

COVID Plans for Sauquoit Valley HS 2021-2022

This document will be updated as needed based on updated guidance. (Updated 8/18/21)

Thank you for your cooperation as we work to establish a safe environment for our students and staff.

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

A) All Areas

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, and there should only be a maximum of 1 break per period.

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.

9/3/21 Update, based on State guidelines: Masks may be removed for singing and band with at least 6' of distancing between students.

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 7:15 am. Upon entering the building, students may put their coats in their lockers and then will promptly report to their assigned locations; juniors and seniors will report to the cafeteria, and freshmen and sophomores will report to the Auditorium. Students will be required to remain seated until 7:42 and then will move to their first period locations.
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: Student drivers will be required to park in their assigned parking spot in the student parking lot and enter through the main entrance. Parents/guardians may utilize the bus loop for drop off because busses will utilize the cafeteria entrance. Parents/guardians will not be allowed to enter the school building when dropping off their children. These students must enter the building with their face masks on at the main entrance only.
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 and enter at the cafeteria entrance. Students must be wearing a mask when entering the building.
5. Dismissal procedures: Those taking busses will exit through the cafe doors; others will exit through the main entrance. Cars are permitted to enter the bus loop for pick-up.
6. Visitors: Visitors will be required to socially distance in the vestibule area. 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." 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. 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.

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. 9/3/21 Update, based on State guidelines: Masks may be removed for singing and band with at least 6' of distancing between students.
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.
4. Locker Rooms: Locker rooms will not be utilized for physical education classes. Students will not be changing for physical education classes.

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 gymnasium. Students will sit at individual desks that will be spaced at least 6 feet apart in the cafeteria. Students who eat in the gymnasium will be required to sit in the bleachers. Available seating locations will be marked with "x" to ensure social distancing. Students will purchase meals by passing through the cafeteria service line.
2. Social distancing: Individual desks will be socially distanced in the cafeteria, as will seats marked with "x" in the gymnasium. Students will need to be spaced at least 6 feet apart while waiting in line. Students will be required to remain seated at their desks/seats for the duration of the lunch period to preserve social distancing.
3. Mask/face coverings/PPE: Students may only remove their masks while eating, and students may only eat if they are sitting at a desk in the cafeteria or in the bleachers on a designated "x" in the gymnasium.
4. Breakfast: Breakfast will be available in the morning, prior to first period. Students eating breakfast must be seated at a desk in the cafeteria. Students will be required to remain in the cafeteria, seated at a desk, until it is time to travel to their first period locations.
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. Vending machines: Vending machines will not be in operation.
8. 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 high school main office vestibule area. The 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 2-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. We do not plan to utilize a hybrid model of instruction in the 2021-2022 school year. 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.
- B) Attendance/engagement for remote learning: If we have to transition to fully remote instruction, students will follow their schedule by logging into Google Classroom from home each class period, each school day. Teachers and staff will report to work each school day, and teachers will conduct classes via Google Meet. Attendance will be taken by teachers each class period. Students will be considered present only if they remain engaged in the Google Meet for its duration. Students will not have to login for study halls, lunch, or distance learning classes. The period schedule will be:

Period 1	7:45 - 8:15
Period 2	8:25 - 8:55
Period 3 & P2	9:05 - 9:35
Announcements & Positivity Project	9:35 - 9:50
Period 4	10:00 - 10:30
Period 5	10:40 - 11:10
Period 6	11:20 - 11:50
Period 7	12:00 - 12:30
Period 8	12:40 - 1:10
Period 9	1:20 - 1:50
Period 10	2:00 - 2:30

- C) 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.
- D) 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.

- E) 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.
- F) 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. The counselors have created and will update a Google Classroom for all students in grades 9-12. Additionally, students will be asked to complete a Student Check-In Survey regularly to assess for and respond to individual social/emotional needs.

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 high school main office at (315) 839-6316 with such requests.
- B. **Parent/student technology training/resources:** A student's Google Classroom account can be accessed at <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. For a listing of HS staff email addresses, [click here](#). 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) 839-6316.
- 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 Sue Deis at 839-6317 or sdeis@svcsd.org, or you may contact Principal Brian Read at 839-6315 or bread@svcsd.org.

Thank you very much for your continued support!