

Sauquoit Valley Central School District

Reopening and Operating During Ongoing Emergency Department of Health Plan

Communication and Community Engagement: The SVCSD conducted multiple meetings with a reopening advisory committee to develop the enclosed plan. Participants of this advisory committee included:

Ron Wheelock - Superintendent

Mark Putnam - ES Principal

Brian Read - HS Principal

Craig Manderville - Transportation Supervisor

Linda Leuthauser - SVTA SRP President

Marisa Cardillo - HS ELA Teacher, Parent, Alumni

Tricia Cianfrocco - Kindergarten Teacher

Ryan Decker - MS/HS Music Teacher

Melinda Polarolo - Parent

Jennifer Shephard - Parent

Tracy Facchini - CSE Coordinator

Paul Dischiavo - ES Social Worker

Tracy Day - ES Nurse, Parent

Michelle Brennan-Vuocolo - BOE Member, Parent

Kate Dorr - BOCES Food Service Director

Pete Scialdone - HS School Counselor

Kim Hibbard - Business Official

Pete Madden - MS Principal

Steve Parker - Facilities Director

Joe Corleto - SVTA President

Michelle Babbie - HS Lib. Media Spec.

Melissa Leone - MS ELA Teacher

Lindsay Kidder - ES PE Teacher, Parent

Keith Kempney - Technology Coor.

Kim Sacco - Parent

Lilian Carey - HS Student

Luanne Miner - MS/HS Soc. Worker

Alison Pirger - ES Admin. Asst., Alumni

Sue Deis - School Nurse

Todd Nelson - BOE Member

Donna Peckham - ES Cafe. Director

We also consulted with our local department of health through our regional Superintendent's meeting in July. Conducted virtual Board members with the opportunity for the public to be heard. Our elementary, middle and high schools all conducted ongoing building level meetings to plan and prepare for the reopening of our schools.

Communication with our staff, student, and parents is an essential element in soliciting input from our various stakeholders and for reporting out information in a timely and responsive manner. The District will continue to utilize our mass communication system, currently Blackboard, to inform our students, parents, and staff as needed with new and changing information regarding our reopening plan. We will also utilize that District's email capability, webpage, and small group communication functions (text, remind type applications, etc.) to enhance our lines of communication. Furthermore, the District will be training all staff and students on safety precautions related to mask wearing, social distancing, proper hand hygiene, and how to cough/sneeze to minimize spread of airborne droplets. Each building will display signage that serves as a reminder for the above mentioned safety precautions.

REOPENING OF IN-PERSON INSTRUCTION: The Sauquoit Valley Central School District is committed to reopening its schools for in-person instruction to the greatest extent possible and with the safety of our staff and student as our foremost importance of our plan. The following plan requirements will be addressed in our plan as stipulated in the Department of Health guidance document that can be found at:

[https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K to Grade 12 Schools MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf)

This plan will focus on the three highlighted area in the DOH guidance: people, places, and processes.

PEOPLE

Social Distancing: All staff, students, and visitors will be expected to maintain social distancing (minimum of 6') between individuals while in school facilities and on school grounds. Exceptions for this would be for safety reason or a particular activity requires a shorter distance between people or individuals are of the same households. To the greatest extent possible, those people who cannot maintain adequate social distancing must be wearing a face masks.

A. School Bus:

- All students and staff will be required to wear a face covering while on school transportation.
- We will maintain one student per seat on a school bus with the exception of family members living in the same home as they will be expected to sit together.
- In a survey conducted with our parents nearly half of them indicated they intend to transport their children to school which is helpful to our district related transportation.

B. Process for arrival to school:

- The District will to the extent possible stagger arrival and pick up times to allow for proper social distancing.
- Students arriving to school on a school bus will be released from the bus in, one bus at a time and maintaining 6' social distancing. If students have already been screened with their temperature taken before boarding the bus by a school staff member, they will exit the bus and be assisted into the school building, with face coverings on, and go directly to their classrooms. If students have not been screened for temperature, they will be screened by trained staff prior to entering the building. Signage will be present to assist students with the 6' distancing. Students requiring breakfast will be able to pick up their breakfast and return to their classroom.
- Parent Transport: Elementary students arriving to school via parent transport will be dropped off at the main entrance of the elementary school. Middle school students arriving via parent transport will enter through the exterior cafeteria door located at the side parking lot of the middle school. High school students will be directed to one of the three entrances at the front of the high school as designated by their grade level. At all three buildings, upon exiting the vehicle students will be required to have their face covering on. A school staff member will take students' temperatures at the designated entrances of each building. Parents will be expected to standby until their child has been

screen and approved to enter the school. If a child indicates a fever of 100.4 degrees or higher, the child will be required to return to their parent and return home to and seek further medical evaluation as needed. Parents/Guardians are not allowed to enter the school building when dropping off their children.

- Student Drivers: High School students driving to school will enter school at one of the three entrances at the front of the high school according to their grade level. Upon exiting their vehicle students will be required to have their face covering on. A school staff member will take students' temperatures before entering the building. If a student indicates a fever of 100.4 degrees or higher, the student driver will be required to return to home. A parent/guardian will be called in the morning to inform them that their student driver had a fever and was required to return home.
- Student Walkers: *High School students walking to school will enter school at one of the three the main front entrance of the high school according to their grade level.* A school staff member will take students' temperatures before entering the building. If a student indicates a fever of 100.4 degrees or higher, the student walker will be required to walk back home. A parent/guardian will be called in the morning to inform them that their student walker had a fever and was required to walk back home. If necessary, student may be sent to designated isolation room until a parent/guardian can pick them up.

C. Desks, Classrooms Sizes, Student Grouping (Cohorting)

- At the elementary school, students will stay with their classroom grouping throughout the day.
- The size of classroom student groups (cohorts) at both buildings will be determined by the number of students who can be in a classroom while maintaining the six feet social distancing requirement.
- Desks/Students will be six feet apart, facing in the same direction, to ensure safe distancing between students and to reduce possibility of transmission caused by talking, coughing, sneezing.

D. Visual Aids, Signage, Hallways, Restrooms

- Arrows, signs, stickers, cones, posters, tape, etc. will be used to illustrate and encourage safe, appropriately distanced traffic flow in hallways. Students will walk in a line against opposite walls in the hallways when passing.
- Restrooms - Students will wear masks. Teachers/staff will expected to monitor number of students allowed out of classroom to ensure that bathrooms are not overcrowded.

E. Space Configurations/Restrictions

- At all three buildings, alternate spaces may be designated for additional classroom areas (library, gym, cafeteria, technology room, art room) as needed to ensure that density population is reduced.
- Alternate spaces at each building may also be used (library, chrome lab, technology room, gymnasium) as needed, for breakfast and lunch to ensure that safe social distancing is possible.
- Locker rooms will not be open.

- Student storage spaces (cubbies, lockers) will be limited in use. Students will store their items in/near their desk. Locker use in middle and high school will be monitored to ensure that students are not at their lockers at the same time. They will be used for the storage of boots, coats, and hats, etc. Accessed only at the beginning of the day, end of the day, and times when items are needed for outdoor activities (students sent to lockers in small groups to allow for social distancing). Locker use at middle and high school is subject to change in response to changing circumstances.

F. Music, Physical Education

- A distance of twelve feet must be maintained when participating in music activities (singing, playing instruments), or participating in aerobic activities. As such, alternate locations, including outside if weather permits, will be utilized if available to ensure at least twelve feet between each student.
- A traditional physical education model may not be possible with the current DOH restrictions. Therefore, physical education classes will adapt their curriculum so to ensure students maintain the expected social distancing for the activity they're performing. The greater the aerobic activity, the greater the social distancing. No students will be required to change for physical education class.

G. Mass Gatherings

- Until further notice, there will be no in-person assemblies, concerts, athletic events/practices, or evening gatherings/events.

H. Visitors and Guests

- Visitors, guests, parents/guardians/caregivers will not be allowed inside school buildings during the school day. Parent meetings will be conducted virtually or scheduled after school for extenuating circumstances as determined by administration.

I. Playgrounds

- The plan for playground use during recess is in progress. If possible, we will stage playground use for cohorts (while maintaining appropriate distances). If lack of staff or scheduling issues prevent playground use, alternative, safe, socially distanced recess activities will be planned when possible.

J. Public Use of Track, Fields, and Playground

- Use of the track, fields, and playground will continue to be closed to the public during school hours. Use of these facilities, especially during the pandemic, must be available to our students throughout the school day. Until further notice, use of these facilities will remain off limits after school hours with the exception of the track which may be utilized so long as social distancing is adhered to.

K. Dismissal Procedures

- Student taking school transportation will be dismissed in a staggered manner to maintain social distancing and wearing face coverings.
- Parent Transport: Students being picked up by their parents will be staged in a socially distanced manner and released to their parents outside of the school building. School

staff will bring elementary students to their respective parent/guardian/care giver's vehicle. Adults are not allowed into the school building and must remain outside, away from the building entrances. If school staff does not recognize the person picking up a child, they will ask for ID to ensure the person picking up the child is correctly identified. Middle and high school students will stage in a designated area and be dismissed after the buses have left while maintaining social distancing. Face coverings must be worn until student enters the vehicle.

- Student Drivers: High School student drivers will be allowed to exit directly to their vehicles wearing face coverings and maintaining appropriate social distancing. Face coverings will be required until they have entered their vehicles.
- Student Walkers: Student walkers will be allowed to exit the building at dismissal while maintaining appropriate social distancing. Face coverings will be required at least until the walkers have cleared all pick up and drop off areas in front of school.

L. Truck Deliveries

- All freight deliveries should report to each buildings designated loading dock only. There is a phone number posted on the loading dock door for drivers to call for assistance. Food deliveries will be each schools kitchen. All delivery drivers must wear masks when at school and complete screening questionnaire should they need to enter the building.

M. Architects, BOCES Staff, Service Technicians, and Other Required Non-Staff Personnel:

- Must talk through use single point of entry at each building entrance and inform staff of their reason for coming. Staff will contact appropriate school personnel to meet person at the main entrance to ensure that they are adhering to all required procedures and protocols, including a face covering, and to screen for COVID-19 before allowing entrance into any building.

N. Bus Drivers:

- The bus dispatcher or transportation supervisor will screen any non-staff personnel before allowing them to enter the bus garage and ensure that they are also wearing a face covering.

Face Coverings:

- All employees, students, vendors, and visitors are required to wear a cloth face covering to gain entry into any building and at all times, except for meals and classroom instruction with social distancing of at least six feet.
- All students and staff members must wear cloth face coverings whenever they are within six feet of someone, in hallways, in restrooms, and in other congregate settings, including buses.
- All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance.
- SVCSD will maintain an adequate supply of face coverings (provided suppliers have them in stock) for employees who need them (and for students if they forget their own).

A. Acceptable Face Coverings

- Cloth-based face coverings (including homemade sewn, quick cut, bandana), and surgical masks.
- All face coverings must cover both the mouth and nose.
- Face shields worn without other face coverings may not be used.

B. Cleaning of Face Coverings

- Students and parents/guardians are responsible for cleaning and maintaining their face coverings.

C. Mask Breaks

- Students will be given multiple mask breaks throughout the day in their classrooms when at least six feet apart and instructed by their teacher.

D. Face Covering Education

- SVCSD will provide educational materials on the proper way to wear face coverings, how to remove face coverings, how to clean face coverings, and how to discard disposable face coverings. We also intend to use the BOCES Safety Office and Safe Schools for educational video resources, links, and information. Face coverings should never be shared.

E. Additional PPE

- SVCSD will provide PPE for us by school health professionals including gloves, gowns, and face shields provided that the district is able to receive them from suppliers. The district will also provide nurses with N95's for emergency use.

Signage

A. Hand and Respiratory Hygiene Signage

- The District will promote and encourage healthy hygiene habits for all staff and students by placing signs in classrooms, hallways, restrooms, buses, entrances, gymnasiums, cafeterias, offices, janitorial staff areas, and libraries. We will use the CDC resources and resources provided by our BOCES Safety Office as a reference to create signs and educational media for students, staff, and families.

B. Healthy, Hand and Respiratory Hygiene Practices Education and Training

- The District will provide students and staff with educational materials and training to adhere to and promote healthy hygiene including:
 - Stay home they feel sick
 - Properly store and, when necessary, discard PPE
 - Adhere to social distancing instructions
 - Report Symptoms of, or exposure to, COVID-19
 - Proper Hand Washing Techniques
 - Use of Hand Sanitizer
 - Respiratory Etiquette Including Covering Coughs and Sneezes
 - Proper use of face coverings
 - Everyday Protective Measures

- Follow cleaning and disinfection guidelines
- Educational materials will also be posted on our webpage and social media.

C. Hygiene Supplies

- Hand sanitizer stations will be installed in strategic locations (near entrances, offices, restrooms, drinking fountains). Portable hand sanitizer bottles will also be available for use in each classroom and other areas where hand sanitizer station are located readily available
- Handwashing stations are available in the majority of elementary classrooms, both nurse offices, and all restroom facilities. All handwashing stations have disposable paper towel pull-the-paper dispensers.
- Trash receptacles are located in each classroom and office in addition to multiple locations in hallways for disposal of soiled items, including PPE.

D. Hygiene Promotion

- We encourage all students and staff to wash their hands:
 - Upon entering the building and each classroom
 - After using shared objects or surfaces
 - Before and after snacks and lunch
 - After using the bathroom
 - After helping a student with toileting
 - After sneezing, wiping or blowing nose, or coughing into hands
 - Upon coming in from outdoors
 - Anytime hands are visibly soiled.
- We encourage all students and staff to cover their mouths or noses with tissue when coughing or sneezing and dispose of the tissue appropriately. If a tissue is not available, use the inside of the elbow to cover the mouth or nose. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

E. Drinking Fountains

- Students and staff should bring their own water bottles to school each day.
- All drinking fountain bubblers will be closed, however, bottle filling stations may be used.

Gatherings

A. Meals

- To the extent possible, lunches will take place in the cafeteria with social distancing protocols in place. As needed, alternate locations will be utilize to accommodate student lunches and social distancing. Face coverings may be removed while eating but must be put back on when finished eating.
- Students and staff are prohibited from sharing food with others, unless such is being done between members of the same household.
- Social distancing must be maintained while in the serving lines, and lunch schedules may be staggered to accommodate unnecessary gathering in the line.

B. Small Spaces

- Gathering in small spaces are prohibited unless all individuals are in such space at the same time wearing acceptable face covering. Even then, if the gathering is avoidable it should be avoided.
- Even with face coverings, occupancy in small spaces not exceed 50% of the maximum capacity (elevators, supply rooms, staff offices, etc.).

C. Faculty and Staff Meetings

- The District will minimize the need for staff meetings in-person and consider virtual staff meetings as needed to reduce the density of congregations. If such meetings take place in-person they must adhere to social distancing protocols and all in attendance must wear a mask.
- To the extent possible, larger in-person meetings should take place in a well ventilated area.

D. Ventilation

- The Director of Facilities will monitor building ventilation and should increase ventilation with outside air as much as possible. Doors to classrooms, offices and other spaces of congregation may be left open and window, when applicable may be open to create greater ventilation/air flow in those spaces.
- The Director of Facilities will consult with our HVAC service providers and engineers to maximize the ventilation capacity within our buildings.

E. Common Areas

- The District may close down certain common areas to mitigate the propensity to congregate.
- Signage will be present in common areas to remind people of social distancing, mask wearing and to avoid larger gatherings.
- In the middle and high school, transition time will be staggered to minimize the density of students in the hallways at one time and promote greater attention to social distancing.

Operational Activity

A. Cohorts

- When possible, the District will maintain students in cohorts to minimize potential exposure across larger numbers of students.
- Social distancing protocols will be reinforced and students will be encouraged go directly to their assigned areas in passing and avoid mingling with fellow students.

B. In-person instruction

- The District goal is to maximize as much in-person instruction as possible.
- Due to the DOH and SED restrictions associated with social distancing protocols, the District will most likely adopt a hybrid instructional model that provides for both in-person and remote instruction.
- High School Schedule:

- Our current plan is to maintain our current 10-period schedule and have each student attend in person either Mondays and Tuesdays or Thursdays and Fridays. Each student will be engaging in remote instruction three days per week, and office hour sessions will be offered. We will continue to utilize the 10-period format in both the full in-person model and the full remote model. Wednesday's will be used for extra cleaning, teacher preparation time, office hours, and supplemental academic support as needed. Passing time will be increased to support social distancing protocols.
- Middle School Schedule:
 - Our plan is to maintain our current 8 period schedule and have each student attend in person either Mondays and Tuesdays or Thursdays and Fridays. Each student will be engaging in remote instruction three days per week, and office hour sessions will be offered. We will continue to utilize the 10-period format in both the full in-person model and the full remote model. Wednesday's will be used for extra cleaning, teacher preparation time, office hours, and supplemental academic support as needed. Passing time will be increased to support social distancing protocols, if needed.
- Attendance
 - Students will complete a Google Form to indicate the instructional tasks they completed or will be completing that day, and submission of a fully completed form will result in the student being marked "Engage in Remote Instruction" in SchoolTool for that day of remote instruction.
- Teaching and Learning
 - The SVCSD Online Playbook includes all components of our full remote and hybrid models. The Playbook will be distributed to parents, students, and staff in case we need to change models mid-year.
 - The Principal will ensure teachers continue to teach according to curricula that are aligned to NYS standards.
 - In our hybrid model, students will be attending in person two days per week. Teachers will be available for office hours at least twice per week; this schedule will be determined in advance and communicated in multiple ways. Teachers will utilize online tools to enable students to engage in online interactions/discussions with one another. In the full remote model, live classes will be held via Google Meet daily.
 - See answers above. Devices and access will be provided to families, as needed.
 - We will include a list of all teacher email addresses with each mailing, and the list will be posted online. We will also provide methods of communication via ParentSquare. Any parent who has been unable to reach a teacher will be asked to call the Principal, and the Principal will ensure the teacher connects with the parent.

C. Shared Objects

- Staff and students will be consistently remind to refrain from sharing common objects such as but not limited to: lockers, cubbies, technology devices, school supplies, touch

screens, writing utensils, musical instruments, athletic equipment and supplies, conference tables and countertops.

- All will be reminded to frequently sanitize their hands when they do engage with common surfaces or objects and to avoid touching their mouth, nose and eyes.

PLACES

A. Personal Protective Equipment

- Acceptable Face Coverings
 - Cloth-based face coverings (including homemade sewn, quick cut, bandana), and surgical masks.
 - All face coverings must cover both the mouth and nose.
 - Face shields worn without other face coverings may not be used.
 - Face shields worn without a face mask is not adequate protection against the transmission of COVID-19.
 - Transparent face covering may be utilized for instruction in interventions for speech therapy and the hearing impaired to better facilitate the need to visualize the movement of the lips or mouth.
 - N-95 face masks will be provided for those staff requiring a higher degree of protection from COVID-19 due to the nature of their work (nurses, custodians if needed to clean and sanitize an isolation room).
 - The District will provide, as required, face masks for all District staff and will have a supply on hand for students who forget, misplace, or damage the mask they provided themselves.
 - Masks will be provided to students, at no cost, who do not have one or otherwise cannot afford one. Refusal to wear a mask will be handled through the District's Code of Conduct.
 - District staff may elect to use their own mask of preference so long as it meets the minimum standards of an acceptable mask.
 - Face covering are to be regularly cleaned and replaced after effective use and may never be shared with others. Students and parents are responsible for providing and maintaining acceptable face coverings.

B. Hygiene and Disinfection

- The District will provide students and staff with educational materials and training to adhere to and promote healthy hygiene including:
 - Stay home they feel sick
 - Properly store and, when necessary, discard PPE
 - Adhere to social distancing instructions
 - Report Symptoms of, or exposure to, COVID-19
 - Proper Hand Washing Techniques
 - Use of Hand Sanitizer
 - Respiratory Etiquette Including Covering Coughs and Sneezes
 - Proper use of face coverings
 - Everyday Protective Measures

- Follow cleaning and disinfection guidelines
- Educational materials will also be posted on our webpage and social media.
- We encourage all students and staff to wash their hands with soap and warm water:
 - Upon entering the building and each classroom
 - After using shared objects or surfaces
 - Before and after snacks and lunch
 - After using the bathroom
 - After helping a student with toileting
 - After sneezing, wiping or blowing nose, or coughing into hands
 - Upon coming in from outdoors
 - Anytime hands are visibly soiled.
- We encourage all students and staff to cover their mouths or noses with tissue when coughing or sneezing and dispose of the tissue appropriately. If a tissue is not available, use the inside of the elbow to cover the mouth or nose. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.
- Receptacles will be made available throughout our buildings for disposal of soiled items, including paper towels and PPE

C. Cleaning and Disinfecting

- The District will adhere to hygiene and sanitation requirements from the CDC and DOH for cleaning and disinfecting school-wide. District-wide cleaning includes:
 - Classroom desks and chairs
 - Lunchroom tables and chairs
 - Door handles and push plates
 - Handrails
 - Kitchen and bathroom faucets
 - Light switches
 - Handles on equipment (e.g., athletic equipment)
 - Buttons on vending machines and elevators
 - Shared telephones
 - Shared desktops
 - Shared computer keyboards and mice
 - Bus seats and handrails
 - Break rooms and Lunch Rooms**
 - Water coolers
 - Coffee makers
 - Shared Small Kitchen Appliances
 - Refrigerator Handles
 - Vending Machines
 - 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**
 - Doors to multi-stall restrooms should be able to be opened and closed without touching handles if at all possible
 - Place signs asking employees to wash hands before and after using the restroom

Provide paper towels in restrooms and disconnect or tape-off hand air dryers
Open top trash can should 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

- Cleaning and disinfecting are the primary responsibility of the District’s custodial staff. In addition, appropriate cleaning and disinfection supplies will be provided to faculty and staff to disinfect commonly used surfaces in offices or classrooms.
- School buses will be cleaned and disinfected between all bus runs. The bus garage will be cleaned and disinfected by transportation staff.
- Food Service Workers will be responsible for cleaning and disinfecting the cafeteria kitchens at both buildings.

D. Cleaning and Disinfection Logs

- SVCSD will maintain a cleaning and disinfection log that includes the date, time, and scope of cleaning and disinfection. The Facilities will be responsible for maintaining said log and for assigning cleaning and disinfection responsibilities.

E. Cleaning and Disinfection Frequency

- Desks, to the extent possible, and cafeteria tables must be cleaned and disinfected between each individual’s use, if shared. If cohorting is possible, cleaning and disinfecting will take place between each cohort’s use.
- Thorough cleaning and disinfecting of both buildings every night.
- Regular cleaning and disinfection of restrooms
- More frequent cleaning and disinfection for high-risk, high-touch surfaces and areas used by many individuals including:
- Desk, Tables, Doorknobs, Light Switches, Countertops, Handles, Phones, Keyboards and Tablets, Toilets and Restrooms, Faucets and Sinks.
- ***Students may not participate*** in cleaning and/or disinfection activities.

F. School Health Offices Cleaning

- School health office cleaning must occur after each use of Cots, Health Office Bathrooms, and Health Office Equipment

G. Restroom Guidance

- Urinals will be blocked off in order to adhere to 6’ social distancing protocols. Individuals will be encouraged to utilize the existing toilet stalls rather than congregate to wait for the use of an occupied urinal.
- Touch free paper towel dispenser will be used to the extent possible, in lieu of air dryers.

H. Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case

- All exposed area identified after a confirmed COVID-19 case, will be thoroughly cleaned and disinfect in accordance to DOH and CDC guidelines.

- Staff cleaning such areas will be provided the necessary PPE to wear to properly protect themselves (face covering, face mask, gloves, isolation gown and other PPE as deemed necessary).
- In the event of a suspected or confirmed COVID-19 case, all potentially exposed areas will be closed off for use until such time as it has been thoroughly cleaned and disinfected in accordance to CDC guidelines and deemed ready for use again.
- To the extent that it is feasible, any exposed area shall lay dormant for 24 hours before it is cleaned and disinfected. If it cannot wait 24 hours, we will wait as long as we can before cleaning and disinfecting.
- Regular school operations may carry on so long as the exposed area is closed off
- Department of Health will be notified of suspected or confirmed case of COVID-19, if not already aware, and the District will seek and adhere to their guidance in how to proceed with normal school operations.
- Our disinfecting protocol will included to the extent possible, opening doors and windows to enhance ventilation to exposed areas.
- Once cleaning and disinfecting is completed, the exposed areas are free to use again, unless otherwise instructed not to.
- Individuals who were not in close or proximate contact with the person suspected of or confirmed a COVID-19 case, may return to that area and resume normal activities after it has been cleaned and disinfected.

I. Return to Work Following COVID-19 Exposure or Infection (per DOH, “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure”)

- The following action will be taken for those with COVID-19 symptoms or exposure:
 - If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.
 - If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms. O
 - The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.
 - If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine.
 - However, if such an employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by their supervisor and a human resources (HR) representative in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to

work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:

1. Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 under the supervision of their employer's occupational health program.
 2. Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure.
 3. Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
 4. Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
 5. Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.
- If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.

J. Coordination and Phased Reopening

- The COVID-19 Safety Coordinator for the District: Ronald Wheelock, Superintendent of Schools. Responsibility of the Safety Coordinator will be to ensure continuous compliance with all aspects of the school's reopening plan, as well as, phased in reopening activities.
 - At this time, fall sports are tentatively scheduled to begin on September 21. The District will continue to monitor the status of the students return to school and comply with the most current recommendations from DOH and SED to determine if the phasing in of inter-scholastic sports.
 - The District is still considering creative means to conduct other extra-curricular activities and clubs at this time. We understand the importance of these activities for our students and will explore options to conduct them in a manner that complies with social distancing and other applicable safety protocols.

K. Communication Plan (Note: The state will decide on reopening dates for Pre-K through grade 12 school in early August 2020.)

- Reopening Advisory Committee: see stakeholder group at beginning of this reopening plan.
- Communication with our staff, student, and parents is an essential element in soliciting input from our various stakeholders and for reporting out information in a timely and responsive manner. The District will continue to utilize our mass communication system,

currently Blackboard, to inform our students, parents, and staff as needed with new and changing information regarding our reopening plan. We will also utilize that District's email capability, webpage, and small group communication functions (text, remind type applications, etc.) to enhance our lines of communication. Furthermore, the District will be training all staff and students on safety precautions related to mask wearing, social distancing, proper hand hygiene, and how to cough/sneeze to minimize spread of airborne droplets. Each building will display signage that serves as a reminder for the above mentioned safety precautions.

- **Contact Persons for Positive COVID-19 Cases:**
 - The initial point of contact for each school building will be our school nurses. A secondary point of contact will be the building principals.
 - Elementary School:
 - Tracy Day – School Nurse: 315-839-6328
 - Mark Putnam – ES Principal: 315-839-6327
 - Middle School:
 - To Be Announced – School Nurse: 315-839-6372
 - Pete Madden – MS Principal: 315-839-6371
 - High School:
 - Sue Deis – School Nurse: 315-839-6317
 - Brian Read – HS Principal: 315-839-6316
 - In the event of a positive case of COVID-19, the coordinators will work in conjunction with DOH to develop and managing monitoring strategies.

L. Residential Living Considerations

- The District does not have students who reside on campus.

PROCESSES

Screening and Testing:

A. Health Screening and Temperature Checks

- The District plans to conduct daily temperature checks for all students using school transportation prior to their entry onto the school bus. Students must wear a mask at all times while on the bus and maintain social distancing. All students being transported to school by parents or alternative means will have their temperature checked prior to entering the building and reminded to properly wear their face mask while in the building. Students will also be subject to a periodic screening questionnaire to ascertain if other COVID related symptoms arise. All faculty and staff must submit a daily screening questionnaire either on paper or electronically (possibly utilize an online application for this) prior to being allowed into our buildings and will also be reminded of proper face mask wearing protocol.
- Parents will be made familiar with the health screening questionnaire and be asked to check children's temperature at home, prior to school, each day.

- If a temperature of 100.4 is registered, that individual must remain at home or if determined at school will be required to go home. If ride home is not readily available, individual will wait in designated isolation room of the building they are in, until their ride arrives.
- All visitors to our schools will be required to take health screening questionnaire and have temperature taken prior to being allowed to proceed into the building.
- Faculty and staff will be required to complete health screening questionnaire, daily, before being allowed to proceed to their work space. This will be a paper form that is to be completed and submitted upon entry to the building. The District is exploring a digital option to streamline the screening process.
- There will be no records of the daily health screenings maintained by the school, the only record kept is a daily sign in sheet indicating individual completed the health screening and whether they are cleared to enter or not cleared to enter.
- Individuals submitting their screening upon arrival to school are expected to avoid congregating in the submitting areas, maintain social distancing, and wear a mask.
- The District health screening questionnaire will be attached with this plan submission and available on the school's website. (*See SVCSD Self-Assessment Form*)
- Parents are to be reminded that any student who presents with a 100.4° F temperature at any time in the last 14 days may not attend school, even if a fever-reducing medication has been administered and student no longer presents with a fever.
- Parents are to be aware of the other signs and symptoms of COVID-19 and notify the contact coordinator in their respective building should student present with other symptoms. Students may also be subjected to periodic health screening questionnaire assessment.
- Student, staff, and visitors are expected to follow all quarantine requirements related to international travel and travel to states on the NYS travel advisory list. Essential employees may follow alternative protocols that may minimize their quarantine period so long as they follow certain minimum standards. It is recommended that essential employees get tested for COVID-19 upon their return from out of state travel to expedite the quarantine requirement.

Positive Screening Protocols

For the health and safety of our students and staff, the containment of individuals who present with signs and/or symptoms of illness is a top priority. Any individual presenting with, or complaining of illness, will be referred and assessed by the school nurse. In the absence of the licensed school nurse in the building or from another building, ill persons will be isolated as described earlier in this reopening plan and sent home at the earliest possible time for symptoms that consistent with COVID-19.

The school nurse will perform their standard assessment of the individual who has symptoms of an illness COVID-19 related or not. Based on this assessment the school nurse will communicate with parents/guardians, and will make a determination whether;

- The individual may remain in school
- The individual will be sent home

- The individual will be referred to their healthcare provider for assessment/evaluation and treatment. If the individual requires evaluation by their physician, documentation is required for reentry to school by their health care provider. Documentation from their health care provider will include;
 - attestation of evaluation and treatment
 - resolution of symptoms has been reached
 - documentation of negative COVID-19 testing
 - If COVID-19 testing is positive, a statement releasing them from quarantine and/or communication from DOH will be required for return to school. Communication with DOH will be ongoing to assist with contact tracing in the school setting.
- The school nurse will communicate with the COVID-19 Safety Officer, Mr. Wheelock, for any COVID-19 possible exposures and/or positive testing. Communication with DOH will be initiated by the School Nurse for any COVID-19 exposures, or positive testing. Contact tracing will be initiated upon receiving a report of positive COVID-19 testing in association with the local health department

A. Positive Screen for Exposure or Symptoms

- Any individual who screens positive for COVID-19 exposure or symptoms, or who presents with a temperature greater than 100.4 degrees, must be immediately sent home with instructions to contact their healthcare provider for assessment and testing.
- Any individual who has been alerted that they have come into close or proximate contact with a person with COVID-19 must report said information to the school nurse immediately.

Immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.

B. Positive Student Symptoms

- Students needing to be sent home because of a positive screen in the school setting by nursing staff, must be immediately separated from other students and supervised until picked up.
- Immediately isolate the individual in the designated isolation room, assuring that the individual and supervising staff have required PPE. *Multiple students suspected of COVID-19 may be in the same isolation room so long as they can be separated by at least six feet.

High School Isolation Room – Tentatively a room in the nurse’s suite

Middle School Isolation Room – Room adjacent to nurse’s office

Elementary Isolation Room – Depending on instructional model room 305, 206, and/or 313 will be designated.

- School Nurse will:
 - Reassure individual based on age and developmental level
 - Provide appropriate nursing care based on assessment and needs

- Communicate all findings and plan of care with parents/guardians
- Educate individual and/or parent/guardian, or significant other, the importance of self-monitoring, possible quarantining, COVID-19 testing, and the importance of communicating with their HCP
- Communicate with COVID-19 Safety Officer
- Will report to OCHD if necessary
- Will begin contact tracing measures with the assistance of OCHD if necessary

The Building School Nurse must immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.

C. CUSTODIAL STAFF (WEARING REQUIRED PPE) MUST BE CALLED TO CLEAN AND DISINFECT ISOLATION ROOM ONCE INDIVIDUAL IS TAKEN HOME

- Following a suspected or confirmed COVID-19 Case, cleaning and disinfection of exposed areas is required, following CDC guidelines on “Cleaning and Disinfecting Your Facility”.
- Close off areas used by the sick person until cleaning and disinfecting have occurred.
- Open outside windows to increase air circulation in the area.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19.

D. Contact Tracing

- Nurses will notify the state and local health departments immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors. The District will support local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program and by keeping accurate attendance records or students and staff, ensuring student schedules are up to date, and keeping a log of any visitors which includes date, time and where in the school they visited. **SCHOOLS ARE NOT REQUIRED TO HAVE STAFF TAKE THE CONTACT TRACING PROGRAM.** Confidentiality must be maintained as required by federal and state law and regulations.
- The District will communicate to the greatest extent possible, as soon as possible, to those who may have come into close or proximate contact with a person with COVID-19.
- Parents are expected to communicate with the District in the event DOH has contacted them regarding a potential exposure via tracing, tracking, or other means.

E. Return to School

- The District must follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.
- **If a person is not diagnosed by a healthcare provider with COVID-19 they can return to school:**
 - *Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;*

- *If they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.*
- **If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school until:**
 - *It has been at least ten days since the individual first had symptoms;*
 - *IT has been at least three days since the individual has had a fever (without using fever reducing medicine); and*
 - *It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.*
- Return to school must be coordinated with the local health department.
- School nurses in consultation with the Department of Health and school administration will determine when individuals who screened positive for COVID-19 symptoms can return to the in-person learning environment.

DOCUMENTATION FROM A HEALTH CARE PROVIDER EVALUATION, NEGATIVE COVID-19 TESTING, AND SYMPTOM RESOLUTION, OR IF COVID-19 POSITIVE, RELEASE FROM ISOLATION WILL ALSO BE REQUIRED TO BE GIVEN TO THE SCHOOL NURSE.

F. School Closures

- The District Administration and School Nurses will collaborate with the local health department when considering decisions regarding the closing of school due to COVID-19 cases increasing beyond an acceptable level.

G. In-Person Screening

- Persons performing in-person screenings, including temperature checks, will wear the appropriate PPE and will be trained as to how to perform such screenings.
- At a minimum, the screeners must wear a face covering, and may also use gloves, a gown, and face shield.

School Health Offices

- Designated isolation areas, noted above, will be utilized to hold staff or students with symptoms of COVID-19 until such time that they can go home or go to a health care facility.
- The isolation areas will be supervised by staff who are expected to maintain social distancing.
- Those caring for individual who are ill must wear the appropriate PPE in accordance to standard and transmission-based precaution. When caring for a suspected or confirmed case of COVID-19, gloves, gowns, and fitted N-95 mask and face shield should be worn. which includes: N-95 mask.
- Those providing asthma related respiratory and nebulizer treatment and suctioning (aerosol-generating procedures) are required to wear the N-95 mask fitted to them.

- Our school nurses should consult with students' health care providers for alternative asthma medication delivery systems.
- The District will consult with Facilities Director for any questions or concerns related to environmental controls.

H. Vulnerable Populations

- The school nurses will compile and maintain a susceptible list of students and staff that have underlying health conditions that may put them at higher risk for COVID-19. The health offices at each building will have open communication with parents and individuals so that they may make informed decisions with the help of their health care provider whether they should attend school. If individuals with underlying health conditions are attending school and a report of a positive COVID-19 test is received, or exposure may be a possibility through contact tracing, these individuals will be contacted so that they may remain home.
- Underlying health conditions from the CDC as of 7/17/2020 are;
People of any age with the following conditions are at increased risk of severe illness from COVID-19;
 - Cancer
 - Chronic kidney disease
 - COPD (chronic obstructive pulmonary disease)
 - Immunocompromised state (weakened immune system) from solid organ transplant
 - Obesity (body mass index [BMI] of 30 or higher)
 - Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
 - Sickle cell disease
 - Type 2 diabetes mellitus

NOTE:

This plan is subject to change based on changing circumstances or further guidance from DOH and/or SED.

An updated version of this plan will be maintained on the District's website at: www.svcsd.org

