccinated students, weekly testing will be performed by the Essex County Health Department. Please ensure you have registered your child app. Clarifi-COVID-19.com if you would like them to participate in this weekly screening process.

## **Employees:**

### **ALL EMPLOYEES MUST:**

- Attest that they are feeling well before coming to work. If you are sick, stay home and contact your supervisor.
- Continue to wear a mask whether they are vaccinated or not.
- Continue to practice proper hygiene in and out of school.
- Follow all COVID-19 guidelines established by the District.
- All staff should disinfect hands prior to reporting to their designated work area.

### **Do Not Come to Work if:**

- You have tested positive for COVID-19 or a presumed diagnosis by your physician or other healthcare provider.
- If you have been in contact with a person with an actual positive COVID-19 test or presumed COVID-19 diagnosis by their healthcare provider. Vaccinated individuals do not need to quarantine but should be tested 5-7 days after coming into contact with a person who has tested positive or is showing COVID symptoms, wearing a mask is also recommended for at least 14 days or a negative COVID test has been achieved.
- You feel sick, contact your physician or other healthcare provider to discuss your medical condition.
- If you feel sick while at work, contact your supervisor and leave the building immediately. Contact your physician or other healthcare provider to discuss your medical condition. If requested, the District can perform a COVID-19 test prior to leaving the building. Staff members must remain out until results are in.

## **Students**

### **ALL STUDENTS MUST:**

- Attest that they are feeling well prior to coming to school.
- Continue to wear a mask whether they are vaccinated or not.
- Continue to practice proper hygiene in and out of school.
- Enter the building through an approved entrance. Students riding the bus will enter through the Central Office entrance, jr/sr high students being transported or driving themselves will enter through the High School doors and elementary students being transported by parents will enter through the back door located in the Elementary Gym. Having these designated entry points will help in reducing congestion as students and staff arrive.

### **Do Not Come to School if the Student:**

- Has tested positive for COVID-19 or a presumed diagnosis by a physician or other healthcare provider.
- Has been in contact with a person with an actual positive COVID-19 test or presumed COVID-19 diagnosis by their healthcare provider. Vaccinated individuals do not need to be quarantined but should be tested 5-7 days after coming into contact with a person who has tested positive or if they are showing COVID symptoms themselves. Wearing a mask is also recommended for 14 days or until a negative COVID test has been achieved.
- Feels sick, contact your physician or other healthcare provider to discuss your medical condition.
- Have a temperature 100 degrees or higher.
- Notify attendance office, ext. 426 high school, 703, elementary.
- Parents may request a COVID-19 test performed by the District. Please contact the high school nurse if this service is being requested. Consent must be obtained prior to conducting the test.

### **If the student/staff feels sick while at school:**

- When available students/staff who are ill while in school will be screened by a nurse and a rapid test may be administered to see if the student/staff member test positive for COVID-19. Parental consent will be needed to perform a rapid test. If positive, the Essex County Health Department will be notified, isolation will occur for sick children as well as additional contacts until the student is picked up by parents. Staff will be asked to leave immediately. The 48 hour rule will no longer be in effect, siblings may stay in school while a sick sibling is being tested.
- Pick up location for high school students in isolation will be the high school entrance and the pick up location for elementary students will be the back entrance of the elementary gym near the soccer field.
- Nurse or designee will be supervising students in the isolation area.
- Parents/Guardians of students will be called to pick up the student, student will be brought to parent, parent should call when they are in the parking lot. Parents may request the District to perform a COVID-19 test if they desire. Prior consent will be needed to perform this test.

### **Social Distancing Guidelines**

Social Distancing: Responsible Parties must maintain protocols and procedures for students, faculty, and staff to ensure appropriate social distancing to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Specifically, appropriate social distancing means 3 feet minimum of space in all directions between individuals or use of appropriate physical barriers between individuals that do not adversely affect air flow, heating, cooling, or ventilation, or otherwise present a health or safety risk. If used, physical barriers must be put in place in accordance with United States Department of Labor's Occupational

Safety and Health Administration (OSHA) guidelines, and may include strip curtains, cubicle walls, plexiglass or similar materials, or other impermeable divider or partition. Modify or reconfigure spaces and/or restrict the use of classrooms and other places where students, faculty, and staff congregate, so that individuals are at least 3 ft. apart in all directions (e.g. side-to-side and when facing one another), or separated by physical barriers, and are not sharing workstations without cleaning and disinfection between use. Ensure a distance of 6 ft. between individuals while participating in activities that require projecting the voice (e.g. singing), playing a wind instrument, or participating in aerobic activity. During aerobic activities, 3 feet is acceptable as long as masks are worn at all times. On school buses, members of the same households will be required to sit together, masks will be mandatory at all times while on the bus.

\*\*\*The District will continue to maintain 6 feet in all classes where applicable, if space is an issue, 3 feet will be the minimum distance for those classes that cannot maintain a 6 feet in distance. Masks will be worn at all times.

## **Maintain social/physical distancing**

- Practice social/physical distancing at all times but especially while on district premises
- Do not congregate a lot of people in an area
- Keep 3 feet away from other persons and do not go near anyone with respiratory symptoms of cough, fever, difficulty breathing, or other flu-like illness. Areas/actions to consider include:
  - Standing in line (screening, bathrooms, break/lunch rooms, serving areas)
  - Room occupancies. District will utilize social distancing rules to set up the building. This includes classrooms, cafeteria, auditorium, playground and other areas where large groups can congregate.
  - Hallways that cannot be designated as one way shall have lengthwise floor tape or arrows applied. This signage should illustrate two-way directional traffic as done with roadways. People shall travel with their right shoulder close to the wall. People should be trained not to touch the wall while walking down the hallway
  - If social/physical distancing is not possible, activities such as: trainings, meetings, plays, sporting events and concerts, could be cancelled or postponed
- Installation of Barriers:
  - Areas with frequent close person to person contact will have barriers (polycarbonate glass or some other non-combustible material) installed to separate individuals, such as:
  - Front office/greeter desk
  - Cafeteria serving line/cashier
  - High capacity offices where people are closer than 6 feet apart, shall have office dividers or other non-combustible material installed to separate desk/work areas

If staff must have person to person contact with other staff members, then follow these precautions - If contact is expected then both persons should:

- Wear a face covering/mask
- Wash hands or use hand sanitizer before and after contact

- People working with individuals that require more close attention should wear a face mask and wash hands regularly when unexpected contact may occur.

## **Management of ILL Persons School Health Offices:**

School Health Offices: Protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day will be posted in the School Health Office.

Isolation: Employees who become symptomatic will immediately leave the campus. Students who become symptomatic at school will immediately be evaluated and isolated and parents will be called to come and pick the student up. Parents or parent's designated contact MUST be able to pick up their student immediately to reduce exposure to staff and other students within the school isolation area. Testing can be conducted at school as long as parental consent is given.

Collection: When Parents or Guardians pick up their student they will be given instructions on whether additional testing is needed at this time. If there is no consent to test the student the student will need to be seen by their health care provider if the illness has the potential to be COVID related. A COVID test is required prior to the student returning to school. Students will be walked out to parents and instructions will be presented outdoors prior to leaving school grounds. A doctor's note will be required if an alternative diagnosis is provided by the physician to clear a student to return to school.

Infected Individuals: Requires that persons who have tested positive complete isolation and have recovered, and will not transmit COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the Essex County Health Department.

Exposed Individuals: Individuals who were exposed to the COVID-19 virus are required to complete quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the Essex County Health Department, who are also responsible for contact tracing.

If a laboratory confirmed case of COVID-19 was in a facility, cleaning and disinfection of all surfaces throughout the area will be performed. Cleaning, and Disinfection: Guidance set forth by DOH and CDC will be followed, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas.

Contact Tracing: The district will coordinate and cooperate with the Essex County Health Department in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program.

Communication: Once plans are approved, the plans will be shared describing the protocols and safety measures taken by the school with all relevant parties including parents/legal guardians,

faculty, staff, students and the local community. Plan will be located on the District webpage and available for staff and students in all offices.

## **Health and Hygiene**

Hygiene, Cleaning, and Disinfection: Responsible Parties must adhere to and promote hygiene, cleaning, and disinfection guidance set forth by New York State Department of Health (DOH) and the Centers for Disease Control and Prevention (CDC). Responsible Parties must train all students, faculty, and staff on proper hand and respiratory hygiene. Parties must maintain logs that include the date, time, and scope of cleaning and disinfection, as well as identify cleaning and disinfection frequency for each facility and area type and assign responsibility to staff. (Appendix 3)

### **Personal responsibility**

- Avoid touching eyes, nose, and mouth
- Cough/sneeze into a tissue you dispose of immediately or into the crook of your elbow, not into your hands
- Practice personal hygiene protocols at all times but especially while on district premises

### **Personal Hygiene:**

- Employees and students should wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol if soap and water are not readily available, (especially during key times when persons are likely to be infected by or spread germs)
- After blowing one's nose, coughing, or sneezing
- Before, during, and after preparing food
- After using the toilet
- After touching trash
- Before and after the school day starts and ends
- Before and after breaks after touching objects that have been handled by others
- Taking off face covering
- Removing gloves

## **Face Coverings and PPE**

Face Coverings: Responsible Parties must maintain protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate personal protective equipment (PPE) is used to protect against the transmission of the COVID-19 virus when inside school facilities. Staff and students no longer need to wear their masks while outdoors, this includes athletics and events where students and staff gather. Specifically, appropriate PPE means, at least, an acceptable face covering, which is strongly recommended to be worn by all individuals at all times but is required to be worn any time or place that individuals cannot maintain appropriate social distance. However, if face coverings are to be worn by all individuals at all times, responsible parties should allow students to remove their face covering during meals, when drinking and for short breaks so long as they maintain appropriate social distance, 6 feet.



Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose.

Face coverings are required at all times inside the building. Outdoor activities no longer require masks, this includes athletics and events where staff, students and parents gather.

Faculty may use alternate PPE (i.e. face coverings that are transparent at or around the mouth) for instruction that requires visualization of the movement of the lips and/or mouths (e.g. speech therapy). These coverings may also be used for certain students (e.g. hearing impaired) who benefit from seeing more of the face of faculty/staff.

## **Wear and Care of Face Coverings/Masks**

- Face covering/masks shall be worn by all building occupants unless precluded by medical conditions (documentation is required).
- While inside district facilities, you must have in your possession a face covering/mask at all times.
- You must wear it immediately when in the presence of another at all times or when in a common area. The face covering absolutely must be in place before having any close contact and all the while you are having close contact with any other person. Close contact is defined as within 3 feet of another person (common hallways, restrooms or other areas)
- Cloth or disposable face coverings will be available to employees and students by the district
- Disposable face covering should not be laundered but disposed of properly
- Employees and students may wear their own cloth face covering or face covering/mask
- When wearing it, it must cover your nose and mouth completely
- Fit snugly but comfortably against the side of the face
- Fully cover the mouth and nose
- Be secured with ties, elastic or ear loops
- Include multiple layers of fabric
- Allow for breathing without significant restriction
- Be able to be laundered and machine dried without damage or change to shape
- Face Covering/masks should be washed daily.
- Washing face coverings in a washing machine and drying in a dryer is recommended to properly clean a face covering.
- If face covering/masks are hand washed prepare a bleach solution of 4 teaspoons household bleach per quart of room temperature water. Soak the face covering for 5 minutes. Rinse the face covering thoroughly with cool water. Air dry, in direct sunlight, when possible. Wash hands for 30 second after washing the mask.
- Face coverings must be completely dry before wearing.
- Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands for 30 seconds immediately after removing the mask. Be sure not to touch the outside of the mask when removing.

## **Cleaning and Disinfecting**

Hygiene, Cleaning, and Disinfection: Responsible Parties must adhere to and promote hygiene, cleaning, and disinfection guidance set forth by New York State Department of Health (DOH) and the Centers for Disease Control and Prevention (CDC). Responsible Parties must train all students, faculty, and staff on proper hand and respiratory hygiene. Responsible Parties must maintain logs that include the date, time, and scope of cleaning and disinfection, as well as identify cleaning and disinfection frequency for each facility and area type and assign responsibility to staff.

### **Procedures for Consideration**

- Create and retain a log that states date, time, scope of cleaning and disinfecting
- Schedule (at least daily) cleaning and disinfecting of touched surfaces during the regular school day. Cleaning and disinfecting should include frequently touched surfaces (PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies) between uses. Scheduling this task late morning and early afternoon
- Ensure safe and correct application of disinfectants ensuring adequate contact times
- Keep products away from children
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, or other methods
- Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) risk to children using the facility. Follow NYSDOH and/or local Public Health guidelines
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water
- Soft Surfaces - Clean the surface using soap and water or with cleaners appropriate for use on electronics
- Place wipe-able covers on electronics ○ Follow manufacturer's instructions for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% isopropyl alcohol. Dry surface thoroughly Cleaning/Disinfecting Procedure appropriate cleaners. Surface cleaner, spray bottle, bucket, soap and water.

\*Spray bottle recommended to minimize cross contamination

### **Step 1. Clean**

- Wear disposable gloves or any other required PPE to clean and disinfect
- Clean surfaces using an appropriate cleaner making sure you produce friction on the surface
- Read all labels and follow instructions (PPE may be required)
- Cleaning reduces the number of germs, dirt and impurities on the surface. Friction action breaks biofilm on any virus allowing disinfectant to contact the area
- Consider changing out cleaning cloths (microfiber) often or use disposable products
- Clean surfaces prior to disinfecting
- Practice routine cleaning of frequently-touched surfaces. Be sure not to miss high touch surfaces (i.e. PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies)

### **Step 2. Disinfect**

- Disinfecting kills germs on surfaces

- Ensure the area or item is cleaned with a cleaning agent before disinfecting then disinfectant can be used
- Take all precautions on the label such as PPE, and safe handling procedures
- Change out cleaning cloths (microfiber) often or use disposable products
- Use EPA-registered disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
  - Keeping the surface wet for the entire contact/dwell time (see product label)
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product
- Diluted bleach solutions may also be used if appropriate for the surface
- 1/3 cup bleach per gallon of water - highly concentrated solutions may result in adverse health effects, discoloration and residue
- Bleach solutions should be made fresh and not kept for more than 24 hours
- Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection
- Unexpired bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation
- Never mix bleach with ammonia or any other cleanser
- Leave solution on the surface for at least 1 minute

## Laundering

Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely or disinfect with an EPA-registered disinfectant

- Washing face coverings in a washing machine and drying in a dryer is recommended to properly clean a face covering
- If masks are hand washed prepare a bleach solution of 4 teaspoons household bleach per quart of room temperature water. Soak the face covering for 5 minutes. Rinse the face covering thoroughly with cool water. Air dry, in direct sunlight, when possible.
- Wash hands for 30 second after washing the mask ○ Face coverings must be completely dry before wearing
- Wear disposable gloves when handling dirty laundry from a person who is sick
- Dirty laundry from a person who is sick can be washed with other people's items
- Do not shake dirty laundry
- Clean and disinfect clothes hampers according to guidance above for surfaces
- Remove gloves and wash hands right away

## Classrooms

- Teachers may be responsible for general cleaning within the classrooms and should be provided with appropriate cleaning supplies
- Keep cleaning supplies out of reach of children
- Schedule (at least daily) cleaning and disinfecting of touched surfaces during the regular school day. Cleaning and disinfecting should include frequently touched surfaces (PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies) between uses. Schedule this task late morning and early afternoon, ensuring adequate contact time for the disinfection

- In order to facilitate cleaning and disinfection, classroom materials should be removed to the greatest extent possible
- Trained Custodial staff should be responsible for heavier cleaning and disinfecting within classrooms

## **Cleanliness and Disinfection Stand**

This section outlines the process and expectations following an extended school closure for the continued levels of cleanliness and disinfection required to meet federal and state mandates.

### **Classroom**

Clean and disinfect high touch surfaces (but not limited to):

- Classroom desks and chairs
- Door handles and push plates ○ Bathroom faucets
- Light switches ○ Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and countertops
- Window in the classroom door is cleaned at minimum once per week
- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect classroom sink and toilet area (if applicable)
- Vacuum carpet daily if applicable
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

### **Restrooms and Locker Rooms**

- Clean and disinfect toilets, sinks and shower areas
- Clean and disinfect high touch surfaces (but not limited to):
- Drinking Fountains
- Door handles and push plates
- Light switches ○ Handrails
- All trash receptacles emptied and trash removed from the room
- Floors mopped
- Clean Doors and Partitions in Restrooms and Locker Rooms
- Walls are spot cleaned
- Check that toilets, faucets, and drains are working
- Check Sanitary Napkin Boxes
- Clean Exterior of Dispensers
- Make sure all windows are locked
- Restock all toilet paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance) Common Areas (Hallways)

- Clean and disinfect high touch surfaces (but not limited to):
- Drinking Fountains
- Door handles and push plates
- Bathroom faucets
- Light switches
- Handrails
- Buttons on vending machines
- All trash receptacles emptied and trash removed
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Walls are spot cleaned, when soiled
- Carpets are spot cleaned
- Make sure all windows are locked
- Make sure all unoccupied classrooms are locked

### **Medical Office**

- Clean and disinfect health cots regularly (after each student use)
- Discard or launder coverings after each use
- Cover treatment tables and use pillow protectors
- Clean and disinfect high touch surfaces (but not limited to):classroom desks and chairs door handles and push plates, bathroom faucets, light switches. Shared telephones, shared desktops, shared computer keyboards, mice
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors full mopped
- Wipe clean: Tables, furniture and countertops
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect classroom sink and toilet area if applicable
- Vacuum carpet daily if applicable
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures – Weekly
- Replace Lights (Notify Custodian or Maintenance)

### **Clerical/Admin Offices**

Clean and disinfect high touch surfaces:

- Door handles and push plates
- Bathroom faucets
- Light switches
- Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and countertops
- Window in the door is cleaned at minimum once per week

- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect shared sink and toilet area if applicable
- Vacuum carpet daily if applicable
- Restock all paper and soap products
- Clean Baseboards – Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

## **Athletic Areas**

- Establish a regular cleaning schedule for shared environmental surfaces such as wrestling mats or strength training equipment
- Disinfect mats and other high-use equipment at least daily
- Clean and disinfect high touch surfaces:
  - Handles on equipment (e.g., athletic equipment)
  - Drinking fountains
  - Ice Machines
  - Door handles and push plates
  - Light switches ○ Shared telephones
  - Shared desktops
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and countertops
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Make sure all windows are locked
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures – Weekly
- Replace Lights (Notify Custodian or Maintenance)

## **Communication**

Consider the school community (e.g. staff, families, students, vendors, community) and the needs of each audience. Develop communications materials accordingly including the creation of sample messages/letters for COVID-19 cases or potential cases for various school audiences. (Samples should be ready to go prior to the opening of buildings.) Utilize communication methods generally used by the district to inform the school community. Information should be dispersed in a variety of platforms that could include:

- District website
- Call list/ROBOCall
- Email blast
- Online training
- Correspondence (letters) to homes
- Social media accounts used by district
- Zoom, WebEx, Google Classroom, etc.)

Clear messaging needs to be prepared and consistently communicated before re-entry, on the

first day, during the first week, through parent nights (to extend communication), and throughout the first month. Minimum monthly communication should provide information on the following topics:

- Who to contact with questions, concerns or suggestions. Empower people to make a positive difference and communicate the expectation for them to do so
- Superintendent of Schools, Building Principals and Superintendent of Transportation and Building and Grounds
- The facts as we currently know them (NYSDOH, CDC)
- The importance of social distancing, monitoring symptoms of COVID-19 and when to stay home
- Set protocols for entrance (screening), and the review process for staff calling in sick. Constant reminders for staff to stay home if they feel sick.

● Encourage and implement social distancing in bathrooms, break rooms, hallways, etc.

Installing social distancing markers on the floors, etc.

● Practice proper hand hygiene. Staff is allowed to use hand sanitizer but hand washing with soap and water for at least 20 seconds is still more effective. Hand sanitizer works best on clean hands

● Encourage and practice proper respiratory etiquette (i.e. coughing or sneezing into your elbow if a tissue is not available

- Educating the school community on district policies/procedures including how to properly wear and dispose of a face mask/respirator

Clearly communicate to the school community the various measures that have been taken to keep occupants safe:

● What's been done to protect the health and safety of all building occupants. This communication will need to include a list or table of changes from March to Now ("New Normal"). (Entry procedures, screening, etc.) New processes and expectations going forward: frequent hand washing, good cough/sneeze etiquette, proper wearing of face coverings, social/physical distancing, areas that are open and areas that have been closed off, etc.

● Communication should also be provided for what hasn't changed, like security practices, staff expectations, learning goals, etc.

Cleaning and Disinfection School Facilities, Equipment and Grounds

● Initiatives taken by the district to clean/disinfect the school (consistently)

- Providing staff with a list of chemicals that will be used district-wide
- Re-enforcing to use only district approved chemicals
- Establishing and communicating any changes to building cleaning schedules (i.e. daily routine, disinfection of common high touch surfaces). High touch surfaces could include (not an all-inclusive list):

■ Door knobs

- Light switches
- Handrails

- Faucet handles
- Drinking fountains

- Touch screens/phones/tablets
- Copier controls

## **Personal Property**

● Personal property being brought to school (e.g., refillable water bottles, school supplies, cell phones, books, instruments, etc.) must be cleaned and/or disinfected regularly by the owner.

Personal items not required for school should be left at home (i.e., toys, playing cards, sports equipment, personal headphones, etc.).

## **Mental Health Resources**

● Below is a list and contact information for mental health supports for staff who need social-emotional assistance when returning to work:

- **School Staff for Resources and Referrals**

1. Jessica Bosarge, x 704, School Counselor
2. Lisa Parker, x703, School Psychologist
3. Meeghan Goralcyk, x417, School Psychologist
4. Rosemary Toomey, ext 426, High School Nurse
5. Whitney Barlett ext 705, Elementary School Nurse

- **County Resources**

1. Essex County Mental Health (518)-873-3670
2. Families First (518)-873-9544
3. Mental Health Association (518)-962-2077
  - 24 hr Hopeline (800) 440-8074
4. Hudson Headwaters Health Network (518) 585- 6708
5. 211 United Way- Resources and Referrals- Dial 211

## **Training**

- Provide all required training in addition to COVID-19 specific training as part of opening packet and presentations.
- Provide training on hand washing as part of opening packets and presentations.
- Provide training for staff on appropriate use of wearing, sizing, removing and disposing of PPE as part of opening packet and presentations.
- Confirm that subs are willing to work and that they are trained, in advance, on new policies/procedures and protocols as part of opening packet and presentations.
- Provide training for staff on how to address close contact interactions as part of every day job tasks as part of reopening packets and presentations.

## **Entry Points into the Building:**

- Have hand sanitizer available if signing children in or out of school. Same goes for visitors and vendors.
- Install hand sanitizer dispensers near entry doors and other high-traffic areas. Follow current hand sanitizer use in school regulations for children
- Visitor Screening: As a general practice, no visitors will be allowed into either building. On the rare occurrence that this is unavoidable, individuals who have a fever of 100.0°F or above or other signs of illness should not be admitted to a district building. (Appendix 4)

## **CLOSURE**



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

Closure triggers: Identification of the conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure; Operational Activity: Determination of which operations will be decreased, or ceased and which operations will be conducted remotely; include process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel; and

Communication: Plan to communicate internally and externally throughout the closure process.

When a person has been identified (confirmed) or suspected to be COVID-19 positive; the process could include:

- Having school administrators collaborate and coordinate with local health officials to make school closure and large event cancellation decisions. School will follow all health department recommendations pertaining to school closures. Each identified or suspected positive case of COVID - 19 will be examined on a case by case process to determine whether school will close for a period of time.
- Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the Local DOH. Establishing a decision-making tree at the district level.
  - Decision making tree will include the Superintendent of Schools, Health Department, Principals, School Nurse, and Superintendent of Transportation and Building and Grounds.
- Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.
  - Staff will develop continuity of learning plans during the first two days of school. All staff will be expected to practice online learning activities weekly to ensure students are ready to remote learn if mandated. Meal system will run as it currently is, Monday and Wednesday, pick up and meal delivery for those who want meals delivered. Medical and social services will be done on a case by case situation. Medical and counseling staff will continue to treat and see their confidential list of students remotely if needed.
- Schools might need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
  - Closing off areas used by ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area. If possible, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Do not use the area(s) until cleaning and disinfection has taken place.

- Opening outside doors and windows to increase air circulation in the area.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.
- Communicating as soon as possible with staff, parents, and students.
- Using DOH guidance/procedures for when someone tests positive.
- In consultation with the Local DOH, a school official may consider whether school closure is warranted and period of time (prior to re-opening) based on the risk level within the specific community as determined by the Local DOH.
- In accordance with guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff quarantine.
- Additional close contacts at school outside of a classroom should also quarantine at home.

Keeping in mind that the closing of schools could be a regional decision.

- Thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response).
- Decisions to close school for any period of time will be determined through a discussion and recommendation from the Essex County Health Department.

## **Safety Drills**

Education Law § 807 requires that schools conduct 8 evacuation and 4 lockdown drills each school year. When planning drills, consideration should be given to how a school may modify their drill procedures to minimize risk of spreading infection. Conducting drills is an important part of keeping students and staff safe in an emergency, however, steps should be taken to minimize the risk of spreading infection while conducting drills. As such, it may be necessary for schools to conduct drills in the 2021-22 school year using protocols that are different than they are used to. Regardless of the modification used when conducting a drill, students should be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

Modifications to evacuation drill protocols may include, but are not limited to:

- Conducting drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering by the classroom, minimizes contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose; and

District intends to conduct all necessary drills utilizing social distancing requirements, along with wearing a mask during the drills. All drills will include all students at the same time.

• If schools re-open with a “hybrid” in-person model, such as one where students attend school alternate school weeks to reduce the occupancy of the school building, schools must be certain that all students are receiving instruction in emergency procedures, and participating in drills while they are in attendance in-person. Modifications to Lockdown Drills may include, but are not limited to:

If the District utilizes a hybrid model, those students in the building will practice all emergency drills as normal except utilizing social distancing rules and wearing a mask. Drills will be done on schedules requiring different groups to be rotating in person instruction.

- Conduct lockdown drill in classroom setting while maintaining social distancing and using masks;
- The District intends to perform a lockdown drill utilizing social distancing and masks. Directions will be shared with staff utilizing this format during one of our drills.
- Conducting lockdown drills on a “staggered” schedule with smaller numbers of students present to maintain social distancing, however schools must be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person; and
- The District does not intend to stagger Lock Down drills, all students and staff will participate in all Lock Down drills.
- Conduct lockdown drills in the classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.

-The District intends to perform this Lock Down drill as one of the first drills to occur. Guidance will be shared with staff on these procedures prior to the drill.

## **Facilities**

Schools and school districts should promote social distancing while maintaining existing safety requirements designed to protect students. To accomplish this, schools may expand their physical footprint or change the way they utilize space. Schools should also continue to increase ventilation and filtration.

Schools must continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. School leaders will need to plan for these drills to be conducted in a manner that maintains social distancing at exits and gatherings points outside the building, while still preparing students to respond in emergencies.

## **Reopening Mandatory Requirements**

### **General Health and Safety Assurances**

School districts or other applicable schools must follow 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. These requirements will be addressed in more detail in other parts of the NYSED Re-Opening Guidance. The Facilities portion of the district’s, or other

applicable schools, reopening plan will seek assurance that school districts or other applicable schools will meet all requirements associated with building space related changes that they may elect to make.

There are no changes to our facility at this time.

### **Fire Code Compliance**

Changes or additions to facilities require review by the Office of Facilities Planning (OFP), since all spaces to be occupied by public school students and staff must meet the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code. In their plans, districts or other applicable schools will provide assurances that, should alterations be made, districts and other applicable schools will submit the proposed changes to the OFP for review and approval - just as with any other project.

There will be no alterations or changes to the District at this time.

### **Doorways**

Many stairs and corridor doors have closers with automatic hold opens. These doors are normally held in the open position and are automatically released by the fire alarm system. The function, position, and operation of those doors must remain unchanged. Fortunately, they need not be touched during normal use.

The district will continue to use automatic doors outlined above.

### **Emergency Drills**

Districts or other applicable schools shall conduct standard operations and procedures to the best of their abilities without deviating from current requirements. Fire (evacuation) Drills and Lockdown Drills are required by Education Law and regulation and the Fire Code and they must be conducted without exceptions. Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted. Methods to promote and provide for social distancing during the evacuation drills are ultimately the district's or other applicable school's decision and responsibility. Those changes must be included in the Fire Safety plans. Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools Questions related to this guidance may be directed to [reopeningguidance@nysed.gov](mailto:reopeningguidance@nysed.gov) 48

The district will include social distancing guidelines in its updated emergency plan

### **Inspections**

Statute has not been changed to provide an extension to the submission deadline for the Building Condition Survey or Visual Inspections. These deadlines must be met.

The District will continue to follow all rules associated with Building Condition Survey and Visual Inspections.

### **Lead Testing due in 2020**

At present, the statutory requirement that lead testing occur in 2020 continues. NYS DOH regulation 67-4, Lead-In-Water Testing, DOH requires lead-in-water testing to be conducted when the building is “normally occupied.” Sampling should not be conducted when the building is vacant or has been vacant for an extended period due to COVID-19 closure. Simulation of “normally occupied operation” for the purpose of lead-in-water testing is not permitted. NYS DOH advises that schools follow recommended procedures to the extent possible to provide clean and safe drinking water upon reopening.

The District will continue to follow the rules and regulations associated with lead testing.

### **Time Management**

- The district will ensure doors that can be open throughout the day, these doors will not go against the District’s Lock Down Plan.

**Required Square Footage** While recommendations on social distancing suggest that maintaining a six-foot distance from others is optimal, the building code itself does not mandate a minimum square footage per person on which districts or other applicable schools must base the number of students and staff in a building. Code sets standards for individual rooms and it varies on room function. If contemplating a change in class size use 20 square feet (SF) per person for a classroom, 15 SF per person for cafeterias, 50 SF Vocational, Tech and Special Ed., 150 SF for offices, 5-15 SF at gymnasiums. Contact an architect at the OFP with questions pertaining to change of room use and occupant load or if a proposed change in occupancy of a space results in an occupant count greater than 49. A higher expected number of occupants may change the requirements for exits.

**Facility Alterations and Acquisition** Districts or other applicable schools may choose to ease social distancing by changing the way they use space in their existing buildings or by acquiring additional space. All spaces to be occupied by school students and staff must meet the requirements of the 2020 New York State Uniform Fire Prevention and Building Code and the State Energy Conservation Code.

**Space Expansion** Space Expansion Mandatory Requirements If districts or other applicable schools choose to expand their square footage in order to enable improved social distancing (e.g. building additions, lease space, transportable classroom units or spaces such as tents) the following requirements apply for all spaces to be occupied by school district staff and students:

### **Changes to Space Utilization and/or Alterations**

## Alterations Mandatory Requirements

If districts/schools expect to make space alterations to the physical space or the building, these items will be required: No changes at this time

## Space Expansion

Space Expansion Mandatory Requirements If districts or other applicable schools choose to expand their square footage in order to enable improved social distancing (e.g. building additions, lease space, transportable classroom units or spaces such as tents) the following requirements apply for all spaces to be occupied by school district staff and students: No changes at his time.

## Plumbing Facilities and Fixtures

Toilet and Sink Fixtures: Districts or other applicable schools may consider reducing the number of toilet fixtures in a building in order to facilitate frequent cleaning. However, the minimum number of toilet fixtures that must be available for use in a building is established in the building code.

The usual minimum requirement may be reduced by certain circumstances that may be relevant: (1) the building's aggregate number of toilet fixtures already exceeds the minimum amount required by the Building Code or (2) the building occupancy is reduced using partial remote learning or reductions.

Reminder: frequent handwashing is a key component to avoiding the spread of COVID-19, so sinks and soap must be available to building occupants at all times. The district has installed hand sanitizers through the school. Hand sanitizer will be provided at all entrances, near food serving lines, near restrooms, and in classrooms.

## Plumbing Facilities and Fixtures Mandatory Requirements

The number of toilet and sink fixtures must meet the minimum standards of the New York State Building Code. In order to ensure compliance, a design professional should be consulted prior to any modifications to layouts or number of fixtures.

- The District has no intentions to change or modify existing fixtures.
- All temporary facilities must be approved through the Office of Facilities Planning.

## Drinking Water Facilities:

Districts or other applicable schools may wish to reduce the number of drinking fountains available, in order to facilitate frequent cleaning. However, drinking fountains are a code required plumbing fixture. One fountain is required for each one hundred occupants. In the event drinking fountains need to be taken out of service, the following should be considered to provide potable drinking water to all occupants of the building:

- Drinking fountains may be replaced with units with bottle fillers.
- Supplying students with bottled drinking water or water in disposable cups at specified locations is an acceptable alternative source. The district or other applicable school may provide students with personal containers to fill at home.

The district does not intend to place water fountains out of service.

## Ventilation

### Ventilation Mandatory Requirements

Maintain adequate, code required ventilation (natural or mechanical) as designed.

- The district plans to utilize its existing ventilation system, capacity may be increased to increase the amount of fresh air being added to the building throughout the day.
- Filters on our ventilation systems have been replaced and will be changed more frequently to ensure they are clean and allow the maximum amount of air to enter as being required from our units.

If other air cleaning equipment is proposed, submit to OFP for review and approval. Districts and schools are encouraged to increase the fresh air ventilation rate to the extent possible to aid in maintaining a healthy indoor air quality. We recognize there are many different types of ventilation systems, natural or mechanical, that may be limited for increasing ventilation outside air due to available heat or fan/relief airflow capacity. Schools may consider installing a higher efficiency filter. A higher efficiency filter may require a larger filter housing and will create greater resistance to airflow, and the fan and HVAC system may require rebalancing to maintain the code required ventilation rate.

## Child Nutrition

- The SFA will run a grab and go style meal service, for Breakfast and Lunch, method via cafeteria serving lines will be offered daily for students. The SFA will work with Administrators on service times to ensure all students have access to school meals.
- The SFA will continue to provide modified menu offerings for students with documented food allergies, supported by medical accommodation.
- Meal counting procedures for meals served outside of the cafeteria: Classrooms will use a meal sheet (will be provided to the teacher) to order lunches. The meal count will come from these sheets and will be entered onto the POS system on the serving line.
- Cash or check payments can be collected in envelopes with student names on them and sent to the cafeteria by classroom teachers.
- Payments can be collected at the register (cash or check).
- The FSA strongly encourages the use of the online school payment system.
- Students can tell the cashier what they would like to purchase. Cashier can get items for them and complete the transaction. (This happens while the student wears proper PPE and Cashier wears Proper PPE and disposable gloves.)
- SFA will provide multiple means of communication to parents if the need arises.

## Meals Consumed Onsite

### Breakfast

- The SFA will run a grab and go style meal service for breakfast for elementary and high school students.
- Students will move through the serving line, using social distancing, where PPE's will be required to be worn. Signage and markings will be in place to ensure social distancing through the serving area.
- Complete meals will be placed on a counter or tray line for quick and easy pick up.
- The SFA will work with Administrators on service times to ensure all students have access to school meals.
- Students will eat either in their homerooms or classrooms utilizing social distancing guidelines.
- Pre-K students will eat breakfast in the cafeteria at a designated time.

### Lunch

- Grades PreK- 6 meals will be served in the classrooms with social distancing guidelines in place.
- Grades PK-6 will utilize the cafeteria when available.
- Classrooms will use a meal sheet (will be provided to the teacher) to order lunches.(Appendix 5)
- The meal sheet will have a Main Meal Option and Sandwich Option available.
- This can be returned electronically through email or dropped off in the Elementary office by 1pm the day before actual service.
- Food service staff will deliver meals to classroom at the designated lunch time
- Staff will Wear single-use gloves when handling or delivering all foods.
- Staff will wear an apron when handling or delivering food.
- Staff will follow the Districts Standard Operating Procedures and Food Safety guideline set by the Department of Health
- Classroom teachers will be informed of any food allergy their students may have
- Grades 7-12 meals will be served in the cafeteria where social distancing and Physical distancing will be marked out using tape and signage.
- Students will move through the serving line where PPE's will be required to be worn
- The Students can pick up their meal of choice.
- All meals will be packaged in disposable containers as needed.
- All condiment will be pre packaged and placed on the tray by cashiers and/or servers
- There will be physical barriers between the staff and students while in the serving line.
- The SFA will coordinate with school personnel in order to meet the feeding safety needs of students with disabilities.



Students will be encouraged to perform hand hygiene before and after eating. Appropriate hand hygiene will be promoted through signage that is posted by our sanitizing station located at the serving line entrances. Sharing of food and beverages will be discouraged. The District has suspended the use of salad bars and other self-service refrigerators and buffets for food and condiments. The FSA will provide meals in compliance with Child Nutrition Program requirements.

### Food Service Staff

- SFA will ensure Food Service Staff members are trained on district policies and protocols on health and safety
- SFA will review, and retrain staff as needed on standard operating procedures for food service. The SFA will provide food service staff members with a hard copy of the Districts SOP.
- Food Service Staff will be cross trained in different areas of the kitchen to perform essential activities in the event of key absences or emergency situations.
- The SFA will work with the Administration and District office to communicate information between the SFA and Parents/ Guardians. Communication can happen Electronically through email, social media pages, robocalls, and the school website. District will ensure communications are translated into the languages spoken by families in the district.
- Tables and high contact areas will be disinfected between periods to ensure the common area is disinfected prior to the next group of students coming in.

## **Transportation**

The school bus is an extension of the classroom; therefore, many of the recommendations that apply to school buildings (like social distancing and frequent cleaning) should be applied to the school bus, as well. Pupil transportation also presents certain unique challenges, especially with regard to the transportation of homeless students, students in foster care, students in nonpublic and charter schools, and students with disabilities. So, it is critical that schools and school districts must be sure to include Transportation Department staff in all school re-opening planning.

### School District Policies/Practices

#### Reopening Mandatory Requirements

School districts and other applicable schools are expected to fulfill existing mandates regarding Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools Questions related to this guidance may be directed to [reopeningguidance@nysed.gov](mailto:reopeningguidance@nysed.gov) 60 the safe and effective transportation of students who are homeless (McKinney-Vento), in foster care, have disabilities and attend non-public schools and charter schools. Although meeting these obligations will certainly pose challenges, these expectations continue to be in place. Districts and other applicable schools should plan accordingly.

The School Bus School Bus Mandatory Requirements Assurances of the following will be required when submitting the Reopening Plan:

Students who are able will be required to wear masks and social distance as much as possible. Students who are not able to wear a mask and have a medical note allowing the student not to wear a mask will be socially distanced on the school bus, and the district will help in arranging social distancing through assigned seats on the bus.

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 must be cleaned/disinfected once a day. High contact spots must be wiped down after the am and pm run depending upon the disinfection schedule. (For example, some buses might be cleaned between the am and pm runs while other buses may be cleaned/disinfected after the pm run);

- The District plans to disinfect all high contact areas between runs, after the p.m. bus run, enter buses will be disinfected for the next day's run.
- School Bus Considerations
- Districts and other applicable schools may want to consider adding the following best practices to their reopening plan:
- School bus companies may choose to install sneeze guards by the driver's seat and in between each seat to protect children and increase capacity. If installed, the sneeze guards must be made of a material approved by the Department of Transportation. Sneeze guards will need to be disinfected every day;
- The district plans on ensuring all drivers and bus aids are properly equipped with PPE. All drivers and aids will wear a mask/face shield when transporting students. Students will be required to wear a mask for the entire trip and socially distance when possible.
- Sneeze guards may be installed on wheelchair buses between securement stations with the approval of the Department of Transportation;
- N/A
- When temperatures are above 45 degrees, school buses should transport passengers with roof hatches or windows slightly opened to provide air flow.
- All buses will increase airflow by opening windows and roof vents weather permitting.

## **School Bus Staff**

### **School Bus Staff Mandatory Requirements**

School bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID-19 before arriving at work. If personnel are experiencing any of the symptoms of COVID-19 they should notify their employer and seek medical attention;

- All employees will be required to perform a health screening on a daily basis before arriving at work. All staff will attest that their temperature is not above the 100 degrees F.
- School bus drivers, monitors, attendants and mechanics must wear a face covering along with an optional face shield if they like;
- All staff will be required to wear PPE along with a face guard if required.
- Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19;

- All staff will be required to have in-house training prior to the start of the school on the proper use of PPE and COVID-19 signs and symptoms, this training will be on-going throughout the year.
- Transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses as well as hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.
- All staff will be provided PPE for the school year. Hand sanitizer will be available at our bus garage for all staff to use prior to going out on bus runs.
- Drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.
- Transportation staff should be encouraged to wash their hands with soap and water before and after the am and pm runs to keep healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you touch your eyes, nose, and mouth with unwashed hands  
touch a contaminated surface or objects blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

## **Students on Transportation**

### Students on Transportation Mandatory Requirements

- As was outlined in the Health and Safety section of this guidance, all parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school;
- Students must wear a mask on a school bus if they are physically able. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering;
- Students should social distance on the bus where possible;
- Students who do not have a mask can NOT be denied transportation;
- The district will provide face mask coverings for students who do not have one prior to getting on the bus.

Students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.

### Students on Transportation Considerations

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

- Siblings or children who reside in the same household should be encouraged to sit together.
- A student without a mask may be provided a mask by the driver/monitor/attendant. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering. In such a situation the seating will have to be rearranged so the student without a mask is socially distanced from other students.

- The District will make special arrangements for seating purposes for students who cannot wear a mask.
- Students who are transported in a mobility device should use seating positions that provide the required social distancing or have NYS-approved sneeze guards installed.
- Students should be reminded of the bus rules, like, to not eat or drink on the school bus, which would require them to remove their mask.
- When students embark and disembark the bus, they should follow social distancing protocols. This will increase the time required to load and unload buses at stops.
- The district is anticipating that bus runs will require additional time, and parents will be notified of this prior to the start of the school year.

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

- When students embark and disembark the bus, they should follow social distancing protocols. This will increase the time required to load and unload buses at schools in the morning and afternoon.
- Students who will be riding the bus will enter the school through the Central Office doors, social distancing rules will be taught to students upon arrival and as they enter the building.
- School staggers arrival and departure times to ensure social distancing.
- The district currently uses staggered bus pick up times and drop off times, this practice will continue for the upcoming school year.
- Schools should reconfigure the loading and unloading locations for students who are transported by bus, car or are pedestrians.
- The District has designated the high school doors for jr/sr students who arrive by parents. Elementary students who arrive by parents will enter the building through the elementary gym area.
- Since hand sanitizer is not permitted on school buses, the District will sanitize all students prior to entering the building on a daily basis.
- All entrances will have hand sanitizer at the entrances for students to use prior to entering the school.

## **Pupil Transportation Routing**

### **Pupil Transportation Routing Mandatory Requirements**

If the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of district whose schools are meeting in in-person sessions when/ if the district is not;

All students are entitled to transportation by the district to the extent required by law. Transportation departments do not have the ability or the right to deny transportation for children who are in foster care, homeless or attend private or charter schools. Parents who may have missed the due date to request out of district transportation due to a reasonable excuse may file a 310 appeal with the Commissioner of Education.

- The district plans to honor all transportation requirements for students attending school

out of the District. All transportation rules associated with transporting students will be followed at all times, PPE, mask requirements and social distancing when possible.

#### Pupil Transportation Routing Considerations

- School districts should pursue every avenue to provide transportation for their student populations using creative means of district routing, municipal contracts, piggybacking contracts, parent contracts or public transportation.
- The district has and will continue to share transportation with other Districts to help in the transporting of students to school related programs and events. All required PPE, masks and social distancing rules will be followed at all times.

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

- A Student Support Team will be established to identify students' mental, behavioral and emotional needs. Referrals can be made to this team by teachers, administration, school staff and parents/guardians of students.
- A district wide and building level comprehensive school counseling plan will be established and informed by an advisory council that will review and update based on district needs on a regular basis. The advisory council will be composed of families, students, board of education members, community based service providers, teachers, counselors, and other Pupil Personnel Service providers including social workers and school psychologists.
- Provide professional learning to support all staff in developing a deeper understanding of their role in supporting student social emotional competencies and well-being.
- Scaffold SEL to best support the developmental needs of students at all grade levels, from Pre-K through high school.
- Implement explicit SEL lessons and embed opportunities to develop and practice SEL competencies within academic lessons.
- Embed SEL and trauma-responsive practices in restorative discipline policies.
- Assign staff students to check on on a weekly basis to assess needs, students identified with additional support will be assigned to a counselor, social worker, school psychologist or referred to mental health.
- Evidence-based programs will be available on a referral basis for individuals or small groups of students with identified needs consistent with response to trauma as identified by caregivers or students.
- Prior to the re-entry of students, conversation about the differences, losses, and newness of preparation for teaching and learning with teachers will be conducted.
- Staff will be surveyed regularly to gauge their needs and provided with necessary referrals and supports.
- We will support access to mental health and trauma support for adults in the school community.

### **School Schedules**

7-12

- Students will return to in person instruction 5 days per week starting Tuesday, September 7, 2021. Additional sections of classes will be used where possible to allow for smaller class sizes.

#### PK-6

- Cohorts are primarily defined as an assigned class
- The pool will be reopened for instructional use when a comprehensive plan has been developed, pending at this time
- All grade levels will receive instruction within the specials areas of Library, Music, Art, and Physical Education
- Physical Education classes will be held outdoors to the extent possible
- Recess will be scheduled by cohort to avoid playground congestion and to ensure social distancing

### **Attendance and Chronic Absenteeism**

#### PK-12

- Attendance will be taken on a daily basis using our current student management system, SchoolTool. All current attendance policies and procedures will be followed.
- Attendance of any school-age student of compulsory age, who resides in the Moriah Central School District or is placed by a parent/guardian in another public school district, a charter school, or is placed by a district administrator or the CSE of the school district in educational programs outside the district (such as, another school district, BOCES, approved private in-State or out-of-State school, and State supported school) will be reported in SIRS.
- Moriah will also seek out adults in the school who have established a connection with the student and/or family, such as counselors, coaches, social workers, teachers and psychologists. Social media contact or using friends to reach out can also be effective strategies.
- The district will work with CPS as well as the probation department in addressing chronic absenteeism where applicable.

### **Technology and Connectivity**

- All students are provided with a chromebook. Those with limited or no internet access at their home can access in the school's parking lot and outside of the public library, and hot spots may be available.
- Professional development will be provided designing effective remote/online learning experiences and best practices for instruction in remote/online settings.
- Students will receive instruction to build digital fluency.
- We will continue to utilize the local NERIC for Information Technology (IT) Support as necessary to support teachers, students, and families. Staff members will be designated to provide ongoing support with technology to students, teachers and families.
- We will utilize the V-TEC student group to assist with technology support where practicable. Moriah will ensure student data privacy and security will be maintained and that the school and/or district are in compliance with Federal and State laws related to

student technology use, including NY Education Law 2-d and Part 121 of the Commissioner's Regulations. •

- We will streamline the number of platforms used as well as have more structure built into the online format. More consistent methods of communication and times that communications are sent, predictable deadlines, and the provision of instruction in multiple modalities (recorded video, recorded audio, written translation).
- Provide flexibility to decrease stress and increase equitable access for students and families.
- The district will have WiFi capability in the school parking lot for parents and students to access any time of the day.

## **TEACHING AND LEARNING - IN PERSON (+REMOTE)\* MODEL**

Moriah Central School will follow a Continuity of Learning Plan for 2021-22 that includes preparations and delivery of 180 days of in-person instruction. Instruction will be aligned with the outcomes in the New York State Learning Standards, and educational equity will inform classroom practice. It is essential that all instruction be developed so that whether delivered in-person, remotely, or through a hybrid model there are clear opportunities for instruction that are accessible to all students. Teachers must ensure a level playing field for students in regards to expectations, rigor, learning and grading, as consistency for all students is critical. Clear plans for communication with parents and students will be created along with how families can contact the school and teachers with questions about instruction and/or technology.

### **Regular and Substantive Daily Interactions/ Daily Attendance**

The MCS Continuity of Learning Plan for 2021-22 will require the provision of regular, substantive interaction between teachers and students. Students will participate in a traditional manner. All students will follow their school schedules and attend class during prescribed times utilizing live instruction. Schedules will vary by grade level.

Teachers (Pre-K-12) will choose from the following district-provided software to accommodate their daily substantive interactions with remote students if necessary: Seesaw, Zoom, or Google Meets. It will be the responsibility of the teacher to customize how these daily substantive interactions will take place during student's prescribed class times. Teachers may wish to livestream the entire class time, or customize these interactions for portions of class time, depending on individual needs, confidentiality issues, and desired learning outcomes. Teachers will clearly communicate their plans for daily substantive interactions with their students and parents.

It is the students and parents responsibility to ensure that their necessary technology is adequate to receive daily substantive interactions, that their technology is charged or can attach to a power supply, and that students are present for class during their prescribed class time as a remote student. Problems with district provided technology must be reported by students and parents immediately, so an efficient remedy can be made with minimal instructional loss.

## **Instructional Guidelines**

### **General PreK -12 Instructional Guidelines:**

- Align all instruction to NYS Learning Standards per grade level and discipline.
- Model, educate, and practice good student hygiene (handwashing/mask use/hand sanitizer)
- Maintain social distancing when possible in all classrooms: arrange desks at least 3 feet apart when possible and use masks, with mask breaks.
- Where applicable, a Google Classroom/Seesaw should be created for each class. Teachers, students, and parents can interact there to enhance the learning experience and also prepare for any remote model that may need to be utilized in the future.
- Use a clear method to communicate (email, phone, Google Classroom, SeeSaw) for students and parents so they can ask questions about instruction and/or use of technology
- Daily standards-based instructional experiences will include face to face contact between teacher and student. They may also include completing online tasks, viewing relevant instructional videos, responding to instructor questions, or doing projects. These experiences can be utilized for standards-based learning in hybrid and remote settings as well.
- Each daily lesson will include substantive interaction for students who may be quarantining at home.
- Recorded lessons may be emailed or placed on Google Classroom/SeeSaw for students to access at other times.
- It is encouraged to include some remote lessons at times that can help prepare for possible school closures.
- Create visuals and markings on the floor to reinforce social distancing and manage the flow of students in the classroom
- Have hand hygiene supplies available in classrooms and close to shared materials/surfaces

### **Early Learning/Primary (PreK-3)**

- Align all instruction to NYS Learning Standards per grade level and discipline. Use a local or diagnostic assessment to determine any area(s)/needs where students lack as a result of any teaching loss during the 2020-2021 school year. Imbed those areas into the curriculum for the 2021-2022 school year.



- For classrooms without an interior bathroom, an adult should ensure handwashing protocols are followed when a student returns to class.
- Napping materials should be sanitized daily and, to extent practicable, assigned to individual students for the school year.
- Follow proper sanitation guidelines from the DOH after children have been at a learning center or in small groups
- Avoid centers that include multiple students using it at one time, such as water/sand tables, sensory tables, etc.
- Provide students with individual sets of materials to avoid sharing common items
- Refrain from strategies and practices that encourage physical contact, such as hand-holding buddy systems.
- Enact measures to prevent intermingling between cohorts to the extent practicable
- Students participating in “pull-outs” will be escorted to their locations to ensure social distancing, etc, and escorts will allow those rooms to be sanitized if necessary prior to releasing the students to their “pull out” services
- Because of the scaffolded and spiraled nature of elementary curriculum, elementary teachers are to teach their assigned grade level curriculum, content, and standards, filling in gaps from the prior year.

#### **Grades 4-6**

- Align all instruction to NYS Learning Standards per grade level and discipline. Use a local or diagnostic assessment to determine any area(s)/needs where students lack as a result of any teaching loss during the 2020-2021 school year. Imbed those areas into the curriculum for the 2021-2022 school year.
- For classrooms without an interior bathroom, an adult should ensure handwashing protocols are followed when a student returns to the class.
- Follow proper sanitation guidelines from the DOH after children have been at a learning center or in small groups
- Provide students with individual sets of materials to avoid sharing common items
- Enact measures to prevent intermingling between cohorts to the extent practicable
- Students participating in “pull-outs” will be escorted to their locations to ensure social distancing, etc, and escorts will allow those rooms to be sanitized if necessary prior to releasing the students to their “pull out” services
- Because of the scaffolded and spiraled nature of elementary curriculum, elementary teachers are to teach their assigned grade level curriculum, content, and standards, filling in gaps from the prior year.

#### **Grades 7-12**

- Align all instruction to NYS Learning Standards per grade level and discipline. Use a local or diagnostic assessment to determine any area(s)/needs where students lack as a result of any teaching loss during the 2020-2021 school year. Implement those areas into the curriculum for the 2021-2022 school year when appropriate and practicable.
- Provide students with individual sets of materials to avoid sharing common items

- The 1200 minute lab requirement for Science labs in applicable courses can be met through hands-on experiments, virtual laboratory experiences, or a combination of hands-on and virtual experiences coupled with satisfactory lab reports in 2020-21.
- Arts classrooms, sinks, costumes, instruments, mirrors, props, and other shared materials and surfaces should be cleaned following appropriate CDC and DOH guidelines. This includes drying racks, changing rooms, easels, stage, and music stands
- Do not share musical instruments; take caution, ensuring 3 ft. distancing, with singing activities/chorus and playing a wind instrument
- Students will apply hand sanitizer as they enter each 7-12 classroom, and as they exit- this will be made available to each classroom along with wipes and an amount of disposable masks in case of mask spoilage

### **Physical Education**

- Align all instruction to NYS Learning Standards per grade level and discipline.
- Ensure 3 ft. distancing in all directions while participating in activities that require aerobic activity and result in heavy breathing, masks will be worn if inside
- Consider using a microphone and speaker as the use of masks and social distancing may make it more difficult to hear teacher instructions
- Focus more on individual pursuits or skills rather than traditional team sports/activities
- Use activities that require no physical contact and do not require students to be in close physical proximity to each other
- Consider available space when planning
- Masks are not required outside

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

- Align all instruction to NYS Learning Standards per grade level and discipline.
- Modify learning for social distancing and/or remote learning

### **Work-based Learning**

- Align all instruction to NYS Learning Standards per grade level and discipline.
- Collaborate with business and industry partners to identify and ensure safe and healthy work-based learning opportunities, which can be in-person or remote
- Prioritize opportunities to students needing to meet graduation/CDOS exit requirements
- Continue to follow IEP

### **Academic Intervention Services**

Students in grades 3-8, including students with disabilities and English Language learners, who are at risk of not achieving State Learning Standards in ELA, Math, SS and/or Science are entitled to receive Academic Intervention Services in accordance with Commissioner's Regulations section 100.2(ee). As the NYS Assessments in grades 3-8 were not administered in 2020-21, districts shall use a district developed procedure to be applied uniformly at each grade level for determining which students are entitled to such services. Districts may consider

students' scores on multiple measures of student performance, which include, but are not limited to, one or more of the following measures:

- Developmental reading assessments
- Benchmark and lesson embedded assessments
- Common formative assessments
- Unit and lesson assessments
- Results of psychoeducational evaluations
- Diagnostic screening for vision, hearing, and physical disabilities as well as screening for possible disabilities pursuant to Commissioner's Regulations Part 117
- Flexibility in AIS Identification: Schools are not required to conduct the two-step identification prescribed for identification of students in grades 3 through 8 to receive AIS for the 2021-22 school year due to the cancelation of State assessments for the 2020-21 school year due to the COVID-19 crisis.

### **Remote Instructional Model Guidelines - In the event of a school closure:**

- The use of Google Classroom or SeeSaw in In-Person and Remote Models will be beneficial in the remote learning environment.
- PK-6 students will be expected to participate/be available for live instruction/interaction during the pre-scheduled times during the day.
- PK-6 remote instructional schedules will be developed by the teacher and will include a combination of virtual whole group and small group instruction as well as independent work done on and/or offline.
- PK-6 remote instruction will be delivered daily to all students and will be substantially equivalent as appropriate to onsite instruction
- Grades PreK-3 will utilize SeeSaw as the main instructional platform. Regular substantive interaction will take place and attendance accounted for.
- Grades 4-12 will use Google classroom as their main instructional platform. Regular substantive interaction will take place and attendance accounted for.
- In 7-12, students will be expected/required to follow their school schedule. Software including Google Meet, Google Hangouts or Zoom will be utilized to meet individually with students, either individually or in small groups. Regular substantive interaction will take place and attendance accounted for.
- In 7-12, the science lab requirement will be met through hands-on and virtual lab experiences, or a combination of virtual and hands-on experiences coupled with lab reports
- All Teachers/staff (PreK-12) will complete and submit weekly accountability reports to their supervisor.

## **Special Education**

### **Provision of a Free Appropriate Public Education**

- All services will be offered to students with disabilities as written above for general education students.

- IEP will be followed as written.
- Special education students will receive progress monitoring by their case manager/special education teacher to ensure that they are successfully completing the curriculum with accommodations as written in the IEP.
- Teletherapy services to be provided if in the event of a school closure. Progress monitoring will be the same as for those students in school.

#### **Documentation of Programs/Services Offered**

- Special Education Inclusive Programs: Will follow each grade level/building model
- Special Education Resource Room Program: Will follow each grade level/building model.
- Special Classes: Utilization of daily in-person special education instruction and related services for children with significant needs. The IEP will be followed as written to support each individual. Teletherapy services provided as needed per the IEP in the event of a school closure.
- Daily attendance and RS Logs will be completed by teachers/related service providers.

#### **Meaningful Parent Engagement**

- IEP will be followed as written.
- Communication with parents via email, phone calls, weekly updates/summaries. Progress notes provided at the same time as general education progress is reported.

#### **Collaboration between the CSE/CPSE and program providers**

- Continue with monthly/quarterly meetings to provide collaborative opportunities amongst professionals at the CPSE level.
- Monthly meetings with CSE Chairs and special education state representative(s) at the county level.
- Zoom meetings will continue for CSE/CPSE meetings to allow participation from all providers and parents. Platform has been deemed confidential via network providers.

#### **Access to the necessary Instructional & technological resources**

- All students in the district will receive their own chromebooks for academic use.
- The IEP will be followed as written and additional resources provided if needed to make the student successful.
- Contingency plans will be devised as needed on an individual basis.

### **Bilingual Education and World Language**

English Language Learner is defined as a student who, by foreign birth or ancestry, speaks or understands a language other than English and who scores below a NYS designated level of proficiency on the NYSITELL or the NYSESLAT. The federal Every Student Succeeds Act (ESSA) refers to ELLs as “English Learners,” and ELLs are also sometimes referred to as Emergent Bilinguals or Dual Language Learners.

Specific Procedures/Protocols for ELLs where applicable:

- Administer NYSITELL to any student who entered MCS during COVID-19 closure or new entrants to the district during the summer of 2021.
- Translate any informational material for families regarding the reopening of schools, NYSITELL screenings, updates from the classroom and/or district during the course of the school year.
- Create a list of current ELL families and their students that outline contact information, number of children within the district, school location and preferred method of contact (i.e. e-mail, phone call, request of translator).
- Evaluate and create ELL teacher schedules for Units of Study/Instructional Time for ELL students anticipated Fall 2021.

## **Teacher and Principal Evaluation System**

Annual Professional Performance Review (APPR) is an important tool to help support educator growth and development. Moriah Central School will ensure that students are being taught as effectively as is practical to expect in 2021-2022, while providing support that educators and administrators need during this critical COVID-19 crisis. The district will follow their approved APPR plan for 2021-2022.

- Providing feedback and support to educators and principals is important for assisting them with necessary tools to help them grow, as well providing focus areas for future growth.
- APPR and SLOs will follow established practice in 2021-2022 for teachers and principals.

## **Afterschool Child Care**

The District is currently working with the Adirondack Community Action Program to provide after school childcare services for students and families that need it. They are required to follow all procedures outlined in this reopening plan. Additional guidance will follow on after school childcare services.

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

The District will comply with certification requirements for teachers teaching in certified areas. Substitute teachers will be trained on all guidelines pertaining to this plan prior to working in the District. All staff will go through professional development activities relating to our plan prior to school starting. Updates to the plan will be shared as soon as they occur.

## **District Designated COVID -19 Officers**

Superintendent of Schools - William J Larrow  
 Elementary School Principal -Carrie Langey  
 High School Principal - Alison Burch

Superintendent of Grounds and Transportation - Joe Kazlo  
Elementary School Nurse - Whitney Barlett  
High School Nurse - Rosemary Toomey  
MCTA Co-Presidents - Cindy Grinnell & Dean Fleming  
CSEA President - Walt Cheney