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

Board of Trustees:
President, Michael Evans
Vice President, Angela Ludwig
Board Member, James Lowerre

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as of July 31, 2020

NYS Forward COVID-19 Reopening Safety Plan
Edinburg Common School District

All referenced information will be a result of collaboration with the NYS Department of Health (DOH), NYS Department of Education (NYSED), Local BOCES, and school stakeholders and department heads. Items in this plan are subject to change based on changes in rules and regulations set forth by the above agencies.

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 Edinburg Common School District for the 2020-21 school year, following the building closure related to the COVID-19 pandemic. This plan includes procedures that will be followed in the district.

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.

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 and stakeholders, families, staff and other school community members and will ensure the district is in compliance and following the best practices per state and federal guidelines. The district nurse can be contacted by phone at 518-863-8412.

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 and Contact Information, if applicable: Sandy Moore 518-863-8412

PEOPLE
Departments currently working in buildings throughout the school district:

- Administration - Michelle Ellis, Sandy Moore
- Clerical and Office Staff - Meaghan Cherry
- Custodial and Maintenance Staff - Michael Sherman
- District Nurse - TBD
- COVID-19 Coordinator - District Nurse
- Food Service Staff - Constance Breda
- Counselor - Veronica Salvione
- Teachers and Aides
- Technology Services Staff - Thomas Moore
- Transportation Staff - Michael Sherman

Reopening Goals for the 2020-2021 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 three models of instruction:

- In-person delivery
- Hybrid
- Distance Learning (Should Edinburg Common School re-close at any point of the school year as ordered by the governor)

Provide Social/Emotional support to the Edinburg Common School Community (teachers, staff, families and community members) to ensure a healthy transition of reopening and/or closures

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 method (should the district close)

Increasing cleaning 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 . . .

- 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, and times when social distancing can be followed
- Daily health questionnaire 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 an isolation room that differs from nurses office in the event of sickness relating to COVID-19 during the work/school day with specific cleaning procedures
- 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
- Increased cleaning and disinfecting of rooms, highly handled items, and traveled areas
- Increased training and professional development to teachers, staff and students to support healthy hand washing and respiratory hygiene
- One way hallways
- Signage throughout the building
- Moving of classroom furniture to maximize student and teacher space
- Maximizing of rooms within the building
- Limit the movement of students from classroom to classroom (ex. art classes, guided reading groups etc.)

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

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, virtual forums/meetings and one-on-one conversations.

The district remains committed to communicating all elements of this reopening 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 circumstances.

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 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
- 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 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 for the 2020-21 school year should in-person schooling resume.

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, unless safety or core function of the work activity requires a shorter distance. Any time teachers, students, or staff are less than 6 ft. apart from one another, they must wear acceptable face coverings.
- 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 receiving instruction in which students are 6ft. in distance away from one another in the classroom and when eating/drinking.
- Face coverings are required in common areas, when traveling around the school and on school buses.
- Ensuring that a distance of 12 ft. in all directions is maintained between individuals participating in activities that require projecting the voice (e.g., singing, playing an instrument, or aerobic activity.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If an area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations, reception areas)
- 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 are less than 6 ft. apart from one another, 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-foot 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
- Do not allow outside vendors that are not deemed essential
- Hold all parent meetings and other meetings by phone/virtual conferences if possible
- Cancel all public use of school facilities
- Avoid the use of shared writing utensils and clipboards for sign in
- Limit reception seating to one chair

General Office Area

- Establish additional shifts to reduce the number of employees in the worksite at one time
- Stagger shift start and end times greater than normal when possible (while still ensuring safe operations), to eliminate employees from congregating during the shift change-over, and from overcrowding at entrances and exits
- Reduce tasks requiring large amounts of people to be in one area
- Encourage staff not to linger or socialize in common areas
- 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, whenever 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
- Lingering and socializing before and after meetings should be discouraged

Break Rooms and Lunch Rooms

- Daily cleaning of amenities that are handled with high contact frequency, such refrigerator handle, faucet handles, coffee makers.

- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate.
- 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.
- Training will be provided to all staff and families on the proper use of face coverings including:
    - How to Wear Face Covering Appropriately
    - How to Put on/Remove Face Covering
    - How to Properly Remove a Face Covering
    - Proper Care of Face Coverings
- 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 each 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 throughout 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
    - Print copy mailings
    - Voice and/or video messaging
    - 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 outside the office window
- If a worker tests positive for COVID-19, the school district must immediately notify state and local health departments 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.

If a worker tests positive for COVID-19, the following employees 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

Building Considerations

Edinburg Common School District has evaluated areas within the building that are going to be repurposed to increase health and safety measures to protect our students, teachers, and staff. As of July 31, 2020, the previous room used as the staff room will be known as the isolation room for anyone that suddenly becomes ill with symptoms that have been identified relating to COVID-19 during the

work/school day. As guided, the isolation room needed to be a different room from the nurse's office that would normally treat minor symptoms that are NOT identified symptoms relating to COVID-19. All staffing materials, furniture, copier, major appliances, and small appliances have been removed from the area and replaced with medical needs for patients in need. The room is highly ventilated and has a personal bathroom. There are also specific cleaning guidance and protocols in place for the disinfecting of the isolation room should it be used.

Given the size of our student cafeteria and the guidance that students will have to practice social distancing in order to remove masks to eat/drink, our student cafeteria could only accommodate 13 students for breakfast/lunch at one time. That being said, students will be eating breakfast and lunch in their classrooms and/or outside if weather permits. Breakfast will be a "grab and go" while entering the building in the morning and lunch will be delivered to the classrooms. Cleaning procedures and policies are being evaluated once meals are done and students have left the classrooms to disinfect from breakfast/lunch. One half of the room previously identified as the students cafeteria will be repurposed as the new staff room. This will not only allow a place for teachers and staff a place for meals, but will also house their copier and appliances, large and small, while giving them room to practice social distancing.

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.

Daily Health Screening

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.

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.
- Travel within the states as listed by New York (List will be updated accordingly).

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.**
- **Edinburg Common School is currently assessing the transportation needs in order to evaluate the possibility of providing an extra trained individual to take daily temperatures prior to stepping on the bus.**
- ***Screening be 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.**

General Practices

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

Edinburg Common School District following steps to protect themselves at work/school:

- Follow the policies and procedures of the employer related to illness, cleaning and disinfecting, work meetings and travel
- Stay home if sick, except to get medical care
- To the extent possible, avoid touching high-touch surfaces
- Avoid handshaking, fist bumps, high fives, etc.
- Minimize handling/sharing cash, credit cards, and mobile or electronic devices when possible

Maintain social/physical distancing

- Practice social/physical distancing at all times but especially while on district premises
- Do not congregate a lot of people in an area (refer to NYS guidelines for this)
- Keep six (6) feet away from other persons and do not go near anyone with respiratory symptoms of cough, fever, difficulty breathing, or other flu-like illness. Areas/actions to consider include:
    - Standing in line (screening, bathrooms, break/lunch rooms, serving areas)

    - Room occupancies. Establish a percentage of people that will occupy each area of the building. Post occupancy limits in a conspicuous location. The purpose is to limit the number of people in an area and to maintain at least 36 square feet (SF) per person
    - Hallways that cannot be designated as *one way* shall have lengthwise floor tape applied. This tape should illustrate two-way directional traffic as done with roadways. People shall travel with their right shoulder close to the wall. People should be trained not to touch the wall while walking down the hallway
    - Large group activities will be evaluated. If social/physical distancing is not possible, activities such as: trainings, meetings, plays, sporting events and concerts, shall be cancelled or postponed
- Installation of Barriers:
    - If staff must have person to person contact with other staff members, then follow these precautions - If contact is expected then both persons should:
        - Wear a face covering/mask
        - Wash hands or use hand sanitizer before and after contact
        - People working with special needs persons should wear a face covering/mask and wash hands regularly when unexpected contact may occur
- Protocols for entrance (screening), and the review process for staff calling in sick. Constant reminders for staff to stay home if they feel sick
- Encourage and implement social distancing in bathrooms, break rooms, hallways, etc. Installing social distancing markers on the floors, etc.
- Practice proper hand hygiene. Staff is allowed to use hand sanitizer but hand washing with soap and water for at least 20 seconds is still more effective. Hand sanitizer works best on clean hands
- Encourage and practice proper respiratory etiquette (i.e. coughing or sneezing into your elbow if a tissue is not available)
    - Encouraging personal responsibility for yourself and your work area;
    - Educating the school community on district policies/procedures including how to properly wear and dispose of a face mask/respirator

Clearly communicate to the school community the various measures that have been taken to keep occupants safe:

- What's been done to protect the health and safety of all building occupants. This communication will need to include a list or table of changes from March to Now ("New Normal"). (Entry procedures, screening, etc.) New processes and expectations going forward: frequent hand washing, good cough/sneeze etiquette, proper wearing of face coverings, social/physical distancing, areas that are open and areas that have been closed off, etc.
- Communication should also be provided for what hasn't changed, like security practices, staff expectations, learning goals, etc.

Cleaning and Disinfection School Facilities, Equipment and Grounds

- Initiatives taken by the district to clean/disinfect the school (consistently)
    - Providing staff with a list of chemicals that will be used district-wide
    - Re-enforcing to use only district approved chemicals

- Establishing and communicating any changes to building cleaning schedules (i.e. daily routine, disinfection of common high touch surfaces). High touch surfaces could include (not an all-inclusive list):
    - Door knobs
    - Light switches
    - Faucet handles
    - Drinking fountains
    - Touch screens/phones/tablets
    - Copier controls

Mental Health Resources

- Provide a list and contact information for what mental health supports will be in place for staff who need social-emotional assistance when returning to work:
    - District/BOCES staff
    - Employee Assistance Program
    - County resources

Personal Property

- Establish policies/procedures for personal property being brought to school (e.g., refillable water bottles, school supplies, cell phones, books, instruments, etc.). Personal items not required for school should be left at home (i.e.., toys, playing cards, sports equipment, personal headphones, etc.). Personal items should be labeled prior to entering the school building and kept in a separate bag or area specifically for personal items from home.

Training

- Provide all required trainings in addition to COVID-19 specific trainings
- Provide training on hand washing
- Provide training for staff on appropriate use of wearing, sizing, removing and disposing of PPE
- Confirm that subs are willing to work and that they are trained, in advance, on new policies/procedures and protocols
- Provide training for staff on how to address close contact interactions as part of every day job tasks

Entry Points into the Building:

- Eliminate pen and paper sign-in/sign-out sheets. Have hand sanitizer available if signing children in or out on an electronic device. Consider having a single staff member responsible for signing students in and out (e.g., school monitor, secretary)
- If possible, install hand sanitizer dispensers near entry doors and other high-traffic areas. Follow current hand sanitizer use in school regulations for children
- Consider Student/Visitor Screening (if possible). Individuals who have a fever of 100.0°F or above or other signs of illness should not be admitted to a district building

Temperature Readings

Refer to NYSDOH guidelines for specific guidelines. 100.0^{o}F per the CDC, the local health department may have more restricted thresholds, such as 100.0^{o}F. Local decisions should be made to identify what temperature threshold can be met to admit staff/visitors/students into the building.

Screening Log Example (if applicable):
Screener Name: _____
Job title: _____
Reviewed by: _____
Date of Review: _____

Name (Employee ID)	Date	Screening Questions Answered? (Y/N)	Allow access into building? (Y/N)

When at all possible, please follow existing policy for returning to work.
If an employee' body temperature is at or above 100.0^{o}F (or more restrictive temperature cut off - local decision), the employee must be sent home immediately and the following completed:

- Date the employee was sent home: _____
- Are visible signs of respiratory illness present? _____ Yes _____ No

The employee may return to work earlier if a Healthcare Provider/Public Health confirms the cause of the employees' fever or other symptoms is not COVID-19 and provides appropriate documentation for the employee to return to work (refer to NYSDOH *Interim guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure* for more information.

Positive/Suspect Cases of COVID-19
Understand that no one with symptoms associated with COVID-19 should be present at the workplace/school. Employees should inform their supervisor, prior to coming to the workplace.

Please follow NYSDOH and Local DOH guidance.

This **may** include:

- Information should be provided to the employee/student if they are sent home
    - Healthcare locations and testing resources
- Notification to Local DOH of where contact may have occurred between people
- Local DOH will want to know where positive cases are located (different county communication)

Close Contact with an Infected Person

Employees/students may have been exposed if they are within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time (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 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

Consider closing off bubblers/drinking fountains to reduce the spread of the virus. If you close off bubblers/drinking fountains, water must be made available for building occupants.

Consider the installation of a hydration station that comes equipped with a bottle filler.

Consider the following, if bottle filling stations are available:

- Providing sport bottles with the student and staff name on them to discourage sharing of water bottles
- Provide paper cups and an open garbage can for waste

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.

Hallways

- Consider the following for hallways:
    - Place directional movement (signage)
        - Walk on the right side with your right shoulder toward the wall.
        - Where lines may form place floor markings every 6 feet.

Break rooms:

- Temporarily remove amenities that are handled with high contact frequency, such as water coolers, coffee makers, toasters, refrigerators, and bulk snacks and replace them with alternatives
- Use of these items by multiple people should be discouraged. If they must be used then each person should wipe the touch surfaces with disinfectant wipes or use a cleaning spray to wipe them off, before and after use
- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate
- Stagger lunch breaks to minimize occupancy in break rooms and allow for social distancing
- Congregating in kitchen areas should be discouraged
- Seating and tables should promote social distancing
- Postings and reminders must be placed in these areas
- Cleaning and/or disinfecting supplies must be supplied in these areas

Training

NYS requires employers to train all personnel on new protocols and to frequently communicate safety guidelines. Train all personnel on the precautions listed below either remotely or in person. Use appropriate social distancing and require face coverings for all participants if training is conducted in person. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

- Proper hand hygiene. Promote frequent and thorough hand washing by providing employees, the school community, and visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% ethanol or 70% isopropyl alcohol. Provide training on proper handwashing and hand sanitizer use
- Prevention of disease spread by staying home when they are sick
- Proper respiratory etiquette, including covering coughs and sneezes
- Train employees to not use communal objects. If communal objects must be used provide information on proper disinfection procedures between use. Examples of communal objects include (but are not limited to): other workers' phones, desks, offices, computers or other devices, other work tools and equipment
- Provide workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (i.e., cough etiquette and care of PPE)

Training for Screeners

Screeners should be trained by employer identified individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate employer-provided PPE, including, at a minimum, a face covering.

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)

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. 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.

The 2020-2021 school year may include hybrid models of the traditional school day. Emergency response drills, including evacuation and lockdown drills, may be spread across the different student populations dependent on the day each population is present the day the drills are scheduled.

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 6 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

Public Health Officials assume the task of contract tracing, once notified.

To ensure the school district and its employees comply with contact tracing and disinfection requirements, the Edinburg Common School District will do the following:

- Have a plan for cleaning, disinfection, and notifying Public Health in the event of a positive case.

In the case of an employee testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting your building or facility if someone is sick:
https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

- Close off areas used by the person who is sick
- School districts do not necessarily need to close operations, if they can close off affected areas
- Open outside doors and windows to increase air circulation in the area
- Wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and copier machines
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use
- Workers without close contact with the person who is sick can return to work immediately after disinfection
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary
- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment
- **Cleaning and disinfection products. Disinfectants must be on the New York State Registered Disinfectants Based on EPA List: http://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf**

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

Social Emotional Well-Being

At this time the students, staff and families have access to a school counselor, who will be on sight 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, only virtual field trips or events will be permitted. There will not be any after school activities at this time. If it is deemed necessary, the district will look into virtual tutoring for students who require extra assistance. This will follow the district's previous plan of “Homework Club” for students in need of extra math and ELA assistance in past years. Concerts and district events that create a large gathering of people will not be scheduled/planned as per guidance from state and local health departments.

Childcare

As of July 31, 2020, 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 in how to maintain cohorts, if applicable, or group members of the same household will be considered. The district is currently re-evaluating if the program will start for the 2020-2021 school year or be re-evaluated for the 2021-2022 school year.

Please follow the link below for details from the Healthy Kids Program and the Office of Children and Family Services:
https://drive.google.com/file/d/1bbLllRDFBPJBbR5Ogkb2SQVHkUKuR2cM/view?usp=sharing

Child Nutrition

The school will provide meals to students who are enrolled in the district regardless of the method of instruction. The district will follow all health and safety guidelines. Before school starts, new applications are sent out to families, to apply for free or reduced lunch programs.

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 will food allergies

We have identified a classroom where a teacher has a food allergy 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.

The students and cafeteria staff will be advised that sharing of food is not permitted.

The district does not have the capacity to allow students to eat in the cafeteria while still following social distancing guidelines. However, we are offering pre-packaged "Grab and Go" breakfast and lunches to eat in the classrooms. There will be an opportunity for that particular classroom to be disinfected after the students eat. The custodians and aides will be given a checklist to follow to ensure that all areas including high contact spots are disinfected.

If the mode of instruction is through distance learning and the district is closed, 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 were surveyed in the Spring of 2020 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 staff-only days before students arrive at school. Acknowledging the challenges that our teachers and staff have faced this spring delivering remote instruction under stressful circumstances, the district will focus these in-service days on providing support to staff in the areas of social-emotional health and technology integration.

These days will also be utilized for student orientation. This time will allow small groups of students to meet with their new teacher and begin to establish the relationship necessary for a successful school year.

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 or hybrid learning model is necessary, 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, students who did not engage in remote learning during the spring of 2020, and students with technology or connectivity needs.

Students in grades 4-6 using the middle school model will not change classes. The teachers will move to the students.

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/

In-person Instruction

Upon reopening, the number of students in each of our classrooms will adhere to CDC guidance regarding proper social distancing. Class size will reflect the need to ensure that students' desks/seats are positioned no less than six feet apart. Larger tables and desks will be removed from the room in order to accommodate social distancing requirements.

Accommodating a six-foot radius around students will necessitate the identification of additional rooms and common-area spaces that can be converted into elementary classrooms.

All instruction will continue to be aligned to the New York State Learning Standards.

Our schools will minimize the movement of students. This potentially means having students eat lunch in their classroom instead of the cafeteria and eliminating assemblies, field trips and other large-group activities. Special-area subjects (e.g., art, music, physical education) may be pushed into the classroom. Whenever possible students will utilize outside space for physical education instruction. We will adhere to 12 feet between students when engaging in physical activity.

To the extent possible, students will remain in small cohorts if/when leaving the classroom, such as for recess or any necessary transition, so as to reduce their exposure to additional students.

School Schedules

Edinburg Common School District will reopen with in-person instruction Monday through Friday 7:45 am to 2:45 pm. Classes such as art, physical education, music and library will either push into classrooms or if ample space is available students will go to music and physical education classes.

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 learning/blended learning model and schedule that can continue as is in a fully remote environment.

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 school buildings. 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.

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.

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 Pre-K 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. We will use a four-scale grading rubric based on levels of competency/mastery, which can then be aligned to numeric bands (for GPA purposes).

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

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. 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.

Students will be trained on the guidelines they must follow while riding the bus, such as masks and social distancing requirements. 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.

Please also refer to the following documents for more guidance:

- General Practices
- Cleaning

- Daily Screening and Returning to Work
- Training
- Posters
- NYS Forward Plan

Training *(Office Personnel, Drivers, Mechanics, Aides)*

- Hazard Communication/Right-To-Know (annual)
- Personal Protective Equipment (PPE)
- Exposure Control/Bloodborne Pathogen (BBP)
- COVID Awareness
    - New cleaning Protocols (buses, transportation center)
    - Handwashing
    - Face Covering (sizing, use, wear & care)
    - Personal Health and Hygiene
    - Special working conditions with face coverings (strenuous activity)

Required Personal Protective Equipment (PPE)

- Disposable gloves
- Face Covering/Mask
- Face Shield (if applicable)

Roles and Responsibilities

Supervisor

- Ensure employees are equipped with proper Personal Protective Equipment (PPE) and protective measures to keep them safe
- Be sure employees maintain annual training requirements. Update employees on new policies and/or procedures adopted during COVID-19 pandemic
- Work with administrative team to develop policies for social distancing, density reduction, bus capacity, routing issues, cleaning and disinfection
- Enforce new policies
- Inventory and order PPE with sufficient lead time for use when schools open
- Provide access to mental health resources for transportation staff in crisis or under stress
- Review employee medical records (19a files) and accommodate (if feasible) employees with underlying medical conditions
- Regularly inspect busses and other transportation vehicles for cleanliness (document all cleanings/inspections via trackable log)
- Enforce and communicate the self-screening program for staff before coming to work
- Be prepared for a lack of drivers due to increased absences. Have a protocol established in advance to address these absences
- Provide ongoing communication and feedback to staff on a regular basis

Employees

- Self-screen before coming to work. Do not come to work if sick
- Maintain social distancing as much as possible

- Wear an appropriate face covering that covers the mouth and nose when social distancing measures cannot be maintained
- Use all chemical cleaners and disinfectants in the manner recommended by the manufacturer and your supervisor
- Wear all required Personal Protective Equipment (PPE) when cleaning and using chemicals
- 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. Follow current rules regarding the use of hand sanitizer on buses and other transport vehicles. Wash hands with soap and water as soon as possible

Procedures to Consider
Communication

- District will emphasize to parents and students prior to reopening schools that the District has thoroughly disinfected all buses and student transportation vehicles
- District will communicate with parents and students that student transportation vehicles are included in the district's COVID-19 plans and what part students and parents will play in ensuring safety and minimizing infection while utilizing District transportation services
- Advise parents not to send their children to school or board the bus if sick or with an elevated temperature
- Survey parents regarding transportation including an "opt-out" option
- Remind students/parents/guardians that social distancing requirements extend to the bus stop
- Communicate with administration multiple routing scenarios for different instructional scheduling options (split session, alternating days, hybrid option)

Density Reduction, Social Distancing, Bus Capacity

- CDC guidelines suggest creating distance between children on the school bus when possible.
    - Seat one child per row, skip rows. This results in approximately 6 students on a 66-passenger bus. (90% capacity reduction)
    - Consider these restrictions when planning transportation routes
- As a density reduction strategy, another consideration is to seat 1 student per row, all students wearing masks. *(Source: National council on school facilities and cooperative strategies).*
    - This results in approximately 22 students on a 66-passenger bus
- Allow siblings or those that live in the same household to sit together
- Place floor decals or tape to indicate where students should sit and to mark six-foot distances in aisles
- Sneeze guards to protect the driver
- Do not seat students directly behind the driver
- Provide hand sanitizer of at least 60% ethanol or 70% isopropyl alcohol. Follow current rules regarding the use of hand sanitizer on buses and other transport vehicles
- Provide additional adult supervision (monitors) on buses to manage social distancing
- Students shall wear face masks (if required) while in transit when social distancing is not possible

- If applicable, have an aide take student attendance/screening on every route, every day, to and from school. The attendance sheets should be documented in writing and retained for contact tracing

Routing

- Develop multiple routing scenarios for administration to analyze different instructional scheduling options
    - Split sessions
    - Alternating days
    - Hybrid schedules – some grade levels in person learning at school buildings, other grade levels virtual remote learning
    - Utilize computerized routing programs to provide different routing scenarios and analyze cost/feasibility
- Limit rotation of substitute drivers and aides if possible
- Limit student movement between bus routes
    - Discontinue allowing students to ride different buses on different days of the week unless parent or guardian makes plausible requests (childcare, custody arrangements)
    - If possible, mirror AM and PM routes, so bus riders are the same group each day

Loading/Unloading & Pickup/Drop-off

- Students shall be loaded in sequential route order. First student on the bus sits in the back, when going to school, last student off sits in the back when going home from school
- If applicable, temperature screening can be conducted by bus aides
- Dismissal times can be staggered to best suit district needs and to promote social distancing
- Adjustments may need to be made:
    - For unloading and entry, and loading and departure
    - Route timing will be affected by delayed loading/unloading processes
    - All bus routes should not load/unload at the same time to maximize social distancing of students
    - Arrival and departure activities shall be supervised to ensure social distancing
- Consider adding bus routes to reduce load levels on buses
- Consider retaining buses scheduled for replacement until actual student ridership is determined
- Consider short term bus leasing as an option until actual bus inventory needs are determined

Transporting to BOCES

- Districts that are transporting to BOCES will need to be following similar protocols as Contract Busing
- School Districts must keep a log of attendees on the trip in both directions from the BOCES building. Upon request, schools may need to supply the log of passengers in addition to cleaning logs in the event BOCES must assist in contact tracing due to exposures either at the BOCES buildings, or during transportation

Cleaning and Disinfecting

Refer to the “Cleaning” standard operating procedures guidance for further information.

- Buses and other transportation vehicles will be cleaned and disinfected daily (focus on high touch areas) and in between runs if scheduled for multiple routes. At the end of the day clean and disinfect the entire bus
- *Daily Cleaning*
  - All trash removed
  - Floors swept and dust mopped
  - Walls and windows cleaned
- *High Touch Surfaces (After AM/PM Runs)*
  - Bus seats and seat backs
  - Seat belts
  - Door handles, handrails
  - Driver operator area
- Determine who will be responsible for daily cleaning and disinfection procedures. (Custodial Maintenance, Drivers or Bus Mechanics)
- Use only cleaning and disinfecting products that are approved by the EPA. Read all labels and follow instructions. Wear appropriate PPE (disposable gloves or any other required PPE) to clean and disinfect
- Ensure proper ventilation during cleaning. Open windows, roof hatches, and turn fans on during route operation
- Prohibit eating and drinking on the bus
- Follow up with frequent inspections to be sure cleaning/disinfecting protocols are followed on district owned and contracted buses
- Document and submit all cleanings/inspections (via trackable log)

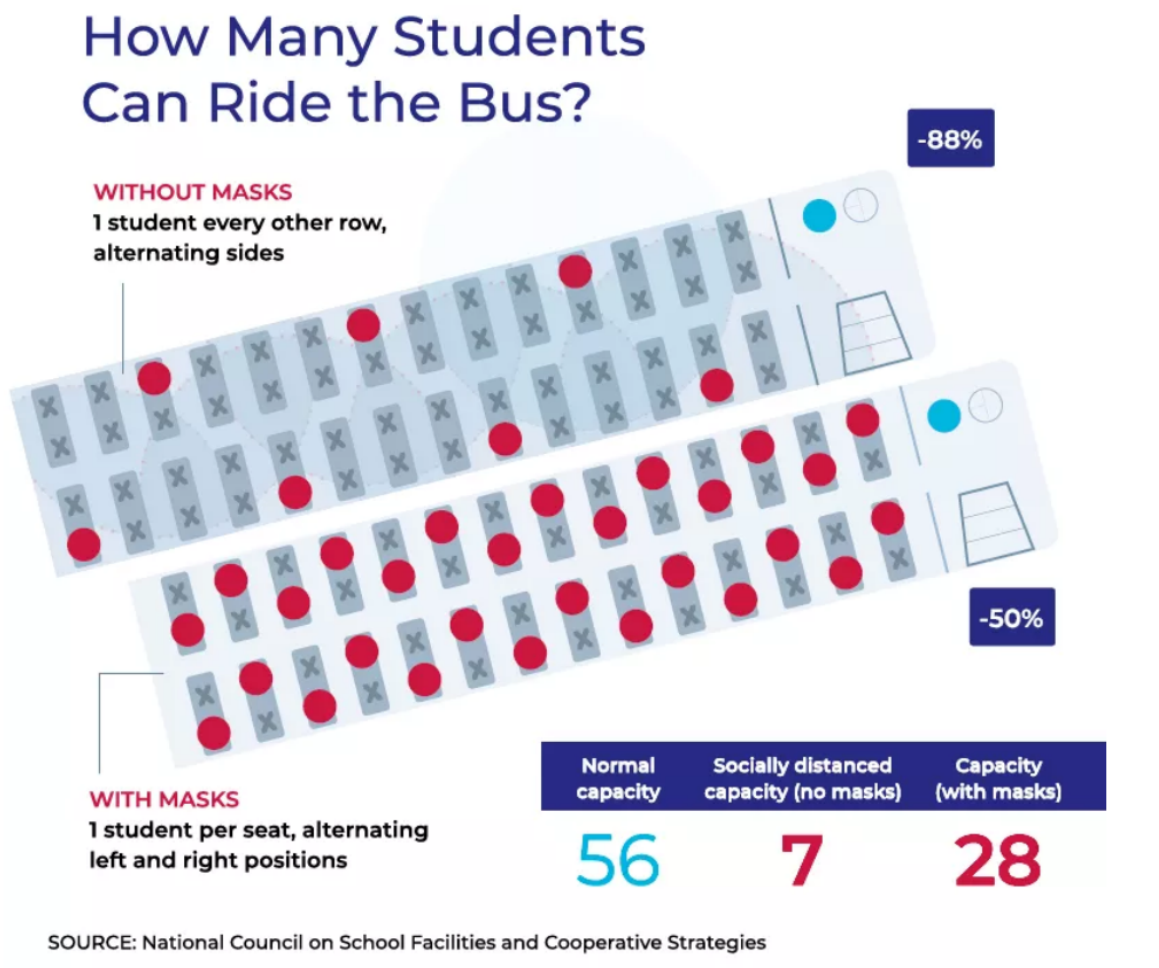
Special Education Considerations

- Make sure that none of the practices/protocols employed are interfering with the students' IEP or 504 Plan
- Collaborate with special education staff to determine best practices for face mask use, social distancing, and other safety considerations
- Consider alternate schedules and transport vehicles for medically fragile children
- If applicable, temperature screening for special education students by bus aides
- Increase training for bus aide staff to manage issues that arise on a bus transporting student(s) with special needs

Transportation Operation Center

- Provide appropriate PPE and cleaning supplies to office and garage workers (i.e.: face coverings/masks, gloves, face shields)
- Provide hand sanitizer of at least 60% ethanol or 70% isopropyl alcohol. Follow current rules regarding the use of hand sanitizer on buses and other transport vehicles
- Provide appropriate training for staff
- Develop density reduction protocols to maximize social distancing in the bus garage, office, and dispatch areas
  - Eliminate lounge areas
  - Create one-way walkways
  - Require appointments to see management/office staff

- Eliminate gathering at dispatch area
- Cross train staff to provide coverage in the event of absenteeism
- Limit non-essential visitors to the transportation operations center



HOW WE GO BACK TO SCHOOL

Guidance for Social Distancing on School Buses

Key References

- State Education Department Issues Guidance to Reopen New York State Schools (July 16, 2020)
- State Education Department Presents Framework of Guidance to Reopen New York State Schools *(July 13, 2020)*
- Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health *(July 13, 2020)*

CAPITAL REGIONAL BOCES

- **Interim Guidance on Re-Opening Schools Following COVID-19 Closures**
  https://www.ceasd.org/wp-content/uploads/2020/05/SchoolReOpeningGuidance_050120.pdf