I. **Proactive Safety Requirements by Location (For In-Person Instruction)**

A) **All Areas**
   1) Social Distancing
   2) Mask/Face Coverings
   3) Hand Washing/Sanitizing
   4) Ventilation
   5) Cleaning/Disinfecting
   6) Signage

B) **Building Entry Points**
   1) Arrival Time/Location
   2) Screening procedures
   3) Arrival Procedures for Students Driving/Being Dropped Off
   4) Arrival Procedures for Students Taking a Bus
   5) Arrival Procedures for Staff
   6) Dismissal Procedures
   7) Visitors

C) **Classrooms**
   1) Social Distancing
   2) Mask/Face Coverings
   3) Shared Resource Use

D) **Nurse’s Office**
   1) Isolation Room
   2) PPE
   3) Cleaning/Disinfecting

E) **Restrooms**
   1) Occupancy
   2) Mask/Face Coverings
   3) Social Distancing
   4) Hand Washing
   5) Cleaning/Disinfecting

F) **Busses/School Vehicles**
   1) Mask/Face Coverings/PPE
   2) Social Distancing
   3) Cleaning/Disinfecting
   4) Window Ventilation

G) **Hallways**
   1) Mask/Face Coverings
   2) Social Distancing
   3) Traffic Pattern
   4) Water Fountains

H) **Food Service Locations**
   1) Room Assignment
   2) Social Distancing
   3) Mask/Face Coverings/PPE
   4) Breakfast
   5) Service Line
   6) Food Sharing
   7) Cleaning/Disinfecting

II. **Safety Requirements Related to Suspected or Confirmed Exposures (For In-Person Instruction)**

A) **Procedures for Those With COVID Symptoms**
I. Proactive Safety Requirements by Location (For In-Person Instruction)
1. **Social distancing**: At least 3 feet of distancing between students and staff will be maintained. At least 6 feet of distancing between students and staff will be maintained as much as possible. Unvaccinated staff should maintain 6 feet of distancing from other staff members. Social distancing should always be maximized; if at least 6 feet is possible, at least 6 feet should be established and maintained.

2. **Mask/face coverings**: Anyone entering the building will be required to wear a mask or appropriate face covering. Cloth-based face coverings (including homemade sewn, quick cut, bandana), and surgical masks are appropriate. All face coverings must cover both the mouth and nose. Face shields worn without other face coverings may not be used. Students/families are responsible for providing, maintaining, and cleaning acceptable face coverings. If a student does not have a mask or acceptable face covering, one will be provided. Each person must have the mask on his/her person at all times so that the mask can be worn when social distancing is not possible.

Supervising staff members will allow students to remove their masks at various times throughout the day when they are appropriately socially distanced (at least 6 feet apart). Mask breaks should not last longer than 3 minutes.

Masks will be optional for all outside activities with the exception of unvaccinated persons participating in a larger outdoor gathering or activities that involve sustained contact with other people.

The face mask requirement will be continuously reevaluated based on updated local COVID metrics.

3. **Hand washing/sanitizing**: Regular hand washing/sanitizing is strongly encouraged throughout the day and, in some cases, required (examples: after bathroom use, after sneezing or coughing into one's hands, and anytime hands are visibly soiled). Hand sanitizer will be made available at many locations throughout the building including every classroom and throughout the hallways.

4. **Ventilation**: Ventilation systems will be configured to maximize air flow as appropriate. Doors to classrooms, offices and other spaces of congregation may be left open and windows, when applicable may be open to create greater ventilation/air flow in those spaces (depending on health/safety risks like allergies, weather, etc.).

5. **Cleaning/disinfecting**: Increased cleaning/disinfecting will take place at least once per day, more if staffing permits. High touch surfaces will be cleaned/disinfected to the extent possible throughout the day.

6. **Signage**: Signs will be posted on external doors and throughout the building to promote safe practices.

### B) Building Entry Points

1. **Arrival time/location**: Students will not be permitted to enter the building before **8:30 am**. Students will be required to socially distance whenever possible, including in the hallways prior to beginning of the official school day.
2. **Screening procedures:** Students and staff are expected to review the four questions listed below each morning and to stay home if the answer to any of the questions is “Yes.” In that event, the student’s parent should inform the school that the child will be remaining home and contact his/her child’s health care provider for next steps. Students may occasionally be asked to complete the COVID-19 questionnaire before entering the building. Parents should support students’ daily review of the following questions:

- Have you tested positive for COVID within the past 14 days?
- Have you recently been around anyone who tested positive for COVID within the past 14 days?
- Have you experienced any of the following symptoms in the past 14 days: cough, shortness of breath, difficulty breathing, fever (above 100 degrees Fahrenheit), chills, muscle pain, sore throat, severe nausea or vomiting, or loss of taste/smell?
- In the past 14 days, have you been around anyone who displayed any of the symptoms above?

3. **Arrival procedures for students driving/being dropped off:** Parents/guardians will not be allowed to enter the school building when dropping off their children. Parents will drive to the lower lot and pull up to the curb to unload their child(ren). No students will be permitted until 8:30 am. If you arrive earlier than 8:30 am, students will remain in their car until released by school staff. Parents can not park their cars and enter the building using the drive thru lane. If a parent needs to speak to the secretary or has a scheduled meeting with a staff member they must utilize the parking lot. Students must enter the building with their face masks on at the main entrance.

4. **Arrival procedures for students taking a bus:** Students who ride a bus to school will be released one bus at a time to maintain social distancing. These students will be dropped off at the upper elementary entrance. Students must be wearing a mask when entering the building.

5. **Dismissal procedures:** At the end of the day, students/parents will have two options for dismissal. If a child is being picked up, they will report to the upper entrance to be released to their parent(s) who will be in their vehicle. Students will be placed 6ft apart while waiting for their transportation. One family/student will be escorted to the vehicle from a staff member. Parents will remain in their vehicle the entire time. Students riding a bus will be released at the lower entrance and will be dismissed in a staggered fashion (by grade level) to promote social distancing.

6. **Visitors:** Visitor traffic will be significantly limited and only permitted for absolutely essential purposes. Parents/guardians picking up their children will be asked to wait in the foyer until their child is ready to be released. Visitors to the school, including those making deliveries (if entering the building), must report to the main entrance and complete a COVID questionnaire at the attendance office. The visitor will only be allowed entry if all questions on the questionnaire are answered with “No”. No parent volunteers will be utilized during the school day. In keeping with typical visitor procedures, the visitor will be required to sign in and out at the attendance office and will be required to wear a visitor’s badge at all times. Other safety components of this plan -- including mask wearing and social distancing -- also apply to visitors. The visitor will be given a summary of these requirements. Whenever possible, curbside and/or loading dock deliveries will be accommodated.

C) **Classrooms**

1. **Social distancing:** Desks will be spaced at least 3 feet apart in classrooms. Where possible, 6 feet of distancing will be maintained in the classroom for those who may be immunocompromised. 6 feet of physical distancing will be established in classrooms for band, choir, and physical education when aerobic
activities are implemented.

2. **Mask/face coverings:** Mask wearing will be required in classrooms. Supervising staff members will allow students to remove their masks at various times throughout the day when they are appropriately socially distanced (at least 6 feet apart). Students have the right to wear their mask during a mask break, if they prefer to do so.

3. **Shared resource use:** Students must sanitize their hands before and after the use of shared classroom resources (example: physical education equipment, science lab equipment). Shared classroom resources will be sanitized at least once each school day.

---

**D) Nurse’s Office**

1. **Isolation room:** There will be a room identified in the nurse’s office suite to contain/isolate any person displaying symptoms of COVID-19 (including anyone who has a temperature of over 100.0 degrees) or anyone who has entered the building and answers “Yes” to a question on the COVID-19 questionnaire.

2. **PPE:** SVCSD will provide PPE for use by school health professionals including gloves, gowns, and face shields. The district will also provide nurses with N95s for emergency use.

3. **Cleaning/disinfecting:** School health office cleaning must occur after each use of cots, health office bathrooms, and health office equipment.

---

**E) Restrooms**

1. **Occupancy:** Multi-person restrooms will have limited occupancy. Limits will be posted on restroom doors.

2. **Mask/face coverings:** Mask wearing is always required while in a restroom.

3. **Social distancing:** Particular toilets, sinks, etc. will be out of order to ensure appropriate social distancing.

4. **Hand washing:** Hand washing after bathroom use is required.

5. **Cleaning/disinfecting:** Restrooms will regularly be cleaned and disinfected by the custodial staff.

---

**F) Busses/School Vehicles**

1. **Mask/face coverings/PPE:** Anyone on a school bus must wear a mask or acceptable face covering at all times.

2. **Social distancing:** Social distancing must be practiced on school busses whenever possible. We will maintain one student per seat on a school bus as much as possible but will sit two students per seat if necessary. Again, social distancing should be maximized as much as possible.
3. **Cleaning/disinfecting**: School buses will be cleaned and disinfected at the end of each day.

4. **Window ventilation**: School buses will transport passengers with roof hatches or windows slightly opened to provide air flow, whenever possible.

**G) Hallways**

1. **Mask/face coverings**: Anyone in a hallway must wear a mask at all times.

2. **Social distancing**: Anyone in a hallway must socially distance (6 feet from anyone else) whenever possible.

3. **Traffic pattern**: Everyone will be expected to walk on the far right side of the hallway, and passing should be avoided as much as possible.

4. **Water fountains**: The water bottle function will be the only operable function of water fountains.

**H) Food Service Locations**

1. **Room assignment**: Students will be allowed to eat lunch in the cafeteria or the assigned locations. Students will sit at individual desks that will be spaced at least 6 feet apart in the cafeteria. Students will purchase meals by passing through the cafeteria service line.

2. **Social distancing**: Individual desks will be socially distanced in each of the locations. Students must be sitting at a desk to eat. Students will need to be spaced at least 6 feet apart while waiting in line and will be required to wear masks. Markers on the floor will indicate where students should stand to remain socially distanced. Students will begin filling in the back and proceed to the front. This is to help ensure students are not walking by others while eating.

3. **Mask/face coverings/PPE**: While in a food service room, students can only remove their masks while eating, and students may only eat if they are sitting at a desk. Additionally, food service workers will be wearing masks and gloves.

4. **Breakfast**: Breakfast will be available for purchase in the morning. Students will be provided a “grab and go” meal and return to their classroom to eat their breakfast.

5. **Service line**: Physical barriers will be utilized in the food service line. A no-touch point of sale system will be utilized; students will verbally provide their PIN rather than type it on a keypad. The service line and cashier area will be cleaned/disinfected after each food service period.

6. **Food sharing**: Students will not be allowed to share food unless they are members of the same household.

7. **Cleaning/disinfecting**: Each location where food is consumed will be cleaned after each period of use.
II. Safety Requirements Related to Suspected or Confirmed Exposures (In-Person Instruction)

A) Procedures for those with COVID symptoms: It is extremely important for any student or staff member who has COVID-related symptoms to not report to school, contact the main office, and contact his/her health care provider for next steps. Anyone with COVID-related symptoms who is at school must report to the nurse’s office immediately. Remember that students should be reviewing the questions on the COVID questionnaire each day before leaving for school, and if a student answers “Yes” to any of the questions, she/he must not report to school. In such cases, the student’s parent/guardian should contact the main office and his/her health care provider for next steps. Students or staff with COVID-related symptoms may be required to present a negative test before being allowed back in school.

B) Quarantine procedures: Decisions regarding quarantine may be impacted by county or state mandates. As it stands now, most fully vaccinated individuals with no COVID symptoms will not need to quarantine following an exposure if they followed all testing and masking requirements. With that said, fully vaccinated individuals should be tested 3-5 days after an exposure to a confirmed or suspected COVID diagnosis and should wear a mask in all indoor settings for a period of 14 days or until a negative test result. Anyone who is vaccinated and tests positive must quarantine in isolation. In the event a student is quarantined, the student will be provided with coursework from his/her teachers. Each teacher will provide work for the student either via Google Classroom or in paper form. Paper-based materials can be picked up during normal business hours in the elementary school main office vestibule area. The parent/student should be in regular email contact with his/her teachers. The student will be expected to work during normal school hours, and he/she will be able to attend a daily 1-hour virtual tutoring session with a staff member for instructional support. The student’s teachers and tutor will collaborate, and the teacher will score assignments.
III. Instructional Plan for Fully Remote Instruction

SVCSD will continuously collaborate with the Oneida County Department of Health to determine the level of threat that COVID poses to our school community. If necessary, we will transition our school to a fully remote model of instruction. This section details procedures and expectations in the event that the entire school shifts to the fully remote model.

A) **Google platform**: The Google platform (Google Classroom, Google Meet, Gmail, Google Drive, etc.) will be consistently utilized by all staff and students. There will be a Google Classroom setup for every course, particularly so classes can continue in the event that we need to go fully remote. Software such as Zoom will not be utilized to replace any component of the Google platform. Any additional software that is utilized will serve a purpose that is not accomplished by the available components of the Google platform. By remaining consistent with the Google platform, we can appropriately focus our training efforts and achieve an increased level of efficiency and effectiveness.

B) **Instructional Delivery Method**

<table>
<thead>
<tr>
<th>Instructional Delivery Method</th>
<th>Grade Level</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Based Instructional Learning</td>
<td>K-2</td>
<td>1.5-2.5 hrs daily or 7-12 hrs. weekly</td>
</tr>
<tr>
<td>● Asynchronous viewing of instructional content/videos assigned by the classroom teacher</td>
<td>3-4</td>
<td>2-3 hrs daily or 10-15 hrs weekly</td>
</tr>
<tr>
<td>● Synchronous (i.e. “live”) sessions for real-time interactions with teachers in larger group formats to build classroom community, social interactions among peers, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Computer reinforcement/extension (academic learning programs, games, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect Instructional Learning Time</td>
<td>K-2</td>
<td>1-2 hrs daily or 5-10 hrs weekly</td>
</tr>
<tr>
<td>● Additional learning time for academics with little to no computer screen time; time when students will engage in reading, writing, assignment completion (i.e. homework), etc.</td>
<td>3-4</td>
<td>2-3 hrs daily or 10-15 hrs weekly</td>
</tr>
<tr>
<td>● Learning time for skill practice and projects/research projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individualized &amp; Small Group Instructional Supports for Elementary Level</td>
<td>K-4</td>
<td>Depending on student needs throughout the duration of remote learning</td>
</tr>
<tr>
<td>● Teachers will meet with small instructional groups or one-to-one with students to conduct reading assessments, academic progress assessments to ensure comprehension, and tier I intervention supports</td>
<td></td>
<td>Will vary depending on needs of the child and/or Individualized Education Plan (IEP)</td>
</tr>
<tr>
<td>● Special education, tier 2 &amp; 3 academic intervention support services, English Language Learner support services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Special Areas
- A combination of synchronous & asynchronous instruction will be utilized
- Students will self-select pre-recorded videos to view throughout the week when live instruction is not taking place (i.e. Music, Library, Art, and P.E.)

| K-4 | 1.5-2 hrs weekly |

Sample Daily Schedule:* (Subject Areas will be more fluid depending on teacher’s planning; subject areas can be at different times within the school day schedule)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
<th>Mode of Delivery</th>
</tr>
</thead>
</table>
| Announcements: Morning Meeting  
P2 weekly discussion  
Social Emotional check in | 9:00am.-9:30am. | Synchronous                           |
| ELA/Writing | 10am.-11am. | Combination of Synchronous and Asynchronous |
| Break | 11:00am.-11:15am. | N/A                                  |
| Mathematics | 11:15am.-12:15pm. | Combination of Synchronous and Asynchronous |
| Lunch/Break | 12:15pm.-1:15pm. | N/A                                  |
| Science/Social Studies | 1:15pm.-2:15pm. | Combination of Synchronous and Asynchronous |
| Office Hours/Intervention | 2:15pm.-3:00pm. | Synchronous                           |

*We encourage our families to follow a structured daily schedule. However we understand with the ages of our student population that families will need to complete their education at later times (due to: parent(s) work schedule, child care support, etc.). Parents and students would have to rely on asynchronous instruction if afterhours.

C) Attendance/engagement for remote learning: Students will follow their schedule (provided by classroom teacher) by logging in from home each period, each day. Attendance will be taken by the classroom teacher each period. Students will be considered present only if they remain engaged in the Google Meet for its duration. Teachers and staff will report to work each weekday, and teachers will conduct classes via Google Meet.

D) Format/design of instruction: Teachers will interact daily with students via Google Meet. Google Meet sessions may or may not last the duration of the assigned period as teachers may provide students with time to work independently on tasks. Teachers will modify instruction -- including engagement activities and assessments -- to account for the fully remote model. In addition to engagement during Google Meet sessions, corresponding assignments and tasks will be posted in Google Classroom.
E) **Time/rigor of engagement:** In the event that we transition to the fully remote model, students should expect to engage in coursework for approximately the same amount of total time that they would if school were in regular session. Similarly, students and parents should expect instructional tasks to be “comparable in rigor, scope and magnitude to a traditionally delivered unit of study.” For purposes of consistency, grading practices and deadlines will continue as if we were in regular session.

F) **Google Meet expectations:** If we need to go fully remote, classes will be held via Google Meet. While on a Google Meet session, students will be expected to remain engaged for the duration of the session. Specifically, students should -- to the greatest extent possible -- find a quiet place to remain for the session. Aside from bathroom breaks and other urgent needs, students should remain at the site of the Chromebook or device and be readily responsive to teacher questions or comments. Students will be expected to mute their Google Meet windows unless they are speaking. Teachers may record Google Meet sessions so that students can view them later for reinforced support. Students should not utilize cell phones or other electronic devices while on Google Meets unless directed to do so by their teacher. Students are not permitted to take a screenshot or record video. Teachers may require students to keep their cameras turned on to ensure engagement.

G) **Social/emotional development:** The social and emotional needs and development of our students remains a top concern. We strongly encourage parents who have concerns about their children to contact our social workers and/or counselors who remain available to support our students in these areas.
IV. Resources/Training/Contact

A. **Technology access**: Devices (Chromebooks and chargers) will be provided to families as needed. If we have to go fully remote, Internet access will be provided as needed. Parents are asked to contact the elementary school main office at (315) 839-6339 with such requests.

B. **Parent/student technology training/resources**: A student’s Google Classroom account can be accessed at [http://classroom.google.com](http://classroom.google.com). Parents and students are encouraged to utilize the following video tutorials (click to view the tutorials): How to use Google Classroom: The Beginner’s Basics and How to access your school Google email account. Additionally, the SchoolTool Parent and Student Portals will be updated regularly by teachers so that parents and students can receive updated information on student grades. To register for the SchoolTool Parent Portal, please click this link. For a SchoolTool Parent Portal User Guide, please click this link.

C. **Parent communication options**: Teachers will remain readily available for support via email and phone calls. Parents are encouraged to contact teachers with questions and concerns related to instruction. Parents can expect communications to be returned by the end of the school day following the communication. Parents are strongly encouraged to register via ParentSquare to obtain the most recent communications from the district. To register in ParentSquare, contact the main office at (315) 839-6339.

D. **Vaccination/testing information**: Random testing is recommended of staff and students and may occur pending availability of testing kits. The District may engage in pool testing should that option become available to us. For information on how to receive a COVID test, please click here. We encourage anyone age 12 and older to receive a COVID vaccine. For information on how to get vaccinated, please click here. The District is willing to host vaccination clinics as needed. We will ask that students and staff voluntarily share their vaccination status, which can support our efforts to modify our reopening plan as needed. If the vaccination rate is high, we may be able to consider lessening some of the mandates we have in place. This will be reviewed by stakeholders, including the Department of Health and the school’s physician.

E. **Questions/Contact**: This plan is designed to complement the Sauquoit Valley Central School District COVID Reopening Plan for 2021-2022. We encourage you to review that plan as well. If you have any questions, please contact Nurse Tracy Day at 839-6328 or tday@svcsd.org or you may contact Principal Mark Putnam at 839-6339 or mputnam@svcsd.org.

Thank you very much for your continued support!