

EDINBURG COMMON SCHOOL

“A Great Place to Grow and Learn”

4 Johnson Road
Edinburg, N.Y. 12134
(518) 863-8412
ecs1@edinburgcs.org

Administrative Office:

Superintendent, Michelle Ellis
Business Manager, Sandy Moore
Data Coordinator, Meaghan Cherry
COVID19 Coordinator, Stacy Ralph

Board of Trustees:

President, Michael Evans
Vice President, Angela Ludwig
Board Member, James Lowerre

Board Approved Updates on 10/12/21

NYS Forward COVID-19 Opening Safety Plan for Edinburg Common School District

All referenced information will be a result of collaboration with the NYS Department of Health (NYSDOH), NYS Department of Education (NYSED), Local BOCES (HFM/WSWHE), and Local Department of Health (Saratoga County Department of Public Health) while using guidances from the Center for Disease Control and Prevention (CDC) and the American Pediatric Association (APA) . Items in this plan are subject to change based on changes in rules and regulations set forth by the above agencies. As guidelines and recommendations change, Edinburg Common School will update the Opening Plan accordingly.

Name of School District: Edinburg Common School District
Address: 4 Johnson Road Edinburg, New York 12134
Contact Information: mellis@edinburgcs.org 518-863-8412
Superintendent of Schools: Michelle Ellis
Human Resources Representative: Sandy Moore 518-863-8412

PEOPLE

Departments currently working in buildings throughout the school district:

- Administration - Michelle Ellis
- Business Manager, Human Resources - Sandy Moore
- Clerical and Office Staff - Meaghan Cherry
- CSE/CPSE Chairperson - Michele Reidell
- Custodial and Maintenance Staff - Nick Visco
- District Nurse - Stacy Ralph
- COVID-19 Coordinator - Stacy Ralph
- Food Service Staff - Constance Breda
- Counselor - Veronica Salvione

- Teachers and Aides
- Technology Services Staff - Thomas Moore
- Transportation Staff - Nick Visco

The district nurse will serve as the district's COVID-19 Coordinator. He/she will work closely with our local health department and will be responsible for daily health screening checks by students and staff. He/she will serve as a central contact for schools, stakeholders, families, staff and other school community members. He/she will ensure the district is in compliance and follow the best practices per state and federal guidelines. The district nurse can be contacted by phone at 518-863-8412 ext. 24.

Opening Goals for the 2021-2022 School Year

Reopen the school district while keeping the Edinburg Common School Community safe by following all guidance and recommendations from Centers for Disease Control and Prevention (CDC), New York State Department of Education (NYSED), New York State Department of Health (DOH), Saratoga County Public Health Department, and governor's orders.

Offering highest quality of education through two models of instruction:

- In-person delivery
- Distance Learning (Should Edinburg Common School close at any point of the school year as ordered by the governor, increased community positivity rates, and/or positive case within a specified classroom)

Continue to provide Social/Emotional support to the Edinburg Common School Community (teachers, staff, families and community members) during the pandemic.

Continue to offer evaluations and services needed to students with needs through Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE) and 504 Accommodations.

Provide nutritional meals through in-house or delivery methods (should the district close).

Continue to adhere to protocols and procedures that keep our teachers, staff, students, and families safe throughout the Edinburg Common School District building and grounds (including buses).

What has Changed . . .

- Social distancing rule to 6ft, to the extent possible
- Masks shall be worn by all
- People with medical or developmental conditions that prevent them from wearing a mask may be exempted from mask requirements, as documented by a medical provider
- When in the classroom and students are 6ft apart, students will be offered "mask breaks" not to exceed longer than 15 minutes.

- People do not need to wear masks when eating, drinking, singing, or playing a wind instrument; when masks are removed for these purposes, **individuals must be spaced six feet apart, to the extent possible**
- Saratoga County Public Health Department has adopted the CDC recommendations for quarantine (Revised 9/1/21 see attached)
- The art and music rooms will be utilized for classes
- Students in the 3-6 learning model will be able to move to different classes with proper cleaning procedures in place in between classes
- Students will be utilizing the cafeteria for breakfast and lunch
- Two lane traffic within the hallways
- Cleaning procedures
- Isolation Room will be used in the space next to Mr. Visco's office
- Teachers and staff will utilize the staff room for planning periods, breaks, breakfast, and lunch
- Open House will be held in person
- Concerts, special events, and luncheons will be held in person according to the local and state guidances for large/small gatherings, to the extent possible
- COVID-19 Testing will be offered and conducted through the Saratoga County Public Health Department on-site should there be an increase in transmission in the community and that testing is required for Edinburg Common School to remain open
- New water bottle filler installed in main drinking fountain for teacher, staff, and student use

What hasn't Changed . . .

- The love for our students, families, teachers, and staff
- To protect our students, families, teachers, and staff not only physically but socially/emotionally
- Dedicated teachers, staff, and administration to teaching our students
- Delivery of high quality instruction
- Differentiated instruction to meet the needs of all learners
- Working with families in need to identify how the district can help during these difficult times
- Ongoing district level planning and implementation of policies and procedures (ex. attendance policies, discipline policies etc.)
- Offering of classes in the arts, physical education, and music
- The need for ongoing support and commitment from families to support their children
- Open lines of communication through various platforms
- Security measures followed for a safe school which include drills that are practiced throughout the school year
- Learning expectations and commitment from our students to be successful in the classroom
- Ongoing support from the Board of Trustees to a safe and healthy school district where we can continue to strive for the best outcomes

- Following social distancing guidelines
- Wearing of face coverings in common areas of the building which include buses (however face coverings can be removed during instructional time while students have enough rooms to social distance from one another, when eating/drinking, during outside learning opportunities i.e. gym class, recess, events etc. and times when social distancing can be followed)
- Daily health survey prior to the arrival to Edinburg Common School for teachers, staff, students, and visitors
- Daily temperature prior to the arrival of Edinburg Common School
- The use of Google Classroom (grades 3-6) and/or SeeSaw (grades PK-2) in daily routines in order to support any closures that may occur
- Drop off and dismissal procedures for students
- Visitor procedures in the building
- Cleaning and disinfecting of rooms, highly handled items, and traveled areas
- Training and professional development to teachers, staff and students to support healthy hand washing and respiratory hygiene
- Signage through the building
- Drinking fountain remains closed, but new water bottle filler installed
- Maximizing of rooms within the building

Communication/Family and Community Engagement

To help inform our Opening Plan, the district has sought federal, state, and local health department guidelines for schools.

The district remains committed to communicating all elements of this opening plan to students, parents and guardians, staff and visitors. The plan is available to all stakeholders via the district website at <http://www.edinburgcs.org/>, and will be updated throughout the school year, as necessary, to respond to local and state circumstances.

As part of its planning for the opening of schools and the new academic year, the district has developed a plan for communicating all necessary information to district staff, students, parents/guardians, visitors and education partners and vendors. The district will use its existing communication channels – including– 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.

District Information to be Shared by the Current Platforms Used

Parents, teachers, staff, students, visitors, and community will have access to all updates and communications through various platforms which include but are not limited to:

- District website www.edinburgcs.org
- Remind

- Edinburg Newsletter (Sacandaga Express)
- Individual mailings to residents/homes
- Emails
- Google Classrooms/Seesaw
- District phone calls to residences and families
- District Facebook
- Signage

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 opening 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 Edinburg Common School for the 2021-22 school year:

Physical Distancing/Face Coverings

To ensure comply with physical distancing requirements and the use of face coverings, the Edinburg Common School District will do the following:

- Ensure 6 ft. distance between teachers, students or staff, to the extent possible
- All individuals must wear acceptable face coverings; excluding students who are unable to medically tolerate a face covering. Those with medical exceptions will be required to have supporting documentation from their medical physician.
- Face coverings can be removed when eating/drinking, singing, playing instruments at 6ft of distance, to the extent possible.
- Face coverings are required in higher traffic areas, when traveling around the school, and on school buses.
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

Measures implemented to ensure safety:

- Ensure adequate Personal Protective Equipment (PPE) is available.
- Any time personnel must wear appropriate face coverings
- Wash hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% ethanol or 70% isopropyl alcohol

Engagement with Visitors:

- Visitors must follow the 6 ft. social distancing mandate and follow regulations for wearing protective equipment to limit the spread of illness while on site
- Limit nonessential visitors to all school buildings, including district offices and transportation facilities
- Hold all parent meetings and other meetings by phone/virtual conferences if possible
- Avoid the use of shared writing utensils and clipboards for sign in

General Office Area

- Reduce tasks requiring large amounts of people to be in one area
- Review floor plans and remove or reconfigure seats, furniture and workstations as needed to preserve recommended physical distancing in accordance with guidelines
- Employees should be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, when possible
- If in-person meetings are essential, consider limiting meetings depending on local, state, and federal guidelines.

Conference Rooms

- Consider limiting in-person meetings (refer to NYS guidance), if virtual meetings are not feasible
- If meetings are to occur in person, they should be conducted in a quick manner
- Practice social distancing among participants

Break Rooms and Lunch Rooms

- Daily cleaning of amenities that are handled with high contact frequency, such as refrigerator handles, faucet handles, coffee makers.
- Stagger lunch breaks to minimize occupancy in break rooms and allow for social distancing.
- Congregating in kitchen areas should be discouraged.

Copier Rooms/Areas

- Congregating in copier rooms/areas should be discouraged.

PLACES

Personal Protective Equipment

To ensure teachers, staff, and students comply with protective equipment requirements, you agree that you will do the following:

- The Edinburg Common School District will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Parents will supply a face covering for their child
- Edinburg Common School District will have a 3 month supply on hand of PPE.
- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
- Touching of shared objects and surfaces is discouraged

- When in contact with shared objects or frequently touched areas, gloves will be provided; employees are encouraged to wash hands before and after contact

School Specific Shared Objects and Frequently Touched Areas

Examples of some frequently touched areas in schools

- Classroom desks and chairs
- Door handles and push plates
- Kitchen and bathroom faucets
- Light switches
- Handles on equipment (e.g., athletic equipment)
- Shared telephones
- Shared desktops
- Computer keyboards and mice
- Bus seats and handrails

Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects

- First, clean the surface or object with soap and water
- Then, disinfect using an EPA-approved disinfectant
- If an EPA-approved disinfectant is unavailable, you can use 1/3 cup of bleach added to 1 gallon of water, or 70% isopropyl alcohol solutions to disinfect

Break Rooms and Lunch Rooms

- Coffee makers
- Shared Small Kitchen Appliances
- Refrigerator Handles
- Provide and require cleaning and disinfectants to wipe down after each use

Copier Rooms/Areas

- Provide and require cleaning and disinfectants to wipe down after use

Restrooms

- Place signs asking employees to wash hands before and after using the restroom
- Provide paper towels in restrooms
- Open top trash can will be provided
- Increase efforts to keep bathrooms clean and properly disinfected

Shared Tools and Equipment – Transportation, Custodial, Buildings and Grounds

- Provide and require cleaning and disinfectants to wipe down after each use

Hygiene and Cleaning

To ensure staff and students comply with hygiene and cleaning requirements, Edinburg Common School District will do the following:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs onsite that document date, time, and scope of cleaning.
- Cleaning logs will be kept in the maintenance closet for personnel to use.
- Provide and maintain hand hygiene stations for personnel, including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% ethanol or 70% isopropyl alcohol for areas where hand washing is not feasible.
- Training will be provided to promote healthy hygiene practices. Training will include, but is not limited to:
 - Proper hand washing techniques
 - Use of hand sanitizer
 - Respiratory etiquette, including covering coughs and sneezes
 - Proper use of face coverings
 - Encourage staff to stay home when sick
- Post signs on how to stop the spread of COVID-19, proper hand washing technique, promote everyday protective measures, and the proper wearing of a face covering
- Conduct regular cleaning and disinfection daily, or more frequently as needed, along with frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas,

Communication

To ensure the business and its employees comply with communication requirements, the Edinburg Common School District will do the following:

- Post signage through the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and parents/guardians with a consistent means to provide updated information. This will be accomplished through:
 - Website
 - Email
 - Social media
 - Remind App
 - Print copy mailings
 - Traditional media outlets
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
- Sign-in logs will be located inside the office window and tracked by the district clerk
- If a worker tests positive for COVID-19, the COVID-19 Coordinator must immediately notify the local health department and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

COVID-19 Testing

School districts will provide information on where a COVID-19 test can be obtained. In the event large-scale testing needs to be conducted at the school according to the community transmission rate, the district administration and COVID-19 Coordinator will coordinate with the Saratoga County Public Health Department. Saratoga County Public Health Department has a contract with Quadrant to perform all state required testing on unvaccinated teachers, staff and students at no cost to the district. Employee and family permissions slips will be required before any testing is done. Quadrant will be on site with their own employees and testing materials. Informational materials (videos and paper copy) will be shared with our employees and staff.

Students and staff that become ill with symptoms of COVID-19 during the school/work day will be sent directly to the dedicated isolation area to await pick-up. Students will be supervised in the isolation room by the school nurse and will be separated by at least 6 feet. Students awaiting transportation will be escorted from the isolation area to their parent/guardian/emergency contact as defined on the emergency contact form. Students and/or staff will be referred to their healthcare provider for further investigation of the symptoms. Students and/or staff will require a medical release statement and negative COVID-19 test in order to return to work/school or documentation of a different diagnosis as per Saratoga County Public Health.

Students/staff who have a fever, will be asked to stay out of school/work for between 24 to 72 hours. Parents will be asked to check with their child's primary care physician to determine if testing is necessary and parents will be asked to have children stay home if they don't feel well or are exhibiting unusual symptoms. Staff will be reminded to stay home if they are feeling unwell or exhibiting unusual symptoms. Some exceptions may need to be made for usual allergy like symptoms, documented history of headaches, etc. Determinations about testing will be made between physicians and/or county health departments. The Edinburg Common School District adheres to the Saratoga County Public Health Department when accepting/referring someone for testing. We ask that all teachers and staff getting tested receive the rapid and pcr, when possible. ECS cannot accept a negative rapid test to return to school/work, but a rapid positive can be accepted. The quicker we can identify a positive staff member, the quicker we can report the close contact list to Saratoga County in order for them to identify a quarantine list.

Quarantine

Edinburg Common School will follow and seek the guidance of the Saratoga County Public Health Department should the district experience a positive student and/or staff member. At this time, the Saratoga County Public Health Department and New York State Department is the only entity that can

assign quarantine; our role is to identify who has been a close contact. The follow quarantine protocols can be found at the link below:

<https://www.saratogacountyny.gov/wp/wp-content/uploads/2021/10/Reduced-Quarantine-Protocol-Symptom-Monitoring-and-Diagnostic-Testing-10082021-FINAL.pdf>

If an employee or student tests positive for COVID-19, the following employees and families will be responsible for notifying state and local health departments

- **Edinburg Common School District school nurse will notify Saratoga County Public Health Department and District Superintendent**
- **Saratoga County Health Department Contact Information**

Saratoga County Public Health Services COVID-19 Hotline **518-885-2276. Monday-Friday, 8am-4pm. Be sure to include this number in your contact list so it is unblocked and does not appear as SPAM.** New York State Department of Health (NYSDOH) Hotline

1-888-364-3065. Available 24/7

Also, the following website from the New York State Department of Health should be accessed to find testing locations closest to you and along with the health assessment.

<https://coronavirus.health.ny.gov/covid-19-testing>

Primary care provider is the first option and goes through the insurance company. A number of Primary care providers can test at their offices. Saratoga Hospital has the capacity to test. TEST sites for Saratoga County residents are found on a spreadsheet at the following link; information will be updated weekly:

https://www.saratogacountyny.gov/wp/wpcontent/uploads/2020/08/County-Testing-Sites_0731-1.pdf

The Saratoga County Health Department will collaborate with the school when there is a concern that diagnostic testing is needed. Diagnostic testing is generally someone who is a high priority or symptomatic. The School District COVID liaison and/or the school nurse will work with the Saratoga County Health Department and/or the district's medical doctor to refer students/staff for required testing and/or follow up with their current physician and/or pediatrician. Individuals who have returned from international travel must follow the guidance and recommendations from local, state and federal agencies.

Saratoga County Public Health and Edinburg Common School District will identify a COVID-19 Coordinator (school nurse) to facilitate conversations about students or staff who have tested positive.

Should the individual who tested positive live in a different county than the county where the school is located, both county health departments should be contacted immediately by the school COVID-19 Coordinator. The School District COVID-19 Coordinator will reach out to the county if there are any concerns.

Upon request, districts will be asked to provide information on the past locations of students and staff who are involved in the contact tracing program, including, but not limited to room locations, who was in the room and information on transportation. Districts will need to maintain adequate records to answer these questions. Should this information be needed, the COVID Command Center of the Saratoga County Health Department's COVID-19 Liaison will contact the District's COVID-19 Coordinator to obtain the needed information in a timely manner.

Building and Grounds Considerations

Other smaller rooms and offices are currently being evaluated for maximum use.

Edinburg Common School District will follow all scheduled building inspections and building condition surveys.

The Edinburg Common School District will allow the use of the playground and fields for Edinburg students during the regular school day from 7:45 AM to 3:00 PM.

Students do not have to wear masks when they are outside on the playground for recess, in gym classes, events, or outside for learning purposes, as per guidelines.

The maintenance staff will perform weekly checks to observe playground conditions.

Daily Health Screening

The district will share 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 100.4°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.

To ensure the school district employees and students will comply with protective equipment requirements, the Edinburg Common School District will do the following:

Implement mandatory health screening assessment before employees and students begin each day and for essential visitors, asking about:

- COVID-19 symptoms in past 14 days,
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - New 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.
 - Positive COVID-19 test in past 14 days, and/or
 - Close contact with confirmed or suspected COVID-19 case in the past 14 days.

Assessment responses must be reviewed every day and such review must be documented. If the answer to any of these are YES, the employee/visitor should not be allowed to enter and should be directed to contact their healthcare professional and county health department.

Daily Health Screening Practices

- **Online survey before entering the building, in person, taking temperature that will be monitored by the school nurse. Paper surveys will be available if the online survey cannot be accessed. All records will be kept confidential.**
- **School nurse will screen students' temperature prior to entering the building.**
- **Screening is done before an employee gets to work or on site.**
- **Answer yes to any of the questions and advise not to go to work/enter the building, without further documentation to support the situation.**

Close Contact with an Infected Person

Employees/students may have been exposed if they are less than 6 feet of a person with COVID-19 for a prolonged period of time (longer than 15 minutes):

- Potentially exposed employees who have symptoms of COVID-19 should quarantine and follow local health department guidance and [CDC recommended steps](#)
- Potentially exposed employees, or a close contact of an infected person who does not have symptoms, should remain at home or in a comparable setting and quarantine for 14 days

All other employees/students should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor/school nurse and stay home.

When a Person Tests Positive:

In most cases, the entire facility will not need to shut down, but do close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible

- During this waiting period, if practicable, open outside doors and windows to increase air circulation in these areas
- The notification of a positive case should come from the local Department of Health. Follow their recommendations for contact tracing, isolation, quarantine and potential closure if different than the above information

Cleaning & Disinfecting

When cleaning and disinfecting, employees should always wear Personal Protective Equipment (PPE) appropriate for the chemicals being used. Additional Personal Protective Equipment (PPE) may be needed based on an area of the building and the product used.

Follow CDC cleaning and disinfection recommendations.

Surfaces must be cleaned prior to disinfection.

Disinfectants must be [products that meet EPA criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and be appropriate for the surface.

Frequently touched surfaces in common areas shall be cleaned and disinfected at least daily. Examples include (but are not limited to):

- Door knobs
- Light switches
- Faucet handles
- Drinking fountains

For frequently touched electronic devices it is recommended that hand sanitizing stations are provided with directions to sanitize hands before and after use of the device. Examples include (but are not limited to):

- Touch screens
- Copier controls
- Tablets

HVAC System

- Building ventilation systems should be evaluated and adjusted to run according to optimal manufacturer recommendations. Please refer to manufacturers specs for more information
- Occupied areas shall be provided with mechanical ventilation of at least 15 cfm per occupant of outside air during periods of occupancy
- Ventilation and air filtering capacity may be increased, within design parameters, as needed.
- Verify that systems can handle changes such as:
 - An increase in MERV filter ratings
 - Switch to HEPA filters
 - Switching operating schedules to meet needs of the space

Water Systems

The building water distribution system and all outlets shall be flushed for at least 10 minutes before buildings are reoccupied. Consider documenting flush times.

Bubblers/Drinking Fountains

Drinking fountains are closed to reduce the spread of the virus. Water filling station has been installed in the summer 2021 and individualized water bottles will be handed out to students and staff.

Face Covering/Mask Break(s)

Schools should consider when and where to schedule face covering/mask break(s) during the day. Social/physical distancing **must** be maintained throughout the break, have 6ft of distance or greater, and less than 15 minutes.

Training

Training topics for all staff and substitutes (but are not limited to)

- Proper hand washing
 - [Hand washing video](#) (1:26)
- Proper cough & sneeze etiquette
- Social Distancing
 - Provide training for faculty/staff on how to address close contact interactions with students as part of every day job tasks
- Operating procedures (various)
 - Entrance into the building
 - Cleaning procedures
 - Sick child pickup
 - Staff who are sick or suspected to be sickness
- Proper cleaning techniques
- Hazard Communication – Right-To-Know
 - Proper use of chemicals
 - No chemicals from home
 - Transfer of hand sanitizer in smaller containers
- Exposure Control Plan – with a focus on Pandemic/COVID-19
- Personal Protective Equipment - PPE
 - Update Hazard Assessment & Personal Protective Equipment (PPE) Selection Worksheet for all identified employees
 - Proper type, use, and size
 - Cleaning and sanitizing of the face covering (if applicable)
 - Provide training for staff and students on wearing, putting on, removing and discarding PPE including in the context of their current and potential duties
 - Use of face coverings (Donning/Doffing) (Cloth vs. Surgical)
 - [Face coverings don/doff video](#) (2:38)
 - <https://www.youtube.com/watch?v=PQxOc13DxvQ>

- Send fact sheets home with students that provide similar education for parents
- Respirator Protection (N95) (required for identified employees per NYS)
 - Inclusive into your existing Respirator Protection Program or can be a separate Respirator Protection Program for medical staff only
 - Training provided for identified personnel only
- Mental Health Training (optional trainings)
 - Crisis identification
 - Mental health and wellbeing
 - Coping techniques
 - Mindfulness and empathy
 - Loss/sicknesses of parents, grandparents, friends, school members etc.
 - Behind on school work/class-work
 - Having to send child back to school
 - Secondary traumas
 - Increased anxiety/stress
 - Increase in abusive tendencies
 - Isolated/Lonely
 - Change in routine
 - Relocation
 - Unemployment situation/job loss
 - News, constant bad news
 - Previous mental health issues worsening
 - Frustration with use/knowledge of remote technology

Available Training Resources

YouTube – CDC Ad Council Videos

- https://youtu.be/Ltl_uasz6to - Protect Yourself
- <https://youtu.be/Dh2dCWk85Zw> - How to Protect Against the Coronavirus

Safe Schools – Utica National

- CDC Hand Washing
- Respiratory Protection
- PPE
- Coronavirus Awareness
- Coronavirus – CDC Guidelines for Making and Wearing Cloth Masks
- Coronavirus – Cleaning and Disinfecting Your Workplace
- Coronavirus – Managing Stress and Anxiety
- Coronavirus – Preparing your Household
- Coronavirus – Transitioning to a Remote Workforce

Emergency Response Protocols & Drills - COVID-19 Adapted (Evacuation Drills & Lockdown Drills)

The district will conduct fire (evacuation) drills and lockdown drills as required by education law and regulation and the fire code without exceptions. Schools must 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.

Emergency Response Protocols:

- Shelter-In-Place
- Hold-In-Place
- Evacuation
- Lockout
- Lockdown

Shelter-In-Place

Identify areas that will be used for the Shelter-in-Place along with areas that cannot be used due to certain types of environmental hazards (i.e.: high winds, tornado, etc.). Shelter-In-Place protocols will be the same with the following changes:

- Provide 6 feet of space between students and staff during the Shelter-In-Place
- Use of face coverings throughout the event may be considered
- If 3 feet between staff and students cannot be achieved, face coverings should be worn at all times during the event
- Plan to have extra face coverings on hand in the event that a person does not have one
- Listen for updates and respond accordingly

Hold-In-Place

Hold-In-Place protocols will be the same the following changes:

- Provide 6 feet of space between students and staff during the Hold-In-Place
- Use of face coverings throughout the event may be considered
- If 6 feet between people cannot be achieved, face coverings should be worn at all times during the event
- Plan to have extra face coverings on hand in the event that a person does not have one
- Listen for updates and respond accordingly

Evacuate

Evacuation protocols will be routinely the same with some minor adjustments:

- Identify areas outside of the building in advance that will allow 6 feet of separation of students and staff. Verify that students and staff will not impede emergency responders
- In effort to get all staff and students out of the building as quickly and efficiently as possible, face coverings should be worn at all times
- Plan to have extra face coverings on hand in the event that a person does not have one
- Identify, in advance, who will be holding the door to get out of the building, therefore reducing the amount of people touching the door hardware when leaving the building. Personnel that will be conducting this task may be assigned to holding the door for one or more classrooms or until confirmation that everyone has vacated the building

- As written in the established protocols, bring all necessary items needed and consider adding the following items: extra face coverings, in the event a face covering becomes unusable and hand sanitizer
- If no extra face coverings are available, instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

Lockout

Lockout protocols will be the same, besides maintaining 6 feet of space between students and staff in the area.

Lockdown

During a Lockdown, there will be a violation of the 6 foot recommendation between people. In order to protect life safety, lockdown protocols will be mostly the same process as they have been conducted in the past.

- Evaluate, in advance, if there is room to social distance without being in the line of sight
- Face coverings should be worn during the event at all times
- Plan to have extra face coverings on hand in the event that a person does not have one
- Instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

Contact Tracing and Disinfection of Contaminated Areas

In the event that a student or staff member is sick or symptomatic, notification to the Saratoga County Public Health Department and any exposed individuals will occur pursuant to the New York State contact tracing protocols as implemented by the local health department. Public health officials assume the task of contract tracing, once notified by the Edinburg Common School District with the help of the district COVID 19 Coordinator, Stacy Ralph - and District Clerk - Meaghan Cherry.

Edinburg Common School District will require (for tracing purposes):

- All visitors (including students, teachers, staff, deliveries etc.) to provide name and phone number on the daily health survey
- Keep all daily health surveys on file
- Continue to log visitors signing in and out daily, which includes date and time, and where in the school they visited
- Keeping accurate attendance records of students, staff and busing
- Ensuring student schedules are up to date
- 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 guidance and direction from the local health department.

Closure Considerations

When a person has been identified (confirmed) or suspected to be COVID-19 positive; the process could include:

- Having school administrators collaborate and coordinate with local health officials to make school closure and large event cancellation decisions
- Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the Local DOH. Establishing a decision-making tree at the district level
- Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue
- Schools might need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
 - Closing off areas used by ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area. If possible, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Do not use the area(s) until cleaning and disinfection has taken place
 - Opening outside doors and windows to increase air circulation in the area.
 - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.
 - Communicating as soon as possible with staff, parents, and students
- Using DOH guidance/procedures for when someone tests positive
 - In consultation with the Local DOH, a school official may consider whether school closure is warranted and period of time (prior to re-opening) based on the risk level within the specific community as determined by the Local DOH
 - In accordance with guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff quarantine
 - Additional close contacts at school outside of a classroom should also quarantine at home
- Keeping in mind that the closing of schools could be a regional decision.
 - 7 metrics - NYS Dashboard
 - Schools will reopen if a region is in Phase IV and the daily infection rate remains below 5% using a 14-day average
 - Schools will close if the regional infection rate is greater than 9% using a 7-day average after August 1, 2020
- Thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response)
- Buildings may consider closing if required cleaning products (bleach and water can be used as a cleaning product) and Personal Protective Equipment (PPE) are not available

Saratoga Health Department anticipates using data from the regional "control room" for this purpose, as well as regular communications with the district. Should a district experience any type of increase in absentee rates or individuals who have tested positive, the district's COVID liaison should contact their county COVID liaison to review the data. Should it be warranted, the Saratoga County Health Department Director will be consulted, and they may consult with the NYSDOH communicable disease bureau; the

Superintendent of Schools will make a determination if the school should be closed and for how long. The ultimate decision to close a program, building or district will be made by the Superintendent of Schools.

Should multiple cases be discovered in an area or school within the district, the district's COVID Coordinator will contact the County COVID liaison and should action be warranted, the County Health Department Director and the Superintendent of Schools will make a determination if a portion of the school, or a particular school shall be closed. Districts/Schools should attempt to shut down an area for 24 hours (if possible) and conduct a thorough cleaning.

The Saratoga County Health Department monitors this information in the regional control room. Should the County Health Department determine that there is a shortage of hospital capacity due to COVID, and if in the determination of the County Health Department that schools need to consider how many students and staff should be allowed on site, the County Health Director will contact the Superintendent of Schools to make a determination if the school district's plan or status should be altered.

Social Emotional Well-Being

At this time the students, staff and families have access to a school counselor, who will be on site four days a week, and guidance counselor every other week as well as a list of outside resources. The school counselor will create a checklist to provide teachers on how to identify students who are in need of support. The staff will be trained on how to identify students and the process to ensure student needs are met.

The staff will also receive professional development on knowledge and skills regarding SEL and trauma-informed practices in order to provide students with a safe and responsive learning environment, be aware of and avoid triggers, and tend to our own emotional wellbeing.

The district is implementing orientation, "Transition Time" for all students as this will allow families to talk with the teachers in small groups and help their child become acclimated to the new expectations and to become familiar with the building again. "Transition Time" will take place the first two days of school and we will receive families by a scheduled appointment only.

Resources:

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

Upon arrival back to schools during the COVID-19 epidemic, both faculty and staff may require mental health services. Mental health services should be made available for both faculty and staff. Lower income families may require more support.

- School Mental Health Professionals should have a list of outside resources for families to use if needed (i.e., family counselors, etc.)
- School Mental Health Professionals should also have a list of resources to use if needed
 - Create a template/letter to disperse to the school community of places to go and contact information for them
- Be prepared to teleconference with parents and students for permission to work with the child/family
- Appropriately use any PPE provided by the district including any barriers/shields between people
- When possible, coordinate schedules to limit the number of people in the room at one time
- When working with outside agencies, ensure all procedures are being followed (i.e., hand washing, social distancing, etc.)

Crisis Response (Virtual)

- Create a protocol for crisis response that can be delivered virtually
- Explore the use of support groups, state and local agencies to assist with this process (Mental Health Association in New York State, Inc. – MHANYS)
- Some employers have Employee Assistance Programs (EAP), determine in advance what services they can provide remotely and in-person

Potential Issues for Mental Health Professionals to Think About

- Crisis identification
- Mental health and wellbeing
- Coping techniques
- Mindfulness and empathy
- Loss/sicknesses of parents, grandparents, friends, school members etc.
- Behind on school work/class-work
- Having to send child back to school
- Secondary traumas
- Increased anxiety/stress
- Increase in abusive tendencies
- Isolated/Lonely
- Change in routine
- Relocation
- Unemployment situation/job loss
- News, constant bad news
- Previous mental health issues worsening
- Frustration with use/knowledge of remote technology

Everyone reacts differently to stressful situations

- Older people and people with chronic diseases who are at higher risk for severe illness from COVID-19

- Children and teens
- People who are helping with the response to COVID-19, like doctors, other health care providers, and first responders
- People who have mental health conditions including problems with substance use

Emotional reactions to coming out of quarantine may include

- Mixed emotions, including relief after quarantine
- Fear and worry about your own health and the health of your loved ones
- Stress from the experience of monitoring yourself or being monitored by others for signs and symptoms of COVID-19
- Sadness, anger, or frustration because friends or loved ones have unfounded fears of contracting the disease from contact with you, even though you have been determined not to be contagious
- Guilt about not being able to perform normal work or parenting duties during quarantine
- Other emotional or mental health changes

Addressing Social-Emotional Health

- Establish/sustain a culture that supports and emphasizes mental health services available for faculty, staff, students and families
- Explore the use of Restorative Practices (use of healing/restorative circles for both staff and students)
- Assist in adequate training for staff/faculty as requested to assist them in understanding:
 - Social Emotional Learning (SEL) competencies; self-awareness, self-management, social awareness, relationship skills, and responsible decision-making
 - The warning signs for quarantine related mental health needs
 - How to access crisis support and other mental health services

What Mental Health Professionals can do in schools

- Educate staff, parents, and students on symptoms of mental health needs and how to obtain assistance
- Promote social emotional learning competency and build resilience
- Help ensure a positive, safe school environment
- Teach and reinforce positive behaviors and decision-making
- Encourage helping others
- Encourage good physical health
- Help ensure access to school-based mental health supports; facilitate the expansion of school-based mental health supports
- Ensure effective Social Emotional Learning (SEL) Programs Prek-6. Efforts to care for the emotional well-being of children and families can extend beyond the classroom and into the entire school. School-based SEL programs can focus on promoting mental wellness, preventing mental health problems, and providing treatment. These programs can also benefit educators within the schools

School Activities/Extracurriculars

At this time, all after school activities i.e. Homework Club, extracurricular activities, enrichment programs and clubs, after-school child care etc. will be offered under the same guidelines from state and local health departments as the regular school day offers. Concerts and district events that create a large gathering of people will be scheduled as per guidance from state and local health departments.

Childcare

Edinburg Common School District is preparing to start an after school program through the Healthy Kids Program. Policies regarding before and aftercare programs include social distancing, PPE usage, cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Protocols on how to maintain cohorts, if applicable, or group members of the same household will be considered.

Child Nutrition

The school will provide meals to students who are enrolled in the district. Should the district be closed due to COVID-19, meals would be arranged for parent pick-up or delivery. Students that are in a mandatory quarantine would not receive delivered meals, but would be referred to the backpack program and/or local food pantry if needed. Our families would be supported and would have access to healthy nutrition. The district will follow all health and safety guidelines. For the 2021-2022 school year, all meals (breakfast and lunch) are offered to all students free of charge.

All food service staff and cafeteria aides will be trained on the new policies and procedures such as but not limited to, health screening checks, hand hygiene, disinfecting guidelines, social distancing requirements, students with food allergies

We have identified classrooms in which students and/or teachers have food allergies and will make appropriate accommodations to the menu to ensure student safety. The teacher, students and parents will be made aware of the allergy and what products that are not permitted in the classroom.

Students will be directed by their teachers to wash their hands before breakfast or lunch. Students will be directed by staff to wash their hands after meals, after using the restroom, and coughing or sneezing.

If the mode of instruction is through distance learning and the district is closed to in-person learning, the school has a plan and procedures for remote services for students to have access to food. The families will be notified of how to access breakfast and lunch. We have plans in place to deliver meals off-site to families.

The district communicates with parents through multiple modes and if needed in the parents preferred language.

Attendance and Chronic Absenteeism

The district will continue to report attendance in accordance with the state guidelines, regardless of the delivery method or model of instruction.

While on a remote schedule, teachers will use SchoolTool or any other approved student management system to report student engagement and attendance. In addition, teachers can utilize Google classroom or Seesaw and any other District approved online platform.

Technology and Connectivity

The Edinburg Common School District will use the prior data from the Spring 2020 survey to plan for technology and connectivity needs. At this time, the district has enough technology devices for students to be supplied with, if needed. A new survey will gather data on high-speed internet needs of each family. All teachers will have laptops to use at school and home for instruction. There will be a focus on identifying prekindergarten, kindergarten and new students that arrive to the district to gather information on internet access. All teachers will be surveyed about their internet connections. At this time, all staff have access to the internet.

Teachers and administrators are being provided with professional development to enhance distance learning, understand the Do's and Don'ts of distance learning and how to build positive relationships with students through this instructional mode. At this time, the district has one technology specialist and one administrator that will assist staff, students, and parents.

Students will be given explicit instruction on how to effectively use technology in-person or remotely. A majority of our students are already familiar with the devices and will need refresher training on how to appropriately use the device.

Communication with staff is frequent to see what resources or training they need to use technology effectively in-person or remotely.

Teaching and Learning

The school calendar typically includes one or more Superintendent Conferences Days before students arrive at school. Professional development will be offered to new and returning staff during those times.

As we enter the new school year, teachers will be encouraged to spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette at developmentally appropriate levels.

When a remote learning model is necessary due to a district closure, certain groups of students will be prioritized for in-person learning to the greatest extent possible. This includes, but is not limited to, special education students, English language learners, academically struggling students, and students with technology or connectivity needs.

Assessing student learning gaps or areas of need will be critical. Formative assessment before a unit of instruction to assess student understanding of pre-requisite skills will be common practice.

Acknowledging that the typical content in a given grade level or course may need to be adjusted, content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students' success in future study.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content.

For information relating to teaching and learning in BOCES special education and Career and Technical Education programs, please see the BOCES website at <https://www.hfmboces.org/>

School Schedules

Edinburg Common School District will reopen with in-person instruction Monday through Friday 7:45 am to 2:45 pm.

Distance Learning/Hybrid Instruction

Given the possibility that communities may experience spikes in COVID-19 cases at any point during the school year, which may prompt short or long-term school closures, our district has developed a distance/blended learning model and schedule that can continue as is in a fully remote environment. Fully remote learning will only be utilized should the Edinburg Common School District be ordered to close.

Should Edinburg Common School District be determined to be closed by state and/or local agencies, families will have already been contacted to identify their household technology and wifi needs. The district would then deliver those needs to the family home for the student to use, along with a technology agreement usage form to continue educating our students fully during the remote learning times.

Instruction will not only focus on “core” subject areas to the exclusion of elective courses. Consideration has been given to prioritizing hands-on and lab-based activities while students are onsite in the school building. All instruction will continue to be aligned to the New York State Learning Standards.

As noted previously, student schedules will remain the same whether instruction is in person or remote so that students do not encounter conflicts wherein synchronous lessons for different subjects are offered simultaneously. Students will report online for their regular scheduled lessons at 8:00 am and follow a schedule as designed by the classroom teacher.

Remote learning opportunities for students will include a greater emphasis on synchronous instruction, with teachers finding ways to provide live instruction and lessons to students. While recording of live lessons is still essential for students unable to attend at a scheduled time, teachers will ensure that their students are directly engaged with them and their class peers in experiential learning on a regular basis. Teachers will be providing Distance Learning from the physical classroom in order to utilize classroom and learning resources and materials.

To ensure high-quality remote learning experiences, we will standardize the use of two online learning platforms, to the extent possible, and develop a common, coordinated set of guidelines for teachers to follow when using the platform with students. Students in grades PK-2 will use SeeSaw and students in grades 3-6 will use Google Classroom.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students’ mastery of course content. District report cards that have been used in the past will be utilized in a trimester session.

District attendance policies will be followed and students will be accounted for should the district have to close and offer Distance Learning. Students will be tracked by the amount of participation on the identified platforms, class work that is completed and uploaded, and interactions between the student and teacher. Students that do not participate in Distance Learning will not be given passing grades and therefore will not be recommended to the next grade level. Child Protective Services will also be notified as it pertains to educational neglect. Edinburg Common School will make every effort to contact the parents and student/s that are not responding to Distance Learning platforms to better understand their family needs and dynamics.

Students should have a place within the home designated for Distance Learning that promotes minimal distractions to the learner.

Students that receive Response to Intervention services, 504, IEP, and/or related services such as PT, OT, or speech will continue to receive services virtually to meet requirements.

Special Education

Edinburg Common School District, regardless of the mode of instruction, will ensure that students will continue to have free appropriate public education. The district will continue to follow the NYSED Special

Education laws regarding children with disabilities. The systems in place will continue to document programming, services, and communicate with parents their child's progress. The IEP's will be implemented as per NYSED Special Education guidelines. The district will continue to be in contact with parents through their preferred mode of communication.

The district will collaborate with the appropriate committees of CSE and CPSE to ensure that programming needs are met, goals are being progressed, and students are receiving any related service. The district will conduct evaluations in-person or remotely given the guidance from NYSED, DOH, and the Governor's orders at the time of the referral. If meetings need to occur, it will be up to the parent on the preferred method of meeting: phone, virtual meeting, in-person with social distancing guidelines in place.

The district will adhere to the IEP's accommodations, modifications, supplementary aids, services, and technology (including assistive technology) set forth within the document to meet each student's needs.

Bilingual Education and World Languages

At this time, Edinburg Common School does not have any students that have been identified as an English Language Learner. If the need should occur, Edinburg Common School District would contract with our Regional BOCES for a shared service provider/providers. The school district will abide by the identification process, provide required Units of Study, and provide communication in the parents/guardians preferred language and mode of communication.

Teacher and Principal Evaluation System

All teachers and principals will continue to be evaluated pursuant to the district's approved APPR plan.

Certification, Incidental Teaching and Substitute Teaching

All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or education law.

Transportation

At Edinburg Common School District, we will continue to follow all federal, state, local, and DOT regulations and guidance for transporting our students to and from home and school. Updates are subject to change accordingly. Edinburg Common School District will continue the following (unless guidance changes):

- Seating is not limited on any one bus
- When possible, try to mitigate by distancing and opening of windows (However this can be done on a case by case basis)
- If possible, ask parents to drive students to school (which will limit exposure to the children)
- Masks are mandatory on all buses (federal order for transportation)
- Develop seating charts
- Drivers will have designated runs
- Continue to clean and disinfect buses in between runs

The transportation supervisor has created a checklist of what needs to be cleaned, including high contact areas, on each bus after every use. The bus drivers will be trained on the expectations of disinfecting and what can be allowed on their buses as far as equipment or materials. The guidance is that hand sanitizer is **not permissible** on school buses.

School bus drivers will be provided gloves and masks. School buses will be equipped with masks for students who may not have one and will not deny transportation for any student with a disability that cannot wear a mask. The bus drivers will be trained on proper handwashing, proper wearing of masks, social distancing guidelines, and how to take PPE equipment on and off, and the signs and symptoms of COVID-19. They will also be trained if they are in contact with students that they must wear gloves.

The transportation garage is equipped with all necessary equipment for employee access: masks, gloves, PPE shields, and hand sanitizer. The bus drivers will adhere to the district's health and safety checklists to ensure that they are safe to enter the building.

Designated AM/PM runs will be established for drivers to minimize students and/or drivers using different buses with different students. Attendance will be taken for both Edinburg Common School District and Northville Central School District Students.

Students will be trained on the guidelines they must follow while riding the bus, such as masks. The district will follow and provide transportation regardless of the home district's instructional plan to all students whose IEP's have them placed in outside programming.

Note - The following recommendations are subject to change and are not meant to supersede any regulatory agency.

Key References

- http://www.edinburgcs.org/uploads/8/6/3/2/8632029/tracing_charts_9.1.21.pdf
- NYSDOH Guidance for classroom instruction in P-12 schools
<https://coronavirus.health.ny.gov/system/files/documents/2021/09/school-guidance.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/student-becomes-sick-diagnosis-flowchart.html>
- <https://covid.cdc.gov/covid-data-tracker/#county-view>
- https://www.ed.gov/news/press-releases/new-guidance-reaffirms-importance-full-implementation-individuals-disabilities-education-act-amidst-covid-19-pandemic?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=