

# ONEONTA

## CITY SCHOOL DISTRICT

### Framework for Reopening Schools

REVISED EDITION – October 2, 2020

REVISED – April 9, 2021



The information in this framework will be updated and continue to evolve in the coming weeks and months as COVID19 continues to evolve.

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# Introduction

In August, the Oneonta City School District presented its initial OCSD Reopening Framework wherein it was established that the 2020-2021 school year would open remotely and transition to a hybrid format on October 13<sup>th</sup>, if the collective health of our community permitted it. Although this pandemic has created a very fluid approach to most aspects of our lives, our community is fortunate that the community spread of our local outbreak was limited. As such, we transitioned to our hybrid learning format on October 13<sup>th</sup>. The OCSD has monitored this situation so very closely and transitioned to four days of in-person instruction for our Kindergarten through fifth grade students and will transition our students in grades six through twelve to four days of in-person instruction beginning on April 19<sup>th</sup>. This is an instructional model that is supported by the New York State Department of Health. We are very excited to be in a position to be able to offer this opportunity to our students.

This will truly be a team effort as we work together to do everything we can to keep each other safe and healthy along the way. Our schools function at an optimal level when we all feel safe. It is for this reason that we must faithfully complete the morning health screening daily, provide two acceptable face masks with your child's name on them daily, and please share with your child(ren) that mask wearing is not optional and a way for all school stakeholders to feel safe.

As we progress through this pandemic, the status of the collective health of our community has the potential to change quickly causing us to switch to remote learning. I hope that this does not occur, but as a school district we are ready in any event.

Recognizing that that students may have underlying health conditions and/or families have concerns with their children being in person, we sent out a parent survey designed to determine how many of our students would remain in the remote learning environment. We are happy to continue to offer a remote option for these students.

We still have a ways to go regarding this pandemic and the challenges that it may pose for schools and all other facets of our lives. But, this Yellowjacket community is strong and looking forward to taking this next step in our reopening plan!

Please continued best wishes for health and safety. Thank you...Thomas Brindley

# Superintendent's Directive on COVID-19 Health Precautions

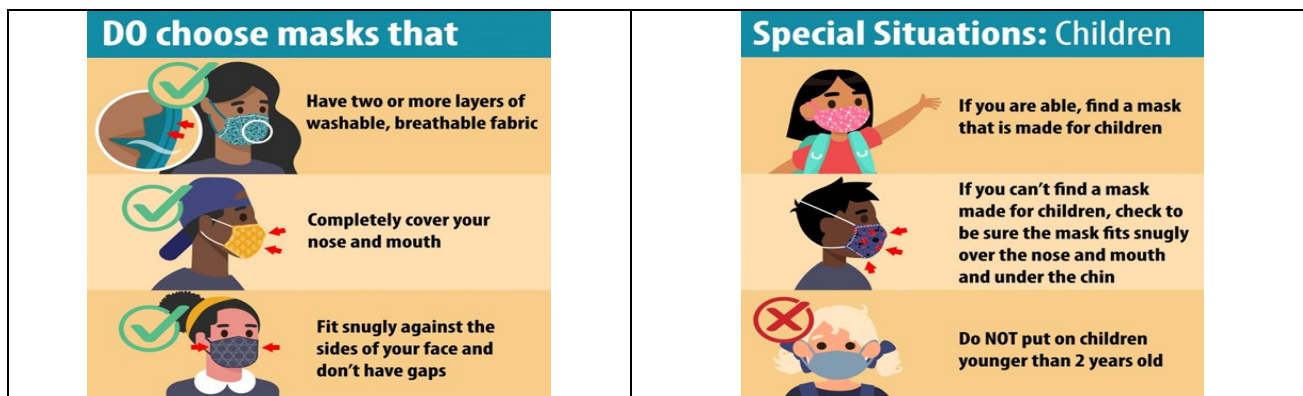
All people who enter Oneonta City School District property are directed to follow the District's Re-opening Framework and written protocols. The Re-opening Framework can be found at [https://www.oneontacsd.org/Downloads/School%20Reopening%20Plan%20Framework%20\(WORKING%20DOCUMENT\)%20September%202024,%202020.pdf](https://www.oneontacsd.org/Downloads/School%20Reopening%20Plan%20Framework%20(WORKING%20DOCUMENT)%20September%202024,%202020.pdf). This includes, but is not limited to, any requirements to wear face masks, wash hands, maintain social distancing, permit temperature checks, and answer screening questionnaires. Failure to follow the Framework or protocols, as well as failure to follow the directive of an appropriate school official relating to following the Framework or protocols, may result in a person being refused entrance, or an administrator directing the person to leave the school property or event. It may also result in further consequences as follows:





- for all people, the District may contact law enforcement for trespass where the person refuses to leave school property as directed, as well as for any other violations committed;
- for students, discipline pursuant to the District's Code of Conduct for insubordination, endangering the health, safety, or welfare of others, as well as other applicable violations of the Code of Conduct;
- for parents and other visitors, ban on attending school events as well as consequences pursuant to the expectations established for parents in the Code of Conduct.

This Directive will be posted on our Website and an autonotification will be communicated with this document attached.

## Approved Face Masks for the OCSD

It is our hope that each student in attendance arrive wearing an acceptable facemask and a second one in her/his possession should the first mask become soiled. Acceptable facemasks are those that cover the nose and mouth at the same time. However, please note that bandanas, face shields, Gaiters, and vented or masks with valves are NOT acceptable.



DO NOT choose masks that		DO NOT choose masks that	
 <p>Are made of fabric that makes it hard to breathe, for example, vinyl</p>		<p><b>NO Gaiters</b></p>	
 <p>Have exhalation valves or vents, which allow virus particles to escape</p>		<p><b>NO Faceshields</b></p>	

## ONEONTA CITY SCHOOL DISTRICT

### SOCIAL COMPACT AND RESPONSE TO REOPENING

With the transition to four day in-person instruction, it is so very important that we work collaboratively to help mitigate the risk of this virus throughout the remainder of this school year for all of our school community stakeholders.

As has been the case, it is the health and safety of our students, faculty, and the Oneonta City School District community that will continue to inform and drive our decision making process. As we look ahead to our return to in-person instruction combined with our fully remote students, it is our hope that we will be able to remain in this type of instructional model for the duration of this school year. To do this will take a commitment from our entire school community as to the role that each and every one of us can play in preventing the spread of COVID-19.

As we all know too well, this is a fluid situation which has precipitated this revised version of this framework. However, even this revision is subject to change. We will continue to monitor, assess, and communicate any changes or pertinent information that comes to light. As such, we will:

**The below represent those things that the Oneonta City School District will do:**

- Screen students, staff, and visitors (when allowed into our buildings) 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.

- 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.
- Enforce face covering and social distancing protocols.
- Increase ventilation on buses, in classrooms, and other locations to the extent practicable.
- Provide hand sanitizer liberally throughout our schools.
- 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.
- “Cohort” students to the extent practicable as we endeavor to attempt to maintain at least three feet of physical distancing and continue to remain a 100% mask-wearing school district.

### **Oneonta City 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;
  - 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 except when working independently in their work area or while eating.
- 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, handshaking, high fives, fistbumping.

### **Our parents/guardians will:**

- Provide two (2) face coverings for their child with their name on it. Please note that the Centers for Disease Control and Prevention have indicated that acceptable masks are those in which both the nose and mouth are completely covered. As such, bandanas and gaiter-style may NOT be used. 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 and conduct a health screening prior to leaving your residence each day of in-person attendance utilizing the Parent Square App (Please visit: <https://www.oneontacsd.org/ParentSquare.aspx> for more information).
- 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

- 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;

**Our Yellowjacket 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 meals or medically waived.
- Respect and maintain the established social distancing guidelines to the extent possible and limit person-to-person contact to the greatest extent possible. For example, no hugging or handshaking.
- Wash and dry their hands each time after going to the bathroom.
- Wash their hands after using the bathroom.

## **SHORT-TERM CLOSURE PREPAREDNESS**

With the number of confirmed cases that the Oneonta City School District has experienced during this pandemic, it is well suited to work through situations created by the unpredictability and highly transmissible nature of COVID-19. As such, it may be required from time-to-time during the remainder of this school year to have short-term closures to deal with different COVID-19 issues. This may be the result of a known case of COVID-19 in our school with a high exposure concern, a directive from the Department of Health to close, or because of our need to more thoroughly clean the school.

**The below are those broad things that we will do as a school and our OCSD personnel:**

- Communicate with all stakeholders through the below means:
  - Utilization of School Messenger – automated messaging system provides capabilities relative to voice (phone), text, and email messaging.
  - Utilization of our District website: [www.oneontacsd.org](http://www.oneontacsd.org) for additional messaging and communication.
  - Utilization of district provided email system complete with already established email distribution lists for specific or widespread messaging.
- Be prepared to immediately convert all to the home learning environment if our closure is projected to last longer than two days, including coordinating with Information
- Coordinate food pickup/delivery options if closed for more than a week.
  - Meals will be provided at the following locations from 11:00 AM. – 12:30 PM.: Greater Plains Elementary, Center Street School Building (District Offices), as well as the Oneonta Middle School on Wednesdays (10 meals including 5 breakfast and 5 lunch).
  - Meals will be distributed from our buses from 11:00 AM. – 12:30 PM., at the following locations – Lantern Hill Mobile Home Park, Mountainview Mobile Home Park, 124 Oneida Street neighborhood, Fairview Street Apartment area, and the Silliman Cove neighborhood on Wednesdays (10 meals including 5 breakfast and 5 lunch).

**What we are asking of our Parents/Guardians:**

- Remind their child(ren) in grades 6-12 to bring their Chromebooks to school daily.
- To continue to be vigilant in the home health screenings utilizing the Parent Square App (Please visit: <https://www.oneontacsd.org/ParentSquare.aspx> for more information).

**Our Students in Grades 6-12 should:**

- Make sure to have Chromebooks with them daily in school and take them home in advance of their remote learning days.



# COMMUNICATION AND COMMUNITY ENGAGEMENT



STRATEGY	GUIDANCE	PAGE(S)
<p>Stakeholder meetings were held to garner input/feedback prior to creation of the reopening plan and prior to the final version of the plan being submitted.</p> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>• Stakeholder meetings were held on 6/08/20, with the transportation committee, 6/09/20 with the nurses, 06/15/2020 with Digital Equity Committee, ELL teachers, bus drivers, 06/16/2020 cafeteria staff, 06/17/20 with the psychologists and social worker, 06/17/20 with the School counselors, 06/18/20 Oneonta Teacher’s Association members including Licensed Teaching Assistants.</li> <li>• Parent/Guardian/Faculty/Staff/Student “OCSD Re-Opening “Forum” was established</li> <li>• Board Retreat was held on 07/22/2020 and the foundational plan was discussed.</li> <li>• Re-opening committee meeting with Oneonta faculty and staff was held on 06/18/2020.</li> <li>• Re-opening format survey conducted with Oneonta faculty and staff was held on 07/10/2020.</li> <li>• Townhall meetings to be held virtually with staff on 07/27 &amp; 7/29/2020.</li> <li>• 05/15/21 Return to four-day instruction parent survey closed.</li> </ul>	<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"> <li>• We will use our existing website <a href="http://www.oneontacsd.org">www.oneontacsd.org</a> to serve as the primary location for all communication that is not done through social media.</li> <li>• The district’s official Facebook page: <a href="https://www.facebook.com/OneontaCitySchoolDistrict/">www.facebook.com/OneontaCitySchoolDistrict/</a> will be used to push notifications to individuals following the page.</li> <li>• The district will also utilize its School Messenger auto notification system to share messages via voice, text, email. Those without emails or social media accounts will be directed to the school district’s official website <a href="http://www.oneontacsd.org">www.oneontacsd.org</a></li> <li>• As needed, the District will hold virtual meetings via Zoom or other videoconferencing software.</li> </ul>	<p>NYSED ASSURANCE</p>	<p>15, Bullet 1 CFCE, 2</p>

PLAN ACCESSIBILITY		
<ul style="list-style-type: none"> <li>Our School Reopening Plan is posted on our district’s website (<a href="http://www.oneontacsd.org">www.oneontacsd.org</a>). This revised version will replace the initial version on our website. Every effort has been made to ensure that our plan is accessible to all individuals in accordance with the Web Content Accessibility Guidelines (WCAG) 2.0 Level A/AA.</li> </ul>		
STRATEGY	GUIDANCE	PAGE(S)
<p>The Oneonta City School District has collaborated with ONC BOCES Safety and Risk Management to purchase and acquire signage and information to be displayed throughout the school to remind students, staff, and visitors of COVID19 protocols. Signage includes, but is not limited to:</p> <div data-bbox="310 472 1142 789" style="text-align: center;"> </div>	<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><b>NOTES</b></p> <ul style="list-style-type: none"> <li>Our District is utilizing short videos from the CDC to be used in the training of students in each of these areas. These videos have been uploaded to our webpage and may be found here: <a href="https://www.youtube.com/watch?v=qJG72sycQB8&amp;feature=youtu.be">https://www.youtube.com/watch?v=qJG72sycQB8&amp;feature=youtu.be</a></li> <li>And: <a href="https://www.youtube.com/watch?v=Mn6axdkbGd4&amp;feature=youtu.be">https://www.youtube.com/watch?v=Mn6axdkbGd4&amp;feature=youtu.be</a></li> </ul>	<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, at all times.</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>The Oneonta City School District hopes to open our schools in the following capacity:</p> <p><b>September 8<sup>th</sup> through October 9<sup>th</sup>, 2020</b> – All Oneonta City School District students will engage in remote learning. Oneonta is home to two colleges. The State University of New York College at Oneonta has an undergraduate enrollment of 6,066 students. Hartwick College has an undergraduate enrollment of 1,169 students, according to their respective websites. These students return to Oneonta from all over the State of New York as well as many other states and countries. The impact of their return from a community health perspective is unclear. As such, all OCS D students will engage in remote learning through Friday, October 9<sup>th</sup>, 2020 so that we may monitor the collective health of our community. All of this will be conducted through ongoing collaboration and communication with both the Otsego County and Delaware County Departments of Health.</p> <p><b>October 13<sup>th</sup>, 2020 through COVID19 Health Emergency</b> while physical distancing stipulations are in place - Oneonta City School District students will engage in a hybrid schedule. In an attempt to create appropriate physical distancing in our classrooms, students were placed into a cohort designed to have all of the students from a particular residence attending on the same days. At the secondary level, and depending on subject and course offerings, some classes may have more students in the blue cohort as opposed to the yellow cohort.</p> <ul style="list-style-type: none"> <li>• Blue Cohort: This group will attend in person and follow their assigned schedule on Monday and Tuesday of every school week. These students will engage in remote learning on Wednesday, Thursday, and Friday of each week.</li> <li>• Yellow Cohort: This group will attend in person and follow their assigned schedule on Thursday and Friday of every school week. These students will engage in remote learning on Monday, Tuesday, and Wednesday of each week.</li> </ul> <p>A third group will consist of students who may have an underlying health condition that preclude them from attending school in person, or those whose parent(s)/guardian(s) are not comfortable</p>	<p>NYSED ASSURANCE</p>	<p>17, Checkbox 1 HS, 1</p>

returning their child(ren) to the in-person format. These students will engage in remote learning every day.

	Attends School
	Remote Learning

	Monday	Tuesday	Wednesday	Thursday	Friday
Blue Group					
Yellow Group					
All Remote					



Other factors:


- 4000 disposable, non-surgical masks and 1000 face shields are currently on-site.
- Parents have been polled and many support a self-transport campaign in order to reduce the ridership levels on our respective buses.

March 29<sup>th</sup> – End of the 2020-2021 School Year – Both Blue and Yellow student cohorts will return together for four-day in person instruction in grades Kindergarten through 5<sup>th</sup> Grade. We still have roughly 10% of our students fully remote. Wednesdays will remain as our Wellness Wednesday incorporating teacher virtual office hours and asynchronous instruction.

April 19<sup>th</sup> – End of the 2020-2021 School Year – Both Blue and Yellow student cohorts will return together for four-day in person instruction in grades Six through Twelve. We still have roughly 10% of our students fully remote. Wednesdays will remain as our Wellness Wednesday incorporating teacher virtual office hours and asynchronous instruction.

STRATEGY	GUIDANCE	PAGE(S)
<p>Stakeholder meetings were held to garner input/feedback prior to creation of the reopening plan and prior to the final version of the plan being submitted.</p> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>Stakeholder meetings were held on 6/08/20, with the transportation committee, 6/09/20 with the nurses, 06/15/2020 with Digital Equity Committee, ELL teachers, bus drivers, 06/16/2020 cafeteria staff, 06/17/20 with the psychologists and social worker, 06/17/20 with the School counselors, 06/18/20 Oneonta Teacher’s Association members including Licensed Teaching Assistants.</li> <li>Parent/Guardian/Faculty/Staff/Student “OCSD Re-Opening “Forum” was established</li> <li>Board Retreat was held on 07/22/2020 and the foundational plan was discussed.</li> <li>Re-opening committee meeting with faculty and staff was held on 06/18/2020.</li> <li>Re-opening format survey conducted with faculty and staff was held on 07/10/2020.</li> <li>Townhall meetings were held virtually with staff on 07/27 &amp; 7/29/2020.</li> <li>05/15/21 Return to four-day instruction parent survey closed.</li> </ul>	<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"> <li>We will use our existing website <a href="http://www.oneontacsd.org">www.oneontacsd.org</a> to serve as the primary location for all communication that is not done through social media.</li> <li>The district’s official Facebook page: <a href="http://www.facebook.com/OneontaCitySchoolDistrict/">www.facebook.com/OneontaCitySchoolDistrict/</a> will be used to push notifications to individuals following the page.</li> <li>The district will also utilize its School Messenger auto notification system to share messages via voice, text, email. Those without emails or social media accounts will be directed to the school district’s official website <a href="http://www.oneontacsd.org">www.oneontacsd.org</a></li> <li>As needed, the District will hold virtual meetings via Zoom or other videoconferencing software.</li> </ul>	<p>NYSED ASSURANCE</p>	<p>17-18, Checkbox 3 HS, 3</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The Oneonta City School District has collaborated with ONC BOCES Safety and Risk Management to purchase and acquire signage and information to be displayed throughout the school to remind students, staff, and visitors of COVID19 protocols. Signage includes, but is not limited to:</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>	<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 assessed by the school nurse or other designated personnel.</p> <p><b>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</b></p> <ul style="list-style-type: none"> <li>• COVID19 SIGNS OF ILLNESS PROTOCOL</li> </ul>	<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><b>SEE APPENDIX A FOR THE FOLLOWING DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>• SCREENING PROTOCOL - VISITORS</li> <li>• COVID19 HEALTH SCREENING QUESTIONNAIRE - VISITORS</li> <li>• SCREENING PROTOCOL - STAFF</li> <li>• COVID19 HEALTH SCREENING QUESTIONNAIRE – STAFF</li> <li>• SCREENING PROTOCOL - STUDENTS</li> <li>• COVID19 HEALTH SCREENING QUESTIONNAIRE – STUDENTS</li> </ul>	<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 a 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 a verbal screening to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.</p> <p><b>SEE APPENDIX A FOR THE FOLLOWING DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>• COVID19 SYMPTOM CONFIRMATION PROTOCOL – VISITORS</li> <li>• COVID19 SYMPTOM CONFIRMATION PROTOCOL – STAFF</li> <li>• COVID19 SYMPTOM CONFIRMATION PROTOCOL – STUDENTS</li> </ul>	<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><b>NOTES:</b> Our District is making short videos, and/or utilizing ones created by the CDC to be used in the training of students. These videos have been uploaded to the district’s website, social media, and other presentation formats. The content for the videos is based on the CDC guidance for best practices in hand washing:  <a href="https://www.cdc.gov/handwashing/videos.html">https://www.cdc.gov/handwashing/videos.html</a></p> <ul style="list-style-type: none"> <li>• The CDC videos may be here:  <a href="https://www.youtube.com/watch?v=qJG72sycQB8&amp;feature=youtu.be">https://www.youtube.com/watch?v=qJG72sycQB8&amp;feature=youtu.be</a></li> <li>• <a href="https://www.youtube.com/watch?v=Mn6axdkbGd4&amp;feature=youtu.be">https://www.youtube.com/watch?v=Mn6axdkbGd4&amp;feature=youtu.be</a></li> </ul> <p>Signage has been acquired 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 3 feet (students) 6 feet (adults or adult-student) whenever possible.</p> <p><b>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</b></p> <ul style="list-style-type: none"> <li>• SOCIAL DISTANCING PROTOCOLS/DECISIONS</li> </ul>	<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><b>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</b></p> <ul style="list-style-type: none"> <li>• VULNERABLE/HIGH-RISK GROUPS ACCOMMODATIONS</li> </ul>	<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 at all times.</p> <p><b>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</b></p> <ul style="list-style-type: none"> <li>• FACE COVERING PROTOCOL</li> </ul>	<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><b>NOTES</b></p> <p>The district has an ample supply of non-surgical facemasks for those faculty, staff, or students who may have forgotten to bring their own. The district has 1000 face shields on hand as well as N95 masks for those in our health offices.</p> <p>Our Inventory Control Officer will be responsible for monitoring the supply of PPE 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 our schools on a daily basis using approved and proven products 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, please visit: <a href="https://www.oneontacsd.org/CoronavirusInformation.aspx">https://www.oneontacsd.org/CoronavirusInformation.aspx</a> , 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><b>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</b></p> <ul style="list-style-type: none"> <li>• QUICK GUIDE</li> </ul>	<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><b>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</b></p> <ul style="list-style-type: none"> <li>• CLEANING AND DISINFECTING PROTOCOL</li> </ul>	<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 style="text-align: center;"><b>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</b></p> <ul style="list-style-type: none"> <li>• MODIFICATIONS TO SAFETY DRILLS</li> </ul>	<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 style="text-align: center;"><b>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</b></p> <ul style="list-style-type: none"> <li>• BEFORE AND AFTER SCHOOL PROGRAMS</li> </ul>	<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> <ul style="list-style-type: none"> <li>• The Superintendent of the Oneonta City School District will serve as the COVID19 safety coordinator.</li> </ul>	<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"> <li>No changes to facilities planned at this time.</li> </ul>	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"> <li>They will be conducted as scheduled.</li> </ul>	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"> <li>They will be conducted as scheduled by BOCES.</li> </ul>	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"> <li>All dispensers will meet NY State Code requirements.</li> </ul>	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"> <li>No dividers are planned at this time.</li> </ul>	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"> <li>No new building projects planned at this time in response to COVID19.</li> </ul>	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"> <li>No facilities will be leased in response to COVID19.</li> </ul>	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"> <li>The tents currently being utilized have been reviewed by ONC BOCES Safety and Risk Management for compliance purposes.</li> </ul>	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"> <li>Toilets and sinks being updated as part of an already approved capital project. No additional alterations are planned.</li> </ul>	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"> <li>All Oneonta City School buildings serving as schools meet this stipulation.</li> </ul>	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"> <li>Ventilation systems are being updated as part of an approved capital project.</li> </ul>	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"> <li>No projects planned at this time; however, if one is planned, it will be labeled as such.</li> </ul>	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"> <li>No plastic separators are planned at this time; however, if they are they will be in compliance.</li> </ul>	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><b>IN-PERSON</b> Students will have access to breakfast and lunch.</p> <p><b>REMOTE LEARNING</b> Students who choose to learn at home or if the entire school is learning remotely, food distribution points have been established where families will pick up an allocation of food designed to provide meals until the next scheduled pick up day.</p>	<p>NYSED ASSURANCE</p>	<p>54 (Checkbox 1) CN, 1</p>
<p>The district reopening plan must address all applicable health and safety guidelines.</p> <ul style="list-style-type: none"> <li>All state and federal health and safety guidelines for food will be adhered to whether students are in-person or remote.</li> </ul>	<p>NYSED ASSURANCE</p>	<p>54 (Checkbox 2) CN, 2</p>
<p>The district reopening plan include measures to protect students with food allergies if providing meals in spaces outside the cafeteria.</p> <p><b>Cafeteria:</b> The table(s) for students with food allergies will be clearly marked.</p> <p><b>Other:</b> Any other established serving locations will be marked for students with food allergies AND pre-packaged meals will be labeled accordingly.</p>	<p>NYSED ASSURANCE</p>	<p>55 (Checkbox 3) CN, 3</p>

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><b>Grades K-5:</b> Classroom teachers or assistants 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><b>Grades 6-12:</b> 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><b>Tables</b> The cafeteria and/or custodial staff will clean all tables and desks in between lunch periods with a detergent and cloths. The tables and desks, if utilized, will be disinfected at the end of each day.</p> <p><b>Keypad</b> 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"> <li>The district will continue its compliance with all Child Nutrition Program requirements.</li> </ul>	<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"> <li>• We will use our existing website <a href="http://www.oneontacsd.org">www.oneontacsd.org</a> to serve as the primary location for all communication that is not done through social media.</li> <li>• The district’s official Facebook page: <a href="http://www.facebook.com/OneontaCitySchoolDistrict/">www.facebook.com/OneontaCitySchoolDistrict/</a> will be used to push notifications to individuals following the page.</li> <li>• The district will also utilize its School Messenger auto notification system to share messages via voice, text, email. Those without emails or social media accounts will be directed to the school district’s official website <a href="http://www.oneontacsd.org">www.oneontacsd.org</a></li> <li>• As needed, the District will hold virtual meetings via Zoom or other videoconferencing software.</li> </ul>	<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) while consuming meals in school unless a physical barrier is provided.</p> <p>For students onsite, breakfast and lunch will be available to students in settings that maintain appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.</p> <p>The district will ensure social distancing between individuals while eating in the school cafeteria. If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students.</p> <p>The sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited, unless individuals are members of the same household. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.</p> <p>Food service plans shall be detailed in a correspondence to families prior to reopening.</p> <p>Students with known food allergies or dietary restrictions shall be accommodated as needed to ensure their safety and well-being.</p> <p>Kitchens, food preparation areas, food service areas, and cafeterias/classrooms will be cleaned and sanitized to the standards recommended by the Department of Health and/or the Centers for Disease Control and Prevention (CDC).</p> <p>The district will comply fully with the state’s Child Nutrition requirements.</p>	<p>NYSED ASSURANCE</p>	<p>55 CN, 8</p>

# TRANSPORTATION



STRATEGY	GUIDANCE	PAGE(S)
<p>Parents/guardians are encouraged to self-transport students.</p>	DOHIG	3, "Transportation"
<p>The district reopening plan must ensure all buses which are used every day by districts 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"> <li>• Bus drivers will clean high-touch surfaces on the bus after each run with wipes; and/or cloths and detergents provided by Durham Transportation Services.</li> <li>• Durham Transportation Services will disinfect each bus after the AM and PM runs using the electrostatic disinfectant sprayer.</li> </ul>	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"> <li>• Hand sanitizers are prohibited on all school buses and vans owned by the Oneonta City School District.</li> </ul>	NYSED ASSURANCE	60 (Checkbox 3) TPORT, 3, 4
<p>The district reopening plan requires that school bus drivers, monitors, attendants and mechanics must wear a face covering along with optional face shield.</p> <ul style="list-style-type: none"> <li>• All Durham School Services personnel will be appropriately clad in PPE.</li> </ul>	NYSED ASSURANCE	61 (Checkbox 2) TPORT, 5
<p>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.</p> <ul style="list-style-type: none"> <li>• Durham School Services has and is providing this training.</li> </ul>	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"> <li>• Durham School Services will provide all necessary personal protective equipment to its employees.</li> </ul>	<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"> <li>• The Bus Garage will have hand sanitizer available for all employees.</li> </ul>	<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"> <li>• Any transportation employee who must have direct physical contact with a child will wear gloves.</li> </ul>	<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> <ul style="list-style-type: none"> <li>• Durham School Services is already administering this daily health screening upon its personnel working in the Oneonta, New York terminal.</li> </ul>	<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 – <b>no exceptions.</b></p> <p>Before boarding the school bus, students must have a face covering on which covers their mouth and nose – <b><u>No bandanas or gaiter-style coverings.</u></b> The face covering must remain on during the entire bus ride.</p> <p><b>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</b></p> <ul style="list-style-type: none"> <li>• FACE COVERING PROTOCOL</li> </ul>	<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 provided a mask.</p> <p>If a student does not have a face covering, the bus monitor/aide or driver will provide a non-surgical face mask to the student.</p> <p><b>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</b></p> <ul style="list-style-type: none"> <li>• FACE COVERING PROTOCOL</li> </ul>	<p>NYSED DOHIG ASSURANCE</p>	<p>62 (Checkboxes 4,5) 14, “Personal Protective Equipment” TPORT, 13, 14</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> <ul style="list-style-type: none"> <li>• Through signage, periodic communication, as well as instructional videos, students will be trained and receive periodic reminders.</li> </ul>	<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. However, OCSB buses are equipped with high-backed seats that serve as barriers therefore allowing us to place one student per seat while on the bus. Students in the same household will sit together.</p> <p><b>SEE APPENDIX A FOR THE FOLLOWING DOCUMENT</b></p> <ul style="list-style-type: none"> <li>• SOCIAL DISTANCING PROTOCOLS/DECISIONS</li> </ul>	<p>ASSURANCE</p>	<p>TPORT, 17</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>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.</p> <ul style="list-style-type: none"> <li>The Oneonta City School District will continue to provide pupil transportation to those students attending off campus programs in the eventually of our district-wide closure.</li> </ul>	<p>NYSED ASSURANCE</p>	<p>63 (Checkbox 1) TPORT, 18</p>
<p>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.</p>	<p>DOHIG</p>	<p>3, "Ventilation"</p>
<p>All other expectations for students riding a bus in accordance with our <i>Code of Conduct</i> remain in effect.</p>	<p>LOCAL</p>	<p>OCSD Policy #28</p>

# 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><b>NOTES</b> The comprehensive school counseling program has been reviewed at its July 20<sup>th</sup>, 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 established a collegial team of school counselors, school psychologists, social worker, board members, nurses, to inform the comprehensive developmental school counseling program plan.</p> <p><b>NOTES</b> The advisory council was established during the 2019-2020 school year, and met most recently the week of July 20, 2020 to review the program.</p>	<p>NYSED ASSURANCE</p>	<p>66 (Checkbox 1) SEWB, 2</p>
<p>The District recognizes that the social emotional well-being of our students and staff during these challenging times is critically important. Our district's plan requires that:</p> <ol style="list-style-type: none"> <li>1. We will support children and adults so that they better understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.</li> <li>2. We will review and update (as needed) district-wide and building-level comprehensive school counseling plans to meet current needs.</li> <li>3. We will monitor our school climate and assess and support student and staff emotional health in each of our four buildings.</li> <li>4. We will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.</li> </ol>		

5. We will provide professional development opportunities for faculty and staff on how best to support students' social and emotional well-being.		
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<b>STRATEGY</b>	<b>GUIDANCE</b>	<b>PAGE(S)</b>
<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><b>Students</b> The Oneonta City School District is fortunate to have a well-staffed counseling program, school psychologists, and a school social worker, along with many community outreach programs, 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><b>Staff</b> The Oneonta City School District provides all employees free access to the Lifeworks, an 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><b>NOTES</b>            Since the 2016-2017 school year, the Social-Emotional Well Being of both students and staff has been part of our district-wide goals. Professional development has been provided to staff on a yearly basis.</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 utilize Superintendent Conference Days and early-release opportunities to provide the professional development needed for our staff.</p>	NYSED ASSURANCE	66 (Checkbox 3) SEWB, 4



# 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>Four Day In-Person students will follow their normal daily school schedule on Monday, Tuesday, Thursday and Friday. Wednesday is Wellness Wednesday with teacher office hours and asynchronous learning.</p> <p>Fully Remote Learners will continue to ZOOM following their already established schedules.</p> <p><b>ELEMENTARY ARRIVAL</b> Students should not arrive any earlier than 8:25 a.m.</p> <p><b>CLASSES BEGIN at 8:40 a.m.</b></p> <p><b>SCHEDULE</b></p> <p><b>Grades K-5:</b> Will follow a schedule as directed by their teachers and classroom LTAs. Breaks from masks will occur throughout the day.</p> <p><b>LUNCH</b></p> <p><b>Grades K-5:</b> Will eat lunch in the cafeteria or other designated areas, including classrooms, designed to maintain appropriate physical distancing.</p> <p><b>DISMISSAL</b></p> <ul style="list-style-type: none"> <li>• Buses will not load until 3:05. Walkers will be dismissed to parents:</li> <li>• Kindergarten and Grade 4 @ 2:50pm</li> </ul>	<p>NYSED ASSURANCE</p>	<p>75 SCHS, 1</p>

- Grade 1 and Grade 5 @ 2:55pm
- Grade 2 and Grade 3 @ 3:00pm

## **MIDDLE SCHOOL AND HIGH SCHOOL**

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### **ARRIVAL:**

**Drop Off: 7:15 a.m.** (students will be socially distanced inside the buildings)

**Buses: 7:30 a.m.**

**FIRST BELL: 7:38** Students will move to each of their classes on the regular master bell schedule.

**LUNCH: The open lunch policy in the high school will NOT be in effect during this COVID19 health emergency. As such, all students who attend in person will remain in the building during lunch.**

### **SCHEDULE**

**Grades 6-12:** Will follow the master schedule. Breaks from masks will occur throughout the day.

# 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><b>IN-PERSON LEARNING</b> The District's Attendance Policy will be followed for all students who are attending in-person learning.</p> <p><b>REMOTE LEARNING</b></p> <p><b>GRADES K-5</b> Teachers, through interaction with students through remote learning, will record attendance in eSchool.</p> <p><b>GRADES 6-12</b> Teachers, through interaction with students through remote learning, will record attendance in eSchool.</p> <p>Remote-learning students will be marked absent if (1) they do not participate in or interact with their respective teacher; (2) if their parent/guardian has indicated that they are not available for instruction that day through communication with their child's respective school.</p>	<p>NYSED ASSURANCE</p>	<p>81 (Bullet 1) ATT, 1</p>

STRATEGY	GUIDANCE	PAGE(S)
<p><b>ABSENCES DUE TO COVID19 OR COVID19 SYMPTOMS</b></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, school counselors, administrators 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>Aside from illness, COVID-related symptoms, or quarantining as a result of COVID, students in grades 6-12 are expected to be in school Monday, Tuesday, Thursday and Friday.</p> <p>The District will <u>consider</u> suspension of all Attendance Policy components that impact credit for students in grades 6-12 for the 2020-2021 school year. Credit determinations will be based on grades only.</p>	<p>NYSED LOCAL</p>	<p>83</p>
<p><b>CHRONIC ABSENTEEISM</b></p> <p>During all periods of instruction (onsite, hybrid, and remote), student attendance shall be recorded by teachers on each day that school is in session. Teachers and counselors shall monitor student attendance to ensure participation and engagement and to watch for signs of chronic absenteeism.</p> <p>Students exhibiting chronic absenteeism (defined as absences totaling 10% or more of schedule, eligible days of instruction) shall be referred to a school counselor and/or building principal so that a plan to improve school attendance can be developed and implemented. 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>From July 24 – July 28, the district engaged in an aggressive survey opportunity designed to assess degrees of access to high-speed internet. The district will assess (via surveys) student and staff access to appropriate devices and broadband connectivity in their homes.</p> <p>To the extent practicable, the district will provide devices and internet access to students and teachers who currently do not have sufficient access.</p> <p>Classroom teachers may provide multiple ways for students to participate in learning and demonstrate progress and mastery of NYS learning standards in remote or blended models.</p> <p>Students, faculty, staff, and families will receive orientation, training, and on-call technical assistance related to their use of required technology devices and applications.</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><b>INTERNET ACCESS</b></p> <p><b>TEACHERS</b> 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><b>STUDENTS</b> The survey will identify deficiencies from a connectivity standpoint and work with families including the possibility of providing internet WiFi hotspots.</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 for remote and/or hybrid schedules.</p> <ul style="list-style-type: none"> <li>The survey will identify deficiencies from a connectivity standpoint and work with families including the possibility of providing internet WiFi hotspots.</li> </ul>	<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> <ul style="list-style-type: none"> <li>• OCSD Continuity of Learning Plan.</li> </ul> <p>In Person: Students in Grades K – 12 will attend in-person four days per week. Students needing or desiring to remain fully remote, will receive instruction consistent with what they have received thus far.</p> <p>Wednesdays will be a remote learning/planning/deep cleaning and disinfecting day. This is an instructional day. Faculty and staff will work from our respective building unless excused by a doctor’s note.</p> <p>Remote Learning: The Oneonta City School District utilizes one Learning Management System – Schoology. Students will engage through the use of this platform. ZOOM meetings will also be employed and all student work will be graded.</p> <ul style="list-style-type: none"> <li>• Teachers will establish a schedule that is as consistent as possible for students to connect with them remotely for instruction and assistance. This will not always be possible due to the needs of families and parents, but every effort will be made to connect with every student as often as possible.</li> <li>• Attendance will be recorded daily.</li> <li>• Student work will be graded.</li> <li>• Career and Technical Education (CTE)             <ol style="list-style-type: none"> <li>1. ONC BOCES has returned most students to in-person instruction.</li> </ol> </li> </ul>	<p>NYSED ASSURANCE</p>	<p>89 (Checkbox 1) TEACH, 1</p>

<p>2. The District will make every effort to transport students to the Otsego Area Occupational Center for the hands-on learning portion of their CTE programs.</p> <p>3. Considerations for self-transport to and from the Otsego Area Occupational Center will be evaluated as well.</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 always work hard to 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 every effort to provide WiFi hotspots.</p>	<p>NYSED ASSURANCE</p>	<p>90 (Checkbox 1) TEACH, 3</p>

<b>STRATEGY</b>	<b>GUIDANCE</b>	<b>PAGE(S)</b>
<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 always work hard to prepare lessons that are designed to engage students in meaningful ways. Should a hybrid or remote model be 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 every effort to provide WiFi hotspots.</p> <p>The district will work with our educators to create opportunities for all students to be able to interact and receive feedback directly from their teacher. This will include interactions</p>	<p>NYSED ASSURANCE</p>	<p>89 (Checkbox 3) TEACH, 4</p>



<p>via phone, internet, or in other ways that are allowed which maintain social distancing and face covering protocols.</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>All faculty and staff have district-issued email. Students have also been issued district email opportunities. The district’s HELP DESK in the Instructional Technology Department is/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.</p>	<p>NYSED ASSURANCE</p>	<p>90 (Checkbox 2) TEACH, 5</p>

<b>STRATEGY</b>	<b>GUIDANCE</b>	<b>PAGE(S)</b>
<p>Districts that contract with eligible agencies, including CBOs (Community based Organizations), 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>Such assurances will be made with our Prekindergarten providers.</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>Such collaboration is ever present in the Oneonta City School District. The OCSD participates in regional meetings for Special Education when possible 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><b>IN-PERSON LEARNING</b> Students with disabilities who receive in-person learning will be provided necessary accommodations, modifications, services, and technology in accordance with their IEP.</p> <p><b>REMOTE LEARNING</b> Students with disabilities whose parent/guardian has chosen remote learning for their child will, to the extent practicable, have all accommodations, modifications, services, and technology in accordance with their IEP. The Director of Special Education Services will determine if a meeting is needed in order to modify the IEP if certain aspects of the IEP cannot be implemented remotely.</p> <p><b>STUDENTS AT HOME DUE TO COVID19 SYMPTOMS OR COVID19</b> To the extent practicable, teachers and service providers will provide the 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>

# Special Education



Prior to opening for the first day of instruction with students, Special Education Case Managers will review the IEP and discuss the services and goals with all of the professionals that are assigned to work with the student. All possible attempts will be made to implement all of the services, accommodations and modifications while still practicing the guidelines for health and safety of students and corresponding professionals. When parameters need to be reconsidered due to health or safety of a student or faculty member and the IEP is in question of being executed in the manner and spirit it was created, contact will be made with the parent to discuss alternative service or program options. When necessary, the Committee on Special Education (CSE) will reconvene for program reviews to discuss student's needs and the appropriate level of support.

Every effort is made to communicate with parents in their spoken language. In prior years, Oneonta has reached out to both colleges to identify staff or college students that can help with parent conferences, interpreters during CSE meetings or to help us become sensitive to cultural perspectives. Oneonta has also contracted with Westchester BOCES to conduct evaluations in the student / parent's spoken language.

During the spring 2020 closure, Oneonta City School District purchased Zoom accounts so that staff and other professional discussions could continue. This included CSE and CPSE providers.

Case Managers will meet with each student and/or corresponding family to assess regression that may have occurred during the closure, although many students participate by remote instruction some parents chose paper only instruction. Professionals were required to have daily or weekly contact. When possible, assessments that were used for progress monitoring prior to the closure, will be administered again. Based on the results and after consultation with other school professionals and parents, a compensatory plan will be developed and implemented.

All CSE/CPSE meetings will be held as per guidelines and parents will be provided the option to meet in person (following DOH guidelines) or by video / phone bridge options. New and triennial evaluations are being conducted following all DOH guidelines and a plan is being developed to address re-evaluations that were not completed during the closure.

Representatives from Oneonta City School District are in weekly contact with BOCES, Otsego County, Springbrook and CPSE settings to review placement options and prepare transportation so that necessary DOH guidelines can be followed.

A representative of pupil services is on the Administrative team. Plans are updated as NYSED and DOH provides new guidance for September.

Technology, attendance, enrollment, 180 day requirements are being followed according to the NYSED guidance and in coordination with the District's plan.

# 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>Oneonta City School District assures that all of these provisions will be met for our ELL students. <b>However, the OCSD did receive a waiver from NYSED on September 25<sup>th</sup>, 2020, to extend this process.</b></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 offer ELL services to all requiring such instruction. These 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.</p>	NYSED ASSURANCE	131 (Checkbox 1) APPR, 1

# 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 has and always will, seek to fill all positions and teaching assignments to the extent practicable with individuals certificated in that area.</p>	NYSED ASSURANCE	133 (Checkbox 1) CERT, 1



# References/Guidance



ABBREVIATION USED	REFERENCE																																
ASSURANCE	<p>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</p> <table border="1" data-bbox="569 704 1864 1045"> <thead> <tr> <th data-bbox="569 704 989 743">CATEGORY</th> <th data-bbox="997 704 1304 743">ABBREVIATION</th> <th data-bbox="1312 704 1581 743">CATEGORY</th> <th data-bbox="1589 704 1864 743">ABBREVIATION</th> </tr> </thead> <tbody> <tr> <td data-bbox="569 750 989 820">Communication/Family &amp; Community Engagement</td> <td data-bbox="997 750 1304 789">CFCE</td> <td data-bbox="1312 750 1581 789">Attendance</td> <td data-bbox="1589 750 1864 789">ATT</td> </tr> <tr> <td data-bbox="569 826 989 857">Health &amp; Safety</td> <td data-bbox="997 826 1304 857">HS</td> <td data-bbox="1312 826 1581 857">Technology</td> <td data-bbox="1589 826 1864 857">TECH</td> </tr> <tr> <td data-bbox="569 863 989 894">Facilities</td> <td data-bbox="997 863 1304 894">FAC</td> <td data-bbox="1312 863 1581 894">Teaching</td> <td data-bbox="1589 863 1864 894">TEACH</td> </tr> <tr> <td data-bbox="569 901 989 932">Child Nutrition</td> <td data-bbox="997 901 1304 932">CN</td> <td data-bbox="1312 901 1581 932">Special Education</td> <td data-bbox="1589 901 1864 932">SPED</td> </tr> <tr> <td data-bbox="569 938 989 969">Transportation</td> <td data-bbox="997 938 1304 969">TPORT</td> <td data-bbox="1312 938 1581 969">Bilingual</td> <td data-bbox="1589 938 1864 969">ELL</td> </tr> <tr> <td data-bbox="569 976 989 1006">Social Emotional Well-Being</td> <td data-bbox="997 976 1304 1006">SEWB</td> <td data-bbox="1312 976 1581 1006">Evaluation</td> <td data-bbox="1589 976 1864 1006">APPR</td> </tr> <tr> <td data-bbox="569 1013 989 1044">Schedules</td> <td data-bbox="997 1013 1304 1044">SCHS</td> <td data-bbox="1312 1013 1581 1044">Certification</td> <td data-bbox="1589 1013 1864 1044">CERT</td> </tr> </tbody> </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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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																																
OCS DSC	ONEONTA CITY SCHOOL DISTRICT SOCIAL CONTRACT																																
NYSED	NY STATE EDUCATION DEPARTMENT – REOPENING GUIDANCE																																
NYSEFAQ-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

Fever or chills	Cough	Shortness of breath or difficulty breathing	Fatigue	Muscle or body aches
Headache	New loss of taste or smell	Sore throat	Congestion or runny nose	Nausea or vomiting
Diarrhea				

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

## 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"> <li>• Have you               <ul style="list-style-type: none"> <li>○ experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days;</li> <li>○ 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</li> <li>○ tested positive through a diagnostic test for COVID19 in the past 14 days?</li> </ul> </li> </ul>	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 while wearing an acceptable face covering.	LOCAL	

# COVID19 HEALTH SCREENING QUESTIONNAIRE - VISITORS



Tuesday, April 27, 2021

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 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
<p>Every staff member will self-assess their temperature at home before leaving for work by utilizing a thermometer and answer the following four questions:</p> <ul style="list-style-type: none"> <li>• Have you               <ul style="list-style-type: none"> <li>○ experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days;</li> <li>○ 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</li> <li>○ tested positive through a diagnostic test for COVID19 in the past 14 days?</li> </ul> </li> </ul>	DOHIG	18, “Health Screening and Temperature Checks”
<ul style="list-style-type: none"> <li>• If their temperature is greater than 100.0°F, or there is a “YES” answer to any of the above four questions, they may not come to work until they have been:               <ul style="list-style-type: none"> <li>• Cleared by a physician to return to school with documentation, AND</li> <li>• Tested and found Covid19 free (<b>negative test</b>)                   <ul style="list-style-type: none"> <li>• Been feeling well and fever free without medication for at least 24 hours</li> <li>• And documentation of a negative test is provided to the school</li> </ul> </li> <li>• Diagnosed with Covid (<b>positive test</b>):                   <ul style="list-style-type: none"> <li>• 10 days isolation from onset of symptoms.</li> <li>• Feeling well and fever free without medication for at least 72 hours.</li> <li>• And, released by the DoH. Student/staff will receive release documentation to provide to the school.</li> </ul> </li> </ul> </li> </ul>	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



Tuesday, April 27, 2021

NAME (PRINTED CLEARLY)	TIME

## TEMPERATURE SCREENING QUESTION

Did you evaluate your temperature before arriving to work?  Yes  No



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 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



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 utilizing the ParentSquare App. Please visit: <a href="https://www.oneontacsd.org/ParentSquare.aspx">https://www.oneontacsd.org/ParentSquare.aspx</a> for more details.	OCS DSC	
Parents/guardians will check the temperature of their child(ren) before they come to school. <ul style="list-style-type: none"> <li>• For students in Grades K-12, parents will assess their temperature at home before leaving for school.</li> <li>• All students may also have their temperatures taken upon arrival at school.</li> </ul>	DOHIG	5, "Screening" 18, "Health Screening and Temperature Checks"
Parents/guardians will utilize the ParentSquare App to confirm the daily student screening.	OCS DSC	
Parents will be asked if; Their child(ren) has/have not: <ul style="list-style-type: none"> <li>○ experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days;</li> <li>○ 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</li> <li>○ tested positive through a diagnostic test for COVID19 in the past 14 days?</li> </ul>	DOHIG	19
If a parent/guardian responds "yes" to any question, <ul style="list-style-type: none"> <li>• no member of the household may come to school;</li> <li>• they must notify the school nurse or the main office immediately; and</li> <li>• May not return until he/she has been:               <ul style="list-style-type: none"> <li>• Cleared by a physician to return to school with documentation, AND</li> <li>• Tested and found Covid19 free (<b>negative test</b>)                   <ul style="list-style-type: none"> <li>• Been feeling well and fever free without medication for at least 24 hours</li> <li>• And documentation of a negative test is provided to the school</li> </ul> </li> <li>• Diagnosed with Covid (<b>positive test</b>):                   <ul style="list-style-type: none"> <li>• 10 days isolation from onset of symptoms.</li> <li>• Feeling well and fever free without medication for at least 72 hours.</li> <li>• And, released by the DoH. Student/staff will receive release documentation to provide to the school.</li> </ul> </li> </ul> </li> </ul>	DOHIG	19, "Positive Screen Protocols"



# COVID19 HEALTH SCREENING QUESTIONNAIRE – STUDENTS



(IF ParentSquare is not accessible)

Tuesday, April 27, 2021

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 fever, 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 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
<p><b>Symptom confirmation prior to coming to work:</b> The staff member may not come to work. They will log their absence into AESOP as “COVID19 Symptoms”.</p>	OCSDSC	
<p>If warranted; the school nurse or an administrator will call the employee. The employee will be given information on health care and testing resources.</p>	DOHIG	20, Bullet 2 from top
<ul style="list-style-type: none"> <li>• Before returning to work, the staff member must be: Cleared by a physician to return to school with documentation, AND</li> <li>• Tested and found Covid19 free (<b>negative test</b>)               <ul style="list-style-type: none"> <li>• Been feeling well and fever free without medication for at least 24 hours</li> <li>• And documentation of a negative test is provided to the school</li> </ul> </li> <li>• Diagnosed with Covid (<b>positive test</b>):               <ul style="list-style-type: none"> <li>• 10 days isolation from onset of symptoms.</li> <li>• Feeling well and fever free without medication for at least 72 hours.</li> <li>• And, released by the DoH. Student/staff will receive release documentation to provide to the school.</li> </ul> </li> </ul>	DOHIG	20, Bullet 5 from top
STRATEGY	GUIDANCE	PAGE
<p><b>Symptom confirmation during the school day:</b> If a staff member develops symptoms of COVID19 during the school day, they must immediately call for the school nurse.</p>	DOHIG	20, Bullet 4 from top
<p><b>ISOLATION PROTOCOL:</b></p> <ul style="list-style-type: none"> <li>• The school nurse will assess if the staff member has symptoms consistent with COVID19. The staff member’s temperature must be taken.</li> </ul>	DOHIG	20, Bullet 1 from top
<ul style="list-style-type: none"> <li>• Before returning to work, the staff member must Cleared by a physician to return to school with documentation, AND</li> <li>• Tested and found Covid19 free (<b>negative test</b>)               <ul style="list-style-type: none"> <li>• Been feeling well and fever free without medication for at least 24 hours</li> <li>• And documentation of a negative test is provided to the school</li> </ul> </li> <li>• Diagnosed with Covid (<b>positive test</b>):               <ul style="list-style-type: none"> <li>• 10 days isolation from onset of symptoms.</li> <li>• Feeling well and fever free without medication for at least 72 hours.</li> <li>• And, released by the DoH. Student/staff will receive release documentation to provide to the school.</li> </ul> </li> </ul>	DOHIG	20, Bullet 5 from top

# COVID19 Symptom Confirmation Protocol – Students



STRATEGY	GUIDANCE	PAGE
<p><b>Symptom confirmation prior to coming to school:</b></p> <ul style="list-style-type: none"> <li>• The parent/guardian will not send their child(ren) to school.</li> <li>• The parent/guardian will contact the school nurse or main office immediately.</li> </ul>	OCSDSC	
<ul style="list-style-type: none"> <li>• Before returning to school, the student(s) must: Cleared by a physician to return to school with documentation, AND</li> <li>• Tested and found Covid19 free (<b>negative test</b>)               <ul style="list-style-type: none"> <li>• Been feeling well and fever free without medication for at least 24 hours</li> <li>• And documentation of a negative test is provided to the school</li> </ul> </li> <li>• Diagnosed with Covid (<b>positive test</b>):               <ul style="list-style-type: none"> <li>• 10 days isolation from onset of symptoms.</li> <li>• Feeling well and fever free without medication for at least 72 hours.</li> <li>• And, released by the DoH. Student/staff will receive release documentation to provide to the school.</li> </ul> </li> </ul>	DOHIG	20, Bullet 5 from top
STRATEGY	GUIDANCE	PAGE
<p><b>Symptom confirmation during the school day:</b></p> <p>For students in Grades K-5, any staff member who believes a student is exhibiting COVID19- like symptoms should notify the school nurse.</p> <p>For students in 6-12, they must notify a staff member if they begin experiencing any COVID19- like symptoms.</p>	DOHIG	20, Bullet 4 from top
<p><b>ISOLATION PROTOCOL:</b></p> <ul style="list-style-type: none"> <li>• The student will be assessed by the school nurse and if deemed symptomatic, taken to the Isolation Room.</li> <li>• The school nurse will assess if the student has symptoms consistent with COVID19.</li> </ul>	DOHIG	20, Bullet 1 from top
<p>If the symptoms are consistent with COVID19, the school nurse will notify the parent immediately.</p>	LOCAL	
<p>The student will be required to be picked up by the parent/guardian. The parent/guardian will be given information on health care and testing resources.</p>	DOHIG	20, Bullet 2 from top

STRATEGY	GUIDANCE	PAGE
<ul style="list-style-type: none"> <li>• Before returning to school, the student(s) must: Cleared by a physician to return to school with documentation, AND</li> <li>• Tested and found Covid19 free (<b>negative test</b>) <ul style="list-style-type: none"> <li>• Been feeling well and fever free without medication for at least 24 hours</li> <li>• And documentation of a negative test is provided to the school</li> </ul> </li> <li>• Diagnosed with Covid (<b>positive test</b>): <ul style="list-style-type: none"> <li>• 10 days isolation from onset of symptoms.</li> <li>• Feeling well and fever free without medication for at least 72 hours.</li> <li>• And, released by the DoH. Student/staff will receive release documentation to provide to the school.</li> </ul> </li> </ul>	DOHIG	20, Bullet 5 from top

# 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 and social media platforms. The content for the videos is based on the CDC guidance for best practices in hand washing: <a href="https://www.cdc.gov/handwashing/videos.html">https://www.cdc.gov/handwashing/videos.html</a> 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 K-5 will incorporate 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 throughout the buildings, 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 should perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.	NYSED	26

# SOCIAL DISTANCING PROTOCOLS/DECISIONS



STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan has a written protocol to ensure all persons in school buildings keep a social distance of at least 3 feet. Six feet in all directions will be maintained between individuals while participating in activities requires projecting the voice (e.g., singing), aerobic activity (with masks on) and playing a wind instrument (with no mask).</p>	<p>NYSED ASSURANCE</p>	<p>18 (Checkbox 8), 28-30 HS, 11</p>
<p><b>Arrival Times for our respective schools:</b></p> <ul style="list-style-type: none"> <li>• All elementary buildings will open doors to students at 8:25 am.</li> <li>• Oneonta Middle School/Oneonta High School buildings will open doors at 7:15 am.</li> </ul>	<p>NYSED</p>	<p>29, 30</p>
<p>Students may have staggered releases from the classroom to transition between classes in an attempt to decrease the number of students in the hallway at one time.</p>	<p>LOCAL</p>	

STRATEGY	GUIDANCE	PAGE(S)
<p><b>LUNCHES</b></p> <ul style="list-style-type: none"> <li>• Grades K-5: Lunch will be served in the cafeteria as well as other designated areas, including classrooms, in order to remain in compliance with physical distancing guidelines.</li> <li>• Grades 6-12: Lunches will be served at various locations within the high school building.</li> </ul>	<p>NYSED</p>	<p>29</p>
<p><b>RECESS</b> In grades K-5, recess will be conducted in a manner that maximizes opportunities for students to socially distance. However, masks will be worn.</p>	<p>LOCAL</p>	
<p>Students shall not congregate at classroom doors prior to a class change.</p>	<p>LOCAL</p>	
<p>Students transitioning between classes shall, to the extent practicable, remain socially distanced.</p>	<p>LOCAL</p>	
<p><b>Music Classes.</b></p> <ul style="list-style-type: none"> <li>• Social distancing will be required at a spacing of 6 feet.</li> <li>• Masks will be worn except when at 6 feet, and a student is playing a wind instrument. Teachers are encouraged to use the Belden Auditorium or outdoor locations to hold classes.</li> <li>• During this pandemic, some full ensemble rehearsals may be replaced with lessons.</li> </ul>	<p>DOHIG NYSED</p>	<p>10, Bullet 9 30, Bullet 4</p>
<p><b>Physical Education Classes</b></p> <ul style="list-style-type: none"> <li>• Social distancing will be required at a spacing of 6 feet if there are aerobic activities.</li> </ul>	<p>DOHIG NYSED</p>	<p>10, Bullet 9 30, Bullet 4</p>



STRATEGY	GUIDANCE	PAGE(S)
All large in-person gathering events will be considered using the State's new gathering stipulations. Events will be evaluated on a case-by-case basis.	NYSED	30, Bullet 5
All field trips are suspended for the 2020-2021 school year except those locations that can be walked to.	NYSED	30, Bullet 5
<p><b>Athletics:</b></p> <p>Athletics are being offered in alignment with the NY State Public High School Athletic Association (NYSPHSAA) guidance.</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. Each student and employee can choose to work or learn remotely.</p> <p>High-risk groups include:</p> <ul style="list-style-type: none"> <li>• Individuals 65 or older;</li> <li>• Pregnant individuals</li> <li>• Individuals with underlying health conditions including, but not limited to:               <ul style="list-style-type: none"> <li>○ chronic lung disease or moderate to severe asthma</li> <li>○ serious heart conditions</li> <li>○ immunocompromised</li> <li>○ severe obesity (body mass index [BMI] of 30 or higher)</li> <li>○ diabetes</li> <li>○ chronic kidney disease undergoing dialysis</li> <li>○ liver disease or sickle cell anemia</li> <li>○ 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.</li> </ul> </li> </ul>	<p>NYSED ASSURANCE</p>	<p>18 (Checkbox 9), 30-31 HS, 12</p>

STRATEGY - STUDENTS	GUIDANCE	PAGE(S)
All families were surveyed to determine if their child(ren) are planning to attend in-person.	LOCAL	
STRATEGY - STAFF	GUIDANCE	PAGE(S)
Working in collaboration with the Oneonta Teacher's Association, those members who fall in the vulnerable category will communicate with their respective building principal about their plans to teach in person or remotely.	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 an appropriate face covering in our respective school buildings.	NYSED ASSURANCE	18 (Checkbox 10), 36 HS, 13
Since we are offering a remote learning option, any student with a medical note from qualified health professional who has indicated the contraindication prohibiting the use of a face covering, will have this note reviewed by the school's nurse or medical doctor. Any family with a student in this situation should opt for the remote learning option.	LOCAL	
STRATEGY - STUDENTS	GUIDANCE	PAGE(S)
<p>All students will wear appropriate face coverings at all times. An appropriate face covering is a cloth mask that covers both the nose and mouth simultaneously.</p> <ul style="list-style-type: none"> <li>• NO gaiter style face coverings.</li> <li>• NO face shields.</li> <li>• NO bandanas.</li> </ul>	NYSED	36
Parents will be asked to 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.	LOCAL	
Staff members may 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 (adults) <b>MUST</b> wear an appropriate face coverings at all times:</p> <ul style="list-style-type: none"> <li>• Whenever they are within 6 feet of someone;</li> <li>• In hallways;</li> <li>• In restrooms; and</li> <li>• In other congregate settings, including break rooms (excepted when seated for lunch).</li> </ul>	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>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.</p>	LOCAL	
STRATEGY – SCHOOL NURSE	GUIDANCE	PAGE(S)
<p>The district will provide enhanced PPE for the school nurse including face shields, N95 masks, face shields, and disposable or washable gowns.</p>	NYSED	32

# RETURN TO SCHOOL AFTER COVID POSITIVE PROTOCOL



STRATEGY	GUIDANCE	PAGE(S)
<p>Before returning to school, the individual must: Not return until he/she has been:</p> <ul style="list-style-type: none"> <li>• Cleared by a physician to return to school with documentation,</li> <li>• AND Tested and found Covid19 free (<b>negative</b> test)</li> <li>• Been feeling well and fever free without medication for at least 24 hours</li> <li>• And documentation of a negative test is provided to the school</li> </ul> <ul style="list-style-type: none"> <li>• Diagnosed with Covid (<b>positive</b> test):               <ul style="list-style-type: none"> <li>• 10 days isolation from onset of symptoms.</li> <li>• Feeling well and fever free without medication for at least 72 hours.</li> <li>• And, released by the DOH. Student/staff will receive release documentation to provide to the school.</li> </ul> </li>   <li>• If you are unable to be evaluated by a physician or obtain test results within 48 hours of onset of symptoms student/staff will be presumed positive and unable to return to school until:               <ul style="list-style-type: none"> <li>• negative test result received, feeling well, and fever free for 24 hours without use of medication</li>   <li>• OR: positive test result received and released from isolation by DOH</li> </ul> </li> </ul>	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)
<p>The district reopening plan has a written protocol to clean and disinfect schools following CDC guidance.</p>	<p>NYSED ASSURANCE</p>	<p>19 (Checkbox 3), 42-44 HS, 17</p>
<p><b>SCHOOL BUSES</b></p> <p>Durham Transportation Services will clean high-touch surfaces on the bus after each run with wipes and/or cloths and detergents.</p> <p>Durham Transportation Services will disinfect each bus twice a day using the electrostatic disinfectant sprayer.</p>	<p>LOCAL</p>	
<p><b>CLASSROOMS</b></p> <p>A log sheet has been developed for custodial staff to clean chairs, desks, and other high-touch surfaces.</p> <p>Teachers have been provided with a sanitizing solution spray, face shields, disposable gloves, and paper towels to sanitize desks in between class periods.</p> <p>The electrostatic disinfectant sprayer will be used each evening in each classroom.</p>	<p>LOCAL</p> <p>LOCAL</p>	
<p><b>OFFICES</b></p> <p>All offices will be cleaned once a day by the custodial staff.</p> <p>The electrostatic disinfectant sprayer will be used each evening in each office.</p>	<p>LOCAL</p>	

STRATEGY	GUIDANCE	PAGE(S)
<p><b>BATHROOMS</b></p> <p><b>Common Area Bathrooms</b> The common area bathrooms will have all high-touch surfaces cleaned often throughout the school day.</p> <p><b>Classroom Bathrooms:</b> 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><b>Shared Staff Bathrooms:</b> These bathrooms will be cleaned at least once a day. The electrostatic disinfectant sprayer will be used each evening</p>	LOCAL	
<p><b>CAFETERIA</b></p> <p><b>Tables</b> The cafeteria staff/custodians/lunch aides 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><b>Keypad</b> 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><b>Trays &amp; Utensils</b> 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 data-bbox="107 139 499 167"><b>HIGH TOUCH SURFACES</b></p> <p data-bbox="205 215 317 243"><b>Lockers</b> Will not be used in the middle and high school during this pandemic. In the elementary buildings, cubbies will be utilized as staff will coordinate use for physical distancing purposes.</p> <p data-bbox="205 396 548 423"><b>Classroom Door Handles</b> To the extent practicable and safe, 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 data-bbox="205 576 422 604"><b>Entrance Doors</b> The entrance doors will be held open by staff, when possible and weather permits to allow students to enter the building upon arrival without having to touch the surfaces. The custodial staff will clean the handles throughout the day.</p> <p data-bbox="205 756 474 784"><b>Drinking Fountains</b> Students are encouraged to bring water bottles to fill. Only non-touch bottle filler fountains are to be used.</p>	<p data-bbox="1377 139 1488 167">LOCAL</p>	

# SAFETY DRILL MODIFICATION PROTOCOL



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>NYSED ASSURANCE</p>	<p>19 (Checkbox 4), 45-47 HS, 18</p>
<p>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.</p>	<p>NYSED</p>	<p>45</p>
<p><b>FIRE DRILLS</b></p> <p>The principal will be responsible for scheduling fire drills and ensuring that all students participate over the course of one day.</p> <p>Modifications to the standard operation procedures may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Conducting drills on a staggered schedule</li> <li>• Conducting drills by wing of the building.</li> <li>• Conducting drills by grade levels.</li> </ul>	<p>NYSED</p>	<p>45</p>
<p><b>LOCKDOWN DRILLS</b></p> <p>The principal will be responsible for scheduling lockdown drills.</p> <p>Lockdowns will be conducted without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.</p>	<p>NYSED</p>	<p>46</p>

# OCSD EXTENDED DAY RETURN PROTOCOL



As of July 22, 2020 we are planning for our regular program structure with the following accommodations:

## **Registration:**

- There will be no “Drop-in” attendance in any programs at any time. Only children who have registration paperwork on-file prior to attendance will be allowed to participate in programs. This will ensure that we have enough staffing and space accommodations to follow State Department of Health Guidelines in regard to physical distancing as well as to ensure the health and well-being of each child and staff member in program.
- Registration paperwork will be accepted for Before and After School Programs until the maximum capacity is reached at which point any additional students will be placed on a waiting list to be enrolled as space and staffing permit.
- Registration paperwork will be available on the OCSD website beginning on August 17.
- Registration paperwork will be modified to include the following requirements:
- All staff and students will be required to wear a face covering at all times
- All staff and students will provide their own water bottle (labeled with their full name)- water fountains will not be in use during program hours.
- All staff and students will make every effort to maintain physical distance whenever possible.
- All staff and students will participate in program within self-contained, preassigned groups of students with reasonable group size limits (referred to as cohort/ group).
- Responsible parties should enact measures to prevent intermingling between cohorts, to the extent possible and make reasonable efforts to ensure that the cohorts are fixed – meaning containing the same students – for the duration of the COVID-19 public health crisis.
- All staff and students will wash hands or use hand sanitizer when moving between spaces.

## **Physical Space/ Distancing:**

- *Before School Programs* will operate in the cafeteria from 7:15am to 8:25am when children are able to go to their regular classrooms. Children will be dismissed from the program according to parameters put in place by the district in regard to how children will move through the hallways, how hallway supervision and physical distancing is to be maintained, how children will enter the classroom, etc.
- *After School Programs* will operate in the cafeteria, library/ computer labs, gymnasium, and playgrounds (utilizing outdoor space whenever possible). Children will arrive in program space(s) according to parameters put in place by the district in regard to how children will move

through the hallways, how hallway supervision and physical distancing is to be maintained, etc. Additionally, children will report to program space(s) according to participant/ staffing ratios in order to maintain social distancing.

- For all programs, the following guidelines will be followed:
- Students will be allowed to use the restroom according to parameters put in place by the district.
- Play and work spaces will be partitioned in a visual manner to help children maintain physical distance. Whenever possible, students will maintain physical distance according to the space being used:
- Cafeteria: Children will sit along one side of the table (preferably facing the same direction) with a predetermined number of children at each table.
- Computer lab/ Library: The number of children at each table will be limited to allow physical distancing standards to be followed.
- Gymnasium: Activities and games will be planned that allow children to maintain a greater physical distance than that used for seated activities.

Whenever possible, After School Program equipment will be used and cleaned between cohorts/ groups.

- Playground: Activities and games will be planned that allow children to maintain a greater physical distance than that used for seated activities. Outdoor areas will be assigned to cohorts/groups (field/ separate play structures/ other areas).
- Movement between spaces will be planned and structured in a way that will avoid large groups of students in the hallways at the same time.
- Materials will be divided into separate bins so as to avoid cross-usage between cohorts/ groups. Materials will be cleaned on a regular basis according to parameters put in place by the district.
- Staff will be assigned to the same cohort/ group throughout programs.
- Parents/ Guardians will be allowed to enter the Sign-in/ Sign-out area at each site one at a time and adults will be required to stay in the area and refrain from walking through program area.

**Daily Health Check/ Screening:**

- *Before School Program Staff* will be required to complete a self-screening prior to arrival at school as determined by the district.
- *Before School Program Students* must be walked into the building by a parent or guardian who will be able to sign-off on an individual screening assessment. Individual Student Screening Assessments that are specific to the Before School Program will be kept in a binder in alphabetical order (see Below). These assessments will not take the place of any assessments required by the district for the regular school day

# OCSD EXTENDED DAY INDIVIDUAL STUDENT ASSESSEMENT



Student Name \_\_\_\_\_

DOB \_\_\_\_\_

Grade \_\_\_\_\_

## Individual Student Screening Assessment

I certify that, prior to my child's arrival in the Oneonta City School District Before School Program, and in accordance with current guidelines and standards as put forth by the New York State Department of Health and the Oneonta City School District, my child:

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- *has not* tested positive through a diagnostic test for COVID-19 in the past 14 days;
- *has not* traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days;
- *has not* knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19. Symptoms of COVID-19 include:
  - Fever or chills (100°F or greater);
  - Cough;
  - Shortness of breath or difficulty breathing;
  - Fatigue;
  - Muscle or body aches;
  - Headache;
  - New loss of taste or smell;
  - Sore throat;
  - Congestion or runny nose;
  - Nausea or vomiting; and/or
  - Diarrhea

DATE	PARENT/ GUARDIAN NAME (PRINTED)	PARENT/ GUARDIAN SIGNATURE	STAFF INITIALS





# Quick Guide – COVID19 Protocols/Expectations

<p><b><u>Signs and symptoms of COVID-19</u></b></p> <ul style="list-style-type: none"> <li>• <b>Fever</b></li> <li>• <b>Chills</b></li> <li>• <b>Cough</b></li> <li>• <b>Shortness of Breath or Difficulty Breathing</b></li> <li>• <b>Fatigue</b></li> <li>• <b>Muscle or Body aches</b></li> <li>• <b>Headache</b></li> <li>• <b>New loss of taste or smell</b></li> <li>• <b>Sore throat</b></li> <li>• <b>Congestion/runny nose</b></li> <li>• <b>Nausea, vomiting</b></li> <li>• <b>Diarrhea</b></li> </ul>	<p><b><u>If a student/faculty/staff presents with symptoms outside of school:</u></b></p> <ul style="list-style-type: none"> <li>• Parents contact the school health office immediately</li> <li>• Faculty/staff contact the school nurse or building administrator</li> <li>• Directed to contact your health provider or one of the convenient care facilities around the Oneonta area for Covid19 testing</li> </ul> <p><b><u>Return to school protocol for students and staff:</u></b></p> <ul style="list-style-type: none"> <li>• May not return until he/she has been:             <ul style="list-style-type: none"> <li>• Cleared by a physician to return to school with documentation, AND</li> <li>• Tested and found Covid19 free (<b>negative test</b>)                 <ul style="list-style-type: none"> <li>• Been feeling well and fever free without medication for at least 24 hours</li> <li>• And documentation of a negative test is provided to the school</li> </ul> </li> <li>• Diagnosed with Covid (<b>positive test</b>):                 <ul style="list-style-type: none"> <li>• 10 days isolation from onset of symptoms.</li> <li>• Feeling well and fever free without medication for at least 72 hours.</li> <li>• And, released by the DoH. Student/staff will receive release documentation to provide to the school.</li> </ul> </li> </ul> </li> </ul>	<p><b><u>Daily Routine:</u></b> Prior to school complete <b>Parent Square</b> and ensure the student is feeling well today.</p> <ul style="list-style-type: none"> <li>• Upon arrival to school your child's temperature will be taken</li> <li>• If your child presents with symptom(s) of Covid19 they will be:             <ul style="list-style-type: none"> <li>○ Immediately presented to the nurse</li> <li>○ Isolated from students/staff</li> <li>○ Parents will be contacted for immediate pick up</li> </ul> </li> </ul> <p><b><u>Best Practice:</u></b></p> <ul style="list-style-type: none"> <li>• Do a daily health screen including checking temperature</li> <li>• Provide confirmation through <b>Parent Square</b> to expedite entrance</li> </ul> <p><b><u>If a child has symptoms - stay home</u></b></p>
<p><b><u>If a student presents with symptoms: inside of school:</u></b></p> <ul style="list-style-type: none"> <li>• Student is presented to the school nurse for assessment and quarantine</li> </ul>	<p><b><u>If a faculty/staff presents with symptoms: inside of school:</u></b></p> <ul style="list-style-type: none"> <li>• Faculty member will notify school nurse and administrator of symptoms</li> <li>• Nurse contacts the Otsego DOH; when applicable</li> </ul>	<p><b><u>Hygiene and Safety Protocols:</u></b> <b><u>Hand Hygiene:</u></b></p> <ul style="list-style-type: none"> <li>• Healthy hand washing practices will be taught.</li> </ul>

<ul style="list-style-type: none"> <li>• Nurse contacts the parent for immediate pick up from school.</li> <li>• Nurse contacts the Otsego DOH; when applicable. <ul style="list-style-type: none"> <li>• To assist with data collection, the following should be asked by district personnel: <ul style="list-style-type: none"> <li>• Seating charts</li> <li>• Complete Internal Contact Tracing form.</li> </ul> </li> </ul> </li> <li>• Parents will be directed to contact child's health provider or one of the convenient care facilities around the Oneonta area for evaluation and Covid-19 test</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will be directed to contact their health provider or one of the convenient care facilities around the Oneonta area for evaluation and Covid-19 test</li> </ul> <p><b>Return to school protocol for students and staff:</b></p> <ul style="list-style-type: none"> <li>• May not return until he/she has been: <ul style="list-style-type: none"> <li>• Cleared by a physician to return to school with documentation, AND</li> <li>• Tested and found Covid19 free (<b>negative</b> test) <ul style="list-style-type: none"> <li>• Been feeling well and fever free without medication for at least 24 hours</li> <li>• And documentation of a negative test is provided to the school</li> </ul> </li> <li>• Diagnosed with Covid (<b>positive</b> test): <ul style="list-style-type: none"> <li>• 10 days isolation from onset of symptoms.</li> <li>• Feeling well and fever free without medication for at least 72 hours.</li> <li>• And, released by the DoH. Student/staff will receive release documentation to provide to the school.</li> </ul> </li> <li>• If you are unable to be evaluated by a physician or obtain test results within 48 hours of onset of symptoms student/staff will be presumed positive and unable to return to school until: <ul style="list-style-type: none"> <li>• negative test result received, feeling well, and fever free for 24 hours without use of medication</li> <li>• positive test result received and released from isolation by DOH</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Faculty/Staff will consistently handwash and hand sanitize throughout the day but especially: <ul style="list-style-type: none"> <li>• Upon arrival to school</li> <li>• Before and after breakfast, lunch, and snacks</li> <li>• After bathroom breaks</li> <li>• After using playground (soap and water)</li> <li>• After returning from a different classroom</li> <li>• Before and after mask breaks</li> <li>• MS/HS students at the beginning of class periods.</li> </ul> </li> </ul> <p><b>Respiratory Hygiene:</b></p> <ul style="list-style-type: none"> <li>• Healthy respiratory hygiene practices will be taught.</li> <li>• Faculty/staff will do their best to provide friendly reminders to students that they should cough/sneeze into a tissue or into an arm</li> <li>• Faculty/staff/students will also perform hand washing/sanitization upon coughing or sneezing and after disposing of dirty tissues or soiled material.</li> </ul>
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<p><b><u>Arrival HS/MS:</u></b></p> <ul style="list-style-type: none"> <li>No student may enter the Oneonta High School or Oneonta Middle School before 7:15 a.m.</li> </ul> <p><b><u>Arrival Elementary:</u></b></p> <ul style="list-style-type: none"> <li>No morning program students may enter the elementary buildings before 7:15 a.m.</li> <li>No walkers or drop offs before 8:25 a.m.</li> </ul>	<p><b><u>Visitor Protocols - What you can expect:</u></b></p> <ul style="list-style-type: none"> <li>Non-scheduled visitors will NOT be allowed entry into our school buildings. <ul style="list-style-type: none"> <li>Make an appointment prior to asking admittance.</li> <li>Request virtual meetings when possible</li> </ul> </li> </ul> <p><b>Upon arrival for a scheduled appointment:</b></p> <ul style="list-style-type: none"> <li>Health Screening Questionnaire</li> <li>Temperature will be taken</li> <li>If a scheduled visitor has a temperature, symptoms or answers “yes” to any screening question he/she will not be admitted.</li> </ul>	<p><b><u>Critical Contact Information:</u></b></p> <p><u>School Nurses:</u>  Greater Plains: 607-433-8272 ext 4402  Riverside: 607-433-8273 ext 5402  Valleyview: 607-433-8252 ext 6402  Middle School: 607-433-8262 ext 3427  High School: 607-433-8243 ext 2124  <u>Otsego Co. DOH:</u> 607-547-4230  <u>Delaware Co. DOH:</u> 607-832-5200</p> <p>Detailed information found at:  <u><a href="http://oneontacsd.org">oneontacsd.org</a></u></p> <p><i>The complete reopening plan with accompanying detailed protocols is posted on our school website.</i></p>
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Revised 10/2/20

# Mandatory Assurances



<b>COMMUNICATION/FAMILY &amp; COMMUNITY ENGAGEMENT</b>		
<b>ASSURANCE</b>	<b>PAGE</b>	<b>NOTES</b>
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	8-10	
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.	8-10	
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.	8-10	
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.	8-10	
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.	8-10	

# Mandatory Assurances



<b>HEALTH AND SAFETY</b>		
<b>ASSURANCE</b>	<b>PAGE</b>	<b>NOTES</b>
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.	10-17	
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.	10-17	
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.	10-17	
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.	10-17	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.	10-17	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.	10-17	
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.	10-17	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.	10-17	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.	10-17	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.	10-17	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 3 or 6 feet whenever possible.	10-17	Social Distancing Protocol
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.	10-17	
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.	10-17	
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.	10-17	
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.	10-17	
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.	10-17	
17. Each school and/or district reopening plan has written protocol to clean and disinfect schools following CDC guidance.	10-17	
18. Each school and/or district reopening plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons	10-17	
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)	10-17	

<b>ASSURANCE</b>	<b>PAGE</b>	<b>NOTES</b>
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.	10-17	

# 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.	19-21	
2. Each school and/or district reopening plan must ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.	19-21	
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.	19-21	
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.	19-21	
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.	19-21	
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.	19-21	
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	19-21	
8. Each school and/or district reopening plan which includes the temporary or permanent use of Tents must provide plans adhering to the BCNYS.	19-21	
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.	19-21	
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	19-21	
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.	19-21	

<b>ASSURANCE</b>	<b>PAGE</b>	<b>NOTES</b>
12. Each school and/or district reopening plan must ensure that all project submissions only dedicated to “COVID19 Reopening” will be labeled as such.	19-21	
13. Each school and/or district reopening plan which include the use of plastic separators must comply with the 2020 BCNYS Section 2606.	19-21	

# Mandatory Assurances



<b>CHILD NUTRITION</b>		
<b>ASSURANCE</b>	<b>PAGE</b>	
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.	22-24	
2. Each school and/or district reopening plan must address all applicable health and safety guidelines.	22-24	
3. Each school and/or district reopening plan include measures to protect students with food allergies if providing meals in spaces outside the cafeteria.	22-24	
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.	22-24	
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.	22-24	
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).	22-24	
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.	22-24	
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.	22-24	



# Mandatory Assurances



<b>TRANSPORTATION</b>		
<b>ASSURANCE</b>	<b>PAGE</b>	
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.	25-28	
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.	25-28	
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.	25-28	
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.	25-28	
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.	25-28	
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.	25-28	
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.	25-28	
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.	25-28	
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.	25-28	
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.	25-28	

ASSURANCE	PAGE	
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.	25-28	
12. Each school and/or district reopening plan requires that students must wear a mask on a school bus if they are physically able.	25-28	
13. Each school and/or district reopening plan ensures that students who do not have a mask will NOT be denied transportation.	25-28	
14. Each school and/or district reopening plan requires that students who do not have masks must be provided one by the district.	25-28	
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.	25-28	
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.	25-28	
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.	25-28	
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.	25-28	

# 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.	29-31	
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.	29-31	
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.	29-31	
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.	29-31	

# 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.	32-34	

# 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.	35-36	

# Mandatory Assurances



<b>TECHNOLOGY AND CONNECTIVITY</b>		
<b>ASSURANCE</b>	<b>PAGE</b>	<b>NOTES</b>
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.	37-38	
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.	37-38	
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.	37-38	

# 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.	39-43	
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.	39-43	
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	39-43	
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.	39-43	
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).	39-43	
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.	39-43	

# Mandatory Assurances



<b>SPECIAL EDUCATION</b>		
<b>ASSURANCE</b>	<b>PAGE</b>	<b>NOTES</b>
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.	44-46	
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.	44-46	
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.	44-46	
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.	44-46	
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.	44-46	



# Mandatory Assurances



<b>BILINGUAL EDUCATION AND WORLD LANGUAGES</b>		
<b>ASSURANCE</b>	<b>PAGE</b>	<b>NOTES</b>
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.	47-48	
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.	47-48	
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.	47-48	

# 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.	49	

# Mandatory Assurances



<b>CERTIFICATION, INCIDENTAL TEACHING, AND SUBSTITUTE TEACHING</b>		
<b>ASSURANCE</b>	<b>PAGE</b>	<b>NOTES</b>
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.	50	