

# Cairo-Durham Central School District

## Reopening Plan 2021-2022

Revised September 30, 2021

### Introduction

The safety and health of our students, faculty, and staff is paramount and has been at the forefront of our planning. Our planning is designed to bring students back to face-to-face education in a safe manner. To allow our school district to safely reopen, there are a number of features, contingencies, and safety protocols that we must plan for, and we have attempted to outline this throughout our plan. We understand that the situation around COVID-19 is ever-evolving, and as a result, our plan will be forced to evolve with it. We have put together a plan that allows our schools to have the flexibility to address these concerns. The following plan has been developed with a vast number of stakeholders whose input has helped to shape our plans.

### Guiding Safety and Health Principles

For us to safely reopen, there are four major areas that need to be considered: face-coverings, social distancing, hygiene, and screening. As a baseline, we are required to maintain three feet of distancing in most scenarios; wear appropriate face coverings and PPE while in transit and when we cannot appropriately socially distance; we must maintain proper hand hygiene; and adhere to the CDC's and Department of Health's guidance as they relate to the cleaning and disinfection of our classrooms. In order for us to safely reopen, we need to be able to achieve and maintain these requirements.

The school district has designated **Jeffrey Miriello, Business Official**, as the COVID-19 Safety Coordinator. This individual shall be responsible for the continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

The school district has designated **building principals for each grade span** as the primary points of contact upon the identification of a positive COVID-19 case and to be responsible for subsequent communications. The building principal shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians

regarding the COVID-19 public health emergency and the plans being implemented in the school.

## **Educational Philosophy**

During the course of our discussions with stakeholder groups which included teachers from each grade span, counselors, custodians, social workers, administrators, TAs, nurses, department supervisors, and others, we discussed the best learning environment for our students while keeping the safety of our students and staff in mind. The input of our families through our parent surveys and ThoughtExchange offered valuable information as we drafted and revised our current reopening plan.

Our initial Cairo-Durham CSD Family Survey asked parents and guardians to consider how the closure affected instruction and their ability to work within a remote environment as well as canvassing families about their biggest concerns about returning to school. The survey posed questions about connectivity, social emotional concerns, and the barriers experienced while their children completed remote learning activities during our closure. Families provided questions, comments, and concerns in the survey form that helped guide our conversations around instruction and how we can better ensure their children and our staff's safety. Based on the survey, our stakeholder meetings and ThoughtExchange feedback, we drafted ideas for our initial reopening plan and revised our current plan for 2021-2022.

Given the highly contagious and opportunistic nature of COVID-19, our school district will continue with mask wearing in all district buildings. In addition to this, we understand that certain student and staff populations may require modifications to social distancing or PPE based on hearing loss or impairment; receipt of language services, or because they are a young student in an early education program. In these scenarios, we will ensure that any modifications would minimize COVID-19 exposure risk for students, faculty, and staff to the greatest extent possible.

The school district has given special consideration to the way that we will perform safety and emergency drills throughout the course of the school year while we are required to socially distance. We will still complete our eight evacuation drills and four lockdown drills.

Communication of our instructional plans will be shared via website, paper copies available in each building, and upon request. Further details for sharing information regarding instruction is included below under the heading Communication.

# **Safety and Health Procedures**

## **Face Coverings**

Prior to entering the school district, a school facility, or school grounds, staff, faculty, students, and visitors agree to wear a face covering in all required areas. The school district will remind staff, faculty, students, and visitors of this process through training, signage, verbal communication, and other means throughout the school year. During the school day, individuals will be required to wear a face covering while on the school bus, when they are entering or exiting the school building, while they are moving through the hallways or their classroom, at any time that they cannot maintain adequate and appropriate social distancing, and any other time as dictated by administration. Individuals may be required to wear a face covering while they are maintaining social distancing, including when they are seated in a classroom. The school district shall train all students, faculty, and staff on how to adequately put on, take off, clean, and discard PPE by virtual instruction and in-person tutorials. This training will include an explanation of what is considered appropriate PPE and will be supplemented by signage, continued education, and verbal instruction. While the school district will encourage all staff, students, and faculty to provide their own face coverings, the school district will continue to maintain an adequate stock of disposable PPE for their emergency use or by request. In order to ensure that stock is maintained, the Director of Facilities will be responsible for performing daily checks of supplies and working to order more as needs dictate. The school district has worked throughout the spring and summer to supplement the stock of PPE for the upcoming school year and will continue to do so throughout the school year. The school district will also maintain a supply of disposable face coverings on each of the school buses for students who have forgotten, broken, or soiled their face coverings. Bus drivers will observe all students entering the bus for potential signs of illness as well as appropriate face coverings and will issue a disposable mask when a student's face covering is insufficient. The school district will also require students, staff, and faculty to keep a replacement mask(s) at the school district in case their initial mask fails or becomes soiled throughout the school day.

## **Social Distancing**

For our school district to maintain safe operations, we must attempt to maintain social distancing to protect against the transmission of the COVID-19 virus while on school grounds and in school facilities. To facilitate this, our school district has redesigned our classroom spaces, common areas, and other rooms throughout the buildings for appropriate social distancing. Specifically, appropriate social distancing means three feet of space in all directions between individuals or the use of suitable physical barriers

between individuals that do not adversely affect air flow, heating, cooling, ventilation, or otherwise present a health or safety risk. The only time where social distancing requirements may be relaxed in the school district is when the safety of an activity or the core activity requires a shorter distance or individuals are of the same household. To promote this type of behavior, the school district has instituted measures such as reducing classroom items and furniture to a bare minimum

To decrease the number of students riding on school busses, the District will encourage parents/guardians to drop off and pick up their students. At Cairo-Durham Elementary School, parents will continue to utilize the exit road near the multi-purpose room to pick up and drop off students. At the Middle School/High School campus parents/guardians will follow the signage in the parking area to navigate to the pick up/ drop off area. Parents and guardians will be encouraged to stay in their cars while their students are supervised to/from the buildings.

## **Screening**

The school district will require screenings for contractors, vendors, and visitors who will be entering the school building. We ask that parents and guardians remain vigilant in observing their students for signs of illness and to keep them home when they are ill. If an individual wants to enter a school building or facility, but has not been screened prior to entry, they will be required to complete an in-person screening with a secretary in the main office of the school building to be entered. Secretaries will be provided with all required PPE to ensure their safety and well-being.

Our district's screening process will meet all of the requirements as set forth by the state, where a temperature at or above 100 degrees Fahrenheit or a failure of the screening will result in that individual not gaining entry into the school. If the individual who fails a screening is a staff member, faculty member, or outside visitor, then they will be instructed to leave the school facility and see their health care provider. If the individual who fails a screening is a student, then they shall be taken to that building's isolation room to be assessed by the school nurse and await a parent, guardian, or emergency contact who can bring them to a health care provider for further evaluation. The isolation room shall require appropriate social distancing to be maintained, an increased cleaning and disinfection schedule from the school district's buildings and grounds staff, and constant visual supervision. We will provide all required PPE to the individual(s) who will be supervising the isolation room to ensure their safety. When an individual's parent, guardian, or emergency contact arrives at the school district to pick up their student, we will once again remind them that their student is required to be seen by a health care provider in regards to the failed screening. The school district will also instruct staff and faculty members to observe for

signs of illness in others and require that symptomatic persons be sent to the school nurse or isolation room for a check-up.

The school district has worked with and remained in communication with our county health department to determine the specific return requirements of individuals who test positive for COVID-19 through a diagnostic test, or have come in close contact with or have been exposed to somebody who tests positive for the COVID-19 virus. If that individual tests positive for COVID-19 from a diagnostic test, then the school district will work with our county department of health to determine their minimum standards for return to the school district. In addition, the school district shall work with our county health department to determine the process for the provision or referral of diagnostic testing for students, faculty, and staff, should that become necessary. The school district has also worked with our county department of health to determine what metrics will serve as early warning signs that COVID-19 cases may be increasing beyond an acceptable level, both within our schools or within the larger local community.

The school district has identified Building Principals as the individuals who will serve as the central point of contact and who is responsible for receiving and attesting to having reviewed all screening activities on a daily basis. These individuals shall also be identified as the contact for individuals to notify if they later experience COVID-19 related symptoms during the day or have COVID-19 exposure.

## **Hygiene, Cleaning, and Disinfection**

Our school district has instituted, trained on, and follows the CDC and NYDOH guidelines on the hygiene, cleaning, and disinfection of school buildings and materials. We have developed extensive procedures and protocols for school-wide cleaning and the disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school busses, and all other school facilities based on the CDC guidance. We have also identified the areas of buildings that will require additional cleaning and disinfection, such as bathrooms. Throughout the course of the year, our district will maintain cleaning and disinfection logs which identify the date, time, and scope of cleaning and disinfection for those areas. We have also developed and maintained a list of commonly touched surfaces throughout the school district, with a cleaning and disinfection schedule assigned to individuals and positions for these surfaces. We will also be increasing ventilation with outdoor air to the greatest extent possible based on the outdoor air temperature and the capabilities of our HVAC system. Lastly, the school district shall continue to conduct or complete the process of performing its required Lead-in-Water testing as required by NYS DOH regulation 67-4.

Our school district understands that for us to maintain a safe and healthful school environment, we need to promote and encourage proper hand hygiene throughout the day. In order to achieve this goal, we will be installing hand hygiene stations throughout

common areas of the building so that students may sanitize their hands while they are in transition and at times where they may not be able to clean their hands with soap and water throughout the school day. We will also be training students, faculty, and staff on proper hand hygiene throughout the school year and provide continued education for individuals through proper signage at all levels of the school district. Throughout the course of the school day, we will require students, staff, and faculty to wash or sanitize their hands before and after eating.

## **Transportation**

We recognize that transportation will present its own unique set of challenges for this upcoming school year and as a school district we are committing ourselves to providing a safe and healthful school environment at all phases and stages of the school day. In order for us to maintain this safety, face coverings will be required while students are entering the bus, exiting the bus, and are seated on the bus, unless a student is not physically able to wear a face covering. We will maintain social distancing to the greatest extent possible while on the bus. If a student tries to enter the bus without a proper face covering he/she will not be denied service or entry. Instead the student will be provided with a disposable mask that is kept on the bus. Furthermore, transportation will not be denied to students with disabilities that would prevent them from wearing a mask nor will they be forced to do so during transportation. Throughout the course of the school year, we will continue to train students, faculty, and staff on how to follow any new COVID-19 protocols safely and correctly, including hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

The school district shall commit to ensuring that all buses that are used during the day are cleaned and disinfected at least daily and that all high-contact points shall be wiped down after each run. Furthermore, we will provide all required PPE for transportation department staff and require the use of a face covering. Should a driver, monitor, or attendant be required to have direct physical contact with a child, they will be required to wear gloves, which the school district shall provide to ensure their safety and healthfulness. These employees will also be required to complete the daily self-health screening prior to arriving at work to help ensure the safety and healthfulness of their fellow employees.

If our school district is in remote session or otherwise, we will continue to maintain transportation services to nonpublic, parochial, private, charter schools, or students whose Individualized Education Program has placed them out of district to schools who are meeting and conducting in-person session education when/if the district is not.

## Extracurricular Activities

- Extracurricular clubs will be allowed to resume if club members maintain social distancing, appropriate PPE usage, and other CDC guidelines.
- The school district will expect all before and aftercare programs to maintain social distancing and PPE usage. Cleaning and disinfection guidelines will be followed as outlined in the Hygiene, Cleaning, and Disinfection section of this document.
- The school district facilities will be closed to the public at this time.

## Facilities

Although not anticipated, any changes or additions to facilities must comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to the Office of Fire Prevention (OFP). The District will continue to monitor the condition of each school to ensure compliance with the most recent Building Condition Survey and Visual Inspection, where applicable. A visual inspection will be scheduled for fall 2020. Lead-In-Water Testing as required by New York State Department of Health (NYS DOH) regulation 67-4 will continue as scheduled.

Each school will ensure that all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations are in accordance with FCNYS 2020 Section 5705.5. Although not anticipated, any dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation will ensure the submission of detailed floor plans to OFP for review and if necessary all new building construction and temporary quarter projects will be submitted to OFP for a full code review. Although no reduction is anticipated, any altered number of toilet and sink fixtures will meet the minimum standards of the BCNYS. Each building will be provided water coolers (one per one hundred occupants). The District will maintain written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designed. Any project submission only dedicated to "COVID-19 Reopening" will be labeled as such.

## Food Service

Regardless of the educational model chosen by our school district and the dynamic nature with which that can change, our school district shall continue to provide school breakfast and lunch to all students who were previously receiving school meals – both on-site and remotely. While on-site, we will maintain social distancing during the course of our meals and provide food service. At Cairo-Durham Elementary School,

meals will be served in the Cafeteria and the Multi-purpose Room. Meal times for all schools will be limited to 20 minutes, in order to accommodate smaller groups and allow for cleaning in between serving times. In the case of remote learning, students will have the option to receive school breakfast and lunch. Options will be available for meal pick up at Cairo-Durham Elementary School or delivery to a student's residence.

The District will follow its current protocol for protecting students' food allergies. Allergy information is inputted into our point of sale system and a dedicated allergy section is established in each consumption area.

Touchless hand sanitizer stations will be placed in the entrance and exit areas of each food service area. Students will be supervised and required to use sanitizer before and after each meal. For students who require additional hand washing, they will be allowed to wash their hands in the nearest restroom.

Students will be trained by their teachers in the importance of social distancing including the importance of not sharing food and beverages. Monitors in each food service area will ensure that no students share items from their meals.

Regardless of the instructional model provided by the District, the District will comply with all guidelines set forth by the Child Nutrition Program. All students will be offered full meals as set forth by these guidelines. Periodic reviews will be conducted to ensure these compliance. Regular health inspections will be performed by the Department of Health to ensure conditions are sanitary and meet all guidelines for food service.

As described in the communication section of this document, communication of all safety protocols will be provided to parents/guardians in order to ensure a safe environment for meal service.

## **Communication**

Our school district affirms and attests that we have reviewed and understand all state-issued industry guidelines and will submit our plans for reopening to them. In addition to this, we will post copies of our finished plan on the school website and in conspicuous areas across school buildings and facilities. As part of our district's communication plan, staff, students, and families will be trained in protocols related to Covid-19.

Throughout the course of this process, we will develop consistent communication plans to ensure that members of the school community are kept up-to-date with all developments and changes to our plan. This process will be managed through verbal instruction, posted signage that is consistent with DOH COVID-19 signage, and the maintenance of a reopening page on our school website.



We will develop communications for students and families about how to prepare for the upcoming school year, including specific information on the social distancing requirements, how to properly wear a face covering, and proper hand and respiratory hygiene. Throughout the course of the school year, we will continue to train students, faculty, and staff on how to follow any new COVID-19 protocols safely and correctly, including hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

## **Budget & Fiscal**

The District will maintain financial integrity during the COVID-19 crisis. It has become apparent that additional expenses will be incurred during the crisis, not only in equipment and supplies, but also in the area of additional work hours and staffing. In order to meet these expenses in a fiscally responsible manner, the District will closely monitor its budget, especially reductions in state aid and will diligently seek reimbursement from state and federal agencies when appropriate. The District will update its Reserve Plan and Long-range Financial Plan.

## **Mental Health, Behavioral, and Emotional Support Services and Programs**

The school district will make every effort to address the mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction. Throughout the course of the school year, we will identify and support students who are having difficulty transitioning back into the school setting by screening students regularly. Other steps to promote student and faculty/staff social and emotional wellbeing include:

1. Review and update district-wide and building-level developmental school counseling programs to meet current needs.
2. Student support professionals will address how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.
3. Enhance relationships with outside service providers to ensure effective student referrals for support services, including but limited to Greene County Department of Mental Health and Twin Counties Recovery Services.
4. Provide professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty, and staff.

5. Offer other professional learning opportunities to all staff. Address critical topics related to personal, student, and community well-being, including trauma-responsive practices, social emotional learning, restorative practices, mental health education, culturally and linguistically responsive-sustaining practices, implicit bias and structural racism, and facilitating difficult conversations about race.
6. Survey students, parents, and staff on student social and emotional needs to ensure data-based decision making regarding delivery of supports.
7. Offer faculty and staff members referrals to outside service providers when necessary.
8. Continue to develop MTSS (multi-tiered systems of supports) to promote student social and emotional well-being. These will include, but are not limited to Positive Behavioral Intervention Systems (PBIS), P<sup>2</sup>: The Positivity Project, and restorative justice practices.

Mental health, behavioral, and social emotional supports are available to students in each school building. Parents can contact their child’s teacher or the personnel listed below to arrange services.

<b>Staff Member Title</b>	<b>Building</b>	<b>Email Address</b>
Robert Becker School Counselor	Elementary School	rbecker@cairodurham.org
Kayla Carpenter School Psychologist	Elementary School	kcarpenter@cairodurham.org
Taryn Clark School Psychologist	Middle School	tclark@cairodurham.org
Bobbi Cunningham Greene County Mental Health School Based Clinician	Middle and High School	bcunningham@cairodurham.org
Karen Drossel School Social Worker	Middle and High School	kdrossel@cairodurham.org
Jamie Heilmann School Counselor	High School	jwhittam@caiorodurham.org
Sarah Hicks School Social Worker	Elementary School	shicks@cairodurham.org

Justin Karker School Counselor	High School	jkarker@cairodurham.org
Claire Marcus School Psychologist	High School	cmarcus@cairodurham.org
Meghan Stalter Greene County Mental Health School Based Clinician	Elementary School	mstalter@cairodurham.org
To Be Determined Twin County Recovery Services Intervention Counselor	Middle and High School	
Lauren Werking (currently on leave through 12/1/21) School Psychologist	Elementary School	lwerking@cairodurham.org
Kristina Westfall School Counselor	Middle School	kwestfall@cairodurham.org

# Education

## Attendance

The Cairo-Durham School District utilizes School Tool as our school management system (SMS) and as a means to record daily student attendance, student grades, and other pertinent information.

## Grading

The District will follow all the Board of Education grading policies while encouraging teachers. Grading policies will be clearly communicated and transparent to students, parents, and caregivers. Grading is a tool to indicate achievement and development in each class or subject in which a student is enrolled. The district recognizes that the classroom teacher has the primary responsibility to evaluate students and determine student grades. The district will continue to use a uniform grading system for K-5 and for 6-12.

## **Connectivity**

The Cairo-Durham School District has a one-to-one computing program in place. Students without connectivity may be able to utilize district provided hotspots or schedule district facility use to access the internet if we must revert back to a hybrid model.

## **Learning Plans**

All students should have the opportunity to feel safe, engaged, and excited about their learning as we enter into full in-person instruction for 2021-2022. At the center of teaching and learning are the relationships that students have with their peers, teachers, and school community members. Our district recognizes that students need a return to their routines and a sense of normalcy. We will need to continue to be flexible this school year. We recognize that we must be prepared at any point in time to pivot between in-person, remote learning, and a hybrid model as needed.

In order to provide a structured routine, all learning will be in-person for our students. Elementary students begin at 9:00 a.m. and instruction ends at 3:15 p.m. Secondary students begin at 7:30 a.m. and instruction ends at 2:15 p.m. Regardless of the reopening instructional model Cairo-Durham Central School District's educational program continues to be aligned to the New York State Learning Standards.

### **Full Instructional Model**

With a full-instructional model, all Cairo-Durham students and faculty will conduct learning in person. All will be required to follow specific safety guidelines outlined above and with the exception of faculty or students who have documented medical concerns from a licensed physician that would prevent him or her from attending. Staff, students, and families will be provided information from the building principals regarding reopening.

### **Hybrid Instructional Model**

Although the district is not currently offering a hybrid learning model, if such a need should arise, the district will ensure that a hybrid model would allow as much face to face instruction daily for students as safely possible. Students with specific verified medical needs will be accommodated based on their needs. This may include ELLs, special education students, 12:1:1 programs, and those without connectivity.

## **Remote Learning**

At this time, our district is not offering a fully remote instructional model for K-12; if the need should arise this model would involve all students learning off campus. Students would be expected to participate at their scheduled time and for the full time to be counted present. Currently, remote learning would only be available through our local BOCES with a documented medical excuse.

The Questar III Prekindergarten programs housed in Cairo-Durham Elementary School, will have measures in place to ensure that the health and safety guidance issued by SED and outlined in this plan will be followed. The district will ensure that the Prekindergarten program has a Continuity of Learning Plan to address models of instruction.

## **AIS**

Academic Intervention Service is an additional instruction which supplements the instruction provided in the general curriculum and assists students in meeting the State learning standards; services may include guidance, counseling, attendance, and study skills which are needed to support improved academic performance. These supports will continue to be implemented.

## **Special Education**

Students with disabilities were particularly impacted by the closing of schools in spring 2020. The district recognizes that programs and services are best delivered in person with the need to protect the health and safety of students with disabilities and those providing special education services.

Special education programs and services will be delivered in person to students except when students have been approved for remote educational programs. Students quarantined due to COVID will be offered remote services in cases when these services cannot be provided asynchronously. For example, consultant teacher services may be deliverable asynchronously while special reading class services may require direct instruction. Decisions regarding synchronous versus asynchronous instruction will be made on a case-by-case basis to address students' individual needs.

The District's Committees on Preschool Special Education and Special Education will work closely with all programs outside district schools in which district residents are enrolled to ensure their IEPs are implemented. The district is prepared to share technology resources with these students, such as chromebooks, to ensure students can successfully participate in these programs if those programs are required to provide

online instruction. Provision of services remotely or in-person at out of district placement will be determined by leadership in those programs.

Individualized determinations will be made through the Committees on Preschool Special Education and Special Education whether and to what extent compensatory services are to be provided for any student with a disability who may have experienced a loss of skill(s) despite best intentions, efforts and creative solutions when providing educational programs and services during the previous school closure.

All students with disabilities will continue to have access to necessary accommodations, modifications, supplementary aids and services, and technology to address their unique learning needs. Parents with concerns about the suitability of Individual Education Programs designed for their children may contact the Director of Pupil Personnel Services at (518) 622-0261 to schedule a CSE or CPSE meeting. Students' IEP progress reports will be mailed to parents as required by each students' IEP.

### **Parent Engagement in Special Education**

Clear, ongoing communication and collaboration between parents and special education providers is essential to ensure student progress, even in the best of times. Parents are encouraged to remain in close contact with their child's special educator, related service providers, building principal, CSE chairperson and the Director of Pupil Personnel Services to ensure ongoing communication occurs.

Committee on Preschool Special Education (CPSE) and Committee on Special Education (CSE) meetings will continue to be scheduled remotely. During the spring 2020 COVID-related closure and the 2020-2021 academic year, the district recorded a significant increase in parent participation in these meetings when held remotely. To encourage continued increased participation this practice will continue. In-person meetings will be an option for any parent who desires this option if COVID protocols arrive.

If you have any questions or concerns regarding your child's individualized education plan or delivery of special education services, contact the professionals listed below.

<b>Pupil Personnel Services Department</b> Cairo Durham Middle/High School 1301 State Highway 145 (518) 622-0261 fax: (518) 622-2948	
Shawna Post Office Manager, Pupil Personnel Services	spost@cairodurham.org

Mary Savoia, CPSE Secretary	msavoia@cairodurham.org
Julia Wanek, Cairo Durham Elementary CSE Chair	jwanek@cairodurham.org
Corbette Russell, Cairo Durham Middle School CSE Chair	crussell@cairodurham.org
Janice Lugo, Cairo Durham High School CSE Chair	jlugo@cairodurham.org
Douglas Morrissey, Pupil Personnel Services Director	dmorrissey@cairodurham.org

**English Language Learners**

Our district understands the unique needs of our ELLs and their families. Information regarding the plan and future revisions of the plan will be communicated in the preferred language of the home. We will meaningfully engage parents in their preferred language or mode of communication regarding the provision of services to their child. Regardless of our instructional model, each school will complete the ELL identification process within 30 school days of the start of the school year.

The school district will provide the required instructional Units of Study to all ELLs based on their most recently measured English-language proficiency level during in-person or hybrid instruction.

**Staff Evaluation**

Our school district’s plan ensures that all teachers and principals will be evaluated pursuant to our currently approved APPR plan, including any variance applications approved by the Department. All teachers in our school district shall hold valid and appropriate certificates for their teaching assignments, except where otherwise allowable under the Commissioner’s regulations (e.g., incidental teaching) or Education Law.

# Appendix A

## Positive Case Protocol

If a COVID-19 positive case is found to be in the school building, the District will follow instructions from the Greene County Department of Health and the following actions may be taken:

- The areas accessed by the sick person will be closed off
- windows will be opened to increase air flow
- There will be a 24 hour period before cleaning and disinfection is performed
- The area suspected to have been used by the sick person will be cleaned and disinfected
- The school building will be closed to students and staff for a period of time in consultation with the Greene County Department of Health and NYSED

## Cleaning and Disinfection Frequency

Cleaning & Disinfection for school building will be performed in accordance with CDC and state guidelines. Disinfection frequency will be dependent on the instruction model in place.

- Logs will be maintained that include the date, time, and scope of cleaning and disinfection of a facility or area
- High touch areas must be cleaned frequently throughout the day. These include, but are not limited to, tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards and tablets, toilets and restrooms, and faucets and sinks
- Physical education equipment must be cleaned after each use. Shared wind musical instruments must be cleaned after each use. Health office areas must be cleaned after each use.
- Students should not be present when disinfection is taking place. Again, student schedules will dictate this frequency, however it is expected that this action will take place at night and when students are scheduled to be in the buildings.



# Appendix B

## *Building and Department Contacts*

<b>Building/Department</b>	<b>Name</b>	<b>Email</b>
Cairo-Durham Elementary School	Mr. Christopher Stein, Principal	cstein@cairodurham.org
Cairo-Durham Elementary School	Mrs. Danielle Czech, Assistant Principal	dczech@cairodurham.org
Cairo-Durham Middle School	Mr. Dotan Schips, Principal	dschips@cairodurham.org
Cairo-Durham Middle School	Mrs. Bridget Lopez	Blopez@cairodurham.org
Cairo-Durham High School	Mr. Jeremy Moore	jmoore@cairodurham.org
Cairo-Durham High School	Mrs. Bridget Lopez	Blopez@cairodurham.org
Curriculum, Instruction, ENL, and Federal Grants	Dr. Michelle Reed, Assistant Superintendent, C & I	mreed@cairodurham.org
Pupil Personnel Services (Special Education, McKinney-Vento Homeless Education, Student Residency, and Registration)	Mr. Douglas Morrissey, Director of Pupil Personnel Services	dmorrissey@cairodurham.org
Business, Transportation, and Buildings and Grounds	Mr. Jeffrey Miriello, Business Official	jmiriello@cairodurham.org
Technology Department	Mr. Giles Felton, Director of information Technology	GFelton@cairodurham.org
Superintendent Office	Mr. Michael Wetherbee, Superintendent of Schools	mwetherbee@cairodurham.org