**Margaretville Central**

**School District**

****

**2021-2022**

**REOPENING PLAN**

**09/01/21**

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**MARGARETVILLE CENTRAL SCHOOL DISTRICT**

**OUR RESPONSE TO REOPENING DURING THE COVID19 PANDEMIC**

We are Blue Devil Strong! and we always come together when the going gets tough, and we know that our greatest strength is our relationships with each other. And so, we will now ask each student, family, and staff member to join us in a “social contract” which asks us to individually and collectively do our part to protect one another from the coronavirus so that we have the best chance of not having to close school again.

**The school district will:**

* Screen students, staff, and visitors for COVID19 symptoms on a daily basis.
* Limit access to the interior of the school to staff, students, service providers, and individuals with previously scheduled appointments.
* Enforce face covering and social distancing protocols.
* Clean and disinfect high-touch surfaces multiple times a day, and where applicable decrease the number of high-touch surfaces students and staff are exposed to.
* Increase ventilation on buses, in classrooms, and other locations to the extent practicable.
* Provide hand sanitizer in each classroom space, the main entrance, cafeteria, and gyms.
* Provide non-surgical, disposable face coverings to any person entering the school who does not have one.
* Train staff and students in proper hand hygiene and respiratory practices.
* Provide “Health & Safety Kits” to any student or family as requested. The kits include disposable thermometers (5) and cloth face masks (2).

**School district personnel and service providers will:**

* Not come to work if they have:
  + experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days;
  + traveled internationally or from a state with widespread community transmission of COVID19 per the [New York State Travel Advisory](https://coronavirus.health.ny.gov/covid-19-travel-advisory) in the past 14 days;
  + knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or
  + tested positive through a diagnostic test for COVID19 in the past 14 days.
* Notify the school immediately if they have been exposed to someone with COVID19, attended an event where an outbreak has occurred, or traveled internationally or from a state with widespread community transmission of COVID19 per the [New York State Travel Advisory](https://coronavirus.health.ny.gov/covid-19-travel-advisory).
* Wear face coverings at all times when social distancing cannot be maintained.
* Reinforce and model proper hand hygiene practices, wearing of face coverings, and social distancing.
* Limit person-to-person contact to the greatest extent possible. For example, no hugging or handshaking.

**Parents/guardians will:**

* Provide two (2), face coverings for their child with their name on it. If unable to do so, the district will provide disposable, non-surgical masks to students upon arrival.
* Reinforce proper hand hygiene practices used at school, the wearing of face coverings, and social distancing protocols.
* Monitor the health of their child on a daily basis.
* Keep their child home if they have:
  + experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days
  + traveled internationally or from a state with widespread community transmission of COVID19 per the [New York State Travel Advisory](https://coronavirus.health.ny.gov/covid-19-travel-advisory) in the past 14 days
  + knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or
  + tested positive through a diagnostic test for COVID19 in the past 14 days;

**Students will:**

* Tell their parent/guardian if they are not feeling well before coming to school or tell any adult if they start feeling unwell during the school day.
* Wear face coverings at all times except for when seated for lunch or at the instruction of a staff member who has determined that social distancing can be maintained.
* Maintain 3 - 6ft social distancing to the extent possible and limit person-to-person contact. For example, no hugging or handshaking.
* Wash and dry their hands each time after going to the bathroom.

**SHORT-TERM CLOSURE PREPAREDNESS**

It may be required from time-to-time during the school year to have short-term closures to deal with different COVID19 issues. This may be the result of a known case of COVID19 in our school, a directive from the Department of Health to close, or because of our need to more thoroughly clean the school.

**The school district will:**

* Be prepared to immediately restart the established communication plan in order to communicate information to families should our closure be for more than two days.
* Provide written communication to families and students through our website: <https://www.margaretvillecs.org/>
* Coordinate food pickup/delivery options if closed (hybrid or remote model).

**Grades PK-5 Teachers will:**

* Create a Google classroom for the entire grade level which includes work for students for each subject. This work will be complemented with teachers coming on line daily to give instruction. Primary grades will have shorter instructional segments, with more emphasis on high engagement online resources.
* Use google classroom as a resource daily whether on or off campus to ensure that all students are knowledgeable on how to access their classes.
* Take home their laptop computers daily.

**Grades 6-12 Teachers will:**

* Use google classroom as a resource daily whether on or off campus to insure that all students are knowledgeable on how to access their classes, daily classwork and homework.
* Be prepared to work on-site, with daily instruction, during the master schedule time assigned so that students will run their schedules as though they were in the building.
* Take home their laptop computers daily.

**Parent/Guardians will:**

* Check the school website at: <https://www.margaretvillecs.org/> to get full updates on expectations for attendance using remote resources.
* Notify the school if there is no access to the internet.
* Remind their child(ren) in grades 6-12 to bring their Chromebooks to school daily.

**Students in Grades 6-12:**

* Will take home their Chromebooks daily and be ready to switch to remote learning if needed.

**COMMUNICATION AND  
COMMUNITY ENGAGEMENT**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| Stakeholder meetings will be held to garner input/feedback prior to creation of the reopening plan and prior to the final version of the plan being approved by the Board of Education.  **NOTES**   * Stakeholder meetings were held on 7/07/2020 and with bus drivers, cafeteria staff, custodial staff, office staff, teachers & aides, and families. * Board meeting was held on 7/07/2020, and the draft/foundational plan was briefly discussed. * The draft/foundational plan was discussed at the 07/22/20 board of education meeting. * The written plan, in electronic format, will be shared with all faculty and staff on or before 8/3/20 | NYSED  ASSURANCE | 15 (Bullet 1)  CFCE, 1 |
| The District will use the following communication tools to notify the community of the reopening plan.   * We will use our existing website <https://www.margaretvillecs.org/> to serve as the primary communication venue. Social media will direct stakeholders to the website. * The district’s official Facebook page: <https://www.facebook.com/Margaretville-Central-School-1252531108137390/> will be used to push notifications to individuals following the page. * The district will also post duplicate information on the privately run Margaretville Parents and Staff Facebook. * The district will use its robocall system to push notifications to parents/guardians through their cell phones as well as their private email addresses. Those without emails or social media accounts will be directed to the school district’s official website [https://www.margaretvillecs.org/](https://web.milfordcentral.org) * As needed, the District will hold virtual meetings via Zoom or other video conferencing software. | NYSED  ASSURANCE | 15 (Bullet 1)  CFCE, 2 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The District has purchased and will display signage and information throughout the school to remind students, staff, and visitors of COVID19 protocols. Signage includes, but is not limited to: | NYSED  ASSURANCE  [CDC print resources](https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc&Search=stop%20the%20spread%20of%20germs) | 15 (Bullet 2)  CFCE, 2 |
| The district will ensure all students are taught or trained on how to follow new COVID19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene. | NYSED  ASSURANCE | 15 (Bullet 3)  CFCE, 3 |
| The school and/or district will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained. | NYSED  ASSURANCE | 16 (Bullet 1)  CFCE, 4 |
| The school and/or district will provide communications in the language(s) spoken at home among families and throughout the school community. The written plan will be published in PDF format to ensure that those with visual and/or hearing impairments will be able to access the materials. | NYSED  ASSURANCE | 16  CFCE, 5 |

**Health & Safety**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| **As of 07/30/2020**, the Margaretville Central school district had all students return to in-person instruction. This decision is based on these factors:   * The school building was designed for a student population of over 500. The current student body is 375 or less. * Every teacher has their own classroom. * Pre-Kindergarten currently has 8 students registered and two adults in the classroom. * In grades K-5, there are two sections of each grade level. Currently no section exceeds 15 students. Each room is at least a standard 600+ square feet. * In grades 6-12, the majority of classes have fewer than 22 students. Alternative spaces will be utilized – cafeteria or gymnasium. * 4000 disposable, non-surgical masks are currently on-site; and face shields have been ordered and are due by August. * Based on historical bus ridership trends, students on six out of our eight buses will regularly be able to sit in their own seat if we group households together. We may need to modify some runs to better balance bus attendees. * We will enforce the State Education rule of only transporting students who live further than 1.5 miles from the school, in order to further increase social distancing on our buses. | NYSED  ASSURANCE | 17 (Checkbox 1)  HS, 1 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| Stakeholder meetings will be held to garner input/feedback prior to creation of the reopening plan and prior to the final version of the plan being approved by the Board of Education.  **NOTES**   * Stakeholder meetings were held on 7/07/2020 and with bus drivers, cafeteria staff, custodial staff, office staff, teachers & aides, and families. * Board meeting was held on 7/07/2020, and the draft/foundational plan was briefly discussed. * The draft/foundational plan was discussed at the 07/22/20 board of education meeting. * The written plan, in electronic format, will be shared with all faculty and staff on or before 8/3/20 | NYSED  ASSURANCE | 17 (Checkbox 2)  HS, 2 |
| The district will use the following communication tools to notify the community of the reopening plan.   * We will use our existing website <https://www.margaretvillecs.org/> to serve as the primary location for all communication. Social media sites will direct stakeholders to the website. * The district’s official Facebook page: <https://www.facebook.com/Margaretville-Central-School-1252531108137390/> will be used to push notifications to individuals following the page. * The district will also post duplicate information on the privately run Margaretville School Family Association Facebook. * The district will use its robocall system to push notifications to parents/guardians through their cell phones as well as their private email addresses. Those without emails or social media accounts will be directed to the school district’s official website <https://www.margaretvillecs.org/> * As needed, the District will hold virtual meetings via Zoom or other video conferencing software. | NYSED  ASSURANCE | 17-18 (Checkbox 3)  HS, 3 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district has purchased and will display signage and information throughout the school to remind students, staff, and visitors of COVID19 protocols. Signage includes, but is not limited to: | NYSED  ASSURANCE  [CDC print resources](https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc&Search=stop%20the%20spread%20of%20germs) | 17-18 (Checkbox 3)  HS, 3 |
| The district reopening plan has a written protocol developed in collaboration with the school nurse to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.  [**SEE APPENDIX A FOR THE FOLLOWING DOCUMENT**](#rk4qozbngwkx)   * [COVID19 SIGNS OF ILLNESS PROTOCOL](#smkzf910rpop) | NYSED  ASSURANCE | 18 (Checkbox 1)  HS, 4 |
| The district reopening plan has written protocols for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.  [**SEE APPENDIX A FOR THE FOLLOWING DOCUMENTS**](#rk4qozbngwkx)   * [SCREENING PROTOCOL - VISITORS](#fk7bi9c49uc) | NYSED  ASSURANCE | 17-18 (Checkbox 3)  HS, 5, 8, 9, |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| Ill students and staff will be assessed by the school nurse. If the school nurse is not available, ill students and staff will be sent home for follow up with a healthcare provider. | NYSED  ASSURANCE | 18 (Checkbox 3)  HS, 6 |
| The district reopening plan has written protocols requiring students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.   * [**SEE APPENDIX A FOR THE FOLLOWING DOCUMENTS**](#rk4qozbngwkx) * [COVID19 SYMPTOM CONFIRMATION PROTOCOL – VISITORS](#ighv8n4d179l) * [COVID19 SYMPTOM CONFIRMATION PROTOCOL – STAFF](#j5aptm26k8fl) * [COVID19 SYMPTOM CONFIRMATION PROTOCOL – STUDENTS](#saxp5uet8no1) * [SHELTER IN PLACE PROTOCOL](#d2zstsw7rvv6) | NYSED  ASSURANCE | 18 (Checkbox 4), 22, 37-40  HS, 7 |
| The district reopening plan has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.  Signage has been purchased and will be placed in appropriate spaces for handwashing: | NYSED  ASSURANCE  [CDC print resources](https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc&Search=stop%20the%20spread%20of%20germs) | 18 (Checkbox 7), 26  HS, 10 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan has a written protocol to ensure all persons in school buildings keep social distance of at least 3 to 6 feet whenever possible and dependant upon DCDOH recommendations for specific settings.  [**SEE APPENDIX A FOR THE FOLLOWING DOCUMENT**](#rk4qozbngwkx)   * [SOCIAL DISTANCING PROTOCOLS/DECISIONS](#5crvvwdlxaqi) | NYSED  ASSURANCE | 18 (Checkbox 8), 28-30  HS, 11 |
| The district reopening plan has written protocol detailing how the district will provide accommodations to all students and staff who are at high risk or live with a person at high risk.  [**SEE APPENDIX A FOR THE FOLLOWING DOCUMENT**](#rk4qozbngwkx)   * [VULNERABLE/HIGH-RISK GROUPS ACCOMMODATIONS](#9xup1o3ont3z) | NYSED  ASSURANCE | 18 (Checkbox 9), 30-31  HS, 12 |
| The district reopening plan has a written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.  [**SEE APPENDIX A FOR THE FOLLOWING DOCUMENT**](#rk4qozbngwkx)   * [FACE COVERING PROTOCOL](#j0btslxpdjo8) | NYSED  ASSURANCE | 18 (Checkbox 10), 36  HS, 13 |
| The district reopening plan has a plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.  **NOTES**  The district will maintain a supply of non-surgical face masks, as well as many boxes of gloves. The school nurse will be responsible for making sure a 15-day supply of face coverings and PPE are on-hand at all times. | NYSED  ASSURANCE | 18 (Checkbox 11), 33-34  HS, 14 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan has written a protocol for actions to be taken if there is a confirmed case of COVID19 in the school.  It is unlikely that the school district would receive positive confirmation of a COVID19 case within a day of a staff member or student being either sent home or staying home due to COVID19 like symptoms. It is therefore our plan to maintain the highest levels of precaution and disinfect every classroom and work space on a daily basis using an electrostatic disinfectant sprayer in coordination with regular cleaning.  We will coordinate with the Delaware County Department of Health in any contact tracing and follow their recommendations regarding school closure or additional disinfection protocols. | NYSED  ASSURANCE | 19 (Checkbox 1), 40-41  HS, 15 |
| The district reopening plan has a written protocol that complies with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID19 symptoms, illness or diagnosis of confirmed case of COVID19 or following quarantine due to contact with a confirmed case of COVID19. Return to school will be coordinated with the local health department.  [**SEE APPENDIX A FOR THE FOLLOWING DOCUMENT**](#rk4qozbngwkx)   * [RETURN TO SCHOOL AFTER COVID POSITIVE PROTOCOL](#xgyx4xbis3dk) | NYSED  ASSURANCE | 19 (Checkbox 2), 40-41  HS, 16 |
| The district reopening plan has a written protocol to clean and disinfect schools following CDC guidance.  [**SEE APPENDIX A FOR THE FOLLOWING DOCUMENT**](#rk4qozbngwkx)   * [CLEANING AND DISINFECTING PROTOCOL](#8fsv6zaycokc) | NYSED  ASSURANCE | 19 (Checkbox 3), 42-44  HS, 17 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan has a written protocol to conduct required school safety drills with modifications ensuring social distancing between persons  [**SEE APPENDIX A FOR THE FOLLOWING DOCUMENT**](#rk4qozbngwkx)   * [MODIFICATIONS TO SAFETY DRILLS](#8lkwsgjov1j5) | NYSED  ASSURANCE | 19 (Checkbox 4), 45-47  HS, 18 |
| The district reopening plan has a written plan for district/school run before and aftercare programs.  The school district does not run a before school program.  The school’s afterschool program, CROP will operate utilizing published health protocols beginning in September 2021. | NYSED  ASSURANCE | 19 (Checkbox 5)  HS, 19 |
| The district reopening plan designates a COVID19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.  The Superintendent of the Margaretville Central School will serve as the COVID19 safety coordinator. | NYSED  ASSURANCE | 19 (Checkbox 6)  HS, 20 |

**FACILITIES**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan which includes 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 OFP.   * No changes to facilities planned at this time. | NYSED  ASSURANCE | FAC, 1 |
| The district reopening plan must ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.   * They will be conducted as scheduled. | NYSED  ASSURANCE | FAC, 2 |
| The district reopening plan must provide provisions to conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4.   * They will be conducted as scheduled by BOCES. | NYSED  ASSURANCE | FAC, 3 |
| The district reopening plan must ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations in accordance with FCNYS 2020 Section 5705.5.   * All dispensers will meet NY State Code requirements. | NYSED  ASSURANCE | FAC, 4 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plans which include the installation of 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.   * No dividers are planned at this time. | NYSED  ASSURANCE | FAC, 5 |
| The district reopening plan must ensure that all new building construction and temporary quarter project will be submitted to OFP for a full code review.   * No new building projects planned at this time in response to COVID19. | NYSED  ASSURANCE | FAC, 6 |
| The district reopening plan which include new facilities for leasing must provide a plan to consult with OFP for a preliminary evaluation   * No facilities will be leased in response to COVID19. | NYSED  ASSURANCE | FAC, 7 |
| The district reopening plan which includes the temporary or permanent use of tents must provide plans adhering to the BCNYS.   * No tents will be used in response to COVID19. | NYSED  ASSURANCE | FAC, 8 |
| The district reopening plan must ensure that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS.   * Toilets and sinks have been updated as part of a previous capital project. No additional alterations are planned. * New water fountains now have drink filling stations. | NYSED  ASSURANCE | FAC, 9 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan must ensure that each building provides one drinking fountain per one hundred occupants or provide a written plan for a reasonable alternate source of drinking water.   * There are currently ten drinking fountains for 400 occupants. | NYSED  ASSURANCE | FAC, 10 |
| The district reopening plan has written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designed.   * Ventilation systems are being updated to a higher MERV rating. | NYSED  ASSURANCE | FAC, 11 |
| The district reopening plan must ensure that all project submissions only dedicated to “COVID19 Reopening” will be labeled as such.   * No projects planned at this time; however, if one is planned, it will be labeled as such. | NYSED  ASSURANCE | FAC, 12 |
| Each school and/or district reopening plan which includes the use of plastic separators must comply with the 2020 BCNYS Section 2606.   * No plastic separators are planned at this time. | NYSED  ASSURANCE | FAC, 13 |

**CHILD NUTRITION**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan must provide all students enrolled in the SFA with access to school meals each school day. This must include students in attendance at school and students learning remotely.  **IN-PERSON**  Students will be provided both breakfast and lunch.  **REMOTE LEARNING**  If the entire school is learning remotely, food distribution will occur afterschool on a set evening once per week. Families will be able to pick up a week’s worth of food at a time. | NYSED  ASSURANCE | 54 (Checkbox 1)  CN, 1 |
| The district reopening plan must address all applicable health and safety guidelines.   * All state and federal health and safety guidelines for food will be adhered to whether students are in-person or remote. | NYSED  ASSURANCE | 54 (Checkbox 2)  CN, 2 |
| The district reopening plan includes measures to protect students with food allergies if providing meals in spaces outside the cafeteria.  **Cafeteria:** The table for students with food allergies will be clearly marked.  **Gym:** Specific desks will be marked for students with food allergies. | NYSED  ASSURANCE | 55 (Checkbox 3)  CN, 3 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan must include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.  **Grades PK-5:**  Classroom teachers or aides will implement hand hygiene activities before and after meals. Students will be reminded before and during lunch that sharing of food and beverages is prohibited.  **Grades 6-12:**  Signage will be posted at the point of sale for students to wash their hands before and after meals. Signage will be posted discouraging the sharing of food and beverages. | NYSED  ASSURANCE  [CDC print resources](https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc&Search=stop%20the%20spread%20of%20germs) | 55 (Checkbox 4)  CN, 4 |
| The district reopening plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.  **Tables**  All tables and desks will be cleaned between lunch periods with detergent and cloths. The tables and desks will be disinfected with the electrostatic sprayer at the end of each day. | NYSED  ASSURANCE | 55 (Checkbox 5)  CN, 5 |
| The district reopening plan must ensure compliance with Child Nutrition Program requirements.   * The district will continue its compliance with all Child Nutrition Program requirements. | NYSED  ASSURANCE | 55 (Checkbox 6)  CN, 6 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan must include protocols that describe communication with families through multiple means in the languages spoken by families.   * We will use our existing website <https://www.margaretvillecs.org/> to serve as the primary location for all communication * The district’s official Facebook page: <https://www.facebook.com/Margaretville-Central-School-1252531108137390/> will be used to push notifications to individuals following the page. * The district will also post duplicate information on the privately run Margaretville School Family Association Facebook. * The district will use its robocall system to push notifications to parents/guardians through their cell phones as well as their private email addresses. Those without emails or social media accounts will be directed to the school district’s official website <https://www.margaretvillecs.org/> | NYSED  ASSURANCE | 55 (Checkbox 7)  CN, 7 |
| The district reopening plan must require that students must have social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.   * **Classrooms**: Students eating breakfast in classrooms will be socially distanced by teachers and/or classroom aides. * **Cafeteria**: The number of tables will be decreased and students will only be able to sit at marked seats which will be socially distanced. The maximum number of grade levels being served meals will be reduced to 3. * **Gym**: Students will eat their meals in the gym at desks that are socially distanced. The maximum number of students having lunch at one time will be reduced to 110. | NYSED  ASSURANCE | 55  CN, 8 |

**TRANSPORTATION**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
| --- | --- | --- |
| Parents/guardians are encouraged to self-transport students. | DOHIG | 3, “Transportation” |
| The district reopening plan must ensure all buses which are used every day by districts will be cleaned/disinfected once a day and ensures high contact spots must be wiped down after each AM and PM and Late Bus run depending upon the disinfection/cleaning schedule.   * Bus drivers will clean high-touch surfaces on the bus after each run with wipes; and/or cloths and detergents provided by the district. * All buses will be disinfected each day after the AM and PM and Late Bus runs using the electrostatic disinfectant sprayer. | DOHIG  NYSED  ASSURANCE | 3, “Disinfection”  60 (Checkbox 2)  TPORT, 1, 2 |
| The district reopening plan ensures school buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. Additionally, the plan ensures that school bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses.   * Hand sanitizers are prohibited on all school buses and vans owned by the Margaretville Central School District. | NYSED  ASSURANCE | 60 (Checkbox 3)  TPORT, 3, 4 |
| The district reopening plan requires that school bus drivers, monitors, attendants and mechanics must wear a face covering along with optional face shield. | NYSED  ASSURANCE | 61 (Checkbox 2)  TPORT, 5 |
| The district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID19. Additionally, transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing. | NYSED  ASSURANCE | 61 (Checkbox 3)  TPORT, 6, 7 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan requires that transportation departments will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses.   * As with all other employees, Margaretville Central School will provide masks and gloves as requested. | NYSED  ASSURANCE | 61 (Checkbox 4)  TPORT, 8 |
| The district reopening plan ensures hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus  garages.   * The Bus Garage will have hand sanitizer available for all employees. | NYSED  ASSURANCE | TPORT, 9 |
| The district reopening plan requires that drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.   * Any transportation employee who must have direct physical contact with a child will wear gloves. | NYSED  ASSURANCE | 61 (Checkbox 5)  TPORT, 10 |
| The district reopening plan requires that school bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID 19 before arriving to work.  [**SEE APPENDIX A FOR THE FOLLOWING DOCUMENTS**](#rk4qozbngwkx)   * [SCREENING PROTOCOL - STAFF](#ttyyuink24g1) * [COVID19 HEALTH SCREENING QUESTIONNAIRE – STAFF](#j5aptm26k8fl) | NYSED  ASSURANCE | 61 (Checkbox 1)  TPORT, 11 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan requires that students must wear a mask on a school bus if they are physically able.  Before boarding the school bus, students must have a face covering on which covers their mouth and nose. The face covering must remain on during the entire bus ride.  [**SEE APPENDIX A FOR THE FOLLOWING DOCUMENT**](#rk4qozbngwkx)   * [FACE COVERING PROTOCOL](#j0btslxpdjo8) | NYSED  ASSURANCE | 60 (Checkbox 1), 62 (Checkbox 2)  TPORT, 12 |
| The district reopening plan ensures that students who do not have a mask will NOT be denied transportation and that students who do not have masks must be provided one by the district.  If a student does not have a face covering, the bus aide or driver will provide a non-surgical face mask to the student.  [**SEE APPENDIX A FOR THE FOLLOWING DOCUMENT**](#rk4qozbngwkx)   * [FACE COVERING PROTOCOL](#j0btslxpdjo8) | NYSED  DOHIG  ASSURANCE | 62 (Checkboxes 4,5)  14, “Personal Protective Equipment”  TPORT, 13, 14 |
| The district reopening plan ensures that students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation. | NYSED  ASSURANCE | 62 (Checkbox 6)  TPORT, 15 |
| The district reopening plan requires students will be trained and provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID19. | ASSURANCE | TPORT, 16 |
| The district reopening plan requires that students will be trained and provided periodic reminders on the proper use of social distancing.  At bus stops, students not in the same household are required to wear face coverings and be socially distanced. To the extent practicable, students will be seated in a socially distanced way on the bus. Students in the same household will sit together.  [**SEE APPENDIX A FOR THE FOLLOWING DOCUMENT**](#zamz71v72s9w)   * [SOCIAL DISTANCING PROTOCOLS/DECISIONS](#5crvvwdlxaqi) | ASSURANCE | TPORT, 17 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan requires that if the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Program have placed them out of district whose schools are meeting in conducting in-person session education when/if the district is not. | NYSED  ASSURANCE | 63 (Checkbox 1)  TPORT, 18 |
| All windows on the school bus will be cracked to increase ventilation. The bus driver will monitor the warmth of the bus and adjust as necessary to provide a comfortable climate. | DOHIG | 3, “Ventilation” |
| All other expectations for students riding a bus in accordance with our *Code of Conduct* remain in effect. | LOCAL | MCS Policy #7340: |

**SOCIAL EMOTIONAL   
WELL BEING**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district ensures that district-wide comprehensive developmental school counseling program plans, developed under the direction of certified school counselor(s), are reviewed and updated to meet current needs.  **NOTES**  The comprehensive school counseling program was reviewed with the Board of Education at its 8/19/20 meeting. The plan has been updated to address current needs. | NYSED  ASSURANCE | 65 (Checkbox 1)  SEWB, 1 |
| The district establishes an advisory council, strategic planning team, a collaborative working group comprised of families, students, members of the board of education, or school’s board, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists, to inform the comprehensive developmental school counseling program plan.  **NOTES**  The Strategic Planning Committee was established during the 2019-2020 school year, and will continue to meet monthly. | NYSED  ASSURANCE | 66 (Checkbox 1)  SEWB, 2 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan addresses how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.  **Students**  Margaretville Central School is fortunate to have a well-staffed counseling program along with support from the Westchester Medical Center Health Network, and the Department of Social Services. We are able to provide individual and group counseling, mental health evaluations, and direct support to families including referrals to outside services and programs for their children.  **Staff**  The Margaretville Central School District provides all employees free access to the Employee Assistance Program (EAP). This is a confidential service. The contact numbers are 1-800-252-4555 or 1-800-225-2527.  An employee assistance program (EAP) is a work-based intervention program designed to identify and assist employees in resolving personal problems (e.g., marital, financial or emotional problems; family issues; substance/alcohol abuse) that may be adversely affecting the employee’s performance. The plan also includes a wide array of other services, such as nurse advice telephone access, basic legal assistance and referrals, adop-  tion assistance, or assistance finding elder care services.  We encourage you to take advantage of this benefit, and again it is 100% confidential. | NYSED  ASSURANCE | 66 (Checkbox 2)  SEWB, 3 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan addresses professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID19 public health emergency, as well as providing support for developing coping and resilience skills for students, faculty, and staff.  **NOTES**  Since the 2019-20 school year, the Social-Emotional Well Being of both students and staff has been part of the district-wide strategic planning goals. Professional development has been provided to staff on a yearly basis including: the five pillars of social-emotional learning.  Our goal is to continue to provide staff with the knowledge and skills to be able to engage with students in a manner that supports their social- and emotional-well being. We will use our Superintendent Conference Days and our early-release days to provide the professional development needed for our staff. | NYSED  ASSURANCE | 66 (Checkbox 3)  SEWB, 4 |

**SCHOOL SCHEDULE**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan describes the school schedule planned for implementation at the beginning of the 2020-21 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants.  **Morning Arrival**---No students will be allowed in the building until 7:45.   * **Walkers and those being dropped off:**   + Enter through the front entrance.   + Grades UPK-12: Report directly to the small gym.   + Grades 6-12: Report directly to the small gym. For students wanting to eat breakfast. They may go to the cafeteria to acquire their food and then report to the small gym. Food will be distributed from 7:45 until 8:05 * **Those riding the bus will be let off starting at 7:55.**   + Grades UPK-5: Enter through the back entrance and report directly to the small gym with PPE.   + Grades 6-12: Enter through the gym entrance, report directly to the small gym. For students wanting to eat breakfast, sit in a designated socially distanced area (east side). For those not eating, sit in a designated area with PPE (west side). * **For students attending AM BOCES programming:**   + Students will meet at the bus loop and board transportation. Breakfast will be delivered.   **DISMISSAL**  **STUDENTS RIDING BUSES:**  Buses will be in the loop at 2:45.  Buses will depart at 3:00  **Grades PK-2:** Will load at 2:45 PM  **Grades 3-5:** Will load at 2:50 PM  **Grades 6-12:** Will load at 2:55 PM  **PARENT PICK UP: 2:50 PM – 3:00 PM**  **Grades PK-5:** From the main entrance.  **Grades 6-12:** From the main entrance.  **WALKERS:**  Will be dismissed when the bell rings at 2:52. | NYSED  ASSURANCE | 75  SCHS, 1 |

**ATTENDANCE &  
CHRONIC ABSENTEEISM**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan must describe a mechanism to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.  Attendance will be taken in our student management system, SchoolTool.  **IN-PERSON LEARNING**  The District’s Attendance Policy will be followed for all students who are attending in-person learning.  **REMOTE LEARNING**  **GRADES PK-5**  Teachers will provide instruction as per the master schedule.  **GRADES 6-12**  Teachers will provide instruction as per the master schedule. | NYSED  ASSURANCE | 81 (Bullet 1)  ATT, 1 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| **ABSENCES DUE TO COVID19 OR COVID19 SYMPTOMS**  Although required to count all absences by State regulation, all absences due to COVID19 or COVID19 symptoms will be considered “Excused” for the duration of the student’s inability to engage in learning due to COVID19 or COVID19 symptoms.  A student who is under quarantine or awaiting test results, may have their attendance counted as “present” if they continue to engage in learning remotely.  Teachers and guidance staff will work with each student and family to ensure that students who are kept home due to COVID19 are able to continue their learning to the extent practicable. | NYSED  LOCAL | 83 |
| **CHRONIC ABSENTEEISM**  Students missing more than 10% of scheduled school days will be considered “chronically absent” per SED regulation. The district will work with families to improve attendance and attempt to record lost instructional time. Outside agencies will be engaged to the extent required to make sure that all students of compulsory age are in regular attendance. | NYSED  LOCAL | 83 |

**TECHNOLOGY &  
CONNECTIVITY**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan must include information on how the school/district will have knowledge of the level of access to devices and high-speed internet all students and teachers have in their places of residence.  The district is providing devices to all students in grades K-12 and staff as needed and as appropriate. PreK will be provided with devices in house as needed. | NYSED  ASSURANCE | 86 (Checkbox 1)  TECH, 1 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan must include information on how the school or district, to the extent practicable, will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.  The district will provide devices to all students and staff as needed and as appropriate.  **INTERNET ACCESS**  **TEACHERS**  In the event that the district is using a hybrid or remote model, the school building will be opened to allow teachers access to their classrooms.  **STUDENTS**  In the event that the district is using a hybrid or remote model, the school building will be opened to allow students access to a supervised space to work on assignments using the school’s Wifi. The district will develop a schedule with input from families as to the times that work best for them during normal operating hours. | NYSED  ASSURANCE | 86 (Checkbox 2)  TECH, 2 |
| The district reopening plan must include information on how the school or district will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.  The district will work directly with families who do not have access to high-speed internet should we go to a hybrid or remote model.   * The district will have a supervised space to allow access to the school’s Wifi. * If transportation is a barrier, the district will arrange for pickup and drop off using school transportation. | NYSED  ASSURANCE | 86 (Checkbox 3)  TECH, 3 |

**TEACHING & LEARNING**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan includes a continuity of learning plan for the 2021-2022 school year. Such a plan must prepare for in-person, remote, and hybrid models of instruction.  The MCS Continuity of Learning Plan for the 2020-2021 school year was developed with input from teachers, parents and the Board. It includes provisions for in-person, remote and hybrid models of instruction. The plan was distributed in August of 2020. | NYSED  ASSURANCE | 89 (Checkbox 1)  TEACH, 1 |
| The district reopening plan includes an educational program that is aligned to the New York State Learning Standards (or, for charter schools, the standards set forth in the school’s charter) regardless if instruction is delivered in-person, remotely or in a hybrid model.  All instruction, regardless of model, will be aligned to the NY State Learning Standards. | NYSED  ASSURANCE | 89 (Checkbox 2)  TEACH, 2 |
| The district reopening plan provides for a program that includes regular substantive interaction between teachers and students whether delivered in-person, remotely or through a hybrid model of instruction.  Regardless of model, teachers will prepare lessons that are designed to engage students in meaningful ways. If a hybrid or remote model is implemented, teachers will provide instruction from their classrooms in order to facilitate both synchronous and asynchronous instruction. For those students without high-speed internet access at home, the district will make our WiFi and transportation available to students to the extent allowed by law or regulation. | NYSED  ASSURANCE | 90 (Checkbox 1)  TEACH, 3 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| Equity must be at the heart of all school instructional decisions. All instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities must be aligned with State standards and include routine scheduled times for students to interact and seek feedback and support from their teachers.  Regardless of model, teachers will prepare lessons that are designed to engage students in meaningful ways. If a hybrid or remote model is implemented, teachers will access their classrooms daily in order to provide instruction synchronously and asynchronously. For those students without high-speed internet access at home, the district will make our WiFi and transportation available to students to the extent allowed by law or regulation.  The district will work with teachers to create opportunities for all students to be able to interact and receive feedback directly from their teacher on a daily basis (as outlined in NYSED guidance document). This will include interactions via phone, internet, or in other ways that are allowed which maintain social distancing and face covering protocols. | NYSED  ASSURANCE | 89 (Checkbox 3)  TEACH, 4 |
| Schools must create a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information needs to be accessible to all, available in multiple languages based on district or charter school need, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone).  The school will provide teachers access to school telephones to promote individual contact with parents without giving out their personal cell phone numbers. The district’s technology team will be available for students and families to provide support which cannot be answered by the student’s teacher, and a number will be created specifically for this support. All teachers can be reached by email, and our computer specialist can be reached at [bajohnson@margaretvillecs.org](mailto:bajohnson@margaretvillecs.org). | NYSED  ASSURANCE | 90 (Checkbox 2)  TEACH, 5 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| Districts that contract with eligible agencies, including CBOs, to provide Prekindergarten programs must attest that they have measures in place to ensure eligible agencies with whom they contract will follow health and safety guidelines outlined in NYSED guidance and required by the New York State Department of Health. The district must also ensure their eligible agencies have a Continuity of Learning plan that addresses in-person, remote, and hybrid models of instruction.  This assurance is not applicable to the Margaretville Central School as we provide our own PreK program. | NYSED  ASSURANCE | 91 (Checkbox 3)  TEACH, 6 |

**AHSEP PROGRAM**

The district reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, addresses the students participating in the Alternative High School Equivalency Preparation (AHSEP) Program through ONC BOCES. The AHSEP Program is scheduled daily from 3:00 p.m. to 6:00 p.m. It is provided on an as needed basis. Students enrolling in the program will follow the same guidelines as set forth by the home district reopening plan. If the home school district is remote, instruction will take place through Zoom. If the district is in-person, instruction will take place in the distance learning classroom following protocols listed in this reopening document. The TASC program will not provide hybrid instruction. If the school is following a hybrid, the TASC students will be remote until the district is fully in-person. Technology will be provided by the home school district.

**SPECIAL EDUCATION**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, addresses the provision of free appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.  The district will protect the health and safety of students with disabilities and those providing special education and services through the use of the health and safety protocols outlined in this document. This includes, but is not limited to all of the documents contained in Appendix A. | NYSED  ASSURANCE | 113 (Checkbox 1)  SPED, 1 |
| The district reopening plan addresses how it will document the programs and services offered and provided to students with disabilities as well as communications with parents.  The district will continue to use the IEP Direct program to document and provide documentation to families through that system. | NYSED  ASSURANCE | 113 (Checkbox 5)  SPED, 2 |
| The district reopening plan addresses meaningful parent engagement in the parent’s preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.  The district will continue to meet and communicate with parents through multiple means including, but not limited to phone, email, and virtual meetings. The district will accommodate parent requests for in-person meetings when they are allowed. | NYSED  ASSURANCE | 113 (Checkbox 2)  SPED, 3 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan addresses collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on/individualized education programs/(IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.  The district’s CSE and CPSE are run by the same person in our small, rural school district. The CSE Chairperson participates in regional meetings for Special Education to keep informed of program options that are available. | NYSED  ASSURANCE | 113 (Checkbox 3)  SPED, 4 |
| The district reopening plan must ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.  **IN-PERSON LEARNING**  Students with disabilities who receive in-person learning will be provided all necessary accommodations, modifications, services, and technology in accordance with their IEP.  **REMOTE LEARNING**  The CSE Chairperson will determine if a meeting is needed in order to modify the IEP if certain aspects of the IEP cannot be implemented in a remote setting.    **STUDENTS AT HOME DUE TO COVID19 SYMPTOMS OR COVID19**  To the extent practicable, teachers and service providers will provide all necessary accommodations for students who are learning remotely due to COVID19 symptoms or a positive COVID19 diagnosis. Employees and service providers will not be required to meet in person with these students. Alternative methods for instruction and services will be explored. | NYSED  ASSURANCE | 113 (Checkbox 4)  SPED, 5 |

**BILINGUAL EDUCATION  
& WORLD LANGUAGES**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan which reopens using in-person or hybrid instruction must complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner’s Regulations Part 154.   * Margaretville Central School District assures that all of these provisions will be met for our ELL students. * Margaretville Central School district [Re-opening Plan](https://docs.google.com/document/d/1liVU-Cmjp3XmXQFMFU68kaUXgeRgofzKNnDxcraLh3w/edit?usp=sharing), * [ELL instruction board policy](https://main.wnyric.org/policies/margaretville.nsf/bf25ab0f47ba5dd785256499006b15a4/c25ce9a923e15b9c85257aef006854c3?OpenDocument) * [Margaretville’s CR Part 154 CEEP](https://drive.google.com/file/d/1_pDpJmtSv7YMRIQjOcgEPz1OpD8g-oFe/view?usp=sharing) * [NYSED ELL Screening, Identification, Placement, Review, & Exit Criteria](http://www.nysed.gov/common/nysed/files/bilingual/ellidchartrev.pdf) * [Home Language Questionnaire (HLQ) - English](http://www.nysed.gov/common/nysed/files/programs/bilingual-ed/hlq_english_1.6.16.pdf) * [Home Language Questionnaire (HLQ) - Spanish](http://www.nysed.gov/common/nysed/files/programs/bilingual-ed/spanish_hlq8.20.2015_1.pdf) | NYSED  ASSURANCE | 122 (Checkbox 1)  BEWL, 1 |
| The district reopening plan must provide required instructional Units of Study to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.   * The district will continue to sustain the ELL program via the services of a certified ELL teacher, and instructional units of study will be met regardless of the model of instruction. * ELL Teachers will continue to deliver instructional units based on the individual needs of each identified ELL student they serve. * ELL Teachers will utilize appropriate technology such as Zoom and Google Classroom to deliver instruction. * [NYSED Bilingual Units of Study](http://www.nysed.gov/bilingual-ed/units-study-tables-english-new-language-enl-and-bilingual-education-programs) * [Blueprint for English Language Learner Success](http://www.nysed.gov/common/nysed/files/nys-blueprint-for-ell-success.pdf) | NYSED  ASSURANCE | 123 (Checkbox 1)  BEWL, 2 |
| The district reopening plan must ensure the maintenance of regular communication with parents/guardians of ELLs to ensure that they are engaged in their children’s education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication.   * Our ELL and classroom teachers will engage with parents of ELL students as we prepare for the reopening of school. The district will make every effort to communicate with the parent/guardian in their preferred language and mode of communication. * ELL Teachers will continue to maintain regular and ongoing communication with parents/guardians in their preferred mode of communication (i.e. email, telephone). * ELL Teachers will continue to maintain a communication log. * [NYSED ELL/MLL Parent Resources](http://www.nysed.gov/bilingual-ed/english-language-learnermultilingual-learner-parent-resources) * [ONC BOCES Teacher contact log](https://docs.google.com/document/d/1WhfwbpOkunBGsDuamY7RuCxDH6DNk4PgZL17_UImPbI/edit?usp=sharing) | NYSED  ASSURANCE | 123 (Checkbox 3)  BEWL, 3 |

**TEACHER & PRINCIPAL  
EVALUATION**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan must ensure that all teachers and principals are evaluated pursuant to the LEA’s currently approved APPR plan (or, for charter schools, the school’s charter), including any variance applications approved by the Department.  The district will conduct all evaluations in accordance with our approved APPR plan (3012d). No variances will be sought at this time. | NYSED  ASSURANCE | 131 (Checkbox 1)  APPR, 1 |

**CERTIFICATION AND  
INCIDENTAL TEACHING**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
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| The district reopening plan must ensure that all teachers 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.  The district will seek to fill all positions and teaching assignments to the extent practicable with individuals certificated in that area.  The district will take advantage, where necessary, of the provisions in the regulations that allow for teachers to teach up to 10 hours a week outside of their certification area as an incidental assignment should the need arise. | NYSED  ASSURANCE | 133 (Checkbox 1)  CERT, 1 |

**References/Guidance**

| **ABBREVIATION USED** | **REFERENCE** | | | | |
| --- | --- | --- | --- | --- | --- |
| AOTA | ACCURACY OF TACTILE ASSESSMENT OF FEVER IN CHILDREN BY CAREGIVERS: A SYSTEMATIC REVIEW AND META-ANALYSIS | | | | |
| ASSURANCE | THE STATE EDUCATION DEPARTMENT REQUIRES THE DISTRICT TO ASSURE SPECIFIC ACTIONS, PLANS AND PROTOCOLS. THEY WILL BE REFERENCED BY THE CATEGORY (ABBREVIATED BELOW) AND THEIR SEQUENTIAL ORDER IN THE LIST | | | | |
| **CATEGORY** | **ABBREVIATION** |  | **CATEGORY** | **ABBREVIATION** |
| Communication/Family &  Community Engagement | CFCE |  | Attendance | ATT |
| Health & Safety | HS |  | Technology | TECH |
| Facilities | FAC |  | Teaching | TEACH |
| Child Nutrition | CN |  | Special Education | SPED |
| Transportation | TPORT |  | Bilingual | ELL |
| Social Emotional Well-Being | SEWB |  | Evaluation | APPR |
| Schedules | SCHS |  | Certification | CERT |
|  | | | | |
| DCDOH | DELAWARE COUNTY DEPARTMENT OF HEALTH | | | | |
| DOHIG | NY STATE DEPARTMENT OF HEALTH INTERIM GUIDANCE FOR IN-PERSON INSTRUCTION AT PRE-K TO GRADE 12 SCHOOLS DURING THE COVID19 PUBLIC HEALTH EMERGENCY | | | | |
| **ABBREVIATION USED** | **REFERENCE** | | | | |
| LOCAL | LOCAL DECISION | | | | |
| MCSC | MARGARETVILLE CENTRAL SOCIAL CONTRACT | | | | |
| NYSED | NY STATE EDUCATION DEPARTMENT – REOPENING GUIDANCE | | | | |
| NYSEDFAQ-1 | NY STATE EDUCATION DEPARTMENT – FREQUENTLY ASKED QUESTIONS 7-17-2020 | | | | |

**APPENDIX A**

**HEALTH & SAFETY DOCUMENTS**

**COVID19 SIGNS OF ILLNESS PROTOCOL**

**KNOW THE SIGNS OF COVID19 ILLNESS**

* FLUSHED CHEEKS
* RAPID OR DIFFICULTY BREATHING   
  (WITHOUT RECENT PHYSICAL ACTIVITY)
* FATIGUE, AND/OR IRRITABILITY
* FREQUENT USE OF THE BATHROOM
* CONGESTION, RUNNY NOSE, COUGH
* TEMPERATURE GREATER THAN 100

**WHAT DO YOU DO IF YOU SEE THESE SIGNS IN YOUR COLLEAGUES OR STUDENTS?**

1. DO NOT LEAVE THEM ALONE

2. CALL THE NURSE OR MAIN OFFICE

3. FOLLOW THE DIRECTIONS GIVEN

[CDC Symptoms of Coronavirus](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

**Screening Protocol- Visitors**

| **STRATEGY** | **GUIDANCE** | **PAGE** |
| --- | --- | --- |
| Access to the interior of the school building will be limited to students, staff, service providers, and individuals with previously scheduled appointments. | DOHIG  NYSED | 5, “Screening”  20 |
| Every visitor will be required to have their temperature checked before proceeding beyond the security entrance. | DOHIG | 18, “Health Screening & Temperature Checks” |
| If their temperature exceeds 100.0ºF, they must immediately leave the school campus and may not return to campus until they have been cleared to do so by a medical professional. | DOHIG | 19, “Positive Screen Protocols” |
| Every visitor whose temperature is less than 100.0ºF, must then attest to the following four questions:   * Have you   + experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days;   + traveled internationally or from a state with widespread community transmission of COVID19 per the [New York State Travel Advisory](https://coronavirus.health.ny.gov/covid-19-travel-advisory) in the past 14 days;   + knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or   + tested positive through a diagnostic test for COVID19 in the past 14 days? | DOHIG | 19 |
| If a visitor states “yes” to any question, they must immediately leave the school campus and may not return to campus until they have been cleared to do so by a medical professional. | DOHIG | 19, “Positive Screen Protocols” |
| If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at  home until they meet the following criteria:   * 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.   The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. [Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings.](https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html) | NYSED Guidance | 40 |
| If a visitor states “no” to all four questions and their temperature is less than 100.0ºF, they may enter the school. | LOCAL |  |
| Best Practice, visitors will:   * Make an appointment prior to asking admittance. * Request virtual meetings when possible | LOCAL |  |

**COVID19 HEALTH SCREENING  
QUESTIONNAIRE - VISITORS**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **NAME (Printed Clearly)** |  |
| --- | --- |
| **ADDRESS** |  |
| **PHONE NUMBER** | **( )** |
| **PRE-SCHEDULED MEETING WITH** |  |



**ATTESTATION BY VISITOR**

| In the past two weeks (14 days) have you experienced any symptoms of COVID19 such as a temperature of greater than 100.0°F, cough, shortness of breath or difficulty breathing, extreme tiredness (fatigue), muscle or body aches, headache, loss of taste or smell, sore throat, stuffy or runny nose, nausea or vomiting, and/or diarrhea? | □ Yes | □ No |
| --- | --- | --- |
| Have you traveled internationally or from any of the States listed on the [COVID -19 Travel Advisory](https://coronavirus.health.ny.gov/covid-19-travel-advisory) in the past 14 days? | □ Yes | □ No |
| Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19? | □ Yes | □ No |
| Have you tested positive through a diagnostic test for COVID19 in the past 14 days? | □ Yes | □ No |

| **SIGNATURE** |  |
| --- | --- |



**VERIFICATION BY STAFF REQUIRED**

| **Staff Member (Print/Sign)** |  |
| --- | --- |
| **Attestation Questions** | **□ All “No” □ Any marked “Yes” – MAY NOT ENTER** |
| **Temperature Check** | **□ Less than 100.0°F □ Greater than 100.0°F – MAY NOT ENTER** |
| **Time** |  |

[**COVID -19 Travel Advisory**](https://coronavirus.health.ny.gov/covid-19-travel-advisory)

**As of June 25, 2021, the New York State Travel Advisory is no longer in effect. As such, travelers arriving in New York are no longer required to submit traveler health forms.**

**All travelers, domestic and international, should continue to follow all CDC travel requirements.**

**Screening Protocol - Staff**

| **STRATEGY** | **GUIDANCE** | **PAGE** |
| --- | --- | --- |
| Every staff member will self-assess their temperature at home before leaving for work. If they feel hot, then a thermometer must be used to assess whether their temperature is over 100.0ºF. | DOHIG  AOTA | 18,“Health Screening and Temperature Checks” |
| If their temperature is greater than 100.0ºF, they may not come to work until they have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation. | DOHIG | 19, “Positive Screen Protocols” |
| Upon arrival at school, staff must sign in at the front desk and attest to the following three questions provided by the PSW link:   * Have you   + Received two doses of any vaccine more than two weeks ago?   + experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days;   + knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19 | DOHIG | 19 |
| If a staff member states “yes” to the question related to positive symptoms, they should remain at home or, if at work, leave the school campus immediately. They may not return to work until they have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, a release from isolation. | DOHIG | 19, “Positive Screen Protocols” |
| If a staff member states “no” to all three questions, they may enter the school. | LOCAL |  |

**COVID19 HEALTH SCREENING  
QUESTIONNAIRE - STAFF**

**Deleted - Virtual copy only**

**Screening - Students**

| **STRATEGY** | **GUIDANCE** | **PAGE** |
| --- | --- | --- |
| Parents/guardians will check on the health of their child(ren) on a daily basis before they are sent to school. | MCSSC |  |
| Parents/guardians should check the temperature of their child(ren) before they send their child(ren) to school.   * All our children in grades PreK-12 will have their temperatures taken upon entry into the school, by school personnel. * If a child has a temperature over 100.0 degrees, that child will have their temperature taken a second time 10-minutes later by the school nurse. * If their temperature remains above 100.0 degrees, they will immediately need to be picked up. | DOHIG  AOTA | 5, “Screening”  18, “Health Screening and Temperature Checks” |
| By sending their child to school (via school transportation, walking, or being dropped off), it will be assumed that the parent/guardian is attesting in the negative to each of the following questions. Their child(ren) has/have not:   * + experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days;   + traveled internationally or from a state with widespread community transmission of COVID19 per the [New York State Travel Advisory](https://coronavirus.health.ny.gov/covid-19-travel-advisory) in the past 14 days;   + knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or   + tested positive through a diagnostic test for COVID19 in the past 14 days? | DOHIG | 19 |
| If a parent/guardian responds “yes” to any question,   * no member of the household may come to school; * they must notify the school nurse or the main office immediately; * Before returning to school, all student(s) in the household must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, a release from isolation. | DOHIG | 19, “Positive Screen Protocols”  Parents review criteria in the district’s Covid Protocols Brochure |

**COVID19 HEALTH SCREENING  
QUESTIONNAIRE - STUDENTS**

**Tuesday, July 21, 2020**

| **NAME (PRINTED CLEARLY)** | **TIME** |
| --- | --- |
|  |  |

**TEMPERATURE SCREENING QUESTION**

| Did your parents/guardian evaluate your temperature before arriving to school? | □ Yes | □ No |
| --- | --- | --- |

**If they answered “No” the student must have their temperature checked.**

| **TEMPERATURE TAKEN BY** | **TEMPERATURE** | **TIME** |
| --- | --- | --- |
|  | **□ Less than 100.0°F**  **□ Greater than 100.0°F – MAY NOT ENTER** |  |

**ATTESTATION**

| In the past two weeks (14 days) have you experienced any symptoms of COVID19 such as a fever, cough, shortness of breath or difficulty breathing, extreme tiredness (fatigue), muscle or body aches, headache, loss of taste or smell, sore throat, stuffy or runny nose, nausea or vomiting, and/or diarrhea? | □ Yes | □ No |
| --- | --- | --- |
| Have you traveled internationally or from any of the States listed on the [COVID -19 Travel Advisory](https://coronavirus.health.ny.gov/covid-19-travel-advisory) in the past 14 days? | □ Yes | □ No |
| Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19? | □ Yes | □ No |
| Have you tested positive through a diagnostic test for COVID19 in the past 14 days? | □ Yes | □ No |

| **QUESTIONED BY** |  |
| --- | --- |



**If the student answered “Yes” to any of the above questions, they must immediately be taken to the COVID19 Isolation Room. Once there, please call the school nurse or main office.**

**How are you feeling today?**

**I feel fine.**

**I feel tired.**



**I am sick.**



**COVID19 Symptom   
Confirmation Protocol -  
Visitors**

| **STRATEGY** | **GUIDANCE** | **PAGE** |
| --- | --- | --- |
| If an individual visiting the school has a temperature greater than 100.0°F or attests in the affirmative to any of the screening questions, they must leave the campus immediately and may not return until cleared by a medical professional. | DOHIG | 19, “Positive Screen Protocols” |

**COVID19 Symptom Confirmation   
Protocol – Staff**

| **STRATEGY** | **GUIDANCE** | **PAGE** |
| --- | --- | --- |
| **Symptom confirmation prior to coming to work:** The staff member may not come to work. They will call in for a sick day as per staff handbook. | MCSC |  |
| The school nurse or an administrator will call the employee. The employee will be given information on health care and testing resources. | DOHIG | 20, Bullet 2 from top |
| Before returning to work, the staff member must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, a release from isolation. | DOHIG | 20, Bullet 5 from top |
| **STRATEGY** | **GUIDANCE** | **PAGE** |
| **Symptom confirmation during the school day:** If a staff member develops symptoms of COVID19 during the school day, they must immediately call for the school nurse. | DOHIG | 20, Bullet 4 from top |
| **ISOLATION PROTOCOL:**   * The school nurse will assess if the staff member has symptoms consistent with COVID19.The staff member’s temperature must be taken. | DOHIG | 20, Bullet 1 from top |
| If the symptoms are consistent with COVID19, the school nurse will notify the main office immediately to initiate the “SHELTER IN PLACE PROTOCOL” for specific classrooms. | LOCAL |  |
| The staff member and all members of their household will be required to go home. | DOHIG | 20, Bullet 2 from top |
| Cleaning protocols for the rooms the staff member had been in that day will commence immediately upon confirmation from the school nurse that the symptoms are consistent with COVID19. | LOCAL |  |
| Communication protocols will be initiated that align with the Delaware County Department of Health. | LOCAL |  |
| Before returning to work, the staff member must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, a release from isolation. | DOHIG | 20, Bullet 5 from top |

**COVID19 Symptom Confirmation   
Protocol – Students**

| **STRATEGY** | **GUIDANCE** | **PAGE** |
| --- | --- | --- |
| **Symptom confirmation prior to coming to school:**   * The parent/guardian will not send their child(ren) to school. * The parent/guardian will contact the school nurse or main office immediately. | MCSC |  |
| Before returning to school, the student(s) must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation. | DOHIG | 20, Bullet 5 from top |
| **STRATEGY** | **GUIDANCE** | **PAGE** |
| **Symptom confirmation during the school day:**  For students in Grades PK-12, any staff member who believes a student is exhibiting COVID19- like symptoms must intervene and begin the isolation protocols. For students in 6-12, they should notify a staff member if they begin experiencing any COVID19-like symptoms or a staff member may ask the student to be evaluated by the nurse if the student manifests outward symptoms. | DOHIG | 20, Bullet 4 from top |
| **ISOLATION PROTOCOL:**   * The student will be immediately separated from other students and taken to the Isolation Room. * The staff member accompanying the student will remain in the Isolation Room with the student and contact the school nurse or main office. The staff member must maintain social distancing and face covering protocols. * The school nurse will assess if the student has symptoms consistent with COVID19. * If the symptoms are consistent with COVID19, the school nurse will immediately contact the DCDOH. | DOHIG | 20, Bullet 1 from top |
| If the symptoms are consistent with COVID19, the school nurse will notify the main office immediately to initiate the “SHELTER IN PLACE PROTOCOL” | LOCAL |  |
| The student and all members of their household will be required to be picked up by the parent/guardian. The parent/guardian will be given information on health care and testing resources. | DOHIG | 20, Bullet 2 from top |
| Cleaning protocols for the rooms the student had been in that day will commence immediately upon confirmation from the school nurse that the symptoms are consistent with COVID19. | LOCAL |  |

| **STRATEGY** | **GUIDANCE** | **PAGE** |
| --- | --- | --- |
| Communication protocols will be initiated that align with the Delaware County Department of Health. | LOCAL |  |
| Before returning to school, the student(s) must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, a release from isolation. | DOHIG | 20, Bullet 5 from top |

**SHELTER IN PLACE**

**PROTOCOL**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
| --- | --- | --- |
| Upon the suspicion of a visitor, staff member, or student with COVID19 symptoms, the “SHELTER IN PLACE” protocol will be initiated by the school nurse, school administrator, or their designee.   * For grades UPK through 5, “SHELTER IN PLACE” protocol will begin with the individual classroom. * For grades 6 through 12, “SHELTER IN PLACE” will be held until the individual is evaluated. * It will be announced over the PA system the following message:   *May I have your attention please. All staff members and students, please SHELTER IN PLACE until further notice. Again, all staff members and students, please SHELTER IN PLACE until further notice.* | LOCAL |  |
| During a SHELTER IN PLACE, students and staff should remain in their room. Instruction may continue; however, movement through the building is suspended until the protocol is completed. | LOCAL |  |
| All cleaners on duty will immediately gather materials needed for disinfecting rooms, and the Director of Buildings and Grounds will be summoned. | LOCAL |  |
| The school nurse will interview the student (or the staff member who brought the student for evaluation) to determine which additional students/staff may need to go home due to their direct contact with the confirmed symptomatic individual or by virtue of living in the same household.  The nurse will ask the following questions:   * Is there anyone you had direct person-to-person contact with today while at school? * Were you near anyone without a mask on and less than 6 feet socially distanced for more than 15 minutes while at school today? | LOCAL |  |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
| --- | --- | --- |
| Each individual identified by the school nurse to go home will be brought to the isolation room to be evaluated by the school nurse for COVID19 symptoms including a temperature check. Students in the isolation room will be monitored and held at a social distance. | LOCAL |  |
| The school administrator, school nurse and Head of Buildings and Grounds will determine which classrooms or spaces need to be disinfected based on the student/staff member’s daily schedule as well as any information the individual(s) provide(s) about where they had been that day (bathroom, cafeteria, etc.) | LOCAL |  |
| The school nurse will contact parents for students who need to be picked up to go home. | LOCAL |  |
| The school administrator will go to each room and assess using their best judgement how to remove any students/staff and where to send them while the room is being disinfected. | LOCAL |  |
| If the room has windows that can be opened, the Head of Buildings and Grounds or school administrator will open all windows and allow the room to ventilate for a minimum of 10 minutes. Whenever possible, doors may be propped open to reduce the number of physical contacts daily. | LOCAL |  |
| Once the rooms are emptied, the Head of Buildings and Grounds, or the school administrator, will assign each cleaner to the room(s) that will need to be disinfected. | LOCAL |  |
| All high-touch surfaces including the door handles, desks, and chairs will be cleaned with approved disinfectants. The room will then be sprayed using the electrostatic sprayer. No individuals will be allowed in the room until 10 minutes after the process is completed. | LOCAL |  |
| Once the rooms have been disinfected, the SHELTER IN PLACE protocol can be suspended. The school nurse, school administrator or their designee will announce over the PA system the following message:  May I have your attention please. All staff members and students, may now resume their regular schedules. Thank you for your cooperation and patience. | LOCAL |  |

**HAND AND RESPIRATORY**

**HYGIENE PROTOCOL**

| **STRATEGY – HAND HYGIENE** | **GUIDANCE** | **PAGE(S)** |
| --- | --- | --- |
| Healthy handwashing hygiene practices are available on the CDC Website. There is a video is based upon the CDC guidance for best practices in hand washing: <https://www.cdc.gov/handwashing/videos.html> | NYSED | 18, Checkbox 7, 26 |
| Teachers in grades PK-5 will schedule time for hand hygiene throughout the day. | NYSED | 26 |
| Students in grades 6-12 will be reminded to perform hygiene after all meals and use of bathrooms. | NYSED | 26 |
| Hand sanitizer will be made available in all classrooms, near high touch surfaces for use when soap and water are not available. | NYSED | 26 |
| **STRATEGY – RESPIRATORY HYGIENE** | **GUIDANCE** | **PAGE(S)** |
| Students and staff will cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. | NYSED | 26 |
| If no tissue is available, the inside of the elbow (or shirtsleeve) will be used to cover the mouth or nose instead of using the hands. | NYSED | 26 |
| Students and staff will perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material. | NYSED | 26 |

**SOCIAL DISTANCING**

**PROTOCOLS/DECISIONS**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
| --- | --- | --- |
| The district reopening plan has a written protocol to ensure all persons in school buildings keep a social distance of at least 3 feet whenever possible. Six feet in all directions will be maintained between individuals while participating in activities that require projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity. | NYSED  ASSURANCE | 18 (Checkbox 8), 28-30  HS, 11 |
| **Morning Arrival**---No students will be allowed in the building until 7:45.   * **Walkers and those being dropped off:**   + Enter through the front entrance.   + Grades UPK-12: Report directly to the small gym.   + Grades 6-12: Report directly to the small gym. For students wanting to eat breakfast. They may go to the cafeteria to acquire their food and then report to the small gym. Food will be distributed from 7:45 until 8:05 * **Those riding the bus will be let off starting at 7:55.**   + Grades UPK-5: Enter through the back entrance and report directly to the small gym with PPE.   + Grades 6-12: Enter through the gym entrance, report directly to the small gym. For students wanting to eat breakfast, sit in a designated socially distanced area (east side). For those not eating, sit in a designated area with PPE (west side). * **For students attending AM BOCES programming:**   + Students will meet at the bus loop and board transportation. Breakfast will be delivered.   **DISMISSAL**  **STUDENTS RIDING BUSES:**  Buses will be in the loop at 2:45.  Buses will depart at 3:00  **Grades PK-2:** Will load at 2:45 PM  **Grades 3-5:** Will load at 2:50 PM  **Grades 6-12:** Will load at 2:55 PM  **PARENT PICK UP: 2:50 PM – 3:00 PM**  **Grades PK-5:** From the main entrance. | NYSED | 29, 30 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
| --- | --- | --- |
| **LUNCHES**   * Grades UPK-1: Lunch will be served in the cafeteria. The number of tables will be decreased and students will only be able to sit at marked seats which will be socially distanced. The maximum number of grade levels being served lunch will be reduced. * Grades 2-3: Students will get their lunch from the cafeteria and transition to the small gym via the courtyard and sit in the designated socially distance area (west side). * Grades 4-5: Students will remain the cafeteria, but 5th grade will spend the first half of lunch at recess. Fourth grade will be leave to allow space for the fifth grade. * Grades 6-7: Lunch will be served in the cafeteria. The number of tables will be decreased and students will only be able to sit at marked seats which will be socially distanced. * Grades 8-9: Lunch will be served in the cafeteria. The number of tables will be decreased and students will only be able to sit at marked seats which will be socially distanced. * Grades 10-12: Students will get their lunch from the cafeteria and transition to the small gym via the courtyard and sit in the designated socially distance areas (east and west side). * Tray return area will be set in each area of the small gym. * Students will wear PPE when retrieving their lunch, transitioning to their seat, and when taking care of their tray. | NYSED | 29 |
| **RECESS**  In grades PK-12, recess will be scheduled. At this time students may remove their masks during all outdoor activities. | LOCAL |  |
| Students shall not congregate at classroom doors prior to a class change. | LOCAL |  |
| Students transitioning between classes shall, to the extent practicable, remain socially distanced. | LOCAL |  |
| **Music Classes.**   * Social distancing will be required at a spacing of 6 feet unless face coverings are worn.All vocal and instrumental ensembles will occur in the small gym to meet this standard. | DOHIG  NYSED | 10, Bullet 9  30, Bullet 4 |
| **Physical Education Classes**   * Social distancing will be required when indoors at a spacing of 6 feet if there are aerobic activities.Whenever possible, classes will be held outdoors. | DOHIG  NYSED | 10, Bullet 9  30, Bullet 4 |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
| --- | --- | --- |
| In the event of an outbreak or school closure, large gatherings may be cancelled. This includes, but is not limited to, the following:   * Morning Program * Halloween Parade (October) * Veterans Day celebration (November) * Family/Thanksgiving Feast (November) * Concerts * Assemblies   At this time (September 2021) all events are scheduled and may run. | NYSED | 30, Bullet 5 |
| In the event of an outbreak or school closure, all field trips may be suspended. At this time, field trips may take place with the approval of the principal or superintendent. | NYSED | 30, Bullet 5 |
| **Afterschool Programming**   * CROP will run as of September 2021. * Extracurricular clubs for secondary students may meet if they can maintain social distancing guidelines. * Teachers may continue to meet with students after school and a late bus will continue to be provided. | NYSED | 30 |
| **Athletics:**  Decisions regarding athletic practices and games will be in alignment with the NY State Public High School Athletic Association (NYSPHSAA) guidance unless local conditions require more aggressive measures to be taken.  At this time, all athletic activities are happening and have no restrictions aside from the established protocols related to infection. In the event of an outbreak or school closure, these activities will be suspended. | LOCAL |  |

**VULNERABLE/HIGH-RISK**

**GROUP PROTOCOL**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
| --- | --- | --- |
| The district reopening plan has a written protocol detailing how the district will provide accommodations to all students and staff who are at high risk or live with a person at high risk. Persons will provide written evidence from their personal health care provider. The District will review each high risk case with the school attorney.  High-risk groups include:   * Individuals 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 o 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. | NYSED  ASSURANCE | 18 (Checkbox 9), 30-31  HS, 12 |

| **STRATEGY - STUDENTS** | **GUIDANCE** | **PAGE(S)** |
| --- | --- | --- |
| With medical documentation, a parent can decide at any time to have their child begin Homeschooling.  **Changing to Homeschooling:** The district requests a notice of 24 hours if a child is withdrawing from enrollment to be home-schooled. This will allow for paperwork to be completed. | LOCAL |  |
| **STRATEGY - STAFF** | **GUIDANCE** | **PAGE(S)** |
| If in-person work is chosen, the staff member will be required to notify the District if there are any health diagnoses that would prevent them from wearing a face covering. They should provide documentation from their individual health provider. Each case will be reviewed by the school attorney. | LOCAL |  |

**FACE COVERING**

**PROTOCOL**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
| --- | --- | --- |
| The district reopening plan has a written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained. | NYSED  ASSURANCE | 18 (Checkbox 10), 36  HS, 13 |
| The district will only accept medical exemptions from qualified health professionals who have indicated the contraindication prohibiting the use of a face covering. The exemption request will be reviewed by the personal health care provider and school attorney on a case by case scenario. | LOCAL |  |
| **STRATEGY - STUDENTS** | **GUIDANCE** | **PAGE(S)** |
| All students **MUST** wear face coverings at all times with the following exceptions:   * If they have a District accepted written medical exemption on file with the school. * Under the direction of a staff member who has determined that appropriate social distancing can be maintained. * When they are seated to have lunch in a seat/desk that is appropriately socially distanced. * Persons may be without masks outdoors until such time that the department of health contraindicates. | NYSED | 36 |
| Parents will provide two (2), face coverings for their child with their name on it. | LOCAL |  |
| If a child does not have a face covering to board a bus or when they arrive at school by self-transport or walking, a non-surgical face mask will be given to them (unless they have a medical exemption). | LOCAL |  |
| The district will provide “Health & Safety Kits” to any student or family upon their request. The kit includes two cloth face masks (2). | LOCAL |  |
| Staff members will schedule breaks for students throughout the day so that they can remove their face coverings when it is safe to do so, but if and only if social distancing can be maintained. | NYSED | 36 |

| **STRATEGY – STAFF AND VISITORS** | **GUIDANCE** | **PAGE(S)** |
| --- | --- | --- |
| All staff and visitors **MUST** wear cloth face coverings at all times:   * Whenever they are within 3 feet of someone; * In hallways; * In restrooms; and * In other congregate settings, including break rooms (except when seated for lunch). | NYSED | 36 |
| Staff are required to wear their face coverings at all times in a manner that showcases them as a role model for our students. | LOCAL |  |
| The district will provide nonsurgical face coverings for staff upon their request. | NYSED | 36 |
| If a staff member or visitor does not have a face covering when they arrive at school, a non-surgical face mask will be given to them (unless they have a medical exemption). | LOCAL |  |
| **STRATEGY – SCHOOL NURSE** | **GUIDANCE** | **PAGE(S)** |
| The district will provide enhanced PPE for the school nurse including face shields, N95 masks, goggles, and disposable gowns. | NYSED | 32 |

**RETURN TO SCHOOL AFTER**

**COVID POSITIVE PROTOCOL**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
| --- | --- | --- |
| Before returning to school, the individual must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation. | DOHIG | 20, Bullet 5 from top |
| Return to school will be coordinated between the local health department and the school nurse. | NYSED  ASSURANCE | 19 (Checkbox 2), 40-41  HS, 16 |

**CLEANING AND DISINFECTING**

**PROTOCOL**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
| --- | --- | --- |
| The district reopening plan has a written protocol to clean and disinfect schools following CDC guidance. | NYSED  ASSURANCE | 19 (Checkbox 3), 42-44  HS, 17 |
| **SCHOOL BUSES**  Bus drivers will clean high-touch surfaces on the bus after each run with wipes and/or cloths and detergents provided by the district.  Buses will be disinfected twice a day using the electrostatic disinfectant sprayer. | LOCAL |  |
| **CLASSROOMS**    A schedule will be developed for custodial staff to clean chairs, desks, and other high-touch surfaces throughout the day when classrooms do not have students in them.  Teachers will be provided wipes that they can use at their discretion to clean surfaces within their classroom during class periods when custodial staff cannot get to their rooms.  The electrostatic disinfectant sprayer will be used each evening in each classroom. | LOCAL  DOHIG  LOCAL | “Cleaning & Disinfection”, Bullet 3 |
| **OFFICES**  All offices will be cleaned once a day by the custodial staff.  Staff will be provided wipes that they can use at their discretion to clean surfaces.  The electrostatic disinfectant sprayer will be used each evening in each office. | LOCAL |  |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
| --- | --- | --- |
| **BATHROOMS**  **Common Area Bathrooms (Cafeteria, 116, Upstairs).**  The common area bathrooms will have all high-touch surfaces cleaned after each period.  **PK-2 Shared Classroom Bathrooms:**  These bathrooms will be for the use of only those students in the shared classrooms. The bathrooms will be scheduled to be cleaned during the class lunch period and frequently throughout the day.  **Shared Staff Bathrooms:**  These bathrooms will be cleaned once a day, and disinfectant spray/wipes will be made available in each. | LOCAL |  |
| **CAFETERIA**  **Tables**  The cafeteria staff will clean all tables and desks between lunch periods with detergent and cloths. The tables and desks will be disinfected with the electrostatic sprayer at the end of each day.  **Trays & Utensils**  The cafeteria staff will continue to follow all Department of Health guidelines for maintaining clean trays and utensils. | LOCAL |  |

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
| --- | --- | --- |
| **HIGH TOUCH SURFACES**  **Lockers**  The outsides of lockers will be cleaned when visibly soiled. The electrostatic sprayer will be used each evening on all lockers including those in the locker rooms.  **Classroom Door Handles**  To the extent practicable classroom doors will be kept ajar throughout the school day to minimize the number of surfaces touched. Custodial staff will clean these surfaces throughout the day when doors are closed.  **Entrance Doors**  The entrance doors will be held open by staff to allow students to enter the building upon arrival without having to touch the surfaces. The custodial staff will clean the handles at 8:10 AM each day and then throughout the day.  **Drinking Fountains**  The district is in the process of converting all drinking fountains to bottle-filling stations. Students are encouraged to bring water bottles to fill. The custodial staff will clean the push buttons after every period.  **Elevator Buttons**  The elevator buttons will be cleaned frequently. | LOCAL |  |

**SAFETY DRILL MODIFICATION**

**PROTOCOL**

| **STRATEGY** | **GUIDANCE** | **PAGE(S)** |
| --- | --- | --- |
| The district reopening plan has a written protocol to conduct required school safety drills with modifications ensuring social distancing between persons. | NYSED  ASSURANCE | 19 (Checkbox 4), 45-47  HS, 18 |
| Students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority. | NYSED | 45 |
| **FIRE DRILLS**  The principal will be responsible for scheduling fire drills and ensuring that all students participate over the course of one day. | NYSED | 45 |
| **LOCKDOWN DRILLS**  The principal will be responsible for scheduling lockdown drills.  Lockdowns will be conducted with modified “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom. | NYSED | 46 |

**Mandatory Assurances**

| **COMMUNICATION/FAMILY & COMMUNITY ENGAGEMENT** | | |
| --- | --- | --- |
| **ASSURANCE** | **PAGE** | **NOTES** |
| 1. The school and/or district engaged with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing reopening plans. Plans for reopening should identify the groups of people involved and engaged throughout the planning process |  |  |
| 1. The school and/or district developed a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Responsible Parties may consider developing webpages, text and email groups, and/or social media groups or posts. |  |  |
| 1. The school and/or district will ensure all students are taught or trained how to follow new COVID19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene. |  |  |
| 1. The school and/or district will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained. |  |  |
| 1. The school and/or district will provide communications in the language(s) spoken at home among families and throughout the school community. Written plans must be accessible to those with visual and/or hearing impairments. |  |  |

**Mandatory Assurances**

| **HEALTH AND SAFETY** | | |
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| **ASSURANCE** | **PAGE** | **NOTES** |
| 1. Each school and/or district reopening plan must review and consider the number of students and staff allowed to return in person. These factors should be considered when determining resumption of in person instruction: (1) Ability to maintain appropriate social distancing or face coverings; (2) PPE and face covering availability; (3) Availability of safe transportation; and (4) Local hospital capacity – consult your local department of health. |  |  |
| 1. Each school and/or district reopening plan must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups)in developing their reopening plan and identify those that participated in the reopening plans. |  |  |
| 1. Each school and/or district reopening plan must include a communications plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. |  |  |
| 1. Each school and/or district reopening plan has a written protocol developed in collaboration with the district or school’s director of school health services to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel. |  | COVID19 Signs Of Illness Protocol |
| 1. Each school and/or district reopening plan has a written protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students. |  | Screening Protocol – Visitors, Staff, Students |
| 1. Each school and/or district reopening plan requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN) and that if a school nurse is not available, ill students and staff will be sent home for follow up with a personal healthcare provider. |  |  |
| 1. Each school and/or district reopening plan has written protocol requiring students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. |  | COVID19 Symptom Confirmation Protocol – Visitors, Staff, Students |

| **ASSURANCE** | **PAGE** | **NOTES** |
| --- | --- | --- |
| 1. Each school and/or district reopening plan has written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening. |  | COVID19 Health Screening Questionnaires – Visitors, Staff, Students |
| 1. Each school and/or district reopening plan has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school. |  | Screening Protocol - Students |
| 1. Each school and/or district reopening plan has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene. |  | Hand and Respiratory Hygiene Protocol |
| 1. Each school and/or district reopening plan has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible. |  | Social Distancing Protocols/Decisions |
| 1. Each school and/or district reopening plan has written protocol detailing how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk. |  | Vulnerable/High Risk Group Protocol |
| 1. Each school and/or district reopening plan has written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained. |  | Face Covering Protocol |
| 1. Each school and/or district reopening plan has a plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals. |  | 4000 non-surgical masks on-hand  PPE equipment on order. |
| 1. Each school and/or district reopening plan has written protocol for actions to be taken if there is a confirmed case of COVID19 in the school. |  |  |
| 1. Each school and/or district reopening plan has written protocol that complies with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID19 symptoms, illness or diagnosis of confirmed case of COVID19 or following quarantine due to contact with a confirmed case of COVID19. Return to school will be coordinated with the local health department. |  |  |
| 1. Each school and/or district reopening plan has written protocol to clean and disinfect schools following CDC guidance. |  | CLEANING AND DISINFECTING PROTOCOL |
| 1. Each school and/or district reopening plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons |  | SAFETY DRILL MODIFICATION PROTOCOL |
| 1. Each school and/or district reopening plan has written plan for district/school run before and aftercare programs (or, for charter schools, as required by the school’s charter) |  |  |

| **ASSURANCE** | **PAGE** | **NOTES** |
| --- | --- | --- |
| 1. Each school and/or district reopening plan designates a COVID19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels. |  |  |

**Mandatory Assurances**

| **FACILITIES** | | |
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| **ASSURANCE** | **PAGE** | **NOTES** |
| 1. Each school and/or district reopening plan which include 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 OFP. |  | No changes anticipated. |
| 1. Each school and/or district reopening plan must ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable. |  | Inspection will be completed in compliance. |
| 1. Each school and/or district reopening plan must provide provisions to conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4. |  | Will conduct the testing through BOCES. |
| 1. Each school and/or district reopening plan must ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations is in accordance with FCNYS 2020 Section 5705.5. |  | All hand sanitizers will meet fire and code requirements. |
| 1. Each school and/or district reopening plan which include the installation of 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. |  | No dividers planned to be installed |
| 1. Each school and/or district reopening plan must ensure that all new building construction and temporary quarter project will be submitted to OFP for a full code review. |  | No new construction will be done for COVID19 |
| 1. Each school and/or district reopening plan which include new facilities for leasing must provide a plan to consult with OFP for a preliminary evaluation |  | No new facilities to be leased. |
| 1. Each school and/or district reopening plan which includes the temporary or permanent use of Tents must provide plans adhering to the BCNYS. |  | No tents plan to be used. |
| 1. Each school and/or district reopening plan must ensure that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS. |  | Toilets and sinks being updated as part of approved capital project. No alterations. |
| 1. Each school and/or district reopening plan must ensure that each building provides one drinking fountain per one hundred occupants or provide a written plan for a reasonable alternate source of drinking water |  | There are currently ten drinking fountains for 400 occupants. |
| 1. Each school and/or district reopening plan must provide written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designed. |  | All ventilation currently being updated as part of a capital project. |

| **ASSURANCE** | **PAGE** | **NOTES** |
| --- | --- | --- |
| 1. Each school and/or district reopening plan must ensure that all project submissions only dedicated to “COVID19 Reopening” will be labeled as such. |  | Not applicable. |
| 1. Each school and/or district reopening plan which include the use of plastic separators must comply with the 2020 BCNYS Section 2606. |  | No plastic separators planned at this time. |

**Mandatory Assurances**

| **CHILD NUTRITION** | | |
| --- | --- | --- |
| **ASSURANCE** | **PAGE** |  |
| 1. Each school and/or district reopening plan must provide all students enrolled in the SFA with access to school meals each school day. This must include students in attendance at school and students learning remotely. |  | All students will be served as required. |
| 1. Each school and/or district reopening plan must address all applicable health and safety guidelines. |  | Will meet all federal and state guidelines. |
| 1. Each school and/or district reopening plan include measures to protect students with food allergies if providing meals in spaces outside the cafeteria. |  | Cafeteria: Table marked.  Gym: Desks marked. |
| 1. Each school and/or district reopening plan must include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged. |  |  |
| 1. Each school and/or district reopening plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area. |  | Tables and desks will be cleaned by cafeteria staff in between lunch periods. |
| 1. Each school and/or district reopening plan must ensure compliance with Child Nutrition Program requirements (if the school is its own SFA – for charter schools that are part of a district’s SFA, the plan must ensure communication with the district regarding food serve requirements). |  |  |
| 1. Each school and/or district reopening plan must include protocols that describe communication with families through multiple means in the languages spoken by families. |  |  |
| 1. Each school and/or district reopening plan must require that students must social distance (six feet separation) while consuming meals in school unless a physical barrier is provided. |  |  |

**Mandatory Assurances**

| **TRANSPORTATION** | | |
| --- | --- | --- |
| **ASSURANCE** | **PAGE** |  |
| 1. Each school and/or district reopening plan must ensure all buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers will be cleaned/disinfected once a day. |  |  |
| 1. Each school and/or district reopening plan ensures high contact spots must be wiped down after each a.m. and p.m. run depending upon the disinfection/cleaning schedule. |  |  |
| 1. Each school and/or district reopening plan must ensure school buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. |  |  |
| 1. Each school and/or district reopening plan must ensure that school bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses. |  |  |
| 1. Each school and/or district reopening plan will require that school bus drivers, monitors, attendants and mechanics must wear a face covering along with optional face shield. |  |  |
| 1. Each school and/or district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID19. |  |  |
| 1. Each school and/or district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing. |  |  |
| 1. Each school and/or district reopening plan requires that transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses. |  |  |
| 1. Each school and/or district reopening plan ensures hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages. |  |  |
| 1. Each school and/or district reopening plan requires that drivers, monitors and attendants who must have direct physical contact with a child must wear gloves. |  |  |

| **ASSURANCE** | **PAGE** |  |
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| 1. Each school and/or district reopening plan requires that school bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID 19 before arriving to work. |  |  |
| 1. Each school and/or district reopening plan requires that students must wear a mask on a school bus if they are physically able. |  |  |
| 1. Each school and/or district reopening plan ensures that students who do not have a mask will NOT be denied transportation. |  |  |
| 1. Each school and/or district reopening plan requires that students who do not have masks must be provided one by the district. |  |  |
| 1. Each school and/or district reopening plan ensures that students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation. |  |  |
| 1. Each school and/or district reopening plan requires students will be trained and provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID19. |  |  |
| 1. Each school and/or district reopening plan requires that students will be trained and provided periodic reminders on the proper use of social distancing. |  |  |
| 1. Each school and/or district reopening plan requires that if the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Program have placed them out of district whose schools are meeting in conducting in-person session education when/if the district is not. |  |  |

**Mandatory Assurances**

| **SOCIAL-EMOTIONAL WELL-BEING** | | |
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| **ASSURANCE** | **PAGE** | **NOTES** |
| 1. Each school and district ensures that district-wide and building-level comprehensive developmental school counseling program plans, developed under the direction of certified school counselor(s), are reviewed and updated to meet current needs. |  |  |
| 1. Each school and/or district establishes an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, or school’s board, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists, to inform the comprehensive developmental school counseling program plan. |  |  |
| 1. Each school and/or district reopening plan addresses how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs. |  |  |
| 1. Each school and/or district reopening plan addresses professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff. |  |  |

**Mandatory Assurances**

| **SCHOOL SCHEDULES** | | |
| --- | --- | --- |
| **ASSURANCE** | **PAGE** | **NOTES** |
| 1. Each school and/or district reopening plan describes the school schedule planned for implementation at the beginning of the 2020-21 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants. |  |  |

**Mandatory Assurances**

| **ATTENDANCE AND CHRONIC ABSENTEEISM** | | |
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| **ASSURANCE** | **PAGE** | **NOTES** |
| 1. Each school and/or district reopening plan must describe a mechanism to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule. |  |  |

**Mandatory Assurances**

| **TECHNOLOGY AND CONNECTIVITY** | | |
| --- | --- | --- |
| **ASSURANCE** | **PAGE** | **NOTES** |
| 1. Each school and/or district reopening plan must include information on how the school/district will have knowledge of the level of access to devices and high-speed internet all students and teachers have in their places of residence. |  | Phone survey August 8 – August 22 |
| 1. Each school and/or district reopening plan must include information on how the school or district, to the extent practicable, will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access. |  |  |
| 1. Each school and/or district reopening plan must include information on how the school or district will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet. |  |  |

**Mandatory Assurances**

| **TEACHING AND LEARNING** | | |
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| **ASSURANCE** | **PAGE** | **NOTES** |
| 1. Each school and/or district reopening plan includes a continuity of learning plan for the 2020-2021 school year. Such plan must prepare for in-person, remote, and hybrid models of instruction. |  | Will be developed with teachers, families, and the Board. Distributed by 08/21/2020. |
| 1. Each school and/or district reopening plan includes an educational program that is aligned to the New York State Learning Standards (or, for charter schools, the standards set forth in the school’s charter) regardless if instruction is delivered in-person, remotely or in a hybrid model. |  | All instruction regardless of model will be aligned to the NY State Learning Standards. |
| 1. Each school and/or district reopening plan provides for a program that includes regular substantive interaction between teachers and students whether delivered in- person, remotely or through a hybrid model of instruction |  |  |
| 1. Equity must be at the heart of all school instructional decisions. All instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are/clear/opportunities for instruction that/are/accessible to all students./Such opportunities must be/aligned with State standards (or, for charter schools, the standards set forth in the school’s charter) and include routine scheduled times for students to/interact and seek feedback and support/from their teachers. |  |  |
| 1. Schools must create a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information needs to be accessible to all, available in multiple languages based on district or charter school need, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone). |  |  |
| 1. Districts that contract with eligible agencies, including CBOs, to provide Prekindergarten programs must attest that they have measures in place to ensure eligible agencies with whom they contract will follow health and safety guidelines outlined in NYSED guidance and required by the New York State Department of Health. The district must also ensure their eligible agencies have a Continuity of Learning plan that addresses in-person, remote, and hybrid models of instruction. |  | Not applicable to MCS. |

**Mandatory Assurances**

| **SPECIAL EDUCATION** | | |
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| **ASSURANCE** | **PAGE** | **NOTES** |
| 1. Each school and/or district reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, addresses the provision of free appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education and services. |  | Health & Safety Documents – Appendix A |
| 1. Each school and/or district reopening plan addresses how it will document the programs and services offered and provided to students with disabilities as well as communications with parents. |  |  |
| 1. Each school and/or district reopening plan addresses meaningful parent engagement in the parent’s preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA. |  |  |
| 1. Each school and/or district reopening plan addresses collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on/individualized education programs/(IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources. |  |  |
| 1. Each school and/or district reopening plan must ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students. |  |  |

**Mandatory Assurances**

| **BILINGUAL EDUCATION AND WORLD LANGUAGES** | | |
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| **ASSURANCE** | **PAGE** | **NOTES** |
| 1. Each qualifying school and/or district reopening plan which reopens using in-person or hybrid instruction must complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner’s Regulations Part 154. |  |  |
| 1. Each school and/or district reopening plan must provide required instructional Units of Study (or, for charter schools, the applicable program outlined in the school’s charter) to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction. |  |  |
| 1. Each school and/or district reopening plan must ensure the maintenance of regular communication with parents/guardians of ELLs to ensure that they are engaged in their children’s education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication. |  |  |

**Mandatory Assurances**

| **TEACHER AND PRINCIPAL EVALUATION SYSTEM** | | |
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| **ASSURANCE** | **PAGE** | **NOTES** |
| 1. Each school and/or district reopening plan must ensure that all teachers and principals are evaluated pursuant to the LEA’s currently approved APPR plan (or, for charter schools, the school’s charter), including any variance applications approved by the Department. |  |  |

**Mandatory Assurances**

| **CERTIFICATION, INCIDENTAL TEACHING, AND SUBSTITUTE TEACHING** | | |
| --- | --- | --- |
| **ASSURANCE** | **PAGE** | **NOTES** |
| 1. Each school and/or district reopening plan must ensure that all teachers 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. |  |  |