

Depew Union Free School District

Re-Opening Plan Addendum

Addressing:

Hybrid / Remote Learning

COVID-19 Testing

Contact Tracing

Updated: 09/25/2020

Hybrid / Remote Learning

Sample school schedules and hybrid/remote learning calendars are provided in this document as a guide for our families and staff. All students will attend at least two days face to face in their school building. Remote learning will occur on the other three days. Diverse learners have the opportunity to attend every day. Full remote learners will follow a set schedule set by their individual teachers or their course schedules (Please see the following detailed learning plans).

HYBRID/REMOTE Learning Plan Schedule (Students PreK-12)

Day	<u>Alpha A-L</u>	<u>Alpha M-Z</u>
Monday	In-person learning at school with social distancing requirements.	Virtual learning from home. *Identified diverse learners (ie. students with disabilities, ELL, and at-risk learners will be coming in for face-to-face learning)
Tuesday	Virtual learning from home. *Identified diverse learners (ie. students with disabilities, ELL, and at-risk learners will be coming in for face-to-face learning)	In-person learning at school with social distancing requirements.
**Wednesday	Virtual learning from home for all students. Social/Emotional check in with all students and classes through Schoology . All teachers available for live virtual student Q&A at designated times throughout every Wednesday. Teachers will be available for parents to contact them about questions/concerns they might have with learning. **All schools will follow a modified schedule. *Identified diverse learners (ie. students with disabilities, ELL, and at-risk learners will be coming in for face-to-face learning)	
Thursday	In-person learning at school with social distancing requirements.	Virtual learning from home *Identified diverse learners (ie. students with disabilities, ELL, and at-risk learners will be coming in for face-to-face learning)
Friday	Virtual learning from home *Identified diverse learners (ie. students with disabilities, ELL, and at-risk learners will be coming in for face-to-face learning)	In-person learning at school with social distancing requirements.

Please note that **Wednesdays will have a modified remote schedule as follows:

DMS/DHS virtual schedule will end at 11:18

Cayuga virtual schedule will end at 12:05. Some specials will be taught remotely in the afternoon, due to scheduling needs.

The afternoon will be reserved for, but not limited to, any of the following:

- student conferences (office hours, tutoring, intervention support, or small groups)
- parent conferences
- Multi-tiered System of Supports (MTSS), Individualized Education Program (IEP), English Learner (EL) and 504 meetings
- professional learning for leaders and teachers
- instructional and collaborative planning

Important Points of Clarification for the Hybrid/Remote Instructional Model

- Attendance will be taken every day for all students, regardless of the setting, and recorded in PowerSchool.
- Instruction will be for the entire class each day. Those at home will use video conferencing (Zoom) and Schoology (learning management system) to be a part of the class.
- Students will receive grades in all courses from various formative and summative assessments.

Here is a detailed view of the District’s Weekly Hybrid and Remote Learning schedule:

Depew UFSD Hybrid and Remote Model Weekly Schedule

****On Wednesdays, all UPK-12th grade students will be in remote instruction and identified diverse learners will attend school for face-to-face instruction. Those Cayuga Heights Elementary students in Remote Instruction will follow their designated grade level and classroom schedule (8:45am – 3:05pm).*

	Monday (A-L)		Tuesday(M-Z)		Wednesday (Remote / Diverse Learners)		Thursday(A-L)		Friday(M-Z)	
	<i>Middle/High School</i>	<i>CH Elementary</i>	<i>Middle/High School</i>	<i>CH Elementary</i>	<i>Middle/High School</i>	<i>CH Elementary</i>	<i>Middle/High School</i>	<i>CH Elementary</i>	<i>Middle/High School</i>	<i>CH Elementary</i>
Arrive / Drop Off	7:25am	8:45am	7:25am	8:45am	7:25am	8:45am	7:25am	8:45am	7:25am	8:45am
Period 1	7:38am	9:14am	7:38am	9:14am	7:38am	Grade Level Instruction, Individualized Support and/or Exploratory Classes	7:38am	9:14am	7:38am	9:14am
Period 2	8:31am	9:57am	8:31am	9:57am	8:10am		8:31am	9:57am	8:31am	9:57am
Period 3	9:15am	10:40am	9:15am	10:40am	8:34am		9:15am	10:40am	9:15am	10:40am
Period 4	9:59am	11:23am	9:59am	11:23am	8:58am		9:59am	11:23am	9:59am	11:23am
Period 5	10:43am	12:06pm	10:43am	12:06pm	9:22am		10:43am	12:06pm	10:43am	12:06pm
Period 6	11:27am	12:49pm	11:27am	12:49pm	9:46am		11:27am	12:49pm	11:27am	12:49pm
Period 7	12:11pm	1:32pm	12:11pm	1:32pm	10:10am		12:11pm	1:32pm	12:11pm	1:32pm
Period 8	12:55pm	2:15pm	12:55pm	2:15pm	10:34am		12:55pm	2:15pm	12:55pm	2:15pm
Period 9	1:39pm	2:55pm – 3:25pm	1:39pm	2:55pm – 3:25pm	10:58am		12:00pm – 12:05pm	1:39pm	2:55pm – 3:25pm	1:39pm
Dismissal / Pick Up	2:20pm		2:20pm		11:18am		2:20pm		2:20pm	

In **green** above:

Middle School/High School Modified Wed. schedule: 7:38 am - 11:18am

Cayuga Heights Elementary Modified Wed. schedule: 8:45am - 12:05pm

***Some specials will be taught remotely in the afternoon, due to scheduling needs.

Dates in Yellow Box are soft opening days.
Hybrid Learning Days Begin on Sept 21.

DEPEW UNION FREE SCHOOL DISTRICT 2020-2021 INSTRUCTIONAL CALENDAR COVID-19 HYBRID SCHEDULE

Legend

- Last Name(s) A-L PLUS Diverse Learners
- Last Name(s) M-Z PLUS Diverse Learners
- Diverse Learners ONLY
- *** Subject to adjustment based on the use of snow days and the administration of mid-year and end of year Regents Exams
- 1st Day for Students
- Superintendent's Conference Day
- Early Dismissal
- Holiday - No School
- Regents Exams
- Reorganization Day

Special Dates

- 9/1, 9/2, 9/3 Superintendent's Conference Day
- 9/7 Labor Day - No School
- 9/5 Superintendent's Conference Day
- 9/9 First Day for Students
- 10/2 K-12 - 15 min. Early Release Drill
- 10/12 Columbus Day - No School
- 11/5 Parent-Teacher Conferences K-5(1-7 pm) 6-12 (6-8pm)
- 11/5 Early Dismissal K-5
- 11/5 Early Dismissal K-12
- 11/9 Early Dismissal K-12 Parent-Teacher Conferences
- 11/11 Veterans' Day - No School
- 11/25-11/27 Thanksgiving Recess - No School
- 12/24 -1/1 Winter Recess - No School
- 1/15 Martin Luther King's Birthday - No School
- 1/26-1/29 Regents Exams
- 2/1 Reorganization Day
- 2/15 President's Day - No School
- 2/16 - 2/19 Mid-Winter Recess - No School
- 4/2 - 4/9 Spring Recess - No School
- 5/25 & 5/31 Memorial Day Recess - No School
- 6/16 - 6/24 Regents Exams
- 6/25 Regents Rating Day

Total Days

- 151 Student attendance days
- 156 Teacher attendance days

If additional student attendance days are needed, the following days will be used in this order and/or in relation to the timing of the snow days:
 5/28, 4/8, 4/8, 4/7, 4/6, 4/5, 2/19, 2/18, 2/17, 2/16.

SEPTEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
Student: 16		Teacher: 20		

OCTOBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
Student: 21		Teacher: 21		

NOVEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
Student: 17		Teacher: 17		

DECEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
Student: 17		Teacher: 17		

JANUARY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26R	27R	28R	29R
Student: 19		Teacher: 19		

FEBRUARY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
Student: 14		Teacher: 15		

MARCH				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
Student: 23		Teacher: 23		

APRIL				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
Student: 16		Teacher: 16		

MAY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
Student: 19		Teacher: 19		

JUNE				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16R	17R	18R
21R	22R	23R	24R	25R
Student: 19		Teacher: 19		

Adopted by Board of Education: January 21, 2020

The first two weeks of school in September will be a “soft opening” *Only face to face instruction will occur from Sept. 9 through Sept. 18 as noted in the calendar above.* The emphasis will be on health and safety protocols, social-emotional learning and technology

training. All students will learn the key aspects of using Zoom and Schoology. Parent training and resources will be posted on our District website.

The Depew Union Free School District Hybrid/Remote Learning Plan has three key tenets:

1.) Social Emotional Support

Expectations and supports that the district will provide for staff and students to support social emotional well-being during this time.

	<p align="center">5 Core Competencies of SEL</p>	<p>Social and emotional learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions².</p>
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Five Core Competencies of SEL

SEL is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

Relationships will be key to the success of the virtual environment. The first week of instruction will be building relationships and understanding the virtual environment. Community building activities will occur and continue throughout the course of the school year.



Five Core Competencies of SEL³

Self-awareness: The ability to accurately recognize one’s emotions and thoughts and their influence on behavior. This includes accurately assessing one’s strengths and limitations and possessing a well-grounded sense of confidence and optimism.

Self-management: The ability to regulate one’s emotions, thoughts, and behaviors effectively in different situations. This includes managing stress, controlling impulses, motivating oneself, and setting and working toward achieving personal and academic goals.

Social awareness: The ability to take the perspective of and empathize with others from diverse backgrounds and cultures, to understand social and ethical norms for behavior, and to recognize family, school, and community resources and supports.

Relationship skills: The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. This includes communicating clearly, listening actively, cooperating, resisting inappropriate social pressure, negotiating conflict constructively, and seeking and offering help when needed.

Responsible decision-making: The ability to make constructive and respectful choices about personal behavior and social interactions based on consideration of ethical standards, safety concerns, social norms, the realistic evaluation of consequences of various actions, and the well-being of self and others.



What is SEL- casel: <https://casel.org/what-is-sel/>

2.) ***Instructional Support***

Will be geared towards **supporting the content delivery** of the virtual learning experience.

	<h3>Instructional Support</h3>	<p>Instructional Support will be geared towards supporting the content delivery of the virtual learning experience.</p> <p>Students, staff and parents will be provided regular opportunities to grow and learn which allow a continuous flow of content delivery.</p> <p>Access to instructional supports will be provided in additional areas as needs arise.</p>
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Students, staff and parents will be provided regular opportunities to grow and learn which allow a continuous flow of content delivery. Access to instructional support will be provided in additional areas as needs arise.

Staff Instructional Support will include:

- Ongoing professional development with best instructional practices and technology tools.
- Set times to attend both optional and required PD sessions to ensure staff is using the provided digital resources efficiently.
- [Virtual Technology Handbook](#)

Student Instructional Support will include:

- Ongoing feedback
- Class lectures/notes/discussions
- Self-directed learning
- Small group work
- Projects
- Collaborative Learning
- [Virtual Technology Handbook](#)

Resources for Staff and Student Use

All staff and students will use District assigned Chromebook/iPads.

Distribution of Digital Resources

Elementary and Secondary students can access ALL Core Program and Specials materials through Schoology and Clever.

Internet Access

Parents without access to the Internet can call their child's building principal and notify them that they require Internet access for their child to engage with virtual learning.

Parent Instructional Support

- Provide schedule and workspace
- Provide pacing support and keeping child on track

- Facilitate support and encouragement
- Maintain communication with teachers and administrators
- Encourage Independence
- [A Parent's Guide to Schoology](#)
- [Schoology Parent SignUp Video](#)

The following are some guidelines or helpful hints to help parents/guardians support students becoming learners at home. It is important to remember that home is not school, so things will look and feel different for your children as they transition into this model.

- Explain the need for the changes that are occurring at home and with school talk about how school will look for them now and that it is important that they are still learning and participating in an educational experience.
- Set up a daily schedule for your family. This will be very important not only because schedules provide consistency for young children but also families who have multiple children working in the morning from home.
- Post the schedule in a common area so everyone knows the expectations and can reference it when there are questions. Find a space for your child that will be conducive to their learning. This may be at the kitchen table, in the family room or elsewhere. But you will want it to be in a place where you can monitor and provide help when needed.
- If your child is confused about something and you are unable to help them, reach out to their teacher - that is what they are there for! It is okay to ask for help. We know that our children often work better for the teacher than mom or dad. Let the teacher know!
- Adhere to a daily schedule as a family- bedtimes, wake up times, baths. outside time, game time, school time. Keeping things consistent and letting children know what to expect is helpful in helping them to accept where we are at this time in our world.

Instructional Troubleshooting

Students who need support accessing various digital or other academic programming should first reach out to their teacher of record via email for assistance.

- All other questions and support (eg: parent access codes for Parent Portal or Schoology, student email) should be directed to the building of enrollment.

Cayuga Main Office: 686-5005

Grades 6-8 - DMS Media Center: 686-5043

Grades 9-12 - DHS Media Center: 686-5060

Technology/Hardware Troubleshooting

Each building has been assigned a technology specialist for immediate needs that arise. Teachers are to call the Technology office at 686-5078. Dawn Emerson will then contact the specific staff below, assigned to the various buildings

<u>Staff</u>	<u>Building</u>
Mike Bienko	Cayuga Heights
Dave Matuszewski	Middle School

*Please note, if this issue is not an emergency, please enter your support request in QWare.

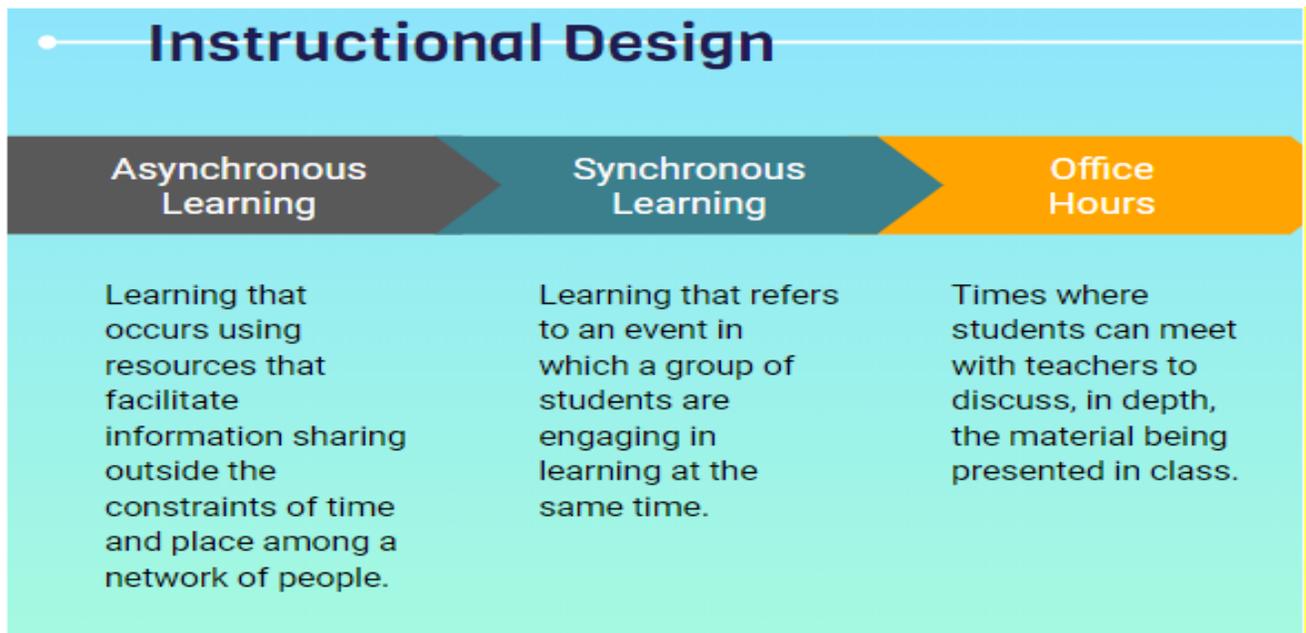
3.) **Content Delivery**

Resources that will be used by students, staff and parents in the online environment.

	<p>Content Delivery</p>	<p>K-12 learning experience via Schoology (Learning Management System)</p> <p>Students will access content for blended virtual learning in which students will experience synchronous and asynchronous instruction</p>
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Students will access content for a blended virtual learning experience in which they will participate in synchronous and asynchronous instruction.

- Asynchronous learning: learners participate in online learning activities at different times. The learner can complete activities at their own pace
- Synchronous learning: learners participate in online learning activities at the same time, but different locations. This type of learning allows students to interact with the teachers and other students.



Expectations

Synchronous Learning Classes

- Students attend class on time - per their class schedule
- Students will follow the District Code of Conduct
- Students are ready to learn
- Workspace is designated for the student
- Students will show their face on the screen to engage with a teacher virtually
- Students will participate in the class

Asynchronous Learning

- Complete asynchronous activities assigned each day
- Students show proof of participation in daily eLearning by satisfactorily completing assigned assignments to demonstrate evidence of student learning (i.e., video, picture, or activities submitted as lessons and/or completing assignments). Please note, not all lessons must have an assignment, as there will be teacher discretion on the number of assignments, as they follow the DUFSD grading guidelines
- Students and parents will communicate with the teacher when needing additional assistance, tutoring, etc.

District-wide Virtual Learning Requirements for Schoology

- Zoom link is displayed at all times
- Topics will be labeled as weeks (ie Social Studies Week #1: 9/21-9/25)
- Zoom is to be used for teacher communication to students only, not student to student unless placed in a breakout room by the teacher
- Assignments, posts and requirements will be posted daily by first period

K-12 Curriculum and Instruction

A Plan for Curriculum and Assessment

- In order to gauge critical content from the prior year, the following may be used: curriculum-based assessments, teacher observations/notes, existing data, discussions with previous year's teachers, and student work.
- Upon completion of beginning of the year assessments, teachers will work collaboratively to disaggregate data to create plans to close instructional gaps
- Teachers will provide timely feedback to students and families on their progress in learning.

Elementary Program Kindergarten - Grade 5

- Reading and Writing Workshop Units of Study
- Phonics Units of Study (K-2)
- Zearn Math
- BOCES 4 Science

- Generation Genius Science
- MyOn Reader
- Raz Kids
- NYS Framework for Social Studies

K-5 Sample Daily Schedule- Cayuga Heights Elementary

Time	Monday/Thursday Tuesday/Friday in person	Monday/Thursday Tuesday/Friday Virtual	Wednesday Virtual
8:45 -9:05	Breakfast, Morning Work, Attendance (in school and virtual), Announcements	Breakfast, Morning Work, Attendance (in school and virtual), Announcements	Morning work, attendance, announcements
30 minutes	Morning Meeting, Outline of Day	Morning Meeting, Outline of Day	120 minutes of Synchronous instruction centered around ELA, Math, Science and/or Social Studies
90 minutes	English Language Arts Instruction	English Language Arts Instruction: Synchronous and/or Asynchronous lessons followed with independent and/or paired work time	
60 minutes	Mathematics Instruction	Mathematics Instruction: Synchronous and/or Asynchronous lessons followed with independent and/or paired work time	
30 minutes	Lunch Break	Lunch break	
40 Minutes	Special- * One day per week there is a double special	Special -synchronous and/or asynchronous * One day per week there is a double special	30 minute lunch break
40 minutes	Academic Intervention Block	Academic Intervention Block: small group instruction as needed (synchronous and/or asynchronous)	40 minute Special- * One day per week there is a double special
40 minutes	Social Studies/Science	Social Studies/Science	170 minutes- individual/ Small group work and support and/or office hours, and/or professional development for staff
30 minutes	Social Emotional Learning, activity based learning; and/or Mask Breaks, etc.	Synchronous and/or asynchronous activities designed to promote wellness	

Direct Instructional Time Guidelines Per Day for K-5

- All students will be engaged in standards-based instruction in all curricular areas. Best instructional practices will be utilized.
- All students will have access and interaction with a certified teacher on a regular basis.
- Students will receive a total of 180 minutes of instruction per day, which can include (but not limited to) both face-to-face, virtual learning, and online modules.
- Students will be provided instruction to build digital fluency.
- Students will be required to attend two face-to-face instructional days each week. Students will also be involved in two virtual days of learning using Schoology with virtual instruction/activities on each of these days. Wednesdays will be a virtual modified schedule, designating the pm for students to catch up on work, check in with their teacher(s) along with social/emotional learning. Additionally on Wednesdays, some specials will be taught remotely in the afternoon, due to scheduling needs.

Assessment for K - 5

- Formative district and/or diagnostic assessments will be used to determine a student's needs. Students will be assessed and progress will be monitored and communicated to

parents and caregivers. Pre-assessments will be used and formative assessments will be part of the curricular areas. District assessment tools will also be utilized.

Elementary Assessment Guidelines

- Formative assessment data for elementary students will be collected through various tasks in which we will gather information about student's progress on learning.
- Summative assessment data will be collected at the conclusion of the virtual learning experience will be conducted by the students' teachers. This data will measure students' acquisition and retention of essential learning targets. Reporting on student learning will be based on the formative and summative assessment data collected over the course of the hybrid learning experience.

Secondary Program - Grade 6-12

- Secondary materials will be distributed through Schoology.
- At the beginning of each week the teacher will have the week's assignment housed in Schoology organized by a folder labeled with the dates of the week. Students will follow their assigned schedule throughout the week and can attend scheduled class Zooms and complete independent assignments during that time.

Direct Instruction Time Guidelines Per Day for 6-12

- Students will be required to attend 2 days a week for face-to-face instruction and follow their traditional schedule. Two additional days will be virtual learning where students will follow their schedule and learn online in the class's Schoology platform. Wednesdays will be a virtual modified schedule, designating the pm for students to catch up on work, check in with their teacher(s) along with social/emotional learning.

Assessment for Grades 6-12

- Formative and summative assessments will be conducted in both face-to-face and online learning.
- Grading for all courses will follow the same grading policy as the courses in the face-to-face model. Courses that earn high school credit will count in GPA calculation and class rank.

Secondary Assessment Guidelines

- Formative assessments are journal entries, discussion threads, assignments, or projects that are completed through Schoology. Teachers will offer written and verbal feedback as appropriate to help the students gain understanding and proficiency.
- Summative assessments will be conducted at the completion of learning.

Daily attendance / participation for students will include

- Attending Zoom sessions
- Participating in threaded discussions and breakout rooms

- Submitting work
- Taking an assessment online and/or paper pencil
- Uploading a video
- 1:1 communication via phone / email / Zoom

Staff Accountability

Elementary and secondary teachers and staff will be expected to continue to meet in their grade level or departmental teams and answer the following questions:

- What is it we need students to know?
- How will we know when they've learned it?
- What will we do if they have not learned it?
- All staff will be expected to make weekly contact with their students, monitor progress, and offer assistance as needed.
- Elementary and secondary staff will be expected to be onsite for their contractual work day.
- All staff will be expected to maintain a grade book.

Students with Individualized Learning Needs

- The District is committed to provide and support an equitable education for all students and provides the following guidelines for students with disabilities, English language learners, and 504 students.

Individualized Learning Providers

Special education teachers

- will engage in learning best practices for specialized instruction in a “distance learning” format
- will collaborate with general education teachers to determine individualized student needs and to design and provide instructional supports and accommodations to address those needs
- will provide instructional opportunities utilizing online and/or web-based programs that were previously being used by individual students
- paraprofessionals and related service providers will make direct contact with students and/or parents on a bi-weekly basis
- may provide “hard copy” educational activities for students to engage in at home either through USPS or by delivery to their home address
- may identify additional learning programs to provide differentiated opportunities to students to access remotely as determined by student progress

English Language Learners

ELL teachers

- will collaborate with general education teachers to determine individual student needs and to design and provide instructional supports and accommodations to address those needs
- will provide instructional opportunities using online and/or web-based programs that were previously being used by ELL students
- will make direct contact with students and/or parents on a bi-weekly basis
- may provide “hard copy” educational activities for students to engage in at home either through USPS or by delivery to home address
- may identify additional learning programs to provide differentiated opportunities to ELL students to access remotely as determined by student progress

504 Students

- All students who have an active 504 plan will be provided their specific accommodations by their general education teacher
- Teachers will provide instructional opportunities utilizing online and/or web-based programs that were previously being used by the 504 students
- Teachers may provide “hard copy” educational activities for students to engage in at home either through USPS or by delivery to home address
- Teachers may identify additional learning programs to provide differentiated opportunities to 504 students to access remotely as determined by student progress

Physical Education:

Locker Rooms: Physical Education (PE) classes will not utilize locker rooms.

Clothing/footwear needed for PE classes: During days when students have PE, they should arrive at school in clothing that is comfortable and allows them to actively take part in PE. Students will still be required to wear sneakers during all PE classes. Dress shoes, heels, boots, sandals, flip flops, and any backless shoes will NOT be allowed to be worn during PE class. Students may change in and out of their sneakers before and after PE class in the gymnasium. Students should wear sneakers on the day of PE or be prepared to carry them throughout the school day in their backpack.

Will PE classes be outdoors often?

YES. PE classes will utilize outdoor space when possible and appropriate for instruction.

Will PE classes include written work, study, and classroom lessons?

YES. All PE classes will continue to maintain current curriculum while maintaining social distancing guidelines for all PE classes while students are taking part in physical activity.

Social distancing parameters for students participating in PE: Students will maintain 12 feet of separation from other students and teachers during all PE classes while engaging in physical activity. Wearing a mask will NOT be required during the PE class period while students engage in physical activity and maintain their 12 feet of separation.

How can students have access to water to drink: Students will be encouraged to bring their own water bottles to school and PE classes. Bottle Filling Stations can be used for the refilling of personal water bottles.

Performing Arts:

Concerts, recitals, and other performances are on hold at this time. The District requires further guidance. Choral and instrumental lessons, along with music classes will continue to encourage fine arts. Concerts are on hold until further guidance from NYSED and DOH, but may be broadcast via Local Live Streaming.

COVID-19 Testing

Health Monitoring

Active surveillance for severe acute respiratory syndrome coronavirus will be essential to informing school policy and public understanding over time. It will not be possible to reduce the risk of COVID-19 transmission in schools to zero.

A fever is technically defined as a body temperature of 100.4° F or higher, according to the Centers for Disease Control and Prevention. The fever temperature is consistent for both children and adults.

Faculty and staff are **required** to stay home if they are sick. Parents are **required** to keep sick children home.

Employees shall self-monitor for signs and symptoms of COVID-19 daily (see BUILDING ACCESS section).

Per the CDC, a wide range of symptoms associated with COVID-19 have been reported – ranging from mild symptoms to severe illness. Anyone can have mild to severe symptoms. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

What to do when a student or staff member develops COVID-19 symptoms:

If the student/staff is at school when symptoms begin, the student/staff should immediately be sent home or to their school residence. The student/staff should be placed in isolation at home or at their school residence in their own room with their own bathroom.

One of the three following criteria must be met before the student/staff can return to school:

1. A note from the student/staff's medical care provider with an alternative diagnosis is provided OR

2. The result of a negative diagnostic COVID-19 test is provided OR

3. There have been at least ten days since the onset of COVID-19 symptoms.

The symptomatic student or staff member along with their household members that attend or work at a school will be offered a free point-of-care diagnostic COVID-19 test through the Erie County Department of Health.

If employees believe they are experiencing symptoms, stay home. Call in to use a sick day, following your normal call-in procedures and notify your supervisor. Signs will be posted throughout the facilities and school buildings reminding employees of the COVID-19 symptoms and to frequently self-monitor.

Daily Employee Health Screening Procedures:

On a daily basis, upon arriving to work, employees must respond to the following questions:

First - you did not come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis in the past 14 days.

Second - you do not have symptoms of lower respiratory illness such as a cough, shortness of breath, difficulty breathing or sore throat.

Third - you do not have a fever (greater than 100.4 F or 38.0 C) / non-contact thermometers will be at all sites to check if needed.

Fourth - you did not travel to a state or country with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven day rolling average. Employees that do not pass this health screening are expected to leave the building immediately and contact their supervisor for further instructions.

Any employee who has symptoms of COVID-19, who reasonably believe they may have been exposed to COVID-19, who lives with anyone who has been diagnosed with COVID-19, or who has been diagnosed with COVID-19, shall immediately report this information to their supervisor and/or seek proper medical attention.

Individuals who were exposed to the COVID-19 virus must complete quarantine, even if they have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the Erie County Health Department;

If any of the scenarios listed above apply to you, stay home. Call in to use a sick day, following your normal call-in procedures and notify your supervisor.

The District will work with each individual employee who sets forth this information to determine use of leave and return to work protocols, in accordance with guidance and directives that have been issued by the federal, state and local public health authorities and governmental agencies.

The District will report to the Erie County Department of Health and assist, as directed by them, regarding any tracking of students/staff. (See Flow Chart Below)

Positive Screen Protocols

Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home with instructions to contact their health care provider for assessment and testing.

- Students who are being sent home because of a positive screen (e.g., onset of COVID-19 symptoms) must be immediately separated from other students and supervised until their parent/legal guardian or emergency contact can retrieve them from school. A separate room from the Health Office will be utilized in each building.
- Responsible Parties will provide such individuals with information on health care and testing resources via the Erie County Department of Health.
- Responsible Parties must immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19. Responsible Parties must require individuals to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of school hours.

Plan for when a staff member, student, or visitor becomes sick

Each Building's Nurses Office has a separate room to place a child or adult who exhibits COVID-like symptoms during school hours. If more than one child and/or adult have COVID-like symptoms, they will be escorted and supervised by a nurse to the following locations, until they can be safely transported home.

High School – Children shall be escorted to **Room 153** (small exercise room). Parents/Guardian will be notified to pick up their child in the back of the high school, in front of Door #13. If an adult is experiencing COVID-like symptoms and cannot drive themselves home, they will also wait in this area until they are able to be picked up.

Middle School – Children shall be escorted to **Room 316A**. Parents/Guardian will be notified to report to the main office entrance, in the front of the Middle School. Upon arrival, their child will be escorted to the front doors of the building. If an adult is experiencing COVID-like symptoms and cannot drive themselves home, they will also wait in this area until they are able to be picked up.

Cayuga Heights Elementary – Children shall be escorted to **Room 101**. Parents/Guardian will be notified to report to the main office entrance, in the front of Cayuga Heights Elementary. Upon arrival, their child will be escorted to the front doors of the building. If an adult is experiencing COVID-like symptoms and cannot drive themselves home, they will also wait in this area until they are able to be picked up.

In the evening, custodians will perform a deep clean of any rooms and/or areas where a student or adult has been, who was experiencing COVID-like symptoms.

Health officials, staff, and families will be notified of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. **The District will send a notification letter. (See Appendix J in full Reopening Plan.)**

Areas used by any sick person will be closed off and not used until they have been disinfected. Sick staff members or children will be advised not to return until they have met CDC and/or DOH criteria to discontinue home isolation, along with a note from their physician, releasing them to return to work/school.

Those who have had close contact with a person diagnosed with COVID-19 will be informed to stay home and self-monitor for symptoms, and to follow CDC or DOH guidance if symptoms develop. If a person does not have symptoms, they will follow appropriate CDC or DOH guidance for home isolation.

Any employee or student who screens positive for any of the above criteria (i.e., symptoms, test, or close contact) is prohibited from entering the school. They will be sent home with instructions to contact their health care provider for assessment and testing.

The District will refer to NYSDOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for individuals seeking to return after a suspected or confirmed case of COVID-19 or after close or proximate contact with a person with COVID-19. (See Flowchart Below.)

The District will cooperate with contact tracing efforts, including notification of potential contacts, such as employees or students who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

The health office will have an isolation area for suspected sick students until such time as the student can be transported home or to the hospital.

If necessary, the District will plan for deep cleaning, disinfection, and temporarily closing as ordered by the ECDOH, in the event of a positive COVID-19 case.

Cleaning & Disinfection Following Suspected or Confirmed COVID-19 Case

The District must provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces. If someone is suspected or confirmed to have COVID-19:

- Close off areas used by the person who is suspected or confirmed to have COVID-19.
 - The District does not necessarily need to close operations, if they can close off the affected areas (e.g., classroom, restroom, hallway), but they will consult with local health departments in development of their protocols.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean and disinfect, unless waiting 24 hours is not feasible, in which case, wait as long as possible.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
 - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities

immediately after cleaning and disinfection.

- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

Plan for returning to school

If a staff member or student is diagnosed with COVID19, **with or without** positive test and/or symptoms, the District will refer to CDC protocol for return to school or work. This may need to be considered for family and/or household members who are positive of COVID19, as carriers can be asymptomatic.

If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work after **(Per ECDOH Guidance dated 09/21/2020; See Appendix K in full Reopening Plan):**

What to do when a student tests positive for COVID-19:

The student/staff should be placed in isolation in their own room with their own bathroom. All the following criteria must be met before the student/staff can return to school:

- 1. At least ten days after COVID-19 symptom onset or ten days from their first positive test if asymptomatic AND**
- 2. Fever-free for at least 72 consecutive hours without the use of fever-reducing medication AND**
- 3. Respiratory symptoms are improving.**

What to do with classmates or staff members in contact with a confirmed COVID-19 case?

(Per ECDOH Guidance dated 09/21/2020; See Appendix K in full Reopening Plan):

It is important to understand that protective measures such as maintaining six feet of physical distance and masking while in the classroom are practices aimed at reducing the risk of infection. However, having these practices in place does not mean that a classroom is exempt from quarantine in the event of a positive COVID-19 case. Duration of exposure impacts risk. Even with protective practices, the following quarantine rules apply:

1. Household contacts and close contacts are placed in quarantine for 14 days. A close contact is defined by NYSDOH as an individual who has been within 6 feet of a positive COVID-19 case for 10 consecutive minutes or more during a time the case was infectious.
2. Any student or staff member exposed to a COVID-19 case in a standard classroom setting or in other enclosed common school settings, such as a breakroom or office, for 60 minutes or more will be instructed to quarantine in their own room with their own bathroom for 14 days from the last day of exposure to the COVID-19 case.
3. Any student or staff member exposed to a COVID-19 case in a large classroom setting (e.g., lecture halls with more than 50 students present) for 60 minutes or more, and within a space consisting of two seated rows behind, in front of, and to both sides of the case, will be instructed to quarantine in their own room with their own bathroom for 14 days from the last day of exposure to the COVID-19 case. If seats are not assigned and individual proximity to the case cannot be determined, the entire classroom will be instructed to quarantine in their own room with their own bathroom for 14 days from the last day of exposure to the COVID19 case.
4. If the exposure time was less than 60 minutes, no quarantine instruction will be given, so long as six feet of physical distancing was in place. However, those in the class should monitor for symptoms.
5. Persons under quarantine who develop symptoms should be tested for COVID-19. If the test result is positive, the student or staff member will be placed in isolation. If test result is negative, the student or staff member will continue in quarantine for the full 14 days.

If an employee is deemed essential and critical for the operation or safety of the business, as determined by the employee's supervisor and a human resources representative in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work if the employee complies with the following practices:

- Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 100.4 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 under the supervision of their employer's occupational health program.
- Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after the last exposure.
- Social distance: The employee must comply with social distancing practices, including maintaining, at least, six feet of distance from others in the workplace when possible.

- Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
- Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after the last exposure.

Compliance will be monitored and documented by the District and employee.

If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at work, the employee must be separated and sent home immediately and may return to work after completing at least 14 days of isolation from the onset of symptoms **OR** upon receipt of a negative COVID-19 test result and a physician's note.

Absentee Protocols

Accommodations for at-risk employees with underlying medical conditions or who have household members with underlying health conditions will be made to the extent practicable. Employees should contact their supervisor to initiate the discussion. Employees seeking medical accommodations will follow ADA guidance:

- *How does the disability create a limitation?*
- *How will the requested accommodation address the limitation?*
- *Is there another form of accommodation that could effectively address the request?*
- *How will the proposed accommodation enable the employee to continue performing the essential function of their job?*
- *Is the requested accommodation reasonable or will it create an undue hardship?*

The Business Administrator, Susan Arena, is the designated staff person responsible for COVID 19 concerns. She can be contacted with questions.

DUFSD Reopening Plan Addendum 2020-2021

Notification

The District must notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff, and visitors. The District can also refer students or staff who need tests to their primary care physician. The District will fill out the ECODH digital reporting form to indicate if a student or staff member has tested positive for COVID-19 (<https://www3.erie.gov/covidform>).

Testing Protocols

There are two types of tests available for COVID-19:

1. Diagnostic test (swab test) - Tells you if you have a current infection.
2. Serologic antibody test (blood test) - Tells you if you had a previous infection. It is very important to remember that when antibodies to COVID-19 are found in a person, scientists do not know yet if there is protection from future infections and how long the protection lasts. COVID-19 is caused by a new virus and many studies are under way to learn more about the disease and how the immune system responds to it.

The District is responsible for referring students and/or staff to testing locations. The Erie County Department of Health (ECDOH) offers testing within the community. If a student or staff member was symptomatic or considered a close contact, the District will utilize the ECDOH hotline (716-858-2929) to help facilitate getting a test. The hotline has information on testing dates, locations, times, and the ability to schedule an appointment.

The ECDOH also has an [interactive digital map](#) of testing sites in Erie County, which will be accessed by the District in order to refer students or staff to a testing site. The District can also contact the primary care physician of the student or staff member in order to make a referral for a COVID-19 test.

If a student or staff member tests positive or negative for COVID-19, no matter the type of test, they still should take preventive measures to protect themselves and others. The flow chart on the next page provides a graphical representation of the protocol the District will utilize for a student or staff member who is either symptomatic or positive for COVID-19.

If the student or staff member shows symptoms, they will be examined by the school nurse, isolated, and informed that they must seek medical attention and that a note from their primary care physician or a negative COVID-19 test is necessary before returning. If the student or staff member provides a note or proof of a negative COVID-19 test, or if it has been 10 days from the onset of symptoms, they will be allowed to return to school.

Contact Tracing Support

In the case of an individual testing positive, the District will support the Erie County Health Department in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program.

The Erie County Department of Health will contact the student, parent, or staff member to perform the case investigation and contact tracing.

The Erie County Department of Health will notify the school for collaboration with contact tracing and to identify close contacts. A “close contact” **may be** someone who was within six feet or less of a person with COVID-19 for at least 10 minutes, starting from 48 hours before they started to feel symptoms, and for asymptomatic cases, from two days prior to specimen collection. **However,** contact tracers may **also** consider the duration and proximity of the contacts and other criteria in determining close contacts. **(Per ECDOH Guidance dated 09/21/2020; See Appendix K in full Re-Opening Plan)**

A close contact will be quarantined for 14 days from the date of last exposure, advised to monitor for symptoms, and will be recommended to get a diagnostic test five days or more after exposure. Close contacts to a positive case can return to school after a 14-day quarantine period.

Quarantine means staying home, monitoring for symptoms, and maintaining social distancing (at least 6 feet from others at all times). That means remaining in a specific room separate from other non-exposed people and pets in the home, and using a separate bathroom, if possible.

Individuals under quarantine who are deemed “essential” for their workplace may continue to work, with restrictions. Those restrictions include:

- Staff member must remain free of COVID-19 symptoms (asymptomatic).
- It would be feasible for the staff member to work from home, if not working would adversely affect the facility operations.
- Staff member undergoes temperature and symptom monitoring twice a day, including immediately before arrival to work and when at home.
- Staff wears a face covering while working until 14 days after last exposure.

These “essential” workers are required to maintain quarantine when they are not at work for a full 14 days after their last known exposure. If COVID-19 symptoms develop, they must stop work immediately and isolate at home. Regardless of symptoms, all contacts should consider getting a COVID-19 diagnostic test five days or more after their last known exposure.

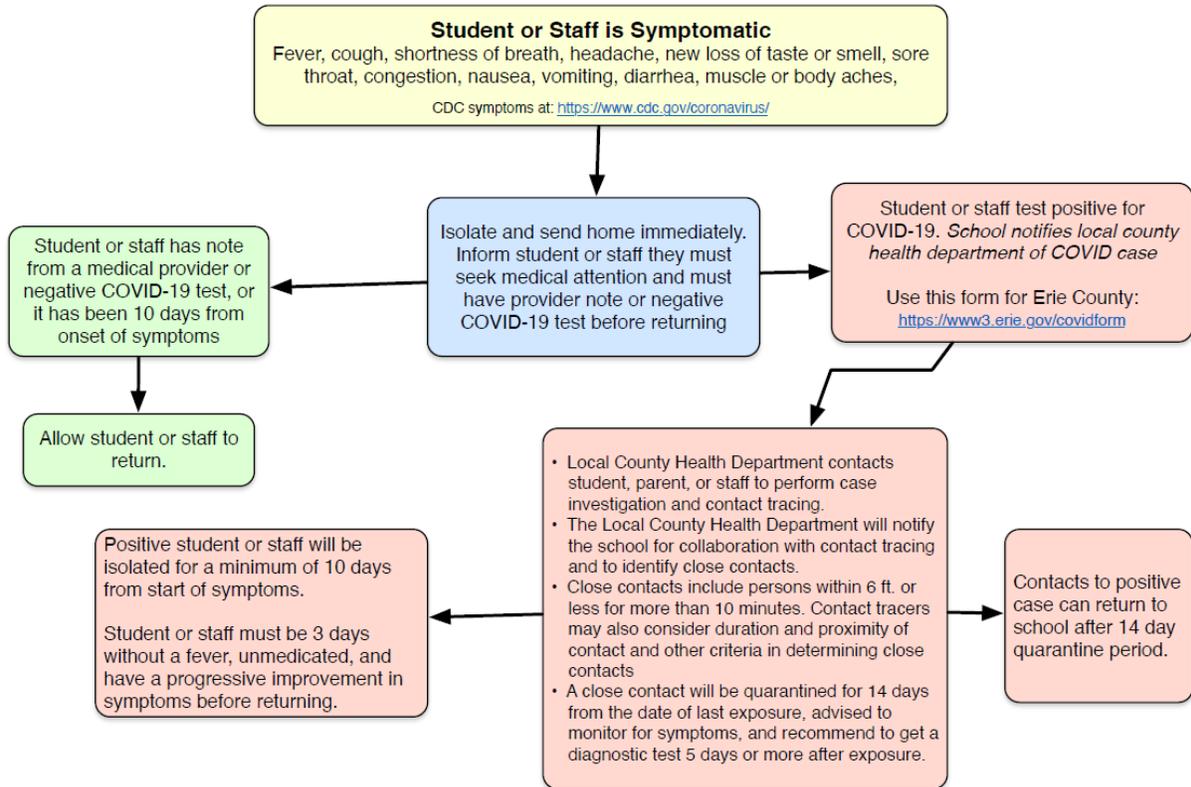
Individuals under quarantine, who are not considered essential by their place of employment or who are currently not working or working at home, must remain at home for 14 days after their last known exposure. They will be asked to monitor for COVID-19 symptoms, and consider getting a COVID-19 diagnostic test five days or more after their last known exposure.

A positive student or staff member will be isolated for a minimum of 10-days from the start of symptoms. The student or staff member must be three days without a fever, unmedicated, and have progressive improvement in symptoms before returning.

Medical information that is shared with ECDOH contact tracers is kept confidential. A contact tracer may share information about an individual diagnosed with COVID-19 with a school district, in order to identify and contact potential close contacts. Since a COVID-19 diagnosis is protected health information, schools will maintain confidentiality and avoid disclosing the

identity of the individual diagnosed with COVID-19. The locations of schools with a confirmed COVID-19 will not be announced by ECDOH unless there is a concern about an exposure to the public, and we are not able to identify close contacts through the investigation.

Protocol for Symptomatic or Positive COVID-19 Student or Staff





**Erie County
Department of
Health**



Public Health
Prevent. Promote. Protect.

Has an employee or student at your business or school tested positive for COVID-19?

Yes

No

Your employee or student will be put under isolation orders by the Erie County Department of Health and advised when they can return to work and school.

Continue safe social distancing and cleaning measures, and follow directives and guidance from New York State and Erie County.

Close contacts of your employee or student will be contacted by the Erie County Department of Health to advise them of the need to quarantine.

For employees deemed essential by a business

For students and employees deemed non-essential

May continue to work on site if all of the following criteria are met:
(Note: Nursing home employees have different requirements. Contact NYSDOH for criteria)

1. It is not feasible for you to work from home or if not working would adversely impact the operation of your facility.
2. You remain asymptomatic.
3. You undergo temperature and symptom monitoring upon arrival to work and at least every 12 hours while at work and self-monitor twice a day when home.
4. You wear a face covering while working until 14 days after exposure.
5. Employees must not leave their work location during the work day.
6. Maintain physical distancing of at least 6 feet from co-workers, customers and visitors.

Must remain under quarantine at home for a 14-day period after last known exposure; monitor for symptoms and consider getting a COVID-19 diagnostic test five days or more after last exposure

Who is a close contact of someone who has been diagnosed with COVID-19?

A close contact is defined as any individual who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection).

You are required to maintain quarantine when not at work until 14 days after your last exposure to the confirmed or suspected COVID-19 case. If symptoms (fever, cough, shortness of breath) develop while working, stop work immediately and isolate at home. Consider getting a COVID-19 diagnostic test five days or more after last exposure.

Return to Work or School: Once employees or students have completed their period of isolation or quarantine, they can self-certify that they are released from isolation or quarantine and return to work or school.

ECDOH recommends the CDC and NYSDOH time-based strategy for returning to work or school after a positive COVID-19 test, which would **not** require a negative test before returning.

A repeat positive COVID-19 diagnostic test more than 10 days after onset of illness or after 1st test does **not** mean a person can infect others.

This information is subject to change.

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Additional information at www.erie.gov/covid19 or call the Erie County Information Line at (716) 858-2929.