



2020-2021

REOPENING PLAN

SUBMITTED 07-31-2020

**THIS IS A LIVING DOCUMENT
THAT WILL BE UPDATED REGULARLY**

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Introduction

The goal of the Milford Central School District is to open fully for in-person instruction in the fall of 2020. However, this will be done **IF AND ONLY IF** it can be done in a safe manner. We believe that based on our current enrollment of ~350 students being housed in a building designed for 500, that we can meet all guidelines for social distancing with only minor modifications to the schedule and staffing.

If we are able to open safely, our preference is to do so using a regular schedule with all students in attendance. As required by the NY State Education Department, we are working on contingency plans in the event that we have to reduce our number of students in the building (hybrid model) or go completely to remote learning.

The decision to move to hybrid or remote learning will be based on multiple factors including, but not limited to:

- The number of students who elect to be taught remotely or are ill.
- The number of staff members who have requested to work remotely or are ill.
- An order by the Otsego Department of Health, NY State Department of Health, or Governor to close.
- The closure of other schools and programs we rely on for providing services to our students. For example, BOCES programs.
- The ability to acquire enough cleaning products, personal protective equipment (PPE), or other supplies necessary to maintain a healthy environment.
- The ability to acquire adequate food supplies from our vendors.

If the district needs to reduce the number of students in the building due to developing issues, our focus will be in trying to keep grades PK-5 in-person and some combination of in-person/remote (hybrid model) learning for students in 6-12. The purpose of this approach is to retain as much flexibility as possible and understanding that childcare issues are much more pronounced for our families that have children who are in the elementary.

The Governor stated that he will determine whether schools in NY can open for in-person instruction the week of August 1-7. The final decision to open in an in-person, hybrid or remote model will be determined in part by the decision each family and staff member makes. That information will be collected through an online and phone survey.

The plan that follows is based on a full, in-person model of learning and the steps that need to be taken in order to ensure the health and safety of our students and staff. The plan seeks to maintain as much “normalcy” to our schedule and movement through the building to reduce any anxiety that would cause.

We are Milford Strong! and we will get through this challenging time by coming together and supporting one another. Stay well everyone!

Mr. Place, Superintendent

MILFORD CENTRAL SCHOOL DISTRICT

SOCIAL CONTRACT



As Milford Central School begins to look forward to re-opening in the fall of 2020, the overwhelming feedback has been that staff, students, and families want learning to be in-person as long as it can be done safely. In order to provide in-person learning, we will need to have all students, staff, and families agree to safeguards that will provide us with the greatest opportunity for staying open until a treatment or vaccine is available for COVID19.

We are Milford Strong! and we always come together when the going gets tough, and we know that our greatest strength is our relationships with each other. And so, we will now ask each student, family, and staff member to join us in a “social contract” which asks us to individually and collectively do our part to protect one another from the coronavirus so that we have the best chance of not having to close school again.

The school district will:

- Screen students, staff, and visitors for COVID19 symptoms on a daily basis.
- Limit access to the interior of the school to staff, students, service providers, and individuals with previously scheduled appointments.
- Enforce face covering and social distancing protocols.
- “Cohort” students to the extent practicable.
- Clean and disinfect high-touch surfaces multiple times a day, and where applicable decrease the number of high-touch surfaces students and staff are exposed to.
- Increase ventilation on buses, in classrooms, and other locations to the extent practicable.
- Provide hand sanitizer in each classroom space, the main entrance, and cafeteria.
- Provide non-surgical, disposable face coverings to any person entering the school who does not have one.
- Train staff and students in proper hand hygiene and respiratory practices.
- Provide “Health & Safety Kits” to any student or family as requested. The kits include disposable thermometers (5) and cloth face masks (2).

School district personnel and service providers will:

- Not come to work if they have:
 - experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days;
 - traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory in the past 14 days;
 - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or
 - tested positive through a diagnostic test for COVID19 in the past 14 days.
- Notify the school immediately if they have been exposed to someone with COVID19, attended an event where an outbreak has occurred, or traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory.
- Wear face coverings at all times when social distancing cannot be maintained.
- Reinforce and model proper hand hygiene practices, wearing of face coverings, and social distancing.
- Limit person-to-person contact to the greatest extent possible. For example, no hugging or handshaking.

Parents/guardians will:

- Provide two (2), face coverings for their child with their name on it. If unable to do so, the district will provide disposable, non-surgical masks to students upon arrival.
- Reinforce proper hand hygiene practices used at school, the wearing of face coverings, and social distancing protocols.
- Monitor the health of their child on a daily basis.
- Keep their child home if they have:
 - experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days
 - traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory in the past 14 days
 - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or
 - tested positive through a diagnostic test for COVID19 in the past 14 days;

Students will:

- Tell their parent/guardian if they are not feeling well before coming to school or tell any adult if they start feeling unwell during the school day.
- Wear face coverings at all times except for when seated for lunch or at the instruction of a staff member who has determined that social distancing can be maintained.
- Maintain 6ft social distancing to the extent possible and limit person-to-person contact. For example, no hugging or handshaking.
- Wash and dry their hands each time after going to the bathroom.

SHORT-TERM CLOSURE PREPAREDNESS

It may be required from time-to-time during the school year to have short-term closures to deal with different COVID19 issues. This may be the result of a known case of COVID19 in our school, a directive from the Department of Health to close, or because of our need to more thoroughly clean the school.

The school district will:

- Be prepared to immediately re-start Campaign Connect! in order to communicate information to families should our closure be for more than two days.
- Provide written communication to families and students through our website, the Campaign Connect! website, Facebook, and through the use of robocalls.
- Coordinate food pickup/delivery options if closed for more than a week.

Grades PK-5 Teachers will:

- Create a “COVID19 Emergency Schoolwork Packet” which includes two days of work for students for each subject. This work will be sent home with students the first week of school to be held until needed.
- Be prepared to work on-site the first two days of a closure to prepare up to two-weeks of materials.
- Take home their laptop computers daily.

Grades 6-12 Teachers will:

- Be prepared to immediately provide students with two days of assignments through Google Classroom that do not require access to textbooks or in-person resources.
- Be prepared to work on-site the first two days of a closure to prepare materials for up to two weeks.
- Take home their laptop computers daily.

Parent/Guardians will:

- Store the “COVID19 Emergency Schoolwork Packet” (provided by teachers during the first week of school) for their child(ren) in grades PK-5 in a safe place until needed.
- Remind their child(ren) in grades 6-12 to bring their Chromebooks to school daily.


Students in Grades 6-12:

- Will take home their Chromebooks daily and be ready to switch to remote learning if needed.

COMMUNICATION AND COMMUNITY ENGAGEMENT



STRATEGY	GUIDANCE	PAGE(S)
<p>Stakeholder meetings will be held to garner input/feedback prior to creation of the reopening plan and prior to the final version of the plan being approved by the Board of Education.</p> <p>NOTES</p> <ul style="list-style-type: none"> • Stakeholder meetings were held on 06/29/2020 and 06/30/2020 with bus drivers, cafeteria staff, custodial staff, office staff, teachers & aides, and families. • Board meeting was held on 07/02/2020 and the foundational plan was discussed. • Meeting with Milford Teachers' Association was held on 07/17/2020. • Virtual townhall meeting with Parents/Families to be held on 07/22/2020. • Townhall meetings to be held in person and virtually with staff on 07/23/2020. • Emergency Board of Education Meeting to be held on 07/23/2020. • Board Meeting to be held on 07/30/2020 to adopt plan. 	<p>NYSED ASSURANCE</p>	<p>15 (Bullet 1) CFCE, 1</p>
<p>The District will use the following communication tools to notify the community of the reopening plan.</p> <ul style="list-style-type: none"> • We will use our existing website https://web.milfordcentral.org to serve as the primary location for all communication that is not done through social media. • The district's official Facebook page: http://www.facebook.com/milfordcentral will be used to push notifications to individuals following the page. • The district will also post duplicate information on the privately run Milford Parents and Staff Facebook. • The district will use its robocall system to push notifications to parents/guardians through their cell phones as well as their private email addresses. Those without emails or social media accounts will be directed to the school district's official website https://web.milfordcentral.org • As needed, the District will hold virtual meetings via Zoom or other videoconferencing software. 	<p>NYSED ASSURANCE</p>	<p>15 (Bullet 1) CFCE, 2</p>


STRATEGY	GUIDANCE	PAGE(S)
<p>The district has purchased and will display signage and information throughout the school to remind students, staff, and visitors of COVID19 protocols. Signage includes, but is not limited to:</p> 	<p>NYSED ASSURANCE</p>	<p>15 (Bullet 2) CFCE, 2</p>
<p>The district will ensure all students are taught or trained on how to follow new COVID19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.</p> <p>NOTES</p> <ul style="list-style-type: none"> The principal, school counselors, teachers, and students are making short videos to be used in the training of students in each of these areas. These videos will be uploaded to the district's website, social media, and the Campaign Connect! website. 	<p>NYSED ASSURANCE</p>	<p>15 (Bullet 3) CFCE, 3</p>
<p>The school and/or district will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.</p>	<p>NYSED ASSURANCE</p>	<p>16 (Bullet 1) CFCE, 4</p>
<p>The school and/or district will provide communications in the language(s) spoken at home among families and throughout the school community. The written plan will be published in PDF format to ensure that those with visual and/or hearing impairments will be able to access the materials.</p>	<p>NYSED ASSURANCE</p>	<p>16 CFCE, 5</p>


Health & Safety



STRATEGY	GUIDANCE	PAGE(S)
<p>As of 07/18/2020, the Milford Central school district plans on having all students return to in-person instruction. This decision is based on these factors:</p> <ul style="list-style-type: none"> • The school building was designed for a student population of over 500. The current student body is 350 or less. • Every teacher has their own classroom. • Pre-Kindergarten currently has 18 students registered and two adults in the classroom. To reduce the number of students in the class, seats will not be filled with individuals on the waiting list until the number of students in the class is decreased to 15. • In grades K-5, there are two sections of each grade level. Currently no section exceeds 15 students. Each room is at least a standard 700+ square feet. • In grades 6-12, the majority of classes are less than 22, and efforts will be ongoing over the summer to reduce class sizes to 18 or less. In instances where class sizes cannot be reduced to that level, alternative spaces will be considered – cafeteria, gymnasium, performing arts center, etc. • 4000 disposable, non-surgical masks are currently on-site; and face shields have been ordered and are due by August. • Based on historical bus ridership trends, students on five out of our six buses will regularly be able to sit in their own seat if we group households together. 	<p>NYSED ASSURANCE</p>	<p>17 (Checkbox 1) HS, 1</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>Stakeholder meetings will be held to garner input/feedback prior to creation of the reopening plan and prior to the final version of the plan being approved by the Board of Education.</p> <p>NOTES</p> <ul style="list-style-type: none"> • Stakeholder meetings were held on 06/29/2020 and 06/30/2020 with bus drivers, cafeteria staff, custodial staff, office staff, teachers & aides, and families. • Board meeting was held on 07/02/2020 and the foundational plan was discussed. • Meeting with Milford Teachers' Association was held on 07/17/2020. • Virtual townhall meeting with Parents/Families to be held on 07/22/2020. • Townhall meetings to be held in person and virtually with staff on 07/23/2020. • Emergency Board of Education Meeting to be held on 07/23/2020. • Board Meeting to be held on 07/30/2020 to review plan to be submitted. 	<p>NYSED ASSURANCE</p>	<p>17 (Checkbox 2) HS, 2</p>
<p>The District will use the following communication tools to notify the community of the reopening plan.</p> <ul style="list-style-type: none"> • We will use our existing website https://web.milfordcentral.org to serve as the primary location for all communication that is not done through social media. • The district's official Facebook page: http://www.facebook.com/milfordcentral will be used to push notifications to individuals following the page. • The district will also post duplicate information on the privately run Milford Parents and Staff Facebook. • The district will use its robocall system to push notifications to parents/guardians through their cell phones as well as their private email addresses. Those without emails or social media accounts will be directed to the school district's official website https://web.milfordcentral.org • As needed, the District will hold virtual meetings via Zoom or other videoconferencing software. 	<p>NYSED ASSURANCE</p>	<p>17-18 (Checkbox 3) HS, 3</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The district has purchased and will display signage and information throughout the school to remind students, staff, and visitors of COVID19 protocols. Signage includes, but is not limited to:</p> 	<p>NYSED ASSURANCE</p>	<p>17-18 (Checkbox 3) HS, 3</p>
<p>The district reopening plan has a written protocol developed in collaboration with the district director of school health services to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.</p> <p>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</p> <ul style="list-style-type: none"> COVID19 SIGNS OF ILLNESS PROTOCOL (pg 47) 	<p>NYSED ASSURANCE</p>	<p>18 (Checkbox 1) HS, 4</p>
<p>The district reopening plan has written protocols for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.</p> <p>SEE APPENDIX A FOR THE FOLLOWING DOCUMENTS</p> <ul style="list-style-type: none"> SCREENING PROTOCOL – VISITORS (pg 48) COVID19 HEALTH SCREENING QUESTIONNAIRE - VISITORS (pg 49) SCREENING PROTOCOL – STAFF (pg 50) COVID19 HEALTH SCREENING QUESTIONNAIRE – STAFF (pg 51) SCREENING PROTOCOL – STUDENTS (pg 52) COVID19 HEALTH SCREENING QUESTIONNAIRE – STUDENTS (pg 53) 	<p>NYSED ASSURANCE</p>	<p>17-18 (Checkbox 3) HS, 5, 8, 9,</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>Ill students and staff will be assessed by the school nurse. If the school nurse is not available, ill students and staff will be sent home for follow up with a healthcare provider.</p>	<p>NYSED ASSURANCE</p>	<p>18 (Checkbox 3) HS, 6</p>
<p>The district reopening plan has written protocols requiring students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.</p> <p>SEE APPENDIX A FOR THE FOLLOWING DOCUMENTS</p> <ul style="list-style-type: none"> • COVID19 SYMPTOM CONFIRMATION PROTOCOL – VISITORS (pg 54) • COVID19 SYMPTOM CONFIRMATION PROTOCOL – STAFF (pg 55) • COVID19 SYMPTOM CONFIRMATION PROTOCOL – STUDENTS (pgs 56-57) • HOLD IN PLACE COVID19 PROTOCOL (pgs 58-59) 	<p>NYSED ASSURANCE</p>	<p>18 (Checkbox 4), 22, 37-40 HS, 7</p>
<p>The district reopening plan has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.</p> <p>NOTES: The principal, school counselors, teachers, and students are making short videos to be used in the training of students. These videos will be uploaded to the district’s website, social media, and the Campaign Connect! website. The content for the videos is based on the CDC guidance for best practices in hand washing: https://www.cdc.gov/handwashing/videos.html</p> <p>Signage has been purchased and will be placed in appropriate spaces for handwashing:</p> 	<p>NYSED ASSURANCE</p>	<p>18 (Checkbox 7), 26 HS, 10</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan has a written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.</p> <p>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</p> <ul style="list-style-type: none"> • SOCIAL DISTANCING PROTOCOLS/DECISIONS (pgs 61-63) 	<p>NYSED ASSURANCE</p>	<p>18 (Checkbox 8), 28-30 HS, 11</p>
<p>The district reopening plan has written protocol detailing how the district will provide accommodations to all students and staff who are at high risk or live with a person at high risk.</p> <p>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</p> <ul style="list-style-type: none"> • VULNERABLE/HIGH-RISK GROUPS ACCOMMODATIONS (pgs 64-65) 	<p>NYSED ASSURANCE</p>	<p>18 (Checkbox 9), 30-31 HS, 12</p>
<p>The district reopening plan has a written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.</p> <p>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</p> <ul style="list-style-type: none"> • FACE COVERING PROTOCOL (pgs 66-67) 	<p>NYSED ASSURANCE</p>	<p>18 (Checkbox 10), 36 HS, 13</p>
<p>The district reopening plan has a plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.</p> <p>NOTES</p> <p>The district has purchased and already has on-site 4000 non-surgical face masks, as well as many boxes of gloves. As of 07/19/2020, the district is in the process of ordering 500 cloth face masks, and PPE equipment for the school nurse.</p> <p>The school nurse will be responsible for making sure a 15-day supply of face coverings and PPE are on-hand at all times.</p>	<p>NYSED ASSURANCE</p>	<p>18 (Checkbox 11), 33-34 HS, 14</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan has written a protocol for actions to be taken if there is a confirmed case of COVID19 in the school.</p> <p>It is unlikely that the school district would receive positive confirmation of a COVID19 case within a day of a staff member or student being either sent home or staying home due to COVID19 like symptoms. It is therefore our plan to maintain the highest levels of precaution and disinfect every classroom and work space on a daily basis using an electrostatic disinfectant sprayer in coordination with regular cleaning.</p> <p>We will coordinate with the Otsego County Department of Health in any contact tracing and follow their recommendations regarding school closure or additional disinfection protocols.</p>	<p>NYSED ASSURANCE</p>	<p>19 (Checkbox 1), 40-41 HS, 15</p>
<p>The district reopening plan has a written protocol that complies with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID19 symptoms, illness or diagnosis of confirmed case of COVID19 or following quarantine due to contact with a confirmed case of COVID19. Return to school will be coordinated with the local health department.</p> <p>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</p> <ul style="list-style-type: none"> • RETURN TO SCHOOL AFTER COVID POSITIVE PROTOCOL (pg 68) 	<p>NYSED ASSURANCE</p>	<p>19 (Checkbox 2), 40-41 HS, 16</p>
<p>The district reopening plan has a written protocol to clean and disinfect schools following CDC guidance.</p> <p>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</p> <ul style="list-style-type: none"> • CLEANING AND DISINFECTING PROTOCOL (69-71) 	<p>NYSED ASSURANCE</p>	<p>19 (Checkbox 3), 42-44 HS, 17</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan has a written protocol to conduct required school safety drills with modifications ensuring social distancing between persons</p> <p>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</p> <ul style="list-style-type: none"> • SAFETY DRILL MODIFICATION PROTOCOL (pg 72) 	<p>NYSED ASSURANCE</p>	<p>19 (Checkbox 4), 45-47 HS, 18</p>
<p>The district reopening plan has a written plan for district/school run before and aftercare programs (or, for charter schools, as required by the school's charter)</p> <p>The school district does not run a before school program.</p> <p>The schools' afterschool program, CROP, will be suspended through at least January 1, 2021 due to concerns with mixing of cohorts.</p>	<p>NYSED ASSURANCE</p>	<p>19 (Checkbox 5) HS, 19</p>
<p>The district reopening plan designates a COVID19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.</p> <p>The Superintendent of the Milford Central School will serve as the COVID19 safety coordinator.</p>	<p>NYSED ASSURANCE</p>	<p>19 (Checkbox 6) HS, 20</p>

FACILITIES



STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan which include changes or additions to facilities must comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to OFP.</p> <ul style="list-style-type: none"> No changes to facilities planned at this time. 	ASSURANCE	FAC, 1
<p>The district reopening plan must ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.</p> <ul style="list-style-type: none"> They will be conducted as scheduled. 	ASSURANCE	FAC, 2
<p>The district reopening plan must provide provisions to conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4.</p> <ul style="list-style-type: none"> They will be conducted as scheduled by BOCES. 	ASSURANCE	FAC, 3
<p>The district reopening plan must ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations is in accordance with FCNYS 2020 Section 5705.5.</p> <ul style="list-style-type: none"> All dispensers will meet NY State Code requirements. 	ASSURANCE	FAC, 4

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan which include the installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation will ensure the submission of detailed floor plans to OFP for review.</p> <ul style="list-style-type: none"> • No dividers are planned at this time. 	ASSURANCE	FAC, 5
<p>The district reopening plan must ensure that all new building construction and temporary quarter project will be submitted to OFP for a full code review.</p> <ul style="list-style-type: none"> • No new building projects planned at this time in response to COVID19. 	ASSURANCE	FAC, 6
<p>The district reopening plan which include new facilities for leasing must provide a plan to consult with OFP for a preliminary evaluation</p> <ul style="list-style-type: none"> • No facilities will be leased in response to COVID19. 	ASSURANCE	FAC, 7
<p>The district reopening plan which includes the temporary or permanent use of Tents must provide plans adhering to the BCNYS.</p> <ul style="list-style-type: none"> • No tents will be used in response to COVID19. 	ASSURANCE	FAC, 8
<p>The district reopening plan must ensure that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS.</p> <ul style="list-style-type: none"> • Toilets and sinks being updated as part of an already approved capital project. No additional alterations are planned. 	ASSURANCE	FAC, 9

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan must ensure that each building provides one drinking fountain per one hundred occupants or provide a written plan for a reasonable alternate source of drinking water.</p> <ul style="list-style-type: none"> There are currently ten drinking fountains for 400 occupants. 	ASSURANCE	FAC, 10
<p>The district reopening plan must provide written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designed.</p> <ul style="list-style-type: none"> Ventilation systems are being updated as part of an approved capital project. 	ASSURANCE	FAC, 11
<p>The district reopening plan must ensure that all project submissions only dedicated to “COVID19 Reopening” will be labeled as such.</p> <ul style="list-style-type: none"> No projects planned at this time; however, if one is planned, it will be labeled as such. 	ASSURANCE	FAC, 12
<p>Each school and/or district reopening plan which include the use of plastic separators must comply with the 2020 BCNYS Section 2606.</p> <ul style="list-style-type: none"> No plastic separators are planned at this time. 	ASSURANCE	FAC, 13

CHILD NUTRITION



STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan must provide all students enrolled in the SFA with access to school meals each school day. This must include students in attendance at school and students learning remotely.</p> <p>IN-PERSON Students will be provided both breakfast and lunch.</p> <p>REMOTE LEARNING Students who choose to learn at home or if the entire school is learning remotely, food distribution will occur afterschool on a set evening once per week. Families will be able to pick up a week's worth of food at a time.</p>	NYSED ASSURANCE	54 (Checkbox 1) CN, 1
<p>The district reopening plan must address all applicable health and safety guidelines.</p> <ul style="list-style-type: none"> All state and federal health and safety guidelines for food will be adhered to whether students are in-person or remote. 	NYSED ASSURANCE	54 (Checkbox 2) CN, 2
<p>The district reopening plan include measures to protect students with food allergies if providing meals in spaces outside the cafeteria.</p> <p>Cafeteria: The table for students with food allergies will be clearly marked.</p> <p>Gym: Specific desks will be marked for students with food allergies.</p>	NYSED ASSURANCE	55 (Checkbox 3) CN, 3

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan must include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.</p> <p>Grades PK-5: Classroom teachers or aides will implement hand hygiene activities before and after meals. Students will be reminded before and during lunch that sharing of food and beverages is prohibited.</p> <p>Grades 6-12: Signage will be posted at the point of sale for students to wash their hands before and after meals. Signage will be posted discouraging the sharing of food and beverages.</p>	<p>NYSED ASSURANCE</p>	<p>55 (Checkbox 4) CN, 4</p>
<p>The district reopening plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.</p> <p>Tables The cafeteria staff will clean all tables and desks in between lunch periods with a detergent and cloths. The tables and desks will be disinfected with the electrostatic sprayer at the end of each day.</p> <p>Keypad The keypad for registering counts of meals will not be in operation and staff will use paper copies of student enrollment to track student meals.</p>	<p>NYSED ASSURANCE</p>	<p>55 (Checkbox 5) CN, 5</p>
<p>The district reopening plan must ensure compliance with Child Nutrition Program requirements.</p> <ul style="list-style-type: none"> The district will continue its compliance with all Child Nutrition Program requirements. 	<p>NYSED ASSURANCE</p>	<p>55 (Checkbox 6) CN, 6</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan must include protocols that describe communication with families through multiple means in the languages spoken by families.</p> <ul style="list-style-type: none"> • We will use our existing website https://web.milfordcentral.org to serve as the primary location for all communication that is not done through social media. • The district’s official Facebook page: http://www.facebook.com/milfordcentral will be used to push notifications to individuals following the page. • The district will also post duplicate information on the privately run Milford Parents and Staff Facebook. • The district will use its robocall system to push notifications to parents/guardians through their cell phones as well as their private email addresses. Those without emails or social media accounts will be directed to the school district’s official website https://web.milfordcentral.org 	<p>NYSED ASSURANCE</p>	<p>55 (Checkbox 7) CN, 7</p>
<p>The district reopening plan must require that students must social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.</p> <ul style="list-style-type: none"> • Classrooms: Students eating breakfast in classrooms will be socially distanced by teachers and/or classroom aides. • Cafeteria: The number of tables will be decreased and students will only be able to sit at marked seats which will be socially distanced. The maximum number of grade levels being served meals will be reduced to 2. • Gym: Students will eat their meals in the gym at desks that are socially distanced. The maximum number of students having lunch at one time will be reduced to 70. 	<p>NYSED ASSURANCE</p>	<p>55 CN, 8</p>

TRANSPORTATION



STRATEGY	GUIDANCE	PAGE(S)
Parents/guardians are encouraged to self-transport students.	DOHIG	3, "Transportation"
<p>The district reopening plan must ensure all buses which are used every day by districts and will be cleaned/disinfected once a day and ensures high contact spots must be wiped down after each a.m. and p.m. run depending upon the disinfection/cleaning schedule.</p> <ul style="list-style-type: none"> • Bus drivers will clean high-touch surfaces on the bus after each run with wipes; and/or cloths and detergents provided by the district. • The bus mechanic will disinfect each bus after the AM and PM runs using the electrostatic disinfectant sprayer. 	DOHIG NYSED ASSURANCE	3, "Disinfection" 60 (Checkbox 2) TPORT, 1, 2
<p>The district reopening plan ensures school buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. Additionally, the plan ensures that school bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses.</p> <ul style="list-style-type: none"> • Hand sanitizers are prohibited on all school buses and vans owned by the Milford Central School District. 	NYSED ASSURANCE	60 (Checkbox 3) TPORT, 3, 4
The district reopening plan requires that school bus drivers, monitors, attendants and mechanics must wear a face covering along with optional face shield.	NYSED ASSURANCE	61 (Checkbox 2) TPORT, 5
The district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID19. Additionally, transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing.	NYSED ASSURANCE	61 (Checkbox 3) TPORT, 6, 7

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan requires that transportation departments will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses.</p> <ul style="list-style-type: none"> As with all other employees, Milford Central School will provide masks and gloves as requested. 	<p>NYSED ASSURANCE</p>	<p>61 (Checkbox 4) TPORT, 8</p>
<p>The district reopening plan ensures hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.</p> <ul style="list-style-type: none"> The Bus Garage will have hand sanitizer available for all employees. 	<p>ASSURANCE</p>	<p>TPORT, 9</p>
<p>The district reopening plan requires that drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.</p> <ul style="list-style-type: none"> Any transportation employee who must have direct physical contact with a child will wear gloves. 	<p>NYSED ASSURANCE</p>	<p>61 (Checkbox 5) TPORT, 10</p>
<p>The district reopening plan requires that school bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID 19 before arriving to work.</p> <p>SEE APPENDIX A FOR THE FOLLOWING DOCUMENTS</p> <ul style="list-style-type: none"> SCREENING PROTOCOL - STAFF COVID19 HEALTH SCREENING QUESTIONNAIRE – STAFF 	<p>NYSED ASSURANCE</p>	<p>61 (Checkbox 1) TPORT, 11</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan requires that students must wear a mask on a school bus if they are physically able.</p> <p>Before boarding the school bus, students must have a face covering on which covers their mouth and nose. The face covering must remain on during the entire bus ride.</p> <p>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</p> <ul style="list-style-type: none"> • FACE COVERING PROTOCOL 	<p>NYSED ASSURANCE</p>	<p>60 (Checkbox 1), 62 (Checkbox 2) TPORT, 12</p>
<p>The district reopening plan ensures that students who do not have a mask will NOT be denied transportation and that students who do not have masks must be provided one by the district.</p> <p>If a student does not have a face covering, the bus aide or driver will provide a non-surgical face mask to the student.</p> <p>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</p> <ul style="list-style-type: none"> • FACE COVERING PROTOCOL 	<p>NYSED DOHIG ASSURANCE</p>	<p>62 (Checkboxes 4,5) 14, “Personal Protective Equipment” TPORT, 13, 14</p>
<p>The district reopening plan ensures that students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.</p>	<p>NYSED ASSURANCE</p>	<p>62 (Checkbox 6) TPORT, 15</p>
<p>The district reopening plan requires students will be trained and provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID19.</p>	<p>ASSURANCE</p>	<p>TPORT, 16</p>
<p>The district reopening plan requires that students will be trained and provided periodic reminders on the proper use of social distancing.</p> <p>At bus stops, students not in the same household are required to wear face coverings and be socially distanced. To the extent practicable, students will be seated in a socially distanced way on the bus. Students in the same household will sit together.</p> <p>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</p> <ul style="list-style-type: none"> • SOCIAL DISTANCING PROTOCOLS/DECISIONS 	<p>ASSURANCE</p>	<p>TPORT, 17</p>

STRATEGY	GUIDANCE	PAGE(S)
The district reopening plan requires that if the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Program have placed them out of district whose schools are meeting in conducting in-person session education when/if the district is not.	NYSED ASSURANCE	63 (Checkbox 1) TPORT, 18
All windows on the school bus will be cracked to increase ventilation. The bus driver will monitor the warmth of the bus and adjust as necessary to provide a comfortable climate.	DOHIG	3, “Ventilation”
All other expectations for students riding a bus in accordance with our <i>Code of Conduct</i> remain in effect.	LOCAL	MCS Policy #5300: pg 48.

SOCIAL EMOTIONAL WELL BEING



STRATEGY	GUIDANCE	PAGE(S)
<p>The district ensures that district-wide comprehensive developmental school counseling program plans, developed under the direction of certified school counselor(s), are reviewed and updated to meet current needs.</p> <p>NOTES The comprehensive school counseling program will be reviewed with the Board of Education at its 07/30/2020 meeting. The plan has been updated to address current needs.</p>	<p>NYSED ASSURANCE</p>	<p>65 (Checkbox 1) SEWB, 1</p>
<p>The district establishes an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, or school's board, school building and/or district charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists, to inform the comprehensive developmental school counseling program plan.</p> <p>NOTES The advisory council was established during the 2019-2020 school year, and met during the week of July 13, 2020 to review the program.</p>	<p>NYSED ASSURANCE</p>	<p>66 (Checkbox 1) SEWB, 2</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan addresses how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.</p> <p>Students Milford Central School is fortunate to have a well-staffed counseling program along with support from the Basset School-Based Health program, the System of Care Grant, and the Department of Social Services. We are able to provide individual and group counseling, mental health evaluations, and direct support to families including referrals to outside services and programs for their children.</p> <p>Staff The Milford Central School District provides all employees free access to the Employee Assistance Program (EAP). This is a confidential service. The contact numbers are 1-800-252-4555 or 1-800-225-2527.</p> <p>An employee assistance program (EAP) is a work-based intervention program designed to identify and assist employees in resolving personal problems (e.g., marital, financial or emotional problems; family issues; sub-stance/alcohol abuse) that may be adversely affecting the employee's performance. The plan also includes a wide array of other services, such as nurse advice telephone access, basic legal assistance and referrals, adoption assistance, or assistance finding elder care services.</p> <p>We encourage you to take advantage of this benefit, and again it is 100% confidential.</p>	<p>NYSED ASSURANCE</p>	<p>66 (Checkbox 2) SEWB, 3</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan addresses professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff.</p> <p>NOTES</p> <p>Since the 2017-2018 school year, the Social-Emotional Well Being of both students and staff has been part of the district-wide and Board goals. Professional development has been provided to staff on a yearly basis including: Poverty Simulation, the five pillars of social-emotional learning, and yoga to name a few.</p> <p>Our goal is to continue to provide staff with the knowledge and skills to be able to engage with students in a manner that supports their social- and emotional-well being. We will use our Superintendent Conference Days and our eight early-release to provide the professional development needed for our staff.</p> <p>The district will also be coordinating with the System of Care Grant to train staff through Kognito, an on-line platform that focuses on Social-Emotional Well-Being. This will be rolled out in October or sooner.</p>	<p>NYSED ASSURANCE</p>	<p>66 (Checkbox 3) SEWB, 4</p>

SCHOOL SCHEDULE



STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan describes the school schedule planned for implementation at the beginning of the 2020-21 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants.</p> <p>ARRIVAL The school building will open at 7:30 for students.</p> <p>THOSE WALKING OR BEING DROPPED OFF FROM 7:30 – 8:00 Grades PK-3: Will enter through the cafeteria and be seated in a socially distanced way. Grade 4-12: Will enter through the PAC doors and be seated in the gym at socially distanced desks.</p> <p>BREAKFAST</p> <p>At 7:50 students in the cafeteria, gym, and on buses who will be eating breakfast will be released from said locations. All other students will remain in the cafeteria, gym or on the bus until 8:00.</p> <p>Grades PK-3: Will enter through the main entrance, grab breakfast in the main lobby, and go to their classroom to eat.</p> <p>Grade 4-12: Will enter through the PAC doors, grab breakfast from the concession stand, and be seated in the gym at socially distanced desks.</p>	<p>NYSED ASSURANCE</p>	<p>75 SCHS, 1</p>

8:00 – 8:02

The first bell will ring at 8:00 and all students will go to their 1st period class.

REMAINING STUDENTS ON BUSES

Grades PK-3: Will enter through the main entrance.

Grade 4-12: Will enter through the PAC doors.

SCHEDULE

Grades PK-5: Will follow a schedule as directed by their teachers and classroom aides. Breaks from masks will occur throughout the day, and instructional “recess” breaks will occur at the discretion of the teacher as needed throughout the day.

Grades 6-8: Will move to their periods 2-10 after the SECOND bell has rung. They will then have two minutes to get to their next class. This will be done at the direction of their teachers, and is being done to allow for greater social distancing in the hallways.

Grades 9-12: Will move to each of their classes on the regular master bell schedule.

LUNCH

Grades PK-5: Will eat lunch in the cafeteria. No more than two grade levels will be in the cafeteria at one time.

Grades 6-12: Will eat their lunch from the concession stand and eat in the large gym.

DISMISSAL

STUDENTS RIDING BUSES:

Buses will be in the loop at 2:50.

Buses will depart at 3:10

Grades PK-2: Will load at 2:50 PM

Grades 3-5: Will load at 2:55 PM

Grades 6-12: Will load at 3:02 PM

PARENT PICK UP: 2:55 PM – 3:10 PM

Grades PK-5: From the cafeteria entrance.

Grades 6-12: From the main parking lot.

WALKERS:

Will be dismissed when the bell rings at 3:02.

At this point in time, any contingency plans regarding a hybrid model would be focused on bringing fewer students into the building and keeping the schedule above intact to the greatest extent possible.

ATTENDANCE & CHRONIC ABSENTEEISM



STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan must describe a mechanism to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.</p> <p>Attendance will be taken in our student management system, eSchool.</p> <p>IN-PERSON LEARNING The District's Attendance Policy will be followed for all students who are attending in-person learning.</p> <p>REMOTE LEARNING</p> <p>GRADES PK-5 It is the responsibility of the classroom teacher to make contact with each of their students on a daily basis including those who are remotely learning. This is regardless of schedule.</p> <p>GRADES 6-12 A student's first period teacher will be responsible for making contact with each student on a daily basis to record their attendance. This is regardless of schedule.</p> <p>Remote-learning students will be marked absent if (1) they are unable to be reached via phone by their teacher after three attempts, or (2) if their parent/guardian has indicated that they are not available for instruction that day through the school nurse.</p>	<p>NYSED ASSURANCE</p>	<p>81 (Bullet 1) ATT, 1</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>ABSENCES DUE TO COVID19 OR COVID19 SYMPTOMS</p> <p>Although required to count all absences by State regulation, all absences due to COVID19 or COVID19 symptoms will be considered “Excused” for the duration of the student’s inability to engage in learning due to COVID19 or COVID19 symptoms.</p> <p>A student who is under quarantine or awaiting test results, may have their attendance counted as “present” if they continue to engage in learning.</p> <p>Teachers and guidance staff will work with each student and family to insure that students who are kept home due to COVID19 are able to continue their learning to the extent practicable.</p> <p>The District will suspend all Attendance Policy components that impact credit for students in grades 8-12 for the 2020-2021 school year. Credit determinations will be based on grades only.</p>	<p>NYSED LOCAL</p>	<p>83</p>
<p>CHRONIC ABSENTEEISM</p> <p>Students missing more than 10% of scheduled school days will be considered “chronically absent” per SED regulation. The district will work with families to improve attendance and attempt to record lost instructional time. Outside agencies will be engaged to the extent required to make sure that all students of compulsory age are in regular attendance.</p>	<p>NYSED LOCAL</p>	<p>83</p>

TECHNOLOGY & CONNECTIVITY



STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan must include information on how the school/district will have knowledge of the level of access to devices and high-speed internet all students and teachers have in their places of residence.</p> <p>The district will be conducting an online and phone survey to each staff member and family as to their level of access to high-speed internet.</p> <p>The district will be providing devices to all students and staff as needed and as appropriate.</p>	<p>NYSED ASSURANCE</p>	<p>86 (Checkbox 1) TECH, 1</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan must include information on how the school or district, to the extent practicable, will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.</p> <p>The district will provide devices to all students and staff as needed and as appropriate.</p> <p>INTERNET ACCESS</p> <p>TEACHERS In the event that the district is using a hybrid or remote model, the school building will be opened to allow teachers access to their classrooms.</p> <p>STUDENTS In the event that the district is using a hybrid or remote model, the school building will be opened to allow students access to the gym to work on assignments using the school's Wifi. The district will develop a schedule with input from families as to the times that work best for them.</p>	<p>NYSED ASSURANCE</p>	<p>86 (Checkbox 2) TECH, 2</p>
<p>The district reopening plan must include information on how the school or district will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.</p> <p>The district will work directly with families who do not have access to high-speed internet should we go to a hybrid or remote model.</p> <ul style="list-style-type: none"> • The district will open the gym to allow access to the school's Wifi. • If transportation is a barrier, the district will arrange for pickup and drop off using school transportation. 	<p>NYSED ASSURANCE</p>	<p>86 (Checkbox 3) TECH, 3</p>

TEACHING & LEARNING



STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan includes a continuity of learning plan for the 2020-2021 school year. Such plan must prepare for in-person, remote, and hybrid models of instruction.</p> <p>The MCS Continuity of Learning Plan for the 2020-2021 school year will be developed with input from teachers, parents and the Board. It will include provisions for in-person, remote and hybrid models of instruction. The plan will be distributed no later than 08/21/2020.</p>	<p>NYSED ASSURANCE</p>	<p>89 (Checkbox 1) TEACH, 1</p>
<p>The district reopening plan includes an educational program that is aligned to the New York State Learning Standards (or, for charter schools, the standards set forth in the school's charter) regardless if instruction is delivered in-person, remotely or in a hybrid model.</p> <p>All instruction, regardless of model, will be aligned to the NY State Learning Standards.</p>	<p>NYSED ASSURANCE</p>	<p>89 (Checkbox 2) TEACH, 2</p>
<p>The district reopening plan provides for a program that includes regular substantive interaction between teachers and students whether delivered in-person, remotely or through a hybrid model of instruction.</p> <p>Regardless of model, teachers will prepare lessons that are designed to engage students in meaningful ways. If a hybrid or remote model is implemented, teachers will be provided access to their classrooms in order to facilitate both synchronous and asynchronous instruction. For those students without high-speed internet access at home, the district will make our WiFi and transportation available to students to the extent allowed by law or regulation.</p>	<p>NYSED ASSURANCE</p>	<p>90 (Checkbox 1) TEACH, 3</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>Equity must be at the heart of all school instructional decisions. All instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities must be aligned with State standards and include routine scheduled times for students to interact and seek feedback and support from their teachers.</p> <p>Regardless of model, teachers will prepare lessons that are designed to engage students in meaningful ways. If a hybrid or remote model is implemented, teachers will be provided access to their classrooms in order to facilitate both synchronous and asynchronous instruction. For those students without high-speed internet access at home, the district will make our WiFi and transportation available to students to the extent allowed by law or regulation.</p> <p>The district will work with teachers to create opportunities for all students to be able to interact and receive feedback directly from their teacher. This will include interactions via phone, internet, or in other ways that are allowed which maintain social distancing and face covering protocols.</p>	<p>NYSED ASSURANCE</p>	<p>89 (Checkbox 3) TEACH, 4</p>
<p>Schools must create a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information needs to be accessible to all, available in multiple languages based on district or charter school need, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone).</p> <p>The school will work with teachers to setup Google Voice phone numbers that will allow students/parents to contact them without teachers giving up their personal cellphone numbers. The district's technology team will be available for students and families to provide support which cannot be answered by the student's teacher, and a number will be created specifically for this support. All teachers can be reached by email, and our computer specialist can be reached at tdowaliby@milfordcentral.org</p>	<p>NYSED ASSURANCE</p>	<p>90 (Checkbox 2) TEACH, 5</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>Districts that contract with eligible agencies, including CBOs, to provide Prekindergarten programs must attest that they have measures in place to ensure eligible agencies with whom they contract will follow health and safety guidelines outlined in NYSED guidance and required by the New York State Department of Health. The district must also ensure their eligible agencies have a Continuity of Learning plan that addresses in-person, remote, and hybrid models of instruction.</p> <p>This assurance is not applicable to the Milford Central School as we provide our own PreK program.</p>	<p>NYSED ASSURANCE</p>	<p>91 (Checkbox 3) TEACH, 6</p>

SPECIAL EDUCATION



STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, addresses the provision of free appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.</p> <p>The district will protect the health and safety of students with disabilities and those providing special education and services through the use of the health and safety protocols outlined in this document. This includes, but is not limited to all of the documents contained in Appendix A.</p>	<p>NYSED ASSURANCE</p>	<p>113 (Checkbox 1) SPED, 1</p>
<p>The district reopening plan addresses how it will document the programs and services offered and provided to students with disabilities as well as communications with parents.</p> <p>The district will continue to use the Clear Track program to document and provide documentation to families through that system.</p>	<p>NYSED ASSURANCE</p>	<p>113 (Checkbox 5) SPED, 2</p>
<p>The district reopening plan addresses meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.</p> <p>The district will continue to meet and communicate with parents through multiple means including, but not limited to phone, email, and virtual meetings. The district will accommodate parent requests for in-person meetings when they are allowed.</p>	<p>NYSED ASSURANCE</p>	<p>113 (Checkbox 2) SPED, 3</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan addresses collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on/individualized education programs/(IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.</p> <p>The district’s CSE and CPSE are run by the same person in our small, rural school district. The CSE Chairperson participates in regional meetings for Special Education to keep informed of program options that are available.</p>	<p>NYSED ASSURANCE</p>	<p>113 (Checkbox 3) SPED, 4</p>
<p>The district reopening plan must ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.</p> <p>IN-PERSON LEARNING Students with disabilities who receive in-person learning will be provided all necessary accommodations, modifications, services, and technology in accordance with their IEP.</p> <p>REMOTE LEARNING Students with disabilities whose parent/guardian has chosen remote learning for their child will, the extent practicable, have all accommodations, modifications, services, and technology in accordance with their IEP.</p> <p>STUDENTS AT HOME DUE TO COVID19 SYMPTOMS OR COVID19 To the extent practicable, teachers and service providers will provide all necessary accommodations for students who are learning remotely due to COVID19 symptoms or a positive COVID19 diagnosis. Employees and service providers will not be required to meet in person with these students. Alternative methods for instruction and services will be explored.</p>	<p>NYSED ASSURANCE</p>	<p>113 (Checkbox 4) SPED, 5</p>

BILINGUAL EDUCATION & WORLD LANGUAGES



STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan which reopens using in-person or hybrid instruction must complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.</p> <p>Milford Central School District assures that all of these provisions will be met for our ELL students.</p>	<p>NYSED ASSURANCE</p>	<p>122 (Checkbox 1) BEWL, 1</p>
<p>The district reopening plan must provide required instructional Units of Study to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.</p> <p>The district will continue to purchase ELL services from BOCES and instructional units of study will be met regardless of the model of instruction.</p>	<p>NYSED ASSURANCE</p>	<p>123 (Checkbox 1) BEWL, 2</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan must ensure the maintenance of regular communication with parents/guardians of ELLs to ensure that they are engaged in their children’s education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication.</p> <p>Our ELL and classroom teachers will engage with parents of ELL students as we prepared for the re-opening of school. The district will make every effort to communicate with the parent/guardian in their preferred language and mode of communication.</p>	<p>NYSED ASSURANCE</p>	<p>123 (Checkbox 3) BEWL, 3</p>

TEACHER & PRINCIPAL EVALUATION



STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan must ensure that all teachers and principals are evaluated pursuant to the LEA's currently approved APPR plan (or, for charter schools, the school's charter), including any variance applications approved by the Department.</p> <p>The district will conduct all evaluations in accordance with our approved APPR plan. No variances will be sought at this time.</p>	<p>NYSED ASSURANCE</p>	<p>131 (Checkbox 1) APPR, 1</p>

CERTIFICATION AND INCIDENTAL TEACHING



STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan must ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or Education Law.</p> <p>The district will seek to fill all positions and teaching assignments to the extent practicable with individuals certificated in that area.</p> <p>The district will take advantage where necessary the provisions in regulation that allow for teachers to teach up to 10 hours a week outside of their certification area as an incidental assignment should the need arise.</p>	<p>NYSED ASSURANCE</p>	<p>133 (Checkbox 1) CERT, 1</p>

References/Guidance



ABBREVIATION USED	REFERENCE																																
AOTA	ACCURACY OF TACTILE ASSESSMENT OF FEVER IN CHILDREN BY CAREGIVERS: A SYSTEMATIC REVIEW AND META-ANALYSIS																																
ASSURANCE	THE STATE EDUCATION DEPARTMENT REQUIRES THE DISTRICT TO ASSURE SPECIFIC ACTIONS, PLANS AND PROTOCOLS. THEY WILL BE REFERENCED BY THE CATEGORY (ABBREVIATED BELOW) AND THEIR SEQUENTIAL ORDER IN THE LIST <table><tr><th>CATEGORY</th><th>ABBREVIATION</th><th>CATEGORY</th><th>ABBREVIATION</th></tr><tr><td>Communication/Family & Community Engagement</td><td>CFCE</td><td>Attendance</td><td>ATT</td></tr><tr><td>Health & Safety</td><td>HS</td><td>Technology</td><td>TECH</td></tr><tr><td>Facilities</td><td>FAC</td><td>Teaching</td><td>TEACH</td></tr><tr><td>Child Nutrition</td><td>CN</td><td>Special Education</td><td>SPED</td></tr><tr><td>Transportation</td><td>TPORT</td><td>Bilingual</td><td>ELL</td></tr><tr><td>Social Emotional Well-Being</td><td>SEWB</td><td>Evaluation</td><td>APPR</td></tr><tr><td>Schedules</td><td>SCHS</td><td>Certification</td><td>CERT</td></tr></table>	CATEGORY	ABBREVIATION	CATEGORY	ABBREVIATION	Communication/Family & Community Engagement	CFCE	Attendance	ATT	Health & Safety	HS	Technology	TECH	Facilities	FAC	Teaching	TEACH	Child Nutrition	CN	Special Education	SPED	Transportation	TPORT	Bilingual	ELL	Social Emotional Well-Being	SEWB	Evaluation	APPR	Schedules	SCHS	Certification	CERT
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Social Emotional Well-Being	SEWB	Evaluation	APPR																														
Schedules	SCHS	Certification	CERT																														
DOHIG	NY STATE DEPARTMENT OF HEALTH INTERIM GUIDANCE FOR IN-PERSON INSTRUCTION AT PRE-K TO GRADE 12 SCHOOLS DURING THE COVID19 PUBLIC HEALTH EMERGENCY																																
LOCAL	LOCAL DECISION																																
MCSC	MILFORD CENTRAL SOCIAL CONTRACT																																
NYSED	NY STATE EDUCATION DEPARTMENT – REOPENING GUIDANCE																																
NYSEDFAQ-1	NY STATE EDUCATION DEPARTMENT – FREQUENTLY ASKED QUESTIONS 7-17-2020																																

APPENDIX A

HEALTH & SAFETY DOCUMENTS

COVID19 SIGNS OF ILLNESS PROTOCOL



KNOW THE SIGNS OF COVID19 ILLNESS

FLUSHED CHEEKS

RAPID OR DIFFICULTY BREATHING
(WITHOUT RECENT PHYSICAL ACTIVITY)

FATIGUE, AND/OR IRRITABILITY

FREQUENT USE OF THE BATHROOM

WHAT DO YOU DO IF YOU SEE THESE SIGNS IN YOUR COLLEAGUES OR STUDENTS?

DO NOT LEAVE THEM ALONE

CALL THE NURSE OR MAIN OFFICE

FOLLOW THE DIRECTIONS GIVEN

Screening Protocol- Visitors



STRATEGY	GUIDANCE	PAGE
Access to the interior of the school building will be limited to students, staff, service providers, and individuals with previously scheduled appointments.	DOHIG NYSED	5, "Screening" 20
Every visitor will be required to have their temperature checked before proceeding beyond the front vestibule.	DOHIG	18, "Health Screening & Temperature Checks"
If their temperature exceeds 100.0°F, they must immediately leave the school campus and may not return to campus until they have been cleared to do so by a medical professional.	DOHIG	19, "Positive Screen Protocols"
Every visitor whose temperature is less than 100.0°F, must then attest to the following four questions: <ul style="list-style-type: none"> • Have you <ul style="list-style-type: none"> ○ experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days; ○ traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory in the past 14 days; ○ knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or ○ tested positive through a diagnostic test for COVID19 in the past 14 days? 	DOHIG	19
If a visitor states "yes" to any question, they must immediately leave the school campus and may not return to campus until they have been cleared to do so by a medical professional.	DOHIG	19, "Positive Screen Protocols"
If a visitor states "no" to all four questions and their temperature is less than 100.0°F, they may enter the school.	LOCAL	

COVID19 HEALTH SCREENING QUESTIONNAIRE - VISITORS

Thursday, July 30, 2020



NAME (Printed Clearly)	
ADDRESS	
PHONE NUMBER	()
PRE-SCHEDULED MEETING WITH	

ATTESTATION BY VISITOR

In the past two weeks (14 days) have you experienced any symptoms of COVID19 such as a temperature of greater than 100.0°F, cough, shortness of breath or difficulty breathing, extreme tiredness (fatigue), muscle or body aches, headache, loss of taste or smell, sore throat, stuffy or runny nose, nausea or vomiting, and/or diarrhea?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you traveled internationally or from any of the States listed below in the past 14 days? Alabama, Arkansas, Arizona, California, Florida, Georgia, Iowa, Idaho, Kansas, Louisiana, Minnesota, Mississippi, New Mexico, North Carolina, Nevada, Ohio, Oklahoma, South Carolina, Tennessee, Texas, Utah, Wisconsin	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you tested positive through a diagnostic test for COVID19 in the past 14 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SIGNATURE	
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VERIFICATION BY STAFF REQUIRED

Staff Member (Print/Sign)	
Attestation Questions	<input type="checkbox"/> All "No" <input type="checkbox"/> Any marked "Yes" – MAY NOT ENTER
Temperature Check	<input type="checkbox"/> Less than 100.0°F <input type="checkbox"/> Greater than 100.0°F – MAY NOT ENTER
Time	

Screening Protocol - Staff



STRATEGY	GUIDANCE	PAGE
Every staff member will self-assess their temperature at home before leaving for work by using the back of their hand. If they feel hot, then a thermometer must be used to assess whether their temperature is over 100.0°F.	DOHIG AOTA	18, "Health Screening and Temperature Checks"
If their temperature is greater than 100.0°F, they may not come to work until they have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.	DOHIG	19, "Positive Screen Protocols"
<p>Upon arrival at school, staff must sign in at the front desk and attest to the following four questions:</p> <ul style="list-style-type: none"> Have you <ul style="list-style-type: none"> experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days; traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory in the past 14 days; knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or tested positive through a diagnostic test for COVID19 in the past 14 days? 	DOHIG	19
If a staff member states "yes" to any question, they must immediately leave the school campus and may not return to work until they have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.	DOHIG	19, "Positive Screen Protocols"
If a staff member states "no" to all four questions, they may enter the school.	LOCAL	

COVID19 HEALTH SCREENING QUESTIONNAIRE - STAFF



Thursday, July 30, 2020

NAME (PRINTED CLEARLY)	TIME

TEMPERATURE SCREENING QUESTION

Did you evaluate your temperature before arriving to work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If you answered "No" you must wait to have your temperature checked before entering the building.

TEMPERATURE TAKEN BY	TEMPERATURE	TIME
	<input type="checkbox"/> Less than 100.0°F <input type="checkbox"/> Greater than 100.0°F – MAY NOT ENTER	

ATTESTATION

In the past two weeks (14 days) have you experienced any symptoms of COVID19 such as a temperature of greater than 100.0°F, cough, shortness of breath or difficulty breathing, extreme tiredness (fatigue), muscle or body aches, headache, loss of taste or smell, sore throat, stuffy or runny nose, nausea or vomiting, and/or diarrhea?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you traveled internationally or from any of the States listed below in the past 14 days? Alabama, Arkansas, Arizona, California, Florida, Georgia, Iowa, Idaho, Kansas, Louisiana, Minnesota, Mississippi, New Mexico, North Carolina, Nevada, Ohio, Oklahoma, South Carolina, Tennessee, Texas, Utah, Wisconsin	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you tested positive through a diagnostic test for COVID19 in the past 14 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SIGNATURE	
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If you answered "Yes" to any of the above questions, you must immediately leave the school campus and may not return to work until you have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.

Screening - Students



STRATEGY	GUIDANCE	PAGE
Parents/guardians will check on the health of their child(ren) on a daily basis before they are sent to school.	MCSSC	
Parents/guardians will check the temperature of their child(ren) before they come to school. <ul style="list-style-type: none"> For students in Grades PK-5, parents will assess their temperature at home before leaving for school by using the back of their hand. If they feel hot, then a thermometer must be used to assess whether their temperature is over 100.0°F For students in Grades 6-12, parents will ask their child if they feel warm. If yes, the parent/guardian will assess their temperature with the back of their hand. If they feel hot, then a thermometer must be used to assess whether their temperature is over 100.0°F 	DOHIG AOTA	5, "Screening" 18, "Health Screening and Temperature Checks"
By sending their child to school (via school transportation, walking, or being dropped off), it will be assumed that the parent/guardian is attesting in the negative to each of the following questions. Their child(ren) has/have not: <ul style="list-style-type: none"> experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days; traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory in the past 14 days; knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or tested positive through a diagnostic test for COVID19 in the past 14 days? 	DOHIG	19
If a parent/guardian responds "yes" to any question, <ul style="list-style-type: none"> no member of the household may come to school; they must notify the school nurse or the main office immediately; and before returning to school, all student(s) in the household must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation. 	DOHIG	19, "Positive Screen Protocols"

COVID19 HEALTH SCREENING QUESTIONNAIRE - STUDENTS



Thursday, July 30, 2020

NAME (PRINTED CLEARLY)	TIME

TEMPERATURE SCREENING QUESTION

Did your parents/guardian evaluate your temperature before arriving to school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If they answered "No" the student must have their temperature checked.

TEMPERATURE TAKEN BY	TEMPERATURE	TIME
	<input type="checkbox"/> Less than 100.0°F <input type="checkbox"/> Greater than 100.0°F – MAY NOT ENTER	

ATTESTATION

In the past two weeks (14 days) have you experienced any symptoms of COVID19 such as a temperature of greater than 100.0°F, cough, shortness of breath or difficulty breathing, extreme tiredness (fatigue), muscle or body aches, headache, loss of taste or smell, sore throat, stuffy or runny nose, nausea or vomiting, and/or diarrhea?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you traveled internationally or from any of the States listed below in the past 14 days? Alabama, Arkansas, Arizona, California, Florida, Georgia, Iowa, Idaho, Kansas, Louisiana, Minnesota, Mississippi, New Mexico, North Carolina, Nevada, Ohio, Oklahoma, South Carolina, Tennessee, Texas, Utah, Wisconsin	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you tested positive through a diagnostic test for COVID19 in the past 14 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

QUESTIONED BY	
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If the student answered "Yes" to any of the above questions, they must immediately be taken to the COVID19 Isolation Room. Once there, please call the school nurse or main office.

COVID19 Symptom Confirmation Protocol - Visitors



STRATEGY	GUIDANCE	PAGE
If an individual visiting the school has a temperature greater than 100.0°F or attests in the affirmative to any of the screening questions, they must leave the campus immediately and may not return until cleared by a medical professional.	DOHIG	19, “Positive Screen Protocols”

COVID19 Symptom Confirmation Protocol – Staff



STRATEGY	GUIDANCE	PAGE
Symptom confirmation prior to coming to work: The staff member may not come to work. They will log their absence into AESOP as “COVID19 Symptoms”.	MCSC	
The school nurse or an administrator will call the employee. The employee will be given information on health care and testing resources.	DOHIG	20, Bullet 2 from top
Before returning to work, the staff member must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.	DOHIG	20, Bullet 5 from top
STRATEGY	GUIDANCE	PAGE
Symptom confirmation during the school day: If a staff member develops symptoms of COVID19 during the school day, they must immediately call for the school nurse.	DOHIG	20, Bullet 4 from top
ISOLATION PROTOCOL: <ul style="list-style-type: none"> The school nurse will assess if the staff member has symptoms consistent with COVID19. The staff member’s temperature must be taken. 	DOHIG	20, Bullet 1 from top
If the symptoms are consistent with COVID19, the school nurse will notify the main office immediately to initiate the “HOLD IN PLACE COVID19 PROTOCOL”.	LOCAL	
The staff member and all members of their household will be required to go home.	DOHIG	20, Bullet 2 from top
Cleaning protocols for the rooms the staff member had been in that day will commence immediately upon confirmation from the school nurse that the symptoms are consistent with COVID19.	LOCAL	
Communication protocols will be completed by no later than 5PM that day for all students and staff who came in contact with the student(s) sent home.	LOCAL	
Before returning to work, the staff member must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.	DOHIG	20, Bullet 5 from top

COVID19 Symptom Confirmation Protocol – Students



STRATEGY	GUIDANCE	PAGE
Symptom confirmation prior to coming to school: <ul style="list-style-type: none"> The parent/guardian will not send their child(ren) to school. The parent/guardian will contact the school nurse or main office immediately. 	MCSC	
Before returning to school, the student(s) must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.	DOHIG	20, Bullet 5 from top
STRATEGY	GUIDANCE	PAGE
Symptom confirmation during the school day: For students in Grades PK-5, any staff member who believes a student is exhibiting COVID19-like symptoms must intervene and begin the isolation protocols. For students in 6-12, they must notify a staff member if they begin experiencing any COVID19-like symptoms.	DOHIG	20, Bullet 4 from top
ISOLATION PROTOCOL: <ul style="list-style-type: none"> The student will be immediately separated from other students and taken to the Isolation Room. The staff member accompanying the student will remain in the Isolation Room with the student and contact the school nurse or main office. The staff member must maintain social distancing and face covering protocols. The school nurse will assess if the student has symptoms consistent with COVID19. 	DOHIG	20, Bullet 1 from top
If the symptoms are consistent with COVID19, the school nurse will notify the main office immediately to initiate the “HOLD IN PLACE COVID19 PROTOCOL”	LOCAL	
The student and all members of their household will be required to be picked up by the parent/guardian. The parent/guardian will be given information on health care and testing resources.	DOHIG	20, Bullet 2 from top
Cleaning protocols for the rooms the student had been in that day will commence immediately upon confirmation from the school nurse that the symptoms are consistent with COVID19.	LOCAL	

STRATEGY	GUIDANCE	PAGE
Communication protocols will be completed by no later than 5PM that day for all students and staff who came in contact with the student(s) sent home.	LOCAL	
Before returning to school, the student(s) must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.	DOHIG	20, Bullet 5 from top

HOLD IN PLACE COVID19 PROTOCOL



STRATEGY	GUIDANCE	PAGE(S)
<p>Upon the confirmation of a visitor, staff member, or student with COVID19 symptoms, the “HOLD IN PLACE” protocol will be initiated by the school nurse, school administrator, or their designee. They will announce over the PA system the following message:</p> <p style="padding-left: 40px;">May I have your attention please. All staff members and students, please HOLD IN PLACE until further notice. Again, all staff members and students, please HOLD IN PLACE until further notice.</p>	LOCAL	
During a HOLD IN PLACE, students and staff should remain in their room. Instruction may continue; however, movement through the building is suspended until the protocol is completed.	LOCAL	
All cleaners on duty will immediately gather materials needed for disinfecting rooms, and the Director of Buildings and Grounds will be summoned.	LOCAL	
<p>The school nurse will interview the student (or the staff member who brought the student for evaluation) to determine which additional students/staff may need to go home due to their direct contact with the confirmed symptomatic individual or by virtue of living in the same household.</p> <p>The nurse will ask the following questions:</p> <ul style="list-style-type: none"> • Is there anyone you had direct person-to-person contact with today while at school? • Were you near anyone without a mask on and less than 6 feet socially distanced for more than 15 minutes while at school today? 	LOCAL	

STRATEGY	GUIDANCE	PAGE(S)
Each individual identified by the school nurse to go home will be brought to the isolation room to be evaluated by the school nurse for COVID19 symptoms including a temperature check.	LOCAL	
The school administrator or their designee will then run the daily schedule of each individual identified to go home.	LOCAL	
Collaboratively the school administrator, school nurse and Head of Buildings and Grounds will determine which classrooms or spaces need to be disinfected based on the student/staff member's daily schedule as well as any information the individual(s) provide(s) about where they had been that day (bathroom, cafeteria, etc.)	LOCAL	
The school nurse will contact parents for students who need to be picked up to go home.	LOCAL	
The school administrator will go to each room and assess using their best judgement how to remove any students/staff and where to send them while the room is being disinfected.	LOCAL	
If the room has windows that can be opened, the Head of Buildings and Grounds or school administrator will open all windows and allow the room to ventilate for a minimum of 10 minutes.	LOCAL	
Once the rooms are emptied, the Head of Buildings and Grounds, or the school administrator, will assign each cleaner to the room(s) that will need to be disinfected.	LOCAL	
All high-touch surfaces including the door handles, desks, and chairs will be cleaned with approved disinfectants. The room will then be sprayed using the electrostatic sprayer. No individuals will be allowed in the room until 10 minutes after the process is completed.	LOCAL	
Once the rooms have been disinfected, the HOLD IN PLACE protocol can be suspended. The school nurse, school administrator or their designee will announce over the PA system the following message: May I have your attention please. All staff members and students, may now resume their regular schedules. Thank you for your cooperation and patience.	LOCAL	

HAND AND RESPIRATORY HYGIENE PROTOCOL



STRATEGY – HAND HYGIENE	GUIDANCE	PAGE(S)
Healthy handwashing hygiene practices will be taught and re-taught to both students and staff through the use of videos produced locally by the principal, school counselors, teachers, and students. These videos will be uploaded to the district’s website, social media, and the Campaign Connect! website. The content for the videos is based on the CDC guidance for best practices in hand washing: https://www.cdc.gov/handwashing/videos.html Live links to these videos will be added to this protocol and the plan as soon as they are available in early August.	NYSED	18, Checkbox 7, 26
Teachers in grades PK-5 will schedule time for hand hygiene throughout the day.	NYSED	26
Students in grades 6-12 will be reminded to perform hygiene after all meals and use of bathrooms.	NYSED	26
Hand sanitizer will be made available in all classrooms, near high touch surfaces for use when soap and water are not available.	NYSED	26
STRATEGY – RESPIRATORY HYGIENE	GUIDANCE	PAGE(S)
Students and staff will cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately.	NYSED	26
If no tissue is available, the inside of the elbow (or shirtsleeve) will be used to cover the mouth or nose instead of using the hands.	NYSED	26
Students and staff will perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.	NYSED	26

SOCIAL DISTANCING PROTOCOLS/DECISIONS



STRATEGY	GUIDANCE	PAGE(S)
The district reopening plan has a written protocol to ensure all persons in school buildings keep a social distance of at least 6 feet whenever possible. Twelve feet in all directions will be maintained between individuals while participating in activities requires projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity.	NYSED ASSURANCE	18 (Checkbox 8), 28-30 HS, 11
Morning Arrival ---No students will be allowed in the building until 7:30. <ul style="list-style-type: none"> • Walkers and those being dropped off: <ul style="list-style-type: none"> ○ Grades PK-3: Enter through the cafeteria and be seated at seats not marked with an "X". Remain there until 8:00. ○ Grades 4-12: Enter through the PAC entrance and be seated in the gym at desks that will be socially distanced. • Those riding the bus who are eating breakfast will be let off at 7:50. <ul style="list-style-type: none"> ○ Grades PK-3: Enter through the main entrance, grab a "Breakfast to Go" and go directly to their classroom where class aides will socially distance them. ○ Grades 4-12: Enter through the PAC entrance, grab a "Breakfast to Go" and be seated in the gym at a desk that is socially distanced. • Those riding the bus who are not eating breakfast will be let off the bus at 8:00. <ul style="list-style-type: none"> ○ Grades PK-3: Enter through the main entrance and go directly to their classroom. ○ Grades 4-12: Enter through the PAC entrance and go directly to their first period class. 	NYSED	29, 30
Students in Grades 6-8 will transition between classes 1-2 minutes after the bell sounds to decrease the number of students in the hallway at one time. The middle school team will create a plan to best meet this strategy.	LOCAL	

STRATEGY	GUIDANCE	PAGE(S)
Enrollments in grades PK-5 will be monitored and adjusted to remain below 15.	LOCAL	
Enrollments in grades 6-12 classes will be monitored and adjusted over the summer to accommodate no more than 18 students in a class. Where that is not possible, classes will be moved to larger rooms to accommodate social distancing.	LOCAL	
To reduce the number of students in PreK (currently 18) in order to allow social distancing, empty seats will not be filled with children on the waiting list until the number of students in the class has decreased to 15.	LOCAL	
LUNCHES <ul style="list-style-type: none"> Grades PK-5: Lunch will be served in the cafeteria. The number of tables will be decreased and students will only be able to sit at marked seats which will be socially distanced. The maximum number of grade levels being served lunch will be reduced to 2. Grades 6-12: Lunches will be served from the concession stand and students will eat their lunches in the gym at desks that are socially distanced. The maximum number of students having lunch at one time will be reduced to 70. 	NYSED	29
RECESS In grades PK-5, recess will be at the direction of the classroom teacher and will be scheduled at the teacher's discretion to maximize opportunities for students to socially distance and take face covering breaks.	LOCAL	
Each classroom, office space, elevator, and bathroom will have the maximum occupancy posted on the door to accommodate 6ft social distancing.	LOCAL	
Students shall not congregate at classroom doors prior to a class change.	LOCAL	
Students transitioning between classes shall, to the extent practicable, remain socially distanced.	LOCAL	
Music Classes. <ul style="list-style-type: none"> Social distancing will be required at a spacing of 12 feet unless face coverings are worn. Band and chorus may be taught in smaller groups as organized by the teachers. This may include, but is not limited to: <ul style="list-style-type: none"> By grade level (6th, 7th, etc). By instrument or vocal part. Teachers are encouraged to use the Performing Arts Center to hold classes. 	DOHIG NYSED	10, Bullet 9 30, Bullet 4
Physical Education Classes <ul style="list-style-type: none"> Social distancing will be required at a spacing of 12 feet if there are aerobic activities. 	DOHIG NYSED	10, Bullet 9 30, Bullet 4

STRATEGY	GUIDANCE	PAGE(S)
<p>All large gathering events are cancelled until at least January 1, 2021. This includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> • Community BBQ (September) • Open Houses (October) [will be organized differently and offered in August/September] • Fall Fling (October) • Halloween Parade (October) • Senior Class Chinese Auction (November) • Winter Musical Concerts (December) • Anton Remy Tournament (December) • Principal Assemblies (September – December) • In-Person Faculty Meetings (September – December) 	NYSED	30, Bullet 5
All field trips are suspended until at least January 1, 2021.	NYSED	30, Bullet 5
<p>Afterschool Programming</p> <ul style="list-style-type: none"> • CROP is suspended until at least January 1, 2021 due to concerns with cohort mixing. • Extracurricular clubs for secondary students may meet if they can maintain social distancing guidelines. • Teachers may continue to meet with students after school and a late bus will continue to be provided. 	NYSED	30
<p>Athletics:</p> <p>Decisions regarding athletic practices and games will be in alignment with the NY State Public High School Athletic Association (NYSPHSAA) guidance unless local conditions require more aggressive measures to be taken.</p> <p>All games through at least January 1, 2021, will be held without spectators.</p>	LOCAL	

VULNERABLE/HIGH-RISK GROUP PROTOCOL



STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan has written protocol detailing how the district will provide accommodations to all students and staff who are at high risk or live with a person at high risk.</p> <p>High-risk groups include:</p> <ul style="list-style-type: none"> • Individuals 65 or older; • Pregnant individuals • Individuals with underlying health conditions including, but not limited to: <ul style="list-style-type: none"> ○ chronic lung disease or moderate to severe asthma ○ serious heart conditions ○ immunocompromised ○ severe obesity (body mass index [BMI] of 30 or higher) ○ diabetes ○ chronic kidney disease undergoing dialysis ○ liver disease o sickle cell anemia ○ children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children. 	<p>NYSED ASSURANCE</p>	<p>18 (Checkbox 9), 30-31 HS, 12</p>

STRATEGY - STUDENTS	GUIDANCE	PAGE(S)
All families will be contacted to determine if they plan on having their child(ren) attend in-person for the first ten weeks of school (9/8/2020– 11/06/2020).	LOCAL	
If in-person instruction is chosen, the parent/guardian will be asked if there are any health diagnoses that will prevent their child(ren) from wearing a face covering.	LOCAL	
<p>A parent can decide at any time to have their child begin remote or in-person learning.</p> <p>Changing to In-Person Learning: The district requests a notice of at least 24 hours if a child is returning to in-person learning so that schedules can be prepared and staff can be alerted.</p> <p>Changing to Remote Learning: The parent must inform the main office or guidance office that they are keeping their child at home for remote instruction so that materials and services can be arranged.</p>	LOCAL	
The district will re-canvass all families prior to the end of the first 10 weeks of school to inquire about the family's intentions for the next marking period. Re-canvassing will continue at the end of each marking period as long as necessary.	LOCAL	
STRATEGY - STAFF	GUIDANCE	PAGE(S)
All staff members will be contacted to determine if they will be seeking accommodations, including working from home, for the first ten weeks of school (9/2/2020 – 11/06/2020).	LOCAL	
Each staff member will be asked if there are any health diagnoses that will prevent them from wearing a face covering if they are working in-person.	LOCAL	
A staff member can request an accommodation, including working from home, at any time. The district requests a written notice of at least 24-hours to the individual's immediate supervisor if the requested accommodation is working from home.	LOCAL	
The district will re-canvass staff members prior to the end of the first 10 weeks of school to inquire about the staff member's intentions for the next marking period. Re-canvassing will continue at the end of each marking period as long as necessary.	LOCAL	

FACE COVERING PROTOCOL



STRATEGY	GUIDANCE	PAGE(S)
The district reopening plan has a written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.	NYSED ASSURANCE	18 (Checkbox 10), 36 HS, 13
The district will only accept medical exemptions from qualified health professionals who have indicated the contraindication prohibiting the use of a face covering. The exemption request will be reviewed by the school's medical doctor.	LOCAL	
STRATEGY - STUDENTS	GUIDANCE	PAGE(S)
<p>All students MUST wear cloth face coverings at all times with the following exceptions:</p> <ul style="list-style-type: none"> • If they have a written, medical exemption on file with the school. • Under the direction of a staff member who has determined that appropriate social distancing can be maintained. • When they are seated to have lunch in a seat/desk that is appropriately social distanced. 	NYSED	36
Parents will provide two (2), face coverings for their child with their name on it.	LOCAL	
If a child does not have a face covering to board a bus or when they arrive at school by self-transport or walking, a non-surgical face mask will be given to them (unless they have a medical exemption).	LOCAL	
The district will provide "Health & Safety Kits" to any student or family upon their request. The kit includes two cloth face masks (2).	LOCAL	
Staff members will schedule breaks for students throughout the day so that they can remove their face coverings when it is safe to do so, but if and only if social distancing can be maintained.	NYSED	36

STRATEGY – STAFF AND VISITORS	GUIDANCE	PAGE(S)
<p>All staff and visitors MUST wear cloth face coverings at all times:</p> <ul style="list-style-type: none"> • Whenever they are within 6 feet of someone; • In hallways; • In restrooms; and • In other congregate settings, including break rooms (excepted when seated for lunch). 	NYSED	36
<p>Staff are required to wear their face coverings at all times in a manner that showcases them as a role model for our students.</p>	LOCAL	
<p>The district will provide cloth face coverings for staff upon their request.</p>	NYSED	36
<p>If a staff member or visitor does not have a face covering when they arrive at school, a non-surgical face mask will be given to them (unless they have a medical exemption).</p>	LOCAL	
STRATEGY – SCHOOL NURSE	GUIDANCE	PAGE(S)
<p>The district will provide enhanced PPE for the school nurse including face shields, N95 masks, goggles, and disposable gowns.</p>	NYSED	32

RETURN TO SCHOOL AFTER COVID POSITIVE PROTOCOL



STRATEGY	GUIDANCE	PAGE(S)
Before returning to school, the individual must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.	DOHIG	20, Bullet 5 from top
Return to school will be coordinated between the local health department and the school nurse.	NYSED ASSURANCE	19 (Checkbox 2), 40-41 HS, 16

CLEANING AND DISINFECTING PROTOCOL



STRATEGY	GUIDANCE	PAGE(S)
The district reopening plan has a written protocol to clean and disinfect schools following CDC guidance.	NYSED ASSURANCE	19 (Checkbox 3), 42-44 HS, 17
SCHOOL BUSES Bus drivers will clean high-touch surfaces on the bus after each run with wipes and/or cloths and detergents provided by the district. The bus mechanic will disinfect each bus twice a day using the electrostatic disinfectant sprayer.	LOCAL	
CLASSROOMS A schedule will be developed for custodial staff to clean chairs, desks, and other high-touch surfaces throughout the day when classrooms do not have students in them. Teachers will be provided wipes that they can use at their discretion to clean surfaces within their classroom during class periods when custodial staff cannot get to their rooms. The electrostatic disinfectant sprayer will be used each evening in each classroom.	LOCAL DOHIG LOCAL	“Cleaning & Disinfection”, Bullet 3
OFFICES All offices will be cleaned once a day by the custodial staff. Staff will be provided wipes that they can use at their discretion to clean surfaces. The electrostatic disinfectant sprayer will be used each evening in each office.	LOCAL	

STRATEGY	GUIDANCE	PAGE(S)
<p>BATHROOMS</p> <p>Common Area Bathrooms (105, PAC, Upstairs). The common area bathrooms will have all high-touch surfaces cleaned after each period.</p> <p>PK-2 Shared Classroom Bathrooms: These bathrooms will be for the use of only those students in the shared classrooms. The bathrooms will be scheduled to be cleaned during the class lunch period and then at the end of the day.</p> <p>Shared Staff Bathrooms: These bathrooms will be cleaned once a day, and disinfectant spray/wipes will be made available in each.</p>	LOCAL	
<p>CAFETERIA</p> <p>Tables The cafeteria staff will clean all tables and desks in between lunch periods with a detergent and cloths. The tables and desks will be disinfected with the electrostatic sprayer at the end of each day.</p> <p>Keypad The keypad for registering counts of meals will not be in operation and staff will use paper copies of student enrollment to track student meals.</p> <p>Trays & Utensils The cafeteria staff will continue to follow all Department of Health guidelines for maintaining clean trays and utensils.</p>	LOCAL	

STRATEGY	GUIDANCE	PAGE(S)
<p>HIGH TOUCH SURFACES</p> <p>Lockers The outsides of lockers will be cleaned when visibly soiled. The electrostatic sprayer will be used each evening on all lockers including those in the locker rooms.</p> <p>Classroom Door Handles To the extent practicable classroom doors will be kept ajar throughout the school day to minimize the number of surfaces touched. Custodial staff will clean these surfaces throughout the day when doors are closed.</p> <p>Entrance Doors The entrance doors will be held open by staff to allow students to enter the building upon arrival without having to touch the surfaces. The custodial staff will clean the handles at 8:10 AM each day and then throughout the day.</p> <p>Drinking Fountains The district is in the process of converting all drinking fountains to bottle-filling stations. Students are encouraged to bring water bottles to fill. The district will shut down any fountain that has not been converted. The custodial staff will clean the push buttons after every period.</p> <p>Elevator Buttons The elevator buttons will be cleaned after every period.</p>	LOCAL	

SAFETY DRILL MODIFICATION PROTOCOL



STRATEGY	GUIDANCE	PAGE(S)
The district reopening plan has a written protocol to conduct required school safety drills with modifications ensuring social distancing between persons.	NYSED ASSURANCE	19 (Checkbox 4), 45-47 HS, 18
Students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.	NYSED	45
FIRE DRILLS The principal will be responsible for scheduling fire drills and ensuring that all students participate over the course of one day. Modifications to the standard operation procedures may include, but are not limited to: <ul style="list-style-type: none"> • Conducting drills on a staggered schedule • Conducting drills by wing of the building. • Conducting drills by grade levels. 	NYSED	45
LOCKDOWN DRILLS The principal will be responsible for scheduling lockdown drills. Lockdowns will be conducted without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.	NYSED	46

Mandatory Assurances



COMMUNICATION/FAMILY & COMMUNITY ENGAGEMENT		
ASSURANCE	PAGE	NOTES
1. The school and/or district engaged with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing reopening plans. Plans for reopening should identify the groups of people involved and engaged throughout the planning process	7	
2. The school and/or district developed a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Responsible Parties may consider developing webpages, text and email groups, and/or social media groups or posts.	7	
3. The school and/or district will ensure all students are taught or trained how to follow new COVID19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.	8	
4. The school and/or district will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.	8	
5. The school and/or district will provide communications in the language(s) spoken at home among families and throughout the school community. Written plans must be accessible to those with visual and/or hearing impairments.	8	

Mandatory Assurances



HEALTH AND SAFETY		
ASSURANCE	PAGE	NOTES
1. Each school and/or district reopening plan must review and consider the number of students and staff allowed to return in person. These factors should be considered when determining resumption of in person instruction: (1) Ability to maintain appropriate social distancing or face coverings; (2) PPE and face covering availability; (3) Availability of safe transportation; and (4) Local hospital capacity – consult your local department of health.	9	
2. Each school and/or district reopening plan must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) in developing their reopening plan and identify those that participated in the reopening plans.	8-10	
3. Each school and/or district reopening plan must include a communications plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.	10-11	
4. Each school and/or district reopening plan has a written protocol developed in collaboration with the district or school's director of school health services to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.	11	COVID19 Signs Of Illness Protocol
5. Each school and/or district reopening plan has a written protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.	11	Screening Protocol – Visitors, Staff, Students
6. Each school and/or district reopening plan requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider.	12	
7. Each school and/or district reopening plan has written protocol requiring students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.	12	COVID19 Symptom Confirmation Protocol – Visitors, Staff, Students

ASSURANCE	PAGE	NOTES
8. Each school and/or district reopening plan has written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.	11	COVID19 Health Screening Questionnaires – Visitors, Staff, Students
9. Each school and/or district reopening plan has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.	11	Screening Protocol - Students
10. Each school and/or district reopening plan has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.	12	Hand and Respiratory Hygiene Protocol
11. Each school and/or district reopening plan has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.	13	Social Distancing Protocols/Decisions
12. Each school and/or district reopening plan has written protocol detailing how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.	13	Vulnerable/High Risk Group Protocol
13. Each school and/or district reopening plan has written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.	13	Face Covering Protocol
14. Each school and/or district reopening plan has plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.	13	4000 non-surgical masks on-hand PPE equipment on order.
15. Each school and/or district reopening plan has written protocol for actions to be taken if there is a confirmed case of COVID19 in the school.	14	
16. Each school and/or district reopening plan has written protocol that complies with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID19 symptoms, illness or diagnosis of confirmed case of COVID19 or following quarantine due to contact with a confirmed case of COVID19. Return to school will be coordinated with the local health department.	14	
17. Each school and/or district reopening plan has written protocol to clean and disinfect schools following CDC guidance.	14	CLEANING AND DISINFECTING PROTOCOL
18. Each school and/or district reopening plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons	15	SAFETY DRILL MODIFICATION PROTOCOL
19. Each school and/or district reopening plan has written plan for district/school run before and aftercare programs (or, for charter schools, as required by the school's charter)	15	

ASSURANCE	PAGE	NOTES
20. Each school and/or district reopening plan designates a COVID19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.	15	

Mandatory Assurances



FACILITIES		
ASSURANCE	PAGE	NOTES
1. Each school and/or district reopening plan which include changes or additions to facilities must comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to OFP.	16	No changes anticipated.
2. Each school and/or district reopening plan must ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.	16	Inspection will be completed in compliance.
3. Each school and/or district reopening plan must provide provisions to conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4.	16	Will conduct the testing through BOCES.
4. Each school and/or district reopening plan must ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations is in accordance with FCNYS 2020 Section 5705.5.	16	All hand sanitizers will meet fire and code requirements.
5. Each school and/or district reopening plan which include the installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation will ensure the submission of detailed floor plans to OFP for review.	17	No dividers planned to be installed
6. Each school and/or district reopening plan must ensure that all new building construction and temporary quarter project will be submitted to OFP for a full code review.	17	No new construction will be done for COVID19
7. Each school and/or district reopening plan which include new facilities for leasing must provide a plan to consult with OFP for a preliminary evaluation	17	No new facilities to be leased.
8. Each school and/or district reopening plan which includes the temporary or permanent use of Tents must provide plans adhering to the BCNYS.	17	No tents plan to be used.
9. Each school and/or district reopening plan must ensure that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS.	17	Toilets and sinks being updated as part of approved capital project. No alterations.
10. Each school and/or district reopening plan must ensure that each building provides one drinking fountain per one hundred occupants or provide a written plan for a reasonable alternate source of drinking water	18	There are currently ten drinking fountains for 400 occupants.
11. Each school and/or district reopening plan must provide written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designed.	18	All ventilation currently being updated as part of a capital project.

ASSURANCE	PAGE	NOTES
12. Each school and/or district reopening plan must ensure that all project submissions only dedicated to “COVID19 Reopening” will be labeled as such.	18	Not applicable.
13. Each school and/or district reopening plan which include the use of plastic separators must comply with the 2020 BCNYS Section 2606.	18	No plastic separators planned at this time.

Mandatory Assurances



CHILD NUTRITION		
ASSURANCE	PAGE	NOTES
1. Each school and/or district reopening plan must provide all students enrolled in the SFA with access to school meals each school day. This must include students in attendance at school and students learning remotely.	19	All students will be served as required.
2. Each school and/or district reopening plan must address all applicable health and safety guidelines.	19	Will meet all federal and state guidelines.
3. Each school and/or district reopening plan include measures to protect students with food allergies if providing meals in spaces outside the cafeteria.	19	Cafeteria: Table marked. Gym: Desks marked.
4. Each school and/or district reopening plan must include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.	20	
5. Each school and/or district reopening plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.	20	Tables and desks will be cleaned by cafeteria staff in between lunch periods.
6. Each school and/or district reopening plan must ensure compliance with Child Nutrition Program requirements (if the school is its own SFA – for charter schools that are part of a district’s SFA, the plan must ensure communication with the district regarding food serve requirements).	20	
7. Each school and/or district reopening plan must include protocols that describe communication with families through multiple means in the languages spoken by families.	21	
8. Each school and/or district reopening plan must require that students must social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.	21	

Mandatory Assurances



TRANSPORTATION		
ASSURANCE	PAGE	NOTES
1. Each school and/or district reopening plan must ensure all buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers will be cleaned/disinfected once a day.	22	
2. Each school and/or district reopening plan ensures high contact spots must be wiped down after each a.m. and p.m. run depending upon the disinfection/cleaning schedule.	22	
3. Each school and/or district reopening plan must ensure school buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.	22	
4. Each school and/or district reopening plan must ensure that school bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses.	22	
5. Each school and/or district reopening plan will require that school bus drivers, monitors, attendants and mechanics must wear a face covering along with optional face shield.	22	
6. Each school and/or district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID19.	22	
7. Each school and/or district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing.	22	
8. Each school and/or district reopening plan requires that transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses.	23	
9. Each school and/or district reopening plan ensures hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.	23	
10. Each school and/or district reopening plan requires that drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.	23	

ASSURANCE	PAGE	NOTES
11. Each school and/or district reopening plan requires that school bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID 19 before arriving to work.	23	
12. Each school and/or district reopening plan requires that students must wear a mask on a school bus if they are physically able.	24	
13. Each school and/or district reopening plan ensures that students who do not have a mask will NOT be denied transportation.	24	
14. Each school and/or district reopening plan requires that students who do not have masks must be provided one by the district.	24	
15. Each school and/or district reopening plan ensures that students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.	24	
16. Each school and/or district reopening plan requires students will be trained and provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID19.	24	
17. Each school and/or district reopening plan requires that students will be trained and provided periodic reminders on the proper use of social distancing.	24	
18. Each school and/or district reopening plan requires that if the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Program have placed them out of district whose schools are meeting in conducting in-person session education when/if the district is not.	25	

Mandatory Assurances



SOCIAL-EMOTIONAL WELL-BEING		
ASSURANCE	PAGE	NOTES
1. Each school and district ensures that district-wide and building-level comprehensive developmental school counseling program plans, developed under the direction of certified school counselor(s), are reviewed and updated to meet current needs.	26	
2. Each school and/or district establishes an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, or school's board, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists, to inform the comprehensive developmental school counseling program plan.	26	
3. Each school and/or district reopening plan addresses how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.	27	
4. Each school and/or district reopening plan addresses professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff.	28	

Mandatory Assurances



SCHOOL SCHEDULES		
ASSURANCE	PAGE	NOTES
1. Each school and/or district reopening plan describes the school schedule planned for implementation at the beginning of the 2020-21 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants.	29-31	

Mandatory Assurances



ATTENDANCE AND CHRONIC ABSENTEEISM		
ASSURANCE	PAGE	NOTES
1. Each school and/or district reopening plan must describe a mechanism to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.	32	

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TECHNOLOGY AND CONNECTIVITY		
ASSURANCE	PAGE	NOTES
1. Each school and/or district reopening plan must include information on how the school/district will have knowledge of the level of access to devices and high-speed internet all students and teachers have in their places of residence.	34	Phone survey August 8 – August 22
2. Each school and/or district reopening plan must include information on how the school or district, to the extent practicable, will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.	35	
3. Each school and/or district reopening plan must include information on how the school or district will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.	35	

Mandatory Assurances



TEACHING AND LEARNING		
ASSURANCE	PAGE	NOTES
1. Each school and/or district reopening plan includes a continuity of learning plan for the 2020-2021 school year. Such plan must prepare for in-person, remote, and hybrid models of instruction.	36	Will be developed with teachers, families, and the Board. Distributed by 08/21/2020.
2. Each school and/or district reopening plan includes an educational program that is aligned to the New York State Learning Standards (or, for charter schools, the standards set forth in the school's charter) regardless if instruction is delivered in-person, remotely or in a hybrid model.	36	All instruction regardless of model will be aligned to the NY State Learning Standards.
3. Each school and/or district reopening plan provides for a program that includes regular substantive interaction between teachers and students whether delivered in- person, remotely or through a hybrid model of instruction	36	
4. Equity must be at the heart of all school instructional decisions. All instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are/clear/opportunities for instruction that/are/accessible to all students./Such opportunities must be/aligned with State standards (or, for charter schools, the standards set forth in the school's charter) and include routine scheduled times for students to/interact and seek feedback and support/from their teachers.	37	
5. Schools must create a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information needs to be accessible to all, available in multiple languages based on district or charter school need, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone).	37	
6. Districts that contract with eligible agencies, including CBOs, to provide Prekindergarten programs must attest that they have measures in place to ensure eligible agencies with whom they contract will follow health and safety guidelines outlined in NYSED guidance and required by the New York State Department of Health. The district must also ensure their eligible agencies have a Continuity of Learning plan that addresses in-person, remote, and hybrid models of instruction.	38	Not applicable to MCS.

Mandatory Assurances



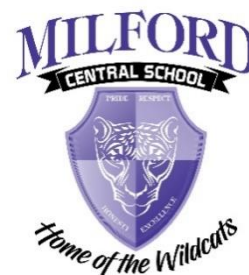
SPECIAL EDUCATION		
ASSURANCE	PAGE	NOTES
1. Each school and/or district reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, addresses the provision of free appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.	39	Health & Safety Documents – Appendix A
2. Each school and/or district reopening plan addresses how it will document the programs and services offered and provided to students with disabilities as well as communications with parents.	39	
3. Each school and/or district reopening plan addresses meaningful parent engagement in the parent’s preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.	39	
4. Each school and/or district reopening plan addresses collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on/individualized education programs/(IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.	40	
5. Each school and/or district reopening plan must ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.	40	

Mandatory Assurances



BILINGUAL EDUCATION AND WORLD LANGUAGES		
ASSURANCE	PAGE	NOTES
1. Each qualifying school and/or district reopening plan which reopens using in-person or hybrid instruction must complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.	41	
2. Each school and/or district reopening plan must provide required instructional Units of Study (or, for charter schools, the applicable program outlined in the school's charter) to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.	41	
3. Each school and/or district reopening plan must ensure the maintenance of regular communication with parents/guardians of ELLs to ensure that they are engaged in their children's education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication.	42	

Mandatory Assurances



TEACHER AND PRINCIPAL EVALUATION SYSTEM		
ASSURANCE	PAGE	NOTES
1. Each school and/or district reopening plan must ensure that all teachers and principals are evaluated pursuant to the LEA's currently approved APPR plan (or, for charter schools, the school's charter), including any variance applications approved by the Department.	43	

Mandatory Assurances



CERTIFICATION, INCIDENTAL TEACHING, AND SUBSTITUTE TEACHING		
ASSURANCE	PAGE	NOTES
1. Each school and/or district reopening plan must ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner’s regulations (e.g., incidental teaching) or Education Law.	44	