

Communications/Family and Community Engagement

1. Community Engagement:

- Mandatory elements were broken down and regional workgroups were created, from the BOCES components to plan and collaborate as a region. Workgroups were comprised of administrators, teachers and support staff. This information was to inform the planning around the mandatory elements in the individual school district.
- Richfield Springs Central School District (RSCSD) reopening planning included numerous stakeholders, including administrators, faculty, staff, families, the local Department of Health (DoH) and community organizations throughout the process. This is a living document and we will continue to work together throughout the school year.

2. Communication

- RSCSD will communicate the importance of adhering to guidelines from the Centers for Disease Control and the New York State Department of Health, as well as applicable protocols to students, parents/guardians, staff, and potential visitors.
- Families, staff and students will be engaged meaningfully in the communication, orientation and implementation of the plan via:
 - Direct mailings through the USPS
 - In-person small group meetings and orientations
 - Global, School Messenger phone calls, text messages and emails
 - District website
 - District application through Aptegey and Remind
 - District social media platforms – Facebook and Twitter
 - District newsletters
 - Local newspaper
- The communications will be sent prior to the first day of school and periodically throughout the 2020-2021 school year. Specific messages related to potential changes to protocols/requirements will be sent as needed and added to the district's website.
- Signage has been placed at the entrances to the building regarding COVID-19 protection requirements – social distancing, face coverings. The District has also placed posters in various, conspicuous locations in its buildings regarding social distancing requirements, hand hygiene, respiratory hygiene, face coverings, and COVID-19 symptoms.

3. Students will be taught the COVID-19 protocols of hand hygiene, proper face covering wearing, social distancing and respiratory hygiene through the use of written instruction, signage, videos and in-person demonstrations.
4. All students, faculty, staff and visitors will have written and verbal communication regarding the adherence to the Center for Disease Control (CDC) and DoH guidance for the use of Personal Protective Equipment (PPE), specifically acceptable face coverings, when social distancing cannot be maintained.
 - Signage has been placed at the entrances of the building regarding COVID-19 protection requirements. The district has also placed posters in various, conspicuous locations in its buildings including but not limited to:
 - Lobbies/Foyers
 - Offices
 - Hallways
 - Common Areas
 - School webpage and social media pages
 - Prior to the 2020-2021 school year, RSCSD will communicate any and all requirements regarding PPE to students, faculty and staff through a variety of means (mailing, social media posting, website, etc.). RSCSD is utilizing an online training system to ensure that Faculty and Staff are trained on COVID-19 awareness which includes the importance of appropriate PPE. Additionally, administration will convey these requirements in an interactive format directly to faculty and staff prior to opening day. Faculty and staff will in turn communicate these requirements to students when in-person schooling begins and reinforce the requirements throughout the school year.
5. Families will receive communications in the language spoken in the home among families in the school community. At the time of this initial publication, there are no English Language Learners (ELL) registered in the Richfield Springs Central School District. Written plans will conform to all (ADA) requirements for the visual and hearing impaired.