

**ANDOVER CENTRAL SCHOOL Reopening Plan**

Andover Central School

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**\*This is a working document and is subject to change at any time\***

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**Andover Central School COVID-19 Reopening Planning Committee Members**

* Lawrence Spangenburg, Superintendent, Parent
* Kathryn Slavinski, Director of Curriculum, Instruction & Assistant Superintendent
* Jon Morris, Principal
* Jennifer Joyce, District Treasurer, Parent
* Brian Perkins, BOE member, Parent
* Carol Richmond, Cafeteria Manager
* Mike Hulse, Supervisor of Buildings and Grounds
* Mike Chaffee, Technology Coordinator
* Sean Reilly, HS Math Teacher & Teacher Association President, Parent
* Cheri Drake, Elementary RTI Teacher & Teacher Association Vice-President
* Jamie Coyle, Educational Support Personal Association President
* Alyssa Potter, School Counselor
* Sherry Dougherty, Psychologist
* John Dougherty, School Security Officer
* Teresa O’Connor, Social Worker
* Megan Duke, CSE/CPSE Chairperson
* Laura Cone, 1st grade Teacher
* Maci Lloyd, 5th grade Teacher
* Beth Klein, Nurse

Introduction

Schools and education organizations are faced with unprecedented challenges due to the global pandemic caused by COVID-19.  In the midst of the pandemic, schools were forced to close their doors to students and transition to remote learning.  Over the course of fourteen weeks school looked different than it ever had before and the last days of school culminated with teachers and students giving their summer farewells via video conference rather than waving to each other from buses.

As we look to enter the 2020-2021 school year, educators find themselves having to plan for the possibilities of face-to-face learning, remote learning, and blended learning all at the same time. The purpose of this plan is to offer some certainty during uncertainty. That is, when we return to school face-to-face, what will be the protocols we use to keep the children and adults in our schools safe? If we are to return to school remotely, how will we ensure all students receive the education they are each entitled to?

This plan was developed by engaging a cross-section of stakeholders to address all aspects of the New York State Education Department’s reopening guidance for Recovering, Rebuilding, and Renewing: The Spirit of New York’s Schools.

The following plan was developed to ensure that the students who are in our educational care are provided with the quality education and services they expect from us in an environment that is safe and remains flexible in our rapidly changing world context. Equity will be at the heart of all school instructional decisions, whether in person, remote or through a hybrid model. There are clear opportunities for instruction that will be accessible to all students and will be aligned with the New York State Standards. These opportunities will include routine scheduled times for our students to interact and receive feedback and support from their teachers. *(SED Assurance: Teaching and Learning 4)*

Provided herein are Andover Central School’s protocols: Practices and Expectations for Students, Faculty, Staff, and Essential Visitors; Plan for In-Person Instruction; Plan for Remote Instruction; Plan for Monitoring and Tracking Health Conditions, Plan for Containment, and Plan for Closure.

**Andover Central School Practices and Expectations of Students, Faculty, Staff, and Essential Visitors**

The health and safety of our students, faculty, staff, and essential visitors at Andover Central School is our top priority. We believe Andover Central School plays a key role in educating and communicating with our school community about everyday actions that are best known to prevent the spread of COVID-19. While Andover Central School will perform daily screening, increased cleaning and disinfection, and management of persons that become ill in our care, there are three central activities all people entering our facility will be expected to participate in order to keep everyone as safe as possible: social distancing; wearing personal protective equipment; and giving increased attention to personal hygiene practices. While these three practices are mentioned throughout our plan, they are mentioned here to give importance to their practice and guide everyone in setting these as our norms as we come together within our facilities.

These practices and expectations comply with guidance from:

* NYSED Recovering, Rebuilding, and Renewing: The Spirit of New York’s School (<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>)
* Department of Health Interim Guidance for In-person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency (<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidence.pdf>)

Practices and Expectations for Social Distancing for Students, Faculty, Staff, and Essential Visitors

(SED Assurance: Health and Safety 11)

To ensure all faculty, staff and students comply with physical distancing requirements, anyone within our building will practice social distancing expectations:

1. All students, faculty, staff, and essential visitors must follow all posted signage regarding social distancing practices and expectations.
2. All students, faculty, staff, and essential visitors will refrain from physical contact with one another to the greatest extent possible.
3. Ensure 6 ft. distance between any employee and student unless safety or core function of work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
4. Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
5. Social distancing markers are posted throughout our building.
6. Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person meetings will be held in open, well-ventilated spaces with appropriate social distancing among participants.

Practices and Expectations for Personal Protective Equipment (PPE) for Students, Faculty, Staff, and Essential Visitors (SED Assurance: Health and Safety 13)

To ensure all students, faculty, staff, and essential visitors comply with protective equipment requirements:

1. All students, faculty, staff, and essential visitors must follow all posted signage regarding PPE practices and expectations.
2. Andover Central School will provide employees and students with an acceptable face covering at no-cost and have an adequate supply of coverings in case of replacement.
3. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
4. Training will be provided to all staff members and students on the proper use of face coverings including:
   * 1. How to Wear Face Coverings Appropriately
     2. How to Put on/Remove Face Coverings
     3. Proper Care of Face Coverings
5. Face coverings must be worn when social distancing cannot be maintained:
   * 1. Students are encouraged to wear face coverings all of the time. Students may remove face covering during instruction if they are seated and while eating meals.
     2. Faculty and staff are encouraged to wear face coverings all of the time. Faculty and staff may remove face coverings when social distancing is being practiced.
     3. Scheduled, essential visitors must wear a mask at all times.
6. When in contact with shared objects or frequently touched areas, gloves will be provided; employees and students are encouraged to wash hands before and after contact.
7. Touching of shared objects and surfaces is discouraged.
   * 1. Examples of some frequently touched areas in schools: Classroom tables, desks and chairs, Door handles and push plates, Handrails, Kitchen and bathroom faucets, Light switches, Handles on equipment (e.g., athletic equipment), Buttons on vending machines and elevators, Shared telephones, Shared desktops, Shared computer keyboards and mice, Bus seats and handrails, etc.
8. Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects:
   * 1. First, clean the surface or object with soap and water
     2. Then, disinfect using an EPA-approved disinfectant
     3. If an EPA-approved disinfectant is unavailable, 70% isopropyl alcohol solutions can be used to disinfect

Practices and Expectations for Hygiene and Cleaning for Students, Faculty, Staff, and Essential Visitors

To ensure all faculty, staff and students comply with hygiene and cleaning requirements, Andover Central School will do the following:

1. All students, faculty, staff, and essential visitors must follow all posted signage regarding hygiene and cleaning practices and expectations *(SED Assurance: Health and Safety 10)*.
2. Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs onsite that document date, time, and scope of cleaning to be maintained by the Facilities and Maintenance Department.
3. Provide and maintain hand hygiene stations for personnel, including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% ethanol or 70% isopropyl alcohol for areas where hand washing is not feasible.
4. Provide Teachers and Therapists with student safe cleaning products to clean room surfaces throughout the day.
5. Staff Training will be provided to promote healthy hygiene practices.  Training will include, but is not limited to:
   1. Proper hand washing techniques
   2. Use of hand sanitizer
   3. Respiratory etiquette, including covering coughs and sneezes
   4. Proper use of face coverings
   5. Encourage staff to stay home when sick
6. Post signs on how to stop the spread of COVID-19, proper hand washing technique, promote everyday protective measures, and the proper wearing of a face covering.
7. Conduct regular cleaning and disinfection daily, or more frequently as needed, along with frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas, will be completed.
8. Require that hand washing take place before and after consuming food (*SED Assurance: Child Nutrition 4*).

Practices and Expectations for Daily Screenings for Students, Faculty, Staff, and Essential Visitors

(*SED Assurance: Health and Safety 5, 8*)

To ensure all students, faculty, staff, and essential visitors comply with daily screening requirements, Andover Central School will do the following:

1. All students, faculty, staff, and essential visitors must follow all posted signage regarding daily screening practices and expectations (SED Assurance: Health and Safety 10)
2. Implement a daily screening protocol, either electronically for faculty and staff, or on paper for students and essential visitors that document answers to the following questions:
   1. Have you experienced any COVID-19 symptoms in the past 14 days?
      1. Symptoms of COVID-19 include (may appear 2-14 days after exposure):
         1. Fever (greater than 100.0°F)
         2. Chills
         3. Cough
         4. Congestion or Runny Nose
         5. Diarrhea
         6. Fatigue
         7. Headache
         8. Muscle or Body Aches
         9. New loss of taste or smell
         10. Nausea or Vomiting
         11. Shortness of breath or difficulty breathing
         12. Sore Throat
   2. Have you had a positive COVID-19 test in the past 14 days?
   3. Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
   4. Have you travelled to and returned from a state with significant community transmission of COVID-19, as defined by NYS DOH, in the past 14 days?
   5. Have you had your temperature taken today?
   6. If you have taken your temperature today, was it 100.0°F or below?
3. If any person answer “yes” to question **a** through **d** or “no” to question **e** and **f**, additional immediate screening will be required.
4. All employees and students will be temperature screened before entering the building.
5. It is important that parents, staff and students know the symptoms of COVID-19 so you can monitor your own health and assist in monitoring the health of others around you; i.e., your family, your colleagues, students, visitors, etc. The Centers for Disease Control and Prevention keep an up to date list of symptoms of Coronavirus on its website. This list is not all inclusive as some individuals may display symptoms or none at all. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19: *(SED Assurance: Health and Safety 9)*:

|  |  |
| --- | --- |
| * Fever or chills (100°F or greater) * Cough * Shortness of breath or difficulty breathing * Fatigue * Muscle or body aches * Headache | * New loss of taste or smell * Sore throat * Congestion or runny nose * Nausea or vomiting * Diarrhea. |

Observe students, other staff members, and visitors for signs of any type of illness such as *(SED Assurance: Health and Safety 9)*:

* Flushed cheeks
* Rapid or difficulty breathing (without recent physical activity)
* Fatigue, and/or irritability
* Frequent use of the bathroom

**Andover Central School Reopening Plan for In-Person Instruction (Continuity of Learning Plan)**

*(SED Assurance: Teaching and Learning 1)*

|  |  |
| --- | --- |
| **Reopening of in-person instruction: Plan A** | |
| **Capacity** | |
| The first priority for Andover Central School in developing the reopening plan is student, faculty and staff safety while still providing a quality learning experience for our students. All instruction will be delivered in a manner that is compliant with social distancing and PPE measures for all faculty, staff, and students. Close examination of physical space within our facility has taken place to comply with guidelines from the State Education Department (*SED Assurance: Health and Safety 1)****;***  **General Education:**  Pre-K – 12 students will be divided into two cohorts by last name and family in order to adhere to social distancing guidelines. Cohort A will begin Week 1 with in person instruction while Cohort B participates remotely. In Week 2, Cohort B will then report for in person instruction while Cohort A participates remotely. The Cohorts will alternate between in person and remote on a weekly basis. This will decrease the capacity in each classroom by 50%.  **Special Education:**  All 12:1:1 students will receive in person instruction.  **Non-Teaching Environments:**  All Andover Central School offices are currently open. | |
| **Social Distancing** | |
| All faculty and staff will be directed to deliver instruction in a manner that allows all faculty and students to strictly adhere to **“Practices and Expectations for Social Distancing for Students, Faculty, Staff, and Essential Visitors”** *(SED Assurance: Health and Safety 11)*. Movement within classrooms will be limited as much as possible.  All faculty and staff should immediately communicate with their supervisor with questions or concerns. | |
| **PPE and Face Coverings** | |
| All faculty will be directed to deliver instruction in a manner that allows all faculty and students to strictly adhere to **“Practices and Expectations for Personal Protective Equipment (PPE) for Students, Faculty, Staff, and Essential Visitors”** *(SED Assurance: Health and Safety 13, 14)*.  On each Monday (or the first day of the in-person instruction week), each student will be provided with a mask if they do not have their own. Masks will be distributed prior to boarding the bus or before entering the building. The student will be expected to keep their mask for the remaining days of the week. As social distancing will be maintained in the classroom setting, students may be permitted to remove their masks during instruction (mask breaks). Masks will be required to be worn in hallways, bathrooms and anytime that social distancing cannot be maintained | |
| **Operational Activity *(SED Assurance: School Schedules 1)*** | |
| All Andover Central School programs will ensure that applicable New York State Learning Standards will be met when the Andover Central School Plan for In-Person Instruction is implemented *(SED Assurance: Teaching and Learning 2)* in a manner where regular substantive interaction occurs between students and their teachers *(SED Assurance: Teaching and Learning 3).* | |
| General Education | Teachers will be in-person from 7:40 am – 3:05 pm. Pre-K – 12 students will be divided into two cohorts by last name and family in order to adhere to social distancing guidelines. Cohort A will begin Week 1 with in person instruction while Cohort B participates remotely. In Week 2, Cohort B will then report for in person instruction while Cohort A participates remotely. The Cohorts will alternate between in person and remote on a weekly basis. Free breakfast will be provided to all students (with consideration for food allergies) as they enter the building and will be eaten in classrooms from 7:45 am – 8:00 am. Instruction will take place between 8:00 am – 12:00 pm. Students will remain in the same classroom for the entire school day (with the exception of OT/PT/Speech/Counseling/Special Classes). Free lunch will be provided to all students and distributed at dismissal (pick up/walkers) or when they depart the bus (riders). All Middle and High school students will receive Specials via remote learning in the afternoon.  Juniors who attend BOCES will only report to CABOCES in the morning during those weeks that they are scheduled for remote instruction. During the weeks that they are scheduled to be in-person, they will attend their core classes at Andover Central School. Core instruction during the days that they attend BOCES will be recorded and the student is expected to watch these recordings from home in the afternoon.  Seniors who attend BOCES will report to CABOCES in the afternoon daily.  Andover Central School does not contract with eligible agencies for Prekindergarten but will comply with *SED Assurance: Teaching and Learning 6* if the need arises. |
| Special Education | Teachers will be in-person from 7:40 am – 3:05pm. Free breakfast will be provided to all students (with consideration for food allergies) as they enter the building and will be eaten in classrooms from 7:45 am – 8:00 am. All 12:1:1 students will receive in-person instruction every day from 8:00 am – 12:00 pm and will remain in the same classroom for the entire school day (with the exception of OT/PT/Speech/Counseling/Special Classes). Free lunch will be provided to all students and distributed at dismissal (pick up/walkers) or when they depart the bus (riders). All Middle and High School students will receive Specials via remote learning in the afternoon. Adult support is available for remote Specials. All programs and services offered and provided to students with disabilities will be documented in ClearTrack and communicated with parents *(SED Assurance: Special Education 2*).  Andover Central School will perform the following within our in-person instruction plan:  **FAPE** *(SED Assurance: Special Education 1)*  Students programs will be individualized to meet their needs. To the greatest extent possible, student IEP’s will be implemented.  **Parent Engagement** *(SED Assurance: Special Education 3)*  Parents will receive notification of the model being utilized to provide instruction. Parents will be regularly contacted by classroom staff via their preferred means and language. If parent participation difficulties arise, school social worker will provide additional support.  **Collaboration with CSE on IEP Implementation** *(SED Assurance: Special Education 4)*  Continued collaboration with district CSE and CPSE will occur. Cross service meetings will take place.  **Necessary Accommodations, Modifications, Supplementary Aids and Services, and Technology** *(SED Assurance: Special Education 5)*  Students that require accommodation, modifications, supplementary aides and services and technology that is currently not on their IEP, will be referred back the CSE. These services will be provided in general education or special education classes as indicated on a student’s IEP. A survey of internet access and availability of technology has been done. These things will be provided, to the extent possible, to students lacking them. |
| Cafeteria, playgrounds, fitness center, music classrooms and computer labs will be closed. The District will utilize virtual field trips in place of in person field trips. There will be no assemblies or special group events. The building will be closed to all non-essential visitors. | |
| **Attendance** | |
| Daily attendance will be recorded by all faculty and staff for each student and will be reported in SIRS via PowerSchool and/or ClearTrack, according to SED guidance *(SED Assurance: Attendance and Chronic Absenteeism 1)*. If a student will be absent, parents and/or guardians must notify the school. If the parent and/or guardian does not contact the school, they will be contacted by the school if their child is absent. | |
| **Facility Operations** | |
| Since the start of the pandemic, Andover Central School has remained open to essential employees. Our buildings and grounds have continued operations with increased cleaning and disinfection in used areas and have continued cleaning and maintenance procedures.  As we move forward, Andover Central School will continue to:   * be cleaned and disinfected following NYS Department of Health Guidelines; * comply with the 2020 Building Condition Survey and Visual Inspection *(SED Assurance: Health and Safety 2)*; * conduct required school safety drills with modifications so that social distancing can be practiced: fire code compliance, doorways, emergency drills *(SED Assurance: Health and Safety 18)*, inspections, and lead testing *(SED Assurance: Facilities 1-3)*.   Andover Central School does not anticipate the need to modify permanent facilities but will comply with *SED Assurance: Facilities 5* if the need arises.  Hand sanitizer is in place throughout our Main Building and Bus Garage in compliance with FCNYS 2020 Section 5705.5 *(SED Assurance: Facilities 4)*.  Andover Central School does not anticipate any new building construction and temporary quarter project due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 6* if the need arises.  Andover Central School does not anticipate opening any new facilities for leasing due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 7* if the need arises.  Andover Central School does not anticipate the need for temporary or permanent use of tents due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 8* if the need arises.  Andover Central School will ensure that the number of toilet and sink fixtures meet the minimum standards of the BCNYS. *(SED Assurance: Facilities 9)*  Andover Central School will provide one drinking fountain per one hundred occupants. All drinking fountain bubblers have been temporarily turned off to minimize viral spread, but all fountains that have water bottle fillers will remain active *(SED Assurance: Facilities 10)*.  Andover Central School will maintain adequate, code required ventilation as designed within all our facilities *(SED Assurance: Facilities 11)*.  Andover Central School does not anticipate any new building construction due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 12* if the need arises.  Andover Central School will use plastic separators as needed in accordance with the 2020 BCNYS Section 2606 *(SED Assurance: Facilities 13)* | |
| **Hygiene, Cleaning, and Disinfection** | |
| See **“Practices and Expectations for Hygiene and Cleaning for Students, Faculty, Staff, and Essential Visitors”** *(SED Assurance: Health and Safety 17)*  Andover Central School will be cleaned and maintained by the Facilities and Maintenance Department according to guidance from the New York State Department of Health and the Centers for Disease Control.  Daily facility cleaning includes classrooms, restrooms, offices, hallways, conference rooms, etc. Daily logs are maintained and posted that include the date, time, and scope of cleaning and disinfection in a facility or area. High touch surfaces will be cleaned and disinfected more frequently.  Required PPE is provided to all Facilities and Maintenance Department staff as they clean.  Students will not be present when disinfectants are in use and will not participate in cleaning and/or disinfection activities.  Routine scheduled maintenance and cleaning and/or changing heating/air conditioning system filters will be maintained throughout all facilities and at all times. | |
| **Extracurriculars and Before and After Care Programs** | |
| No extracurricular or before and after care programs are permitted at this time. Andover Central School will comply with *SED Assurance: Health and Safety 19* if the need arises. | |
| **Vulnerable Populations** | |
| Andover Central School | The unknown vulnerabilities of our faculty, staff, and students *(SED Assurance: Health and Safety 12)* will be handled on a case-by-case basis. Accommodations, where appropriate, will be provided when and where needed. Faculty and staff will be trained in vulnerabilities outlined in guidance provided by the State Education Department and are asked to notify their supervisor with questions and concerns, and/or to develop an accommodations plan.  Andover Central School acknowledges that the following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Students who have family members who are in high risk groups may attend school 100% remotely. Andover Central School will make reasonable accommodations to meet the needs of these students in the school community.  **Persons in these groups should consult with their healthcare provider regarding prevention:**   * Individuals age 65 or older; * Pregnant individuals; * Individuals with underlying health conditions including, but not limited to:   + chronic lung disease or moderate to severe asthma   + serious heart conditions   + immunocompromised   + severe obesity (body mass index [BMI] of 30 or higher)   + diabetes   + chronic kidney disease undergoing dialysis   + liver disease   + sickle cell anemia   + children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.   **Students with Special Needs:**  Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/ guardians to work with their child’s healthcare providers so that an informed decision can be made on how best to meet the child’s needs at school while protecting their health and safety. As these students transition back to the school environment, our trained teaching staff will plan and coordinate with the following so that a healthy transition is made:   * school health services personnel * special education personnel * pupil personnel services and * administration.   Additional PPE for staff caring for such students will be provided on a case-by-case basis. Staffing assignments will be examined to provide the lowest teacher-to-student ratios possible. |
| **Transportation** | |
| All bus drivers, monitors, attendants and mechanics will perform a self-health assessment for symptoms of COVID-19 before arriving to work via the district’s self-reporting app for employees. If personnel are experiencing any of the symptoms of COVID-19 they must notify their employer and seek medical attention. School bus drivers, monitors, attendants and mechanics must wear a face covering which will be provided by the district and will be trained (ongoing) on the proper use of social distancing, personal protective equipment and the signs and symptoms of COVID-19. Hand sanitizer will be provided for all staff at the bus garage but cannot be taken on the bus due to its combustible nature. Drivers, monitors and attendants who have direct physical contact with a child must wear gloves (provided).  Prior to boarding the bus, 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 greater than 100.0 degrees. Students must wear a mask on a school bus. Students who do not have masks must be provided one by the district. Students who do not have a mask can NOT be denied transportation. In such a situation the seating will have to be rearranged so the student without a mask is socially distanced from other students. Siblings or children who reside in the same household will be encouraged to sit together. Students will be trained (ongoing) on the proper use of social distancing, personal protective equipment and the signs and symptoms of COVID-19.  The district will continue to fulfill existing mandates regarding the safe and effective transportation of students who are homeless (McKinney-Vento), in foster care, have disabilities and attend non-public schools regardless if Andover Central School is in session or not.  All buses will be cleaned/ disinfected between each run. When temperatures are above 45 degrees, school buses may transport passengers with roof hatches or windows slightly opened to provide air flow.  *(SED Assurance: Transportation 1-18)* | |
| **Food Services** | |
| The District will provide access to free breakfast and lunch each school day to both students in attendance and learning remotely according to all applicable health and safety guidelines and in compliance with Child Nutrition requirements.  For those students in attendance, breakfast will be distributed upon entry to the building and taken to eat in their classrooms. Lunch will be distributed to each student upon dismissal from the building (pickup/walkers) or bus (riders). All meals will be prepared to accommodate all students, including those with food allergies. Students learning remotely will be provided grab and go breakfast and lunch. This will ensure that students will maintain social distancing while consuming meals.  Students will be instructed to perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged. Communication with families regarding access to meals will be provided via the district newsletter, website, mailings and global calling system in the language spoken by families. All correspondence will identify our Cafeteria Manager as the contact person to receive and respond to communications from families.  The cafeteria staff will be trained on district policies and protocols on health and safety and be provided with an adequate supply of face masks, gloves, soap, hand sanitizer, and tissues in food service areas. Only cafeteria staff and custodial staff are permitted to enter program areas.  *(SED Assurance: Child Nutrition 1-8)* | |
| **Mental Health, Behavioral, and Emotional Support Services and Programs** | |
| The Andover Central School Comprehensive Developmental School Counseling Program Plan, developed under the direction of the certified School Counselor, has been reviewed and updated to reflect current needs. *(SED Assurance: Social Emotional Well-Being 1)*.    EAP (Employee Assistance Program) is available to all Andover Central School employees. The existence of this service is communicated to all faculty and staff often *(SED Assurance: Social Emotional Well-Being 3)*.  Many Andover Central School faculty and staff are training in Restorative Practices and Trauma Informed Care, and have implemented them in classrooms. It is through these practices that all voices in our educational community are heard. It is expected that these practices will continue *(SED Assurance: Social Emotional Well-Being 4)*.  A Social Worker, School Psychologist and School Counselor will be available to assist with social and emotional needs of students, families and staff for both in school and remote services.  Additional supports will be provided through various programs including, but not limited to: COPE and Support Staff meetings, Second Step, daily class and advisory meetings, individual caseloads and/or IEP counseling, 21st CCLC Lunch Bunch, Social Club, AU Family Counseling, ACASA, Virtual Assemblies (i.e. Ron James), SEL: Trauma training for Staff, CA BOCES Professional Development, Continuous trainings for our support staff (i.e. Psychologists, Counselor, and Social Worker), EAP, peer consultation, relationships with other school district support staff for SEL support *(SED Assurance: Social Emotional Well-Being 3, 4)*. | |
| **Certification** | |
| All coursework will continue to be taught by appropriately certified teachers except where otherwise allowable under the Commissioner’s Regulations or Education Law *while the in-person instruction plan is implemented (SED Assurance: Certification 1)*. | |
| **APPR, Observation/School Visits, and SLOs** | |
| As required by the New York State Education Department, the Andover Central School APPR Plan will be fully implemented during the 2020-21 school year while the in-person instruction plan is implemented *(SED Assurance: Teacher and Principal Evaluation System 1)*. Each educator’s evaluation must include at least one required student performance measure (SLO for teachers; SLOs or an input model for principals). | |
| **Communication** | |
| The **“Andover Central School Plan for In-Person Instruction”** will be posted on the organizational website.  Signage expressing expectations and practices will be posted throughout our building and bus garage; including adherence to CDC and DOH guidance regarding the use of PPE (specifically acceptable face coverings) when social distancing cannot be maintained (See “**“Andover Central School’s Plan for In-Person Instruction”)**  Messages will be prepared and communicated with employees, students and families regularly. Communication will provide information on the following topics:   * Who to contact with questions and concerns * The facts as we currently know them (NYSDOH, CDC, NYSED) * The importance of social distancing, monitoring symptoms of COVID-19 and when to stay home * Protocols for entrance (screening and entry points) * Guidelines as set forth in “**Practices and Expectations for Social Distancing for Students, Faculty, Staff, and Essential Visitors”, Practices and Expectations for “Personal Protective Equipment (PPE) for Students, Faculty, Staff, and Essential Visitors” and “Practices and Expectations for “Hygiene and Cleaning for Students, Faculty, Staff, and Essential Visitors”.** * Various measures that will be taken to keep occupants safe * Policies/procedures for personal property being brought to school   Communication will be given in the language spoken at home.  *(SED Assurance: Teaching and Learning 5)*  Communication will take place through various means:   * Website * Email * Social media * Print copy mailings * Voice and/or video messaging * Traditional media outlets * Newsletter   *(SED Assurance: Communication/Family and Community Engagement 2-5; Health and Safety 3; Child Nutrition 7; Special Education 3; Bilingual Education and World Languages 3; Teaching and Learning 5)* | |

**Andover CSD Plan for Remote Learning (Continuity of Learning)**

*(SED Assurance: Teaching and Learning 1)*

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| **Remote Learning: Plan B (teachers in district) and Plan C (teachers teaching remotely)** |
| **Operational Activity** |
| In the event of a school closure, the Andover Central School Plan for Remote Instruction (Continuity of Learning Plan) will be implemented *(SED Assurance: Teaching and Learning 1)*. Andover Central School learned in the Spring of 2020 that our faculty and staff must be prepared for closure at any moment. This plan will assist in preparing for closure well before actual closures take place and to deliver online remote instruction as soon as needed.  All Andover Central School programs will ensure that applicable New York State Learning Standards will be met when the Andover Central School Plan for Remote Instruction is implemented *(SED Assurance: Teaching and Learning 2)* in a manner where regular substantive interaction occurs between students and their teachers *(SED Assurance: Teaching and Learning 3)*.  The Andover Central School Remote Instruction Plan complies with all guidance from:   * NYSED Recovering, Rebuilding, and Renewing: The Spirit of New York’s School (<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>) * Department of Health Interim Guidance for In-person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency (<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidence.pdf>)   Like in our in-person instruction plan, Andover Central School will perform the following within our remote instruction plan:  **FAPE** *(SED Assurance: Special Education 1)*  Students programs will be individualized to meet their needs. To the greatest extent possible, student IEP’s will be implemented.  **Parent Engagement** *(SED Assurance: Special Education 3)*  Parents will receive notification of the model being utilized to provide instruction. Parents will be regularly contacted by classroom staff via their preferred means and language. If parent participation difficulties arise, school social worker will provide additional support.  **Collaboration with CSE on IEP Implementation** *(SED Assurance: Special Education 4)*  Continued collaboration with district CSE and CPSE will occur. Cross service meetings will take place.  **Necessary Accommodations, Modifications, Supplementary Aids and Services, and Technology** *(SED Assurance: Special Education 5)*  Students that require accommodation, modifications, supplementary aides and services and technology that is currently not on their IEP, will be referred back the CSE. These services will be provided in general education or special education classes as indicated on a student’s IEP. A survey of internet access and availability of technology has been done. These things will be provided, to the extent possible, to students lacking them.  All programs and services offered and provided to students with disabilities will be documented in ClearTrack and communicated with parents *(SED Assurance: Special Education 2*).  If possible, Andover Central School faculty and staff will be asked to deliver remote instruction from their physical classrooms if deemed safe by county health officials. This will allow our instructors access to all the teaching tools of their classroom; i.e., technical equipment, higher-end video conferencing equipment, classroom manipulatives, texts, records, etc. |
| **Course Scheduling and Content Coverage *(SED Assurance: School Schedules 1)*** |
| In order to deliver instruction in a remote manner that adheres to New York State Learning Standards and where regular substantive interaction occurs between students and their teachers *(SED Assurance: Teaching and Learning 3)*, course scheduling and content coverage will be highly coordinated and planned well before unanticipated closures take place.  If possible, Andover Central School faculty and staff will be asked to deliver remote instruction from their physical classrooms if deemed safe by county health officials. This will allow our instructors access to all the teaching tools of their classroom; i.e., technical equipment, higher-end video conferencing equipment, classroom manipulatives, texts, records, etc.  **Grades PreK-6**: Remote learning will take place from 8:00am-12:00pm, daily.  **Grades 7-12**: Remote learning will take place from 8:00am-3:00pm, daily. |
| **Technology** |
| A Google Survey was used to collect information regarding staff and student home internet access *(SED Assurance: Technology and Connectivity 1)*. This information will be confidentially shared within PowerSchool so that all faculty are knowledgeable of access. All Faculty Members and Students will be provided with an iPad or laptop that will be used for remote learning. *(SED Assurance: Technology and Connectivity 2)*. For students who do not have the ability to access internet, alternative methods of instruction will be provided. This may include, work packets, flash drives with work and videotaped instruction, phone calls, box deliveries of supplies as well as other alternatives as appropriate. *(SED Assurance: Technology and Connectivity 3).* |
| **Remote Learning Attendance** |
| Daily attendance will be recorded by all faculty and staff for each student and will be reported in SIRS via PowerSchool and/or ClearTrack even while receiving instruction in a remote learning environment, according to SED guidance *(SED Assurance: Attendance and Chronic Absenteeism 1)*. All faculty and staff will **ensure substantive daily interaction** (daily remote instruction, online participation, phone calls, emails, or other activates) with students; and clearly communicating information about instructional plans with parents and guardians. All attendance policies will remain in place during remote learning including the need for parents and/or guardians to notify the school if their child will be absent. If the parent and/or guardian does not contact the school, they will be contacted by the school if their child is absent.  Initiating an educational neglect or Person in Need of Supervision (PINS) proceeding should be a last resort. |
| **Certification** |
| All Andover Central School coursework will continue to be taught by appropriately certified teachers, except where otherwise allowable under the Commissioner’s Regulations or Education Law, *while the remote instruction plan is implemented (SED Assurance: Certification 1)*. |
| **APPR, Observation/School Visits, and SLOs** |
| As required by the New York State Education Department, the Andover Central School APPR Plan will be fully implemented during the 2020-21 school year while the remote instruction plan is implemented *(SED Assurance: Teacher and Principal Evaluation System 1)*. Each educator’s evaluation must include at least one required student performance measure (SLO for teachers; SLOs or an input model for principals). Observations/School Visits will be conducted within our remote instruction model, documented and submitted to the State Education Department according to the Andover Central School APPR plan and Education Law 3012-d. |

**Andover Central School Plan for Monitoring and Tracking Health Conditions**

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| **Monitoring**  A continuum of mitigation efforts, including daily temperature checks, other screening measures and contact tracing, will be implemented by Andover Central School to help reduce the spread of the virus. Andover Central School will work directly with Allegany County Department of Health in the event that screening procedures detect infection of our staff, students, or visitors to any of our locations or programs | |
| **Screening** | |
| See **“Practices and Expectations for Daily Screenings for Students, Faculty, Staff, and Essential Visitors”** | |
| Staff | All staff will participate in daily self-monitoring check for symptoms of COVID-19 by completing the electronic survey *(SED Assurance: Health and Safety 5).*  All staff are expected to take their temperature on a daily basis at home before reporting to work locations. Thermometers will be available upon arrival for those that are unable to do this at home *(SED Assurance: Health and Safety 5).*  All staff will be trained to know and recognize possible symptoms of COVID-19 and what to do when they believe someone (student or staff) is experiencing symptoms. |
| Students | Parents will be required to ensure that their child or children do not show symptoms of COVID-19 or a fever. If students show symptoms of COVID-19 or a fever, they are required to stay home. Each student will be temperature checked upon arrival to the building. Review of screening questions will occur periodically throughout the week. *(SED Assurance: Health and Safety 9).* |
| Pre-Approved Essential Visitors | Access to Andover Central School will be limited to only essential visitors by appointment only. All visitors will be screened for temperature and health questionnaire upon arrival *(SED Assurance: Health and Safety 8).* |
| **Testing Protocols** *(SED Assurance: Health and Safety 5)* | |
| Anyone entering Andover Central School will attest to the following questions:   * Have you experienced any COVID-19 symptoms in the past 14 days? * Have you had a positive COVID-19 test in the past 14 days? * Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days? * Have you travelled to and returned from a state with significant community transmission of COVID-19, as defined by NYS DOH, in the past 14 days?   Temperature screening will then take place.  Any employee or visitor who answers “yes” to any question or has a temperature of greater than 100.0 will be denied access to the building. Any student who answers “yes” to any question or has a temperature of greater than 100.0, the student will be escorted to the COVID-19 quarantine/isolation room where they will remain until a parent/guardian picks them up. | |
| **Testing Responsibility** | |
| Andover Central School will not seek to test anyone for COVID-19but will require testing or antibody testing of students or staff members who have reported or are displaying COVID-19 symptoms prior to their return to the building.  The Principal’s Secretary will serve as the frontline observer of screening of self-transporting students and essential visitors and will deny entry to any person that fails screening procedures or will be taken to an isolation area for parent pick-up.  The COVID-19 Safety Coordinator and School Nurse will be notified by the Principal’s Secretary if any person fails screening procedures. The COVID-19 Safety Coordinator and School Nurse will work with the Allegany County Department of Health if COVID-19 is suspected.  The School Nurse will be the key responder if any faculty, staff, students, or essential visitors are in need of medical care while in our facilities. | |
| **Early Warning Signs** | |
| The COVID-19 Safety Coordinator will regularly confer with the Allegany County Department of Health for guidance on regional infection rates. Andover Central School will follow all state guidance if the Western New York region’s (Allegany, Cattaraugus, Chautauqua, Erie, and Niagara Counties) 7-day infection average meets the state determined threshold of 9%.  The COVID-19 Safety Coordinator will monitor daily the 7-day average infection rate for Western New York and Allegany County (<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19TrackerMap?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>). Andover Central School will follow guidance from our County Health Department and New York State officials to determine if local practices, protocols, and procedures need to be adjusted based on local and regional infection rates.  Other internal early warning signs that will be closely monitored are faculty, staff, and student absences related to COVID-19, more local infection rate data, and other information from the Allegany Department of Health.  Andover Central School will collaborate with the local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.  Andover Central School faculty and staff will be trained to instruct parents/guardians to observe signs of illness in their child(ren) that require staying home from school (*SED Assurance: Health and Safety 9*)  The duties of the COVID-19 Safety Coordinator will include continually complying with all aspects of phasing-in reopening activities. | |

**Andover Central School Plan for Containment**

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| **Containment:** | |
| **School Health Offices *(SED Assurance: Health and Safety 4, 6)*** | |
| Staff/Essential Visitors | Staff/Essential Visitors with symptoms of COVID-19 will be assessed by the School Nurse in the Nurse’s Office and sent home if illness is suspected.Per CDC guidelines, the district will close areas used by a sick person until proper ventilation, cleaning and disinfection has occurred. Students who were socially distance in a shared classroom will be relocated until proper cleaning and disinfection has occurred. Once the area has been appropriately cleaned and disinfected it can be reopened for use.  The school nurse will immediately consult with county health officials if COVID-19 is suspected. |
| Students | Students with symptoms of illness must be sent to the Nurse’s Office for assessment. If there are several students waiting to see the school nurse, students will wait at least 6 feet apart. If a school nurse is not available, the District will isolate and dismiss any student who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider.  Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in the quarantine room, with a supervising adult present utilizing appropriate PPE. Per CDC guidelines, the district will close areas used by a sick person until proper ventilation, cleaning and disinfection has occurred. Students who were socially distance in a shared classroom will be relocated until proper cleaning and disinfection has occurred. Once the area has been appropriately cleaned and disinfected it can be reopened for use.  The school nurse (and School Medical Director) will immediately consult with county health officials if COVID-19 is suspected. |
| **Isolation** *(SED Assurance: Health and Safety 7, 15)* | |
| Andover Central School will follow Education Law § 906:  *Whenever a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law. The director of school health services, or other health professionals acting upon direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.*  Students who screen positive upon arrival or become symptomatic while at school will be escorted to the quarantine room. Parents will be contacted and instructed to pick up their child. If a parent or emergency contact cannot be reached, the school will provide for transportation to their home. | |
| **Collection** *(SED Assurance: Health and Safety 15)* | |
| The School Nurse (or designee) will provide instruction to parents or legal guardians when they are contacted to notify them of illness and the need to pick up their child. Parents will be instructed to call the school upon arrival for student pickup and will be instructed NOT to enter the school. In addition, the School Nurse will instruct parents or legal guardians to follow up with their healthcare provider. | |
| **Exposed/Infected Individuals** *(SED Assurance: Health and Safety 16)* | |
| The school nurse will immediately consult with the local testing site, the School Physician and county health officials (as needed) and the COVID-19 Safety Coordinator if COVID-19 is suspected. Collaboratively, they will work together to limit viral spread and coordinate timely virus testing and implement contract tracing in the event of a positive case.  Andover Central School will follow CDC guidance for allowing a student or staff member to return to school after exposure/infection of individuals:  For the purpose of this Plan, an individual will be deemed “exposed” if they had contact of less than 6 feet for more than 10 minutes with an infected individual or individual who is suspected to be infected. Procedure for Containment will be followed for the exposed individual(s) and the Allegany County Department of Health will be contacted for further guidance.  If a person IS diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms, they should not be at school and should stay at home until:   * It has been at least ten days since the individual first had symptoms; * It has been at least three days since the individual has had a fever (without using fever reducing medicine); and * It has been at least three days since the individual’s symptoms improved, including cough and shortness of breath.   All discharges from isolation will be conducted by the School Nurse under direction of the School Physician and local department of health. A return to the learning environment by students and staff must include documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution. | |
| **Symptomatic Individuals** | |
| Andover Central School will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.  Once COVID-19 tested, if a person is NOT diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:   * Once there is no fever, without the use of fever reducing medicines, and they have felt well for 36 hours; | |
| **Hygiene, Cleaning, and Disinfection** *(SED Assurance: Health and Safety 17)* | |
| The CDC and NYSDOH recommends, and Andover Central School will implement the following:   * Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred; * Opening outside doors and windows to increase air circulation in the area; * Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible; * Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.   + Once the area has been appropriately cleaned and disinfected it can be reopened for use.   + Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection. | |
| **Contact Tracing** | |
| Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus.  Andover Central School will cooperate with state and local health department in any contact tracing related to our buildings, staff, students and/or visitors, according to requirements of the New York State Education Department. The Andover Central School COVID-19 Safety Coordinator and School Nurse will assist public health departments in knowing who may have had contact at school with a confirmed case by:   * keeping accurate attendance records of students and staff members * ensuring student schedules are up to date * keeping record of student movement throughout the building (bathroom, to their Services, Nurse’s Office, etc…) * keeping a log of any visitors which includes date, time and where in the school they visited; and * assisting local health departments in tracing all contacts of the individual at school   Confidentiality will be maintained as required by federal and state laws and regulations. Our staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health. | |

**Andover Central School Plan for Closure**

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| **Closure** |
| **Closure triggers** |
| Closure of our district will be taken very seriously, considering multiple factors that include: presence of or potential presence of COVID-19 within our district, absentee rates of faculty, staff, and students, as well as determinations made by the NYS Department of Health, State Education Department, Local Allegany County Department of Health, Superintendent, School Nurse and our COVID-19 Safety Coordinator.  Considerations for closures are:   * levels of community spread using the the COVID-19 Western New York 7-day infection average (<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-DailyTracker?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>); * and levels of faculty, staff, and student absence due to COVID-19 infection or potential infection within one or more CA BOCES programs or within a host district.   The Superintendent will use the “**Andover Central School Considerations for Closure”** chart as a guide when considering closure. Closure will be officially made by the Superintendent. |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Andover Central School Considerations for Closure**  In all cases, county health officials will be consulted for final closure decisions. This chart and criteria are a guide for closure decisions and may not determine actual closures. Final decisions regarding any closures are to be determined by the COVID-19 Safety Coordinator, Superintendent, and county health officials. The **“Andover Central School Remote Learning Plan”** will be implemented if program or location closures occur. | | | | | | **Level of Community Spread**  based upon Western New York 7-day infection average  (Low – Medium – Substantial) | **Criteria 1**  0 students or staff member infected within school. | **Criteria 2**  1 student or 1 staff member infected within school. | **Criteria 3**  2-4 students or staff members infected within school. | **Criteria 4**  5+ students or staff members infected within school. | **Criteria 5**  5+ students or staff members infected within school. | | **Low/No Spread**  5% or less  (5 or less cases per 100,000) | School will remain open. | Consider school closure for up to  24 hours.  Consult County Health Officials. | Consider school closure for up to  72 hours.  Consult County Health Officials. | Consider school closure for up to  14 days.  Consult County Health Officials. | Consider school closure for up to  14 days.  Consult County Health Officials. | | **Medium Spread**  6% to 8%  (6 to 8 cases per 100,000) | School will remain open. | Consider school closure for up to  24 hours.  Consult County Health Officials. | Consider school closure for up to  72 hours.  Consult County Health Officials. | Consider school closure for up to  14 days.  Consult County Health Officials. | Consider school closure for up to  14 days.  Consult County Health Officials. | | **Substantial Spread**  9% or more  (9 or more cases per 100,000) | Close school.  Consult County Health Officials. | Close school.  Consult County Health Officials. | Close school.  Consult County Health Officials. | Close school.  Consult County Health Officials. | Close school.  Consult County Health Officials. | |
| Another consideration for closures may include absentee rates of faculty, students, and staff. Andover Central School will remain open only if absentee rates are at acceptable levels according to DOH and SED regulations.  Andover Central School facilities and programs will close if the Western New York 7-day infection rate average is greater than 9%. This determination will be made by state officials. |
| **Operational Activity:** |
| Any changes to the operational activities of our facilities and programs will be determined by the COVID-19 Safety Coordinator, School Nurse, Superintendent, and county health officials.  In the event of any program closure, the “**Andover Central School Plan for Remote Instruction”** and elements of the “**Andover Central School Plan for Containment”** will be immediately implemented. |
| **Communication:** |
| Andover Central School will utilize established closure procedures to notify faculty, staff, and students of any closure (protocols for closure related to weather or other emergencies). Closure communications will be coordinated by the COVID-19 Safety Coordinator, School Nurse and the Superintendent.  The **“Andover Central School Plan for Closure”** will be posted on the organizational website. |