

Newburgh Enlarged City School District Reopen Plan for New York State Department of Health

July 30, 2020



Recognition of some content and the format for this plan goes to Capital Region BOCES.

Introduction

On Monday, July 13, Gov. Andrew Cuomo announced that school districts in New York can follow plans to reopen for in-person schooling in September if COVID-19 infection rates stay at 5% or lower in a given region.

Determinations will be made by region about opening and closing schools as the COVID-19 pandemic continues. If a region is in Phase 4 and has a daily infection rate of 5% or lower over a 14-day average, schools in that region could hold in-person instruction. If daily infection rates exceed 9% over a seven-day average, however, schools in that region would not reopen. Similarly, should a region see such an average after reopening, schools in that region would also be directed to close.

The plan outlined here is for the reopening of schools in the Newburgh Enlarged City School District for the 2020-21 school year, following the building closure related to the COVID-19 pandemic. This plan includes procedures required for the following schools:

Building Address and Phone	Contact Person	Website
Newburgh Enlarged City School District - Central Office 124 Grand St	Ed Forgit	https://www.newburghschools.org/index.php
Chestnut Street School	Anibal Velez	Not applicable
Balmville Elementary School 5144 Route 9W Newburgh, New York 12550 845-563-8550	Dr. Lisa Buon	https://www.newburghschools.org/balmville.php
Fostertown Elementary School 364 Fostertown Road Newburgh, New York 12550 845-568-6425	Joseph Duffy	https://www.newburghschools.org/fostertown.php
Gardnertown Leadership Academy 6 Plattekill Turnpike Newburgh, New York 12550 845-568-6400	Danny Dottin	https://www.newburghschools.org/gardnertown.php
GAMS Tech School 300 Gidney Avenue Newburgh, New York 12550 845-563-8450 Pre-K Center	Una Miller, K-5 Tara Marshall, Pre-K	https://www.newburghschools.org/gamstech.php

Building Address and Phone	Contact Person	Website
Heritage Middle School 405 Union Avenue New Windsor, New York 12553 845-563-3750	Lynnette Brunger	https://www.newburghschools.org/heritage.php
Horizons-on-The- Hudson Magnet School 137 Montgomery Street Newburgh, New York 12550 845-563-3725	Robert Glowacki	https://www.newburghschools.org/horizons.php
Meadow Hill Gem School 124 Meadow Hill Road Newburgh, New York 12550 845-568-6600	Scott Prokosch	https://www.newburghschools.org/meadowhill.php
New Windsor School 175 Quassaick Avenue New Windsor, New York 12553 845-563-3700	Dennis Camt	https://www.newburghschools.org/newwindsor.php
Newburgh Free Academy Main 201 Fullerton Avenue Newburgh, New York 12550 845-563-5400 Newburgh Free Academy North 301 Robinson Avenue Newburgh, New York 12550 845-563-8400 Newburgh Free Academy West 39 West Street Newburgh, New York 12550 845-568-6560	Edgar Glasscott, NFA Main Matt Doddo, NFA North/West	https://www.newburghschools.org/nfa.php
South Middle School 33-63 Monument Street Newburgh, New York 12550 845-563-7000	Chante Brooks	https://www.newburghschools.org/south.php
Temple Hill Academy 525 Union Avenue New Windsor, New York 12553 845-568-6450	Ventura Lopez	https://www.newburghschools.org/templehill.php

Building Address and Phone	Contact Person	Website
Vails Gate Steam Academy 400 Old Forge Hill Road New Windsor, New York 12553 845-563-7900	Ciria Briscoe- Perez	https://www.newburghschools.org/vailsgate.php

School Health Personnel by Building Location

Location	Nurse Practitioner	School Nurse Teacher/RN
GAMS, Pre-K - 5	TBD (K-5)	Kristina Willis (Pre-K)
Gardnertown, K-5	Nicole Trapani	Sandra Hill
Fostertown, K-5	Iris Petrillo	Brenda Ramjug Danielle Barnes
Vails Gate, K-5	Jodi Jashembowski	Jackie McVeigh
HOH, K-5	Jodi Jashembowski	Mary Kostenblatt
Balmville, K-5	Nicole Trapani	TBD Danielle Barnes
New Windsor, K-5	Claire Krumm	Cheryl Buescher Mary Ellen Holmes
Heritage Middle School, 6-8	Claire Krumm	Maura Koennecke
South Middle School, 6-8	Oneida Wands	Toriea Brown
Meadow Hill, K-8	Iris Petrillo	Michelle Veriezza
Temple Hill, K-8	Veronica Kay	Mary Osuch-Wilson Marnie Kerin
NFA Main, 9-12	TBD	Andrea Leva Janet Morin
NFA North, 9-12	Veronica Kay	Irena Morehead
NFA West, 9-12		Mary Ann Hutchins

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of our decision making as we move to open our schools.

Mr. Ed Forgit, Deputy Superintendent has been designated as the COVID-19 Safety Coordinator and Ms. Sharon Patsalos, Health Services Facilitator has been designated as the COVID-19 Resource Person. The Safety Coordinator will monitor the implementation of the NECSD ReOpening plan. Procedures and protocols will be monitored and data points will be adopted to gauge the progress in terms of student, faculty and staff health and wellness. In the event issues have been determined, corrective action will be taken (Compliance Plan in the Appendix). The COVID-19 Resource Person will work closely with the school health offices in each school. This individual, in collaboration with the district medical director, will be the point of contact for the Orange County Department of Health.

Content Outline and Central Office Lead

- Communication/Family and Community Engagement - Dr. Cassie Sklarz, Mrs. Amanda Mc Dowell, Mrs. Pamela Peterson & Mr. Ed Schindler
- Health & Safety
 - Health checks - Dr. Pedro Roman & Ms. Sharon Patsalos
 - Social distancing, face coverings & PPE - Dr. Pedro Roman & Ms. Sharon Patsalos
 - Infection control strategies - Dr. Pedro Roman & Ms. Sharon Patsalos
 - Management of ill persons, contact tracing and monitoring - Dr. Pedro Roman & Ms. Sharon Patsalos
 - Health hygiene - Dr. Pedro Roman & Ms. Sharon Patsalos
 - Cleaning and disinfecting - Dr. Lisamarie Spindler & Mr. Anibal Velez
 - Vulnerable populations/accommodations - Dr. Pedro Roman & Ms. Sharon Patsalos
 - Visitors on campus - Mr. Ed Forgit and Mr. Matt Tindall
 - School safety drills - Mr. Ed Forgit and Mr. Matt Tindall
- Facilities - Dr. Lisamarie Spindler & Mr. Anibal Velez
- Child Nutrition - Dr. Lisamarie Spindler & Mrs. Caitlin Lazarski
 - Meals onsite
 - Meals offsite/remote
- Transportation - Dr. Lisamarie Spindler & Ms. Patricia Coyne
- Social Emotional Well-Being - Dr. Pedro Roman and Mr. Michael Regan
- Appendix:
 - Compliance Audit Procedures - Mr. Ed Forgit

Communication/Family and Community Engagement

To help inform our reopening plan, the district has sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers, employee unions and community groups. Engagement efforts included online surveys, ThoughtExchanges, virtual forums/meetings, one-on-one conversations, and invitations to participate on various strategic planning groups for reopen planning.

The district remains committed to communicating all elements of this reopening plan to scholars, parents and guardians, faculty and staff, and visitors. The plan is available to all stakeholders via the district website at <https://www.newburghschools.org/reopen>, and will be updated throughout the school year, as necessary, to respond to local circumstances. The link to the plan appears on the website homepage as well and will be shared widely and frequently. *Every effort has been made to ensure that the plan is accessible to all individuals in accordance with the Web Content Accessibility Guidelines (WCAG) 2.0 Level A/AA. The plan can also be translated into 10 languages, via the G-Translate feature available on the district website.*

As part of its planning for the reopening of schools and the new academic year, the district has developed a plan for communicating all necessary information to district employees, scholars, parents/guardians, visitors and education partners and vendors. The district will use its existing communication channels – including School Messenger for mass phone calling and the district email system for mass emails, district website, and social media channels – as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic. Robo calls are currently distributed in English and Spanish. All information will be shared on our website, which can currently be translated into 10 languages using G-Translate. CDC Signage will be placed in English and Spanish with additional translations available if possible.

The district is committed to establishing and maintaining regular channels of communication and has reviewed and determined which methods have proven to be the most effective in communications with our school community. The district will rely on robocalls, district website, social media, and media releases to local media outlets to communicate news, requirements and updates related to reopening and in-person instruction, including social distancing requirements, proper wearing of face coverings and proper hand and respiratory hygiene. The information that we will share will be based on state guidance, feedback from communication efforts in the spring, and input from the Reopen strategic planning teams.

In support of remote learning, the district will make computer devices available to students and teachers who need them. Educators and learners who have issues with their devices or need additional support can email or call the Technology Department for assistance. That email and phone number will be readily available and communicated to all stakeholder groups. The district will provide students and their families with multiple ways to contact schools and teachers during remote learning, including various emails for different services (technology, communications, registration, family and community engagement) as well as hotlines for similar services. Additionally, the district has a faculty/staff directory on the website that lists contact information.

The district will use existing internal and external communications channels to notify staff, students and families/caregivers about in-person, remote and hybrid school schedules with as much advance notice as possible.

The district will follow its existing engagement and communication protocols with parents/legal guardians regarding the provision of special education services for their child.

In addition, the district will make every effort to ensure that communication to parents/legal guardians is in their preferred language and mode of communication. The current system designates preferred language. The robo call system is primarily sent in English and Spanish. When calling, all stakeholders are told that they can find additional information on our website and social media sites, which are translated into multiple languages utilizing the G-Translate function.

The district is committed to ensuring that all of its students and their families are taught and re-taught new expectations related to all public health policies and protocols, following the CDC suggestion of: communicate, educate, and reinforce. As part of this continuous training, the district will assess the best approach to communicating the information for each students' age group and will provide frequent opportunities for students to review these policies and protocols. This targeted education will help ensure that all students and their families know what is expected of them as they successfully return to the school setting. These training materials will be distributed through our social media and website and will include a combination of printed, video, and through teacher instruction.

These trainings will cover:

- Hand hygiene All students, employees, visitors and vendors will be required to follow guidance set forth by the Centers for Disease Control (CDC) and the Department of Health (DOH) in order to promote proper hand hygiene. Training materials will include video presentation, printed material, signage throughout the building, daily announcements and hands on instruction as needed.

- Proper face covering procedures (how to wear and remove): All students, employees, visitors, and vendors will be required to wear face coverings. Physical signs will be displayed throughout each building as well as at each main entryway. Administrators will inform their faculty/staff about proper protocols. Educators will inform their students via videos and demonstrations. Videos will be pre-selected and distributed to faculty for consistency of messaging.
- Social distancing: Students will be reminded of social distancing guidelines (six feet of separation in all directions) daily through teacher led instruction and signage in the school buildings. Our social distancing protocols will also be available on the district website and displayed in buildings via physical signage. All students, employees, visitors and vendors are required to follow guidance set forth by the CDC, United States Department of Labor's Occupational Safety and Health Administration (OSHA) and the DOH to ensure appropriate social distancing to protect against the transmission of COVID-19.
- Respiratory hygiene: Educators, students, and community members will be educated about proper respiratory hygiene through physical posters, website/social media postings, instructional videos, and demonstrations by educators.
- Identifying symptoms: Educators, families, and students will receive multiple communications instructing them in observing and identifying possible symptoms of illness. Communications will include written information sent home, appropriate physical posters/signage and website/social media postings. Families will be informed on the procedures for identifying symptoms each day, encouraged to take each child's temperature prior to leaving the home, and provided with the proper channels to report symptoms or exposure to a symptomatic person. If a student or educator displays symptoms while at school, they will be sent to the nurse's office for examination. The District will follow any updated protocol or recommended guidance, regarding symptom identification and reporting, as put forth by the CDC and the DOH.

The district will create and deploy signage throughout the district to address public health protections surrounding COVID-19. Signage will address protocols and recommendations in the following areas:

- Proper use of personal protective equipment (PPE)
- Acceptable face coverings and requirements related to their wear
- Hand washing and healthy hygiene practices
- Adherence to social distancing instructions
- Symptoms/prevention of COVID-19

In addition to signage, the district will encourage all students, faculty, staff and visitors through verbal and written communication to adhere to Centers for Disease Control and Prevention (CDC) and DOH guidance regarding the use of PPE through additional means such as information posted on the website with a robo call to inform stakeholders of where to find the information.

The district is committed to creating a learning environment that protects student and staff health, safety and privacy. Our district will operate under a standard procedure for addressing situations in which an individual has tested positive for COVID-19 or appears symptomatic. These procedures are outlined in the Health & Safety section of our reopening plan.

In the event that a student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state's contact tracing protocols as implemented by the local health department. The district will not notify the wider community unless specifically directed to do so by local health officials.

School Closures

The district is preparing for situations in which one or more school buildings may need to close due to a significant number of students or staff testing positive for COVID-19 or a considerable regional increase in COVID-19 cases.

On a daily basis, the absences of students, faculty and staff will be monitored in each school and all other facilities in the school district. Visits to the health services office will be tracked using the district data dashboard. Weekly monitoring sessions between central office administrators and school leaders will offer the opportunity to share behavior patterns unique to the school and an analysis of trend data aligned to early warning signs.

The District COVID 19 Resource Person, the medical director and the Assistant Superintendent for Student Services will establish formal relationships with health officials. In addition, the already existing Interagency Collaboration with Orange County Social Services (OCSS), inclusive of the Commissioner of OCSS and Orange County Superintendents Team will expand their focus to address COVID-19, monitoring, and local hospital capacity.

The district may choose to modify operations in one or more schools prior to closing to help mitigate a rise in cases. The district will consult its *medical director, Dr. Thomas*, when making such decisions.

School building administrators will communicate with each other regularly and, if needed, will work with the district compliance monitoring team to request consideration from the Superintendent to explore closing school if absentee rates impact the ability of the school(s) to operate safely.

Health & Safety

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

The following protocols and procedures will be in place in all district schools, including extended day programs and extracurricular activities for the 2020-21 school year should an in-person schooling resume.

Health checks

The District has developed resources to educate parents/guardians and staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. The resources include the requirement for any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection to not come to school. The Centers for Disease Control and Prevention (CDC) [list of Coronavirus symptoms](#) was used to develop these resources.

The District will implement the following practices to conduct mandated health screening.

The District will utilize a self-created [Google Form](#) Questionnaire on the District's Google Platform that staff, students, and families will be able to access through a QR Code located on the District's website. The form will be available in English and Spanish. The District will limit visitors access to schools in an effort to minimize the spread of infection. All faculty, staff, and, where practicable, visitors, contractors, and vendors, must complete the questionnaire to determine if individuals have:

- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- tested positive through a diagnostic test for COVID-19 in the past 14 days;
- has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
- has traveled internationally or from a state with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#) in the past 14 days.

Students and families will be required to periodically answer the aforementioned questions utilizing the Google Form Questionnaire. In the District's pursuit of equity, every PK-12 student will be provided access to a device (ie: Chromebook or tablet) and free internet access.

The District will require individuals to immediately disclose if and when their responses to any of the aforementioned questions change, such as if they begin to experience symptoms, including during or outside of school hours. During the school day, reports must be shared with the School Nurse immediately. Outside of school hours, parents/guardians must call the Health Office for each school to report such changes.

The Division of Communications and Family and Community Engagement will be creating Back-to-School Bootcamp videos to provide all teachers, staff, students, and parents/guardians training prior to school opening in the new protocols for health screening processes.

At each school in the District, separate entrances and exits will be set up for different groups of students at times that are staggered to facilitate proper social distancing and reduce bi-directional foot traffic using tape and/or signs with arrows to denote spaces of six feet. School monitors and staff will be available at each school to support students in meeting the new health and safety protocols.

All students and staff will be required to participate in temperature screening. With marked areas to adhere to the social distancing requirements of 6 feet of separation in all directions, all students and staff will have their temperature checked by a zero-contact detection system that has the ability to signal abnormal temperature over 100.4 degrees Fahrenheit to minimize the spread of infection and is ADA and HIPPA compliant (ie: [Safecheck](#)).

All students will be treated with respect and dignity. Students whose parents/guardians did not complete the screening will not be singled out. Upon entering the school building and participating in the temperature screening and following social distancing guidelines, all students must wear a face covering and will be directed to their classroom. At that point, teachers will take attendance and cross-reference the list of students that may or may not have completed the questionnaire. The only information that will be recorded is whether the student was cleared or not cleared. At that point, any student that has not completed the questionnaire will be escorted to their grade level administrator or designee to facilitate the completion of the questionnaire in an expeditious manner to promptly return the student back to class.

The District will remind parents/guardians that students may not attend school if they have had a temperature of greater than 100.0°F in the past 14 days, even if a fever-reducing medication was administered and the student no longer has a fever.

School staff will immediately report any illness of students or staff to the School Nurse. Such reports will be made in compliance with FERPA, and Education Law 2-d.

To the extent possible, each school will designate two rooms for school health personnel - one room for healthy students who have injuries or need their medications or nursing treatments, and another room for assessing and caring for ill students and staff. Both rooms will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies. In all rooms, proper social distancing and face covering protocols will be observed; six feet of space in all directions between individuals or use of appropriate physical barriers between individuals that will not adversely affect airflow, heating, cooling, or ventilation, or otherwise present a health or safety risk. Room doors will be kept closed except when entering or leaving the room, and entry and exit should be minimized.

Students and staff who have COVID-19 symptoms when they arrive at school, or become sick during the day will be immediately separated from other students and staff and sent home.

To the extent possible, each school will identify a comfortable room where individuals who become ill can isolate until they are picked up by a parent/guardian.

The District will provide screeners with PPE, which includes at a minimum, an acceptable face covering or mask, and will also include gloves, a gown, and a face shield.

The screeners must wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol, put on a face mask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with employees and students is anticipated.

After each screening or after several screenings, where no physical contact was made with an individual, individuals must remove and discard PPE and wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.

Social distancing, face coverings & PPE

Procedures/Standards for maintaining social distancing of all students, faculty, and staff when on school facilities, grounds and transportation

Proper face coverings must be worn in addition to social distancing at all times.

Students, staff and visitors to our schools will be expected to wear face coverings at all times. Students will be allowed to remove face coverings during meals and must maintain appropriate social distance. Students who are unable to medically tolerate a face covering will require a note from a physician and after consideration by the nurse and medical director, will be provided virtual instruction.

Face coverings will be required in all common areas (e.g., entrances and exits) and when traveling around the school.

Face coverings will be provided to students and staff, if needed, at no cost. Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based coverings and surgical masks that cover both the mouth and nose.

An employee is allowed to wear their own acceptable face covering if they choose. Employees with healthcare provider documentation stating they are not medically able to tolerate face coverings must provide documentation to the Human Resources Department.

The district will instruct students, parents/guardians and staff, contractors and vendors on:

- The proper way to wear face coverings
- Washing hands before putting on and after removing their face covering
- Proper way to discard disposable face coverings

Additional School and District Expectations:

- Schools will stagger bathroom use to facilitate social distancing. Face coverings will be required in restrooms.
- Schools will enforce social distancing rules by using signage, occupied markers, or other methods in all areas of the school, provided by the district.
- The district will demark toilets and sinks “not in use” if six feet of separation is not feasible.
- Schools will reinforce and implement measures to keep at least six feet in all directions between students and staff. The use of appropriate physical barriers between individuals that do not adversely affect air flow, heating, cooling, or ventilation, or otherwise present a health or safety risk will be used only in spaces that classroom instruction does not take place.
- The District will install physical barriers in office spaces such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain 6 feet apart (ie: reception desks).
- Schools will repurpose other large, unused spaces in the school as temporary classrooms (ie: auditorium). These spaces will include 6 feet of social distancing at all times.
- Classroom desks for students, teachers and staff will be positioned 6 feet apart and the placement will be guided by tape on the floor.
- Develop a plan with building administrators to identify and assign all space in buildings to be used for instruction (ie., all classrooms, large active spaces, specials).
- Schools will consider where applicable, classrooms to be set up with desks facing the same direction and 6 feet apart.
- Manage class size to maximize social distancing (12-15 students per cohort).
- Consideration of a playground/recess schedule that ensures social distancing, safe practices, and the requirement of face coverings.
- Establish safe spaces in classrooms and in the buildings for students to take a break, regroup, utilize mindfulness techniques to maintain safety and social distancing protocols.
- Schools will implement well-marked lines on the floor to encourage physical distancing and indicate direction of travel.
- Schools will seek to prohibit sharing of food and beverages. Adequate space should be reserved for students, faculty, and staff to observe social distancing while eating meals.
- Students who have intellectual and developmental disabilities, mental health conditions or other sensory sensitivities, may have challenges wearing a cloth face covering. They should consult with their healthcare provider for advice about wearing cloth face coverings.
- Staff may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the faculty or staff member.
- The District and schools will request that students bring their own face covering, but may not require it and must procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to any student who does not have their own, at no cost to the student.

- Face coverings must be cleaned or replaced after use and cannot be shared. Students and parents/legal guardians must take responsibility for maintaining their face coverings. Parents/guardians will be alerted and trained in the proper care, use and cleaning of face masks to include:
 - When wearing a cloth face covering, it should fit over the nose and mouth, fit snugly but comfortably against the side of the face, and be secured with ties or ear loops. The cloth face covering should allow the wearer to breathe without restriction.
 - Students should avoid touching their eyes, nose, or mouth as well as the inside or outside of the face covering while putting on, wearing, and removing it. When putting on and removing it, they should only touch the ties or ear loops.
 - If storing the cloth face covering for any reason between cleanings, place the used cloth face covering into a container or paper bag labeled with the employee's name.
 - Cloth face coverings should not be shared with others unless they are washed and dried first.
 - Students and adults must wash hands with soap and water for at least 20 seconds before and after putting on, touching, or removing cloth face coverings. If soap and water are not available, they should use a hand sanitizer with at least 60% alcohol.
 - Laundry instructions depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily after each shift) using water and a mild detergent and dried completely in a hot dryer. If a washing machine and dryer are not available, an alternative is to soak the cloth face covering in a diluted bleach (0.1%) solution, rinse, and air dry completely. Hands should be washed before laundering the cloth face coverings.

Infection control strategies

Spaces:

General Office Area

- All offices will be limited to the occupancy whereby social distance (6 feet) can be maintained.
- Where applicable, all offices and small spaces will be limited to one (1) individual at a time.
- In a multiple occupant office, normal load will be reduced to maintain at least 6ft of separation between individuals.
- Additional protective barriers such as polycarbonate screens or strip curtains will be utilized to create a physical separation without hindrance to egress or airflow.
- Workstations will be reconfigured so that employees do not face each other, or establish partitions if facing each other cannot be avoided
- Face coverings must be worn in these multiple use office settings.
- Will consider reducing tasks that require large amounts of people to be in one area
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible
- If in-person meetings are essential, consider limiting meetings to 10 people or less depending on local, state, and federal guidelines.

Conference Rooms

- Will limit in-person meetings (refer to NYS guidance), if virtual meetings are not feasible
- If meetings are to occur in person, they will be conducted in a quick manner
- Social distancing among participants will be required
- Lingering and socializing before and after meetings will be discouraged

Break Rooms and Lunch Rooms

- Breakroom use is discontinued if a minimum of 6 ft. separation cannot be maintained when consuming food or drink.
- Staff are advised to take their lunch and breaks in their private offices or classrooms; in their vehicles or outside at the picnic table throughout the campus.
- Staggered break schedules may be utilized to assist with separation concerns.
- If staff wish to take breaks together they must do such in a large space or outside, where at minimum 6ft. of separation can occur.
- Amenities that are handled with high contact frequency, such as water coolers, coffee makers, and bulk snacks will be replaced with alternatives where possible.
- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate.

Copier Rooms/Areas

- There is to be no congregating in copier rooms/areas
- Cleaning supplies will be provided at copier stations.
- Staff are encouraged to wipe down touch surfaces post and prior use.

Elevators

- One person in an elevator at a time.
- Personnel must wear acceptable face coverings when in common use areas.
- Elevators will be frequently disinfected.

Hallways/Stairwells

- Where feasible hallway traffic may be limited to single flow direction.
- Where single flow is not applicable, bi-direction traffic will be permitted.
- Directional flow will be identified by indications on the floor/stairs
- Adequate distancing will be obtained between all individuals by taped off lanes on the corridor floors/ stair treads.
- All individuals must also allow for adequate space between when traveling in the same direction.

Classrooms

- Students, teachers and support staff will be required to wear a proper face covering at all times.
- Restrict items in the classroom to that of obvious use.
 - Remove any unnecessary furniture.
 - Remove any soft surfaces that are difficult to disinfect such as:
 - Area Rugs
 - Soft fabric chairs

Capacity:

- The district will determine the maximum capacity of each building by setting a class size ratio for each space considering square footage and the unique needs of students and staff
- Alternate spaces for instruction will be considered in a collaboration between the school leader and the Facilities leader
- Schools will use student classrooms or other school locations as temporary lunchrooms to facilitate social distancing. Meals will be served in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students.
- Phases of re-entry will be created with anticipated dates for initiation
- Transitions between phases will be based upon criteria established in a metric
- Class capacity will be determined through a collaborative discussion between school leaders, district leaders and facility leaders; to identify how many students can be assigned to cohort based on square footage and space/classroom availability in each building
- Assign cohorts of students evenly to maintain health and safety protocols required by DOH and SED. Schedule students (A or B). Students will remain in their cohorts during virtual and in person teaching and learning
 - Cohorts in PreK-5 will stay in assigned classrooms (specials and lunch will be provided in classroom); 6-12 will remain in assigned classrooms to the fullest extent possible, with minimal transitions
 - Transportation capacity will be in compliance with DOH and NYSED requirements

Operational Activity:

- The district will implement phases of hybrid models for the delivery of instruction leading up to the full integration of students to in-person instruction. While operating in a hybrid model district level personnel will collaborate with school leaders to consider alternative spaces within the school to be converted into instructional spaces for students.
- Determination of student cohort groupings will include an analysis of student needs and consideration to keep siblings together to the greatest extent possible.
- Supports for students with disabilities, English Language Learners, McKinney Vento eligible students, and medically fragile students are some of the populations that will be a high priority for specialized considerations for delivery of instruction. The district will work with parents and guardians to address the unique needs of other students on a case by case basis.
- The district has currently suspended the facility use policy and therefore, no external agencies will have access to any district facilities.
- Field trips will not be considered for in-person participation. Educators will be encouraged to research virtual field trips to continue to enrich our students with real world experiences.
- The district visitor management system will incorporate screening questions and the responses

will determine whether the individual will be considered for entry into the facility.

Facilities

In order to prevent the spread of COVID-19 infection in the district, facilities operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly. In carrying out projects or tasks supporting infection control, requirements will be met for changes associated with building spaces. Plans for changes or additions to facilities that require review by the Office of Facilities Planning (OFP), will be submitted to comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code.

The function, position and operation of stairs and corridor doors, which have closers with automatic hold opens (and are automatically released by the fire alarm system), will remain unchanged.

The district plans to meet the deadline for submission of Building Condition Survey or Visual Inspections on time. In addition, lead in water sampling will be carried out upon the reopening of school under conditions consistent with when the building is “normally occupied.”

Upon reopening, the district plans to increase ventilation, to the greatest extent possible. Water systems will be flushed in buildings that have been unoccupied.

Building reopening plan and activities:

- As part of the district approved energy proficiency contract, the district has contracted with Johnson Controls to refurbish the unit ventilators in all school and district facilities. This has been accomplished. They are currently installing new electronic controls. The current ventilators will have a 13 micron filter installed. The filters will be changed every 60 days.
- The district does not plan to alter the configuration of classrooms or spaces or introduce temporary and/or movable partitions at this time. The district will be adding clear barriers to desks in office locations to enhance the safety of individuals while also complying with social distancing expectations.
- The district is considering possible offsite locations at The Newburgh Armory Unity Center and Divine Mercy School. These locations will not be used for primary instruction. The space will be used to provide an opportunity for students to engage in remote learning in a centralized location, with adult supervision. Once a final decision has been made, the district will work with the NYSED Office of Facilities Planning (OFP).
- The district is currently discussing the possibility of tents to increase space for child nutrition. In the event the district moves forward, all code compliance expectations will be followed.
- The district is currently planning to use all bathroom facilities in the schools to increase the opportunities for social distancing.
- The district currently has 140 dual purpose, drinking/water bottle units. The district will disconnect the drinking mechanism and only operate the water bottle component.
- The district is currently in compliance with Code required ventilation.
- The district does not propose any changes to the air cleaning equipment.

Ventilation

- Regular monitoring to ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows or doors if they pose a safety or health risk (e.g., falling, triggers asthma etc).
- The District will increase the level of the air filter to MERV 13 or higher on recirculated air. To the extent that our systems allow, air recirculation will be evaluated to ensure that all filtration meets ASHRAE guidelines.
- The District will inspect filters and check that sufficient airflow can be maintained across the filter. The filters and air flow will meet ASHRAE guidelines.
- For asthma-related acute respiratory treatment care using up to date standard of care must include Nebulizer treatments and suctioning as identified by the CDC as aerosol-generating procedures requiring a N-95 mask fitted to the healthcare worker and a shield; Health Facilitator and School Nurses must consult with students' healthcare providers for alternate asthma medication delivery systems; and consult with school maintenance and facilities department for environmental controls.

Management of ill persons, contact tracing and monitoring -

The district requires students, faculty, or staff members who develop COVID-19 symptoms during the school day to report to the nurse's office. If there are several students waiting to see the school nurse, students must wait at least 6 feet apart. The district has designated areas to separate individuals with symptoms of COVID-19 from others until they can go home or to a healthcare facility, depending on severity of illness. One area will be used to treat injuries, provide medications or nursing treatments, and the other area will be used for assessing and caring for ill students and staff. Both areas will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies.

PPE requirements for school health office staff caring for sick individuals includes both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (e.g., goggles or face shield) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, eye protection, and a fit-tested N-95 respirator will be used, if available. If an N-95 respirator is not available, a surgical face mask and face shield will be used.

School health office cleaning will occur after each use of cots, bathrooms, and health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes). Health office equipment will be cleaned following manufacturer's directions.

Disposable items will be used as much as possible (e.g., disposable pillow protectors, disposable thermometers, disposable thermometer sheaths or probes, disposable otoscope specula).

Aerosol Generating Procedures

Respiratory treatments administered by nurses generally result in aerosolization of respiratory secretions. These aerosol generating procedures (AGPs) potentially put healthcare personnel and others at an increased risk for pathogen exposure and infection. The district requires the following PPE to be worn during AGPs: gloves, N-95 or a surgical mask with face shield, eye protection and a gown. PPE will be used when: suctioning, administering nebulizer treatments, or using peak flow meters with students who have respiratory conditions.

Treatments such as nebulized medication treatments and oral or tracheostomy suctioning will be conducted in a room separate from others with nursing personnel wearing appropriate PPE. For nebulizer treatments, if developmentally appropriate and the student has attestation for independent use, the nurse will leave the room and return when the nebulizer treatment is finished.

Cleaning of the room will occur between use and cleaning of the equipment should be done following manufacturer's instructions after each use.

If Students or Staff become Ill with Symptoms of COVID-19 at School

The district requires 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. Students will be supervised in the isolation area while awaiting transport home and will be separated by at least 6 feet. Students will be escorted from the isolation area to their parent/guardian. Students or staff will be referred to a healthcare provider and provided resources on COVID-19 testing.

Return to School after Illness

The district has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

1. Documentation from a health care provider following evaluation
2. Negative COVID-19 diagnostic test result
3. Symptom resolution, or if COVID-19 positive, release from isolation

The district will refer to DOH's ["Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure"](#) regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

The district requires that individuals who were exposed to the COVID-19 virus and have not developed symptoms, complete quarantine before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

COVID-19 Testing

Contact Tracing

The district will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the district.

To assist the local health department with tracing the transmission of COVID-19, the district has developed and maintained a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

The district will assist with contact tracing by:

1. Keeping accurate attendance records of students and staff members
2. Ensuring student schedules are up to date
3. Keeping a log of any visitor which includes date and time, and where in the school they visited
4. Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

School Closures

A closure refers to contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education and/or closing the school. The district will collaborate with the local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

The contingency plan will incorporate the following:

- Schools will close if the regional infection rate rises over 9% after Aug. 1. Schools will close if the 7-day rolling average of the infection rate is above 9%.
- Schools in regions in Phase IV can reopen if the daily infection rate remains below 5 percent using a 14-day average, unless otherwise directed from the Orange County health department.
- If the infection rate rises about 9%, schools must wait until the 14-day average is below 5%
- Once schools open at Phase IV below 5% for a 14-day rolling average, schools can remain open even if the rate continues to rise about 5% until it reaches 9% for the 7-day average.
- School will be notified by: The Orange County Department of Health on the situation.
- The Superintendent will consider closing school if absentee rates impact the ability of the school to operate safely.
- The Superintendent may choose to modify operations prior to closing to help mitigate a rise in cases. If infection rates are rising above 5%; consider modifying school operations for medically vulnerable students and staff if they are participating in in-person activities.

- The district will consult with the medical director and/or the local department of health when making such decisions.
- The Superintendent will determine which operations will be decreased, or ceased and which operations will be conducted remotely; the process to conduct orderly closures will be a collaborative discussion, led by the Superintendent, focusing on data points and alternatives based on the uniqueness of the situation.

Health Hygiene

The district will emphasize healthy hygiene practices for students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the school (e.g., entrances, restrooms, cafeteria, classrooms, administrative offices, auditorium, custodial staff areas) and regular messaging will be shared with the school community. Signage will be used to remind individuals to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of, or exposure to, COVID-19.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

Hand Hygiene

Students and staff must carry out the following hand hygiene practices. Hand Sanitizer dispensers will be installed in accordance with FCNYS 2020 Section 5705.5.

- Wash hands routinely with soap (any kind) and water for at least 20 seconds.
- Dry hands completely after washing. Use paper towels to dry hands if available instead of a hand dryer if they are available.
- If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used.

Hand washing should occur:

- Before and after eating (e.g. snacks and lunch).
- After going to the restroom or after assisting a student with toileting.
- After using a tissue.
- Before and after using shared materials.
- Before and after putting on or taking off face masks.
- After coming in from the outdoors.
- Anytime hands are visibly soiled.

Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, the district will emphasize the importance of respiratory hygiene.

Students and staff must carry out the following respiratory hygiene practices:

- Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately.
- If you don't have a tissue when sneezing or coughing, sneeze into your elbow.
- Wash your hands after sneezing or coughing.
- Face coverings are protective. Wearing a face covering will keep the respiratory droplets and aerosols from being widely dispersed into the air.

Cleaning and disinfecting

The district will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include:

- Bathrooms
- Athletic training rooms, locker rooms
- Health offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/Kitchens
- Computer labs
- Science labs
- Classrooms
- Maintenance offices and work areas
- Bus Garage
- Buses, school vehicles
- Libraries
- Large meeting areas (auditoriums, gymnasiums, music rooms)
- Playgrounds (cleaning only)
- Outdoor seating areas (plastic or metal)

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.

The district will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual's use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.

Vulnerable populations/accommodations

We recognize that some students and staff members are at an increased risk for severe COVID-19 illness, live with a person who is at an increased risk, or simply do not feel comfortable returning to an in-person educational environment. It is our goal that these individuals are able to safely participate in educational activities.

Students who have family members who are in high risk groups may need to attend school remotely. Upon request by the parent/guardian to the principal, the schools will make accommodations to address the needs of these students in the school community.

Persons in these groups should consult with their healthcare provider regarding prevention:

Individuals age 65 or older;

Pregnant individuals;

Individuals with underlying health conditions including, but not limited to:

- chronic lung disease or moderate to severe asthma serious heart conditions
- Immunocompromised
- severe obesity (body mass index [BMI] of 30 or higher)
- diabetes
- chronic kidney disease undergoing dialysis
- liver disease
- sickle cell anemia
- children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety.

Parents/Guardians requesting accommodations should contact their school principal. Faculty and staff requesting an accommodation should contact the Human Resources Office

Medically Fragile Staff

Staff who have health conditions that make them susceptible to serious COVID-19 symptoms/complications must submit medical documentation to the Assistant Superintendent for Human Resources or the Executive Director for Human Resources, which shall be maintained confidentially in accordance with law. Each scenario will be reviewed by the Office of Human Resources, in consultation with the School District Physician, on a case-by-case basis through the interactive process. The interactive process will be used to determine what, if any, reasonable accommodation will permit the individual to perform their essential job functions.

Visitors on campus

No outside visitors or volunteers will be allowed on school campuses, except for the purpose of safety and well-being of students. Parents/guardians will report to the security desk and not be authorized to go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities will be required to complete screening questions and all data will be entered into our visitor management system. All visitors will be required to wear face coverings and will be restricted in their access to our school buildings.

School safety drills

The district will conduct fire (evacuation) drills and lockdown drills as required by education law and regulation and the fire code without exceptions. All Schools will continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. Drills will be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies.

School safety drills with modifications ensuring social distancing between persons. Considerations for plans include:

- Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted. These plans will be included in the Building Level Safety Plans under the drills and exercise section as well as the District Wide Safety Plan. Methods to promote and provide for social distancing during the evacuation drills are ultimately the districts and school's decision and responsibility. Those changes have been included in the Building Level Safety plans.
- Education Law § 807 requires that schools conduct eight (8) evacuation and four (4) lockdown drills each school year. When planning drills, consideration has been given to how a school may modify their drill procedures to minimize risk of spreading infection. Conducting drills is an important part of keeping students and staff safe in an emergency; however, steps have been taken to minimize the risk of spreading infection while conducting drills. As such, it is necessary for schools to conduct drills in the school year using protocols that are different than they are used to.

- Regardless of the modification used when conducting a drill, students should 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.

The school district modifications to evacuation drill protocols include:

- Conducting evacuation drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering by the classroom, minimizes contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose.
- If schools operate with a “hybrid” in-person model, such as one where students attend school alternate school weeks or days to reduce the occupancy of the school building, schools will provide students with online instructional aides in schools emergency procedures, and are participating in drills while they are in attendance in-person.

Modifications to Lockdown Drills include:

- Conduct lockdown drill in classroom settings while maintaining social distance using masks.
- Conduct lockdown drill in classroom without “hiding”/ “sheltering” but a standard overview of how to shelter or hide in the classroom following the District emergency procedures.
- If schools operate with a “hybrid” in-person model, such as one where students attend school alternate school weeks or days to reduce the occupancy of the school building, schools will provide students with online instructional aides in schools emergency procedures, and are participating in drills while they are in attendance in-person.

Child Nutrition

School meals will continue to be available to all students, including those attending school in-person and those learning remotely.

Meals onsite

For students onsite, meals will be provided while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

The district will ensure social distancing between individuals while eating in the school cafeteria. If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students.

The sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited, unless individuals are members of the same household. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

All students will eat both breakfast and lunch in their classrooms. PK-5/K-8: Breakfast in the classroom continues. Bags delivered to the classrooms prior to student arrival. Teachers/Aides provide one meal per student without allowing students to touch and return meals to the bag. Breakfasts will be unitized and sealed. Any unused breakfast meals will be returned to the cafeteria where they will be removed from individual bags and repurposed if applicable. Middle Schools/High Schools: Breakfast cart/carts will be placed in the hallways after students have settled into classrooms. Classes will come out to the cart one at a time maintaining social distance. Number of carts will vary based on the number of students reporting and size of building. All students should receive breakfast within an hour of arrival.

PK-5/K-8: As part of morning routines, teachers will complete an online order form for lunches to be delivered to the classroom. This ordering system will identify allergens so students will not be able to request a meal that contains something they are allergic to. Meals will be delivered to the classroom on/in a cart by cafeteria staff. Meals served will be accounted for by cafeteria staff and bulk entered into the POS system. Middle Schools/High Schools: Meals will be pre-ordered by students as part of homeroom/morning routine. Meals will be either picked up from a hallway kiosk (one classroom at a time maintaining social distance) OR delivered directly to classrooms

All food service personnel will receive training on health and safety protocols (both new and existing) as well as continued PD on sanitation and food handling.

Child Nutrition Program requirements will be maintained. Waivers will be applied for as necessary to allow for offsite feeding and menu modifications if/when necessary.

Meals offsite/remote

Remote meals will be served at drive up locations throughout the district. There will be a minimum of one site in each municipality (GAMS, VG, SMS, MH). We will add 1-2 more locations/times as needed and will have evening hours for pick up at at least 2 locations. Multiple days of meals will be provided at one time. At least one pick up day will align with district "flex" day

Contact will be limited with the public by placing meals in the trunk of the car. No one should get out of the car at the meal pick up location. Multiple days of meals will be provided at one time to limit exposure for staff and the public. Food Service staff to wear PPE and clean/sanitize surfaces throughout service.

Transportation

The district will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and school staff must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated) and should maintain appropriate social distancing to the extent practicable.

The district is in the process of Identifying student needs in order to plan appropriate access to transportation services:

- Surveying parents to see if transportation is needed.
- Encouraging parents to drive students, walk to school to decrease riders on school bus transportation.
- Dividing students into groups A and B as equally as possible.

School Bus Staffing:

- Whenever possible, a bus monitor will be placed on a school bus to take attendance on the bus and make sure students remain distanced with masks on.
- School bus drivers, monitors, attendants and mechanics must wear a face covering along with an optional face shield. Gloves may be worn if they choose to do so.
- Hand sanitizer may not be carried on the bus by any transportation staff.
- 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 COVID-19.
- Transportation providers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses as well as hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.
- Drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.
- Bus drivers, monitors, attendants, mechanics and office staff shall perform a self-health assessment for symptoms of COVID-19 before arriving to work. If personnel are experiencing any of the symptoms of COVID-19 they should notify their employer and seek medical attention.
- Transportation providers will take daily temperature readings of all staff along with a daily screening questionnaire.
- Transportation staff found to have a temperature of 100 degrees or more, signs of illness, and/or a positive response to the questionnaire will be sent directly home.
- Transportation providers will keep employees distanced in their buildings.
- Transportation staff should be encouraged to wash their hands with soap and water before and after AM and PM runs.
- Bus drivers, monitors and attendants will provide periodic reminders to students about the use of personal protective equipment, social distancing, and signs and symptoms of COVID-19.

Bus capacity/ Consistency:

- One student will be assigned per seat on the bus. No student will be assigned to the seat behind the bus driver. Members of the same household may share a seat.
- Students are required to wear a face covering at all times.
- Students who are transported in a mobility device should use seating positions that provide the required social distancing or have NYS-approved sneeze guards installed.
- Extra buses may be required in order to provide the required social distancing between students on the bus.
- All students will be given assigned seats on buses. The first student on the bus goes to the back of the bus in the morning. In the afternoon the first student off the bus sits at the front, the last student off sits at the rear of the bus.
- Attendance will be taken each AM and PM trip.
- Bus passes will be given for emergencies only. Alternate stops must be in place for five days/week and remain consistent.

Students on Transportation:

- All parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school.
- Students must wear a mask on a school bus.
- Students must have social distance (six feet separation) on the bus
- Students who do not have a mask can NOT be denied transportation.
- Students who do not have masks must be provided one by the district.
- Students should be reminded of the bus rules, like, to not eat or drink on the school bus, which would require them to remove their mask.

Bus loading/unloading:

- Students and parents waiting at bus stops must stand at least 6 feet apart. Students will maintain the distance while loading and unloading.
- Schools should unload/load one bus at a time. School staff will ensure students are distanced when students are not on the bus.
- Use multiple school entrances when possible to prevent backup of buses and maintain distance between students.
- Extra time will be needed at bus stops and at schools to load/unload students.
- Schools should consider staggered arrival and departure times to ensure social distancing.
- Schools should reconfigure the loading and unloading locations for students who are transported by bus, car or are pedestrians.
- Since hand sanitizer is not permitted on school buses, schools should consider policy to dispense hand sanitizer when students enter the building or classroom.

School bus requirements:

- School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses.
- 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 must be cleaned/disinfected once a day. High contact spots must be wiped down after the AM and PM run depending upon the disinfection schedule. (For example, some buses might be cleaned between the AM and PM runs while other buses may be cleaned/disinfected after the PM run).
- In the event a passenger on a bus is suspected or confirmed to have COVID-19, that bus will not be used again until it is cleaned and disinfected.
- Wheelchair equipped school buses must configure wheelchair placement to ensure social distancing of 6 feet.

School Bus Considerations:

- School bus companies may choose to install sneeze guards by the driver's seat and in between each seat to protect children and increase capacity. If installed, the sneeze guards must be made of a material approved by the Department of Transportation. Sneeze guards will need to be disinfected every day.
- Sneeze guards may be installed on wheelchair buses between securement stations with the approval of the Department of Transportation.
- When temperatures are above 45 degrees, school buses should transport passengers with roof hatches or windows slightly opened to provide air flow.

Social Emotional Well-Being

We recognize that the social emotional well-being of our students and staff during these challenging times is critically important. The district has made available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction. This has been done by:

- The District's Community Based Interagency Team supporting school staff to address students' psychological and emotional concerns.
- The District expanded the Guidance Advisory Council to discuss and inform social-emotional support and programs provided to scholars.
- The District providing professional development to all school community members on trauma-informed care, resilience, and restorative practices.

Supports for Scholars

Before schools reopen, Back-to-School Bootcamp videos will be developed to learn new health and safety protocols.

- Families will be contacted by school staff to find out if there are concerns about returning to school, to verify contact information, and to determine access to the internet and computers.
- Social-emotional well-being screeners will be developed and administered to students K-12 to determine the level of support services that may be needed upon return to school with parent/guardian consent.
- Within daily schedules, grades PK-12, time will be allocated to focus on social-emotional support.
- Alternatives to discipline will be implemented for students who may have difficulty adjusting to new protocols regarding COVID-19 (ie: face coverings, social distancing, etc.).
- Reengagement Street Teams will be developed to conduct home visits to support scholars that may be struggling with engagement and/or transitioning back to school.
- Public service announcements will be created to inform students and families of the various social-emotional supports available.

Professional Development- Teachers

- [Building Resiliency in Students who have Experienced Trauma for Administration](#)
- [Building Resiliency in Students who have Experienced Trauma for Teachers](#)
- Teacher training on ACES-Self study- Developed by NECSD Social Worker
- [Basic Mental Health Teachers](#)
- [Supporting Grieving Students - Video Training-Coalition of Grieving Students](#) [Prepared PPT](#)

Bi-Weekly Monitoring Conference

Monitoring Team	
Mr. Ed Forgit	Deputy Superintendent
Dr. Pedro Roman	Assistant Superintendent for Student Support Services
Mr. Matt Tindall	Director of School Safety
Mr. Anibal Velez	Executive Director of Operations and Maintenance

School Name:

Date:

Principal:

Confirmed Cases to date:

15 minute Data Discussion:

Weekly Attendance Report:

Student Patterns and Trends

- Individual Student
- School location correlation

Faculty/Staff Patterns and Trends

- Individual Faculty/Staff
- School location correlation

Health Office Visits:

Students and specific concerns

Identifiable patterns and trends

Accommodation Requests

Year to date name and reason

New this week name and reason

Identifiable patterns and trends

Social Distancing and Face Covering

Social Distancing

Compliant

Needs Improvement

Notes:

Face Coverings

Compliant

Needs Improvement

Notes:

Common Area Management

Compliant

Needs Improvement

Notes:

Space Configurations - Identify Changes

Schedules - Recommended Changes

Signage - Confirmation that still prominent

Meals

Social Distancing

Compliant

Needs Improvement

Hygiene

Compliant

Needs Improvement

Face Masks

Compliant

Needs Improvement

Disinfecting

Compliant

Needs Improvement

Notes:

Student Drop-Off and Pick-Up

Responsible Parties should establish designated areas for student drop-off and pick-up, limiting contact and entry of parents/legal guardians into the building, to the greatest extent possible.

Compliant

Needs Improvement

Notes:

Deliveries

Responsible Parties should establish designated areas for pickups and deliveries, limiting contact to the extent possible.

Compliant

Needs Improvement

Notes:

Faculty/Staff Entrances and Exits

To the extent feasible, Responsible Parties should limit on-site interactions (e.g., designating separate ingress or egress for faculty and staff, eliminating bidirectional flow of individuals to the extent practicable).

Compliant

Needs Improvement

Notes:

Shared Objects

Responsible Parties should put in place plans or measures to limit the sharing of objects, such as lockers, cubbies, laptops, notebooks, touchscreens, writing utensils, chalk and dry erase boards, musical instruments, tools, and toys, as well as the touching of shared surfaces, such as conference tables and desks; or require students, faculty, and staff to perform hand hygiene before and after contact.

Compliant

Needs Improvement

Notes:

Hygiene

- Responsible Parties must train all students, faculty, and staff on proper hand and respiratory hygiene, and should provide information to parents and/or legal guardians on ways to reinforce this at home.
- Responsible Parties must provide and maintain hand hygiene stations around the school, as follows:
 - For handwashing: soap, running warm water, and disposable paper towels.
 - For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
 - Make hand sanitizer available throughout common areas. It should be placed in convenient locations, such as at building, classroom, and cafeteria entrances and exits. Touch-free hand sanitizer dispensers should be installed where possible.
 - Responsible Parties should place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.
 - Responsible Parties should remind individuals that alcohol-based hand sanitizers can be flammable and may not be suitable for certain areas in school facilities and on school grounds.
- Responsible Parties should place receptacles around the school for disposal of soiled items, including paper towels and PPE.

Compliant

Needs Improvement

Notes:

Cleaning and Disinfection

- Responsible Parties must conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high-risk areas. Responsible Parties must ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.
 - Responsible Parties should ensure that materials and tools used by employees are regularly cleaned and disinfected using registered disinfectants.
 - Responsible Parties must ensure distancing rules are adhered to by using signage, occupied markers, or other methods to reduce restroom occupancy at any given time, where feasible.

Compliant

Needs Improvement

Notes:

Health Screening and Temperature Checks

- Responsible Parties must implement mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus.
 - Temperature checks should be conducted per U.S. Equal Employment Opportunity Commission or DOH guidelines. Specifically, all individuals must have their temperature checked each day – ideally, at home, prior to departing to school – before entering any school facility. If an individual presents a temperature of greater than 100.0°F, the individual must be denied entry into the facility, or sent directly to a dedicated area prior to being picked up or otherwise sent home.
- Screening for all students, faculty, staff, and, where practicable, visitors, contractors, and vendors, must be completed using a questionnaire that determines whether the individual has:
 - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
 - tested positive through a diagnostic test for COVID-19 in the past 14 days;
 - has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
 - has traveled internationally or from a state with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#) in the past 14 days.

Compliant

Needs Improvement

Notes:

Meals

- Responsible Parties must ensure social distancing between individuals while eating in the school cafeteria. If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students.
 - Responsible Parties must prohibit sharing of food and beverages (e.g., buffet style meals, snacks), unless individuals are members of the same household. Adequate space should be reserved for students, faculty, and staff to observe social distancing while eating meals.

Compliant

Needs Improvement

Notes: