

Central Square Central School District Reopening Plan for the 2020-21 School Year



This reopening plan contains the following information:

- Guidelines
- Protocols and procedures that support NYSED District Assurances
- Individual building instructional delivery plans and schedules

Name of School District: Central Square Central School District

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Superintendent of Schools & COVID Coordinator: Thomas J. Colabufo

Director of Personnel Representative and Contact Information, if applicable: Concetta M. Galvan, Assistant Superintendent for Instruction and Personnel, cgalvan@cssd.org; 315-668-4220 ext 70277

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General Requirements

The Central Square School District has engaged in a variety of activities to develop our 2020-2021 School Reopening Plan. We used:

- Administrative Cabinet and Administrative Council Meetings,
- District wide committees with union representation,
- Surveys to parents and staff, and
- Collaborative work with our students, local BOCES, Department of Health, and local municipality to develop all aspects of this plan.

All current District policies on Health and Safety will be followed and modified as needed to meet DOH and CDC guidelines. <https://www.cssd.org/Page/94>

Additional Standard Operating Procedures can be found here.

<https://drive.google.com/file/d/1c951jD3Sm6j1sQ4i0jvQXiEgs1qLt6zC/view?usp=sharing>

The Central Square School District Code of Conduct will be implemented with the same level of expectation as it was prior to COVID.

https://www.cssd.org/cms/lib/NY50000232/Centricity/Shared/Code_of_Conduct_Long_Version_2019-20%20BOE%20Approved%208.5.19.pdf

The Central School School District will implement our Comprehensive School Counseling Plan.

<https://www.cssd.org/Page/409>

The Central Square School District will evaluate our teaching staff according to our current APPR. The District will also ensure that all teachers hold appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulation or Education Law.

The Central Square School District will:

- Complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer 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 with required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.
- Provide the required instructional units of study to all ELLs based on their most recently measured English Language Proficiency level during in-person or hybrid instruction.
- Maintain 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.

Central Square is focused on providing access and engagement to learning for Homeless students during the closure and breaking down barriers to learning. All of our Homeless students have received Chromebooks,

charger cords, and instructional packets (if they prefer) that will provide all Homeless students with content and instruction to review familiar content and learn new content.

- All families contacted individually to provide access to the Internet and Chromebooks.
- STAC 202 forms updated if needed.
- Coordination with neighboring districts for identification of homeless students for technology needs (Chromebook and charger) and food delivery.

Communication

In order for us to communicate this plan, and any changes that will occur throughout the year, we will use the following tools:

- Website
- Email
- Social media
- Print copy mailings
- Blackboard Mass Communication tools (text, email, phone)
- Traditional media outlets
- Student Management System (SMS) - SchoolTool
- Learning Management System (LMS) - Canvas

Central Square School District's Communication Plan

Communication Tools	Purpose	Who Communicates	What Types of Information Can I Expect	I have a question about...	Contact (All contact information is located on the District Website)
Website	The website contains most of the district/building information in a readily available format to anyone with internet access. The website can also be accessed on any mobile device.	Superintendent	News and updates pertaining to District wide initiatives All updates related to COVID-19 as they relate to the CSSD	COVID related issues and school reopening	Superintendent

Blackboard Mass Communication Tools and our Mobile App	The Blackboard Mass Communication Tool allows CSSD to push communications to all stakeholders through email, texts, and automated phone calls.	District Office Personnel Building Principals	News and update pertaining to specific areas such as food service, facilities, instruction, technology, athletics, budget, transportation	District Policy Registration Transportation	Assistant Superintendent Student Registration Director of Transportation
SchoolTool	SchoolTool is our Student Management System. Through SchoolTool the District/buildings can email the parents/guardians of our enrolled students or the students themselves.	Building Principals	News and updates pertaining to a specific school building	Student Discipline School Events	Building Principal
Email	Email is used to contact parents, students, and community members who need specific information.	Instructional Staff	News and updates pertaining to individual classes and student progress	Student's school work and progress	Classroom teacher
Social Media Facebook, Twitter, etc.	The District Facebook page and other social media is provided as a forum for the District and community to interact.				

To ensure the District and its employees comply with communication requirements, the Central Square Central School District will do the following:

- Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols as applicable.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
- Electronic/paper screening forms are completed by each employee prior to building entrance. Responses are sent directly to department supervisors for immediate review. Logs are kept in the digital cloud for future reference and contact tracing should it be necessary. Paper forms are kept in the department supervisor's office in a binder system.
- If a worker tests positive for COVID-19, the school district must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
- The Department Supervisor will notify the Superintendent of Schools who acts as the COVID officer. He will notify the Oswego County Health Department.
 - Oswego County Health Department Contact Information
PHONE: 315-349-3330
EMAIL: healthdepartment@oswegocounty.com
- Prior to and during the initial Superintendent's Conference Days in September, the following information will be communicated to staff and families via our communication plan referenced above.
 - What's been done to protect the health and safety of all building occupants? This communication will need to include a list or table of changes from March to Now ("New Normal"). (Entry procedures, screening, etc.) New processes and expectations going forward: frequent hand washing, good cough/sneeze etiquette, proper wearing of face coverings, social/physical distancing, areas that are open and areas that have been closed off, etc.
 - Communication will also be provided for what hasn't changed, like security practices, staff expectations, learning goals, etc.

General Protocols

For complete information on Standard Operating Procedures by Department, consult the Table of Contents.

Staff

As school reopens staff will be returning to our buildings. The possible exception is any staff member with a medical documentation from a healthcare professional. Approval and requirements for accommodations will follow NYS Law.

Staff are required to do the following:

- Follow all screening protocols
- Follow all protocols related to proper hygiene, social distancing, and PPE
 - Avoid touching eyes, nose, and mouth
 - Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
 - The District will determine when and where to schedule face covering/mask break(s) during the day. Social/physical distancing must be maintained throughout the break.

- When in contact with shared objects or frequently touched areas, gloves will be provided; employees are encouraged to wash hands before and after contact.
- Wash hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer.
 - After blowing one's nose, coughing, or sneezing
 - Cough/sneeze into the crook of your elbow. Any tissues used should be disposed of immediately.
 - Before, during, and after preparing food
 - After using the toilet
 - After touching trash
 - Before and after the work shift
 - Before and after work breaks
 - After touching objects that have been handled by others
- Avoid reporting to work if they display any of the symptoms of COVID-19 and consult your physician
- Follow all protocols related to the maintenance of their work space

Employees at High Risk

Supervisors will have conversations with employees if they express concerns. Some people may be at higher risk of severe illness. This includes older adults (65 years and older) and people of any age with serious underlying medical conditions. By using strategies that help prevent the spread of COVID-19 in the workplace, we are trying to protect all employees, including those at higher risk.

These strategies include:

- Implementing telework and other social distancing practices as appropriate
- Actively encouraging employees to stay home when sick
- Promoting hand washing and other proper hygiene techniques
- Providing supplies and appropriate Personal Protective Equipment (PPE) for cleaning and disinfecting workspaces

Do Not Come to Work if:

- You have tested positive for COVID-19 or a presumed diagnosis by your physician or other healthcare provider.
- You have been in contact with a person with an actual positive COVID-19 test or presumed COVID-19 diagnosis by their healthcare provider.
- You feel sick
 - Contact your physician or other healthcare provider to discuss your medical condition.
 - Notify the Director of Personnel office and your direct and/or department supervisor immediately.

If You Feel Sick While at Work:

- If you start to feel sick when at a building, contact your supervisor and follow District protocols.
- Be sure to tell your supervisor what you were doing and where you were in the building before you became ill as the devices and locations must now be considered potentially contaminated.
- After notification, leave the building.
- Contact your physician or other healthcare provider to discuss your medical condition.

When at all possible, please follow existing protocols for returning to work, which is 24 hours without a fever or symptoms or a doctor's note clearing the employee for safe return.

If an employee's body temperature is at or above 100°F, the employee must be sent home immediately and documentation by the School Nurse must be completed.

The employee may return to work earlier if a Healthcare Provider/Public Health confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides appropriate documentation for the employee to return to work. Refer to NYSDOH *Interim guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure* for more information.

Positive/Suspect Cases of COVID-19

Understand that no one with symptoms associated with COVID-19 should be present at the workplace. Employees should inform their supervisor, prior to coming to the workplace if they are experiencing symptoms of COVID-19 or have tested positive.

Please follow NYSDOH and Local DOH guidance.

- Information will be provided to the employee if they are sent home.
 - Healthcare locations and testing resources
- Notification to Local DOH of where contact may have occurred between people.

Close Contact with an Infected Person

Employees may have been exposed if they are within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time (15 minutes):

- Potentially exposed employees who have symptoms of COVID-19 should quarantine and follow local health department guidance and CDC recommended steps.
 - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html> .
- Potentially exposed employees, or a close contact with an infected person who does not have symptoms, should remain at home or in a comparable setting and quarantine for 14 days.

All other employees should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and stay home.

When a Person Tests Positive

In most cases, the entire facility will not need to shut down, but we will close off any areas used for prolonged periods of time by the sick person.

- Wait 24 hours before cleaning and disinfecting to minimize the potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, if practicable, open outside doors and windows to increase air circulation in these areas.
- The notification of a positive case should come from the local Department of Health. Follow their recommendations for contact tracing, isolation, quarantine and potential closure if different than the above information.

Definitions

Quarantine - Quarantine is used to keep someone who might have been *exposed* to COVID-19 away from others. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation - Isolation is used to separate people infected with the virus (those who are *sick* with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Social/Physical Distancing - Social distancing, also called "physical distancing," means keeping space between yourself and other people. To practice social or physical distancing: Stay at least 6 feet (about 2 arms' length) from other people.

Screening

To ensure the school district and its employees comply with protective equipment requirements, the Central Square Central School District will do the following:

- We have implemented a mandatory a health screening assessment before employees begin work each day and for essential visitors asking about
 - Travel to restricted areas,
 - Positive COVID-19 test in past 14 days,
 - Close contact with confirmed or suspected COVID-19 case in the past 14 days,
 - COVID-19 symptoms in past 14 days,
 - Fever at or above 100° F
 - Lingering headache
 - Loss of taste or smell
 - Shortness of breath
 - Muscle aches
 - Diarrhea
 - Sore throat
 - Prolonged runny/stuffy nose
 - Cough
 - Fatigue
 - Nausea or vomiting

COVID-19 Screening Form: <https://forms.gle/tBxgfZRuDTsXkecU8>

Assessment responses will be reviewed every day by department supervisors. The information collected on this form will be used to determine only whether you may be infected with COVID-19. The information on this form will be maintained as confidential. Any questions should be directed to your supervisor or Director of Personnel Director. If you have a fever, please notify your supervisor that you will not be working in District that day. You should consult your doctor. If you do not have a fever but you are experiencing any of the other symptoms and those symptoms are not normal to you because of an underlying condition such as migraines, allergies, etc., please do not put others in jeopardy and please consult your doctor. If the answer is YES to any of the questions on the screening form, the employee/visitor will not be allowed to enter the building and will be directed to contact their healthcare professional. Preventing the spread of COVID-19 is essential.

An employee at the entrance of each building will conduct temperature screenings. Appropriate PPE will be provided and required of the person monitoring the temperature screening (mask, gloves and sanitization tools). Employees should maintain social distancing and use hand sanitizer while waiting in line. These screenings will be as private as possible to ensure confidentiality.

Temperature Readings

Temperature threshold is 100.0°F per the local health department.

Screening Log Example

Screener Name: _TBD by daily schedule

Reviewed by: Each building supervisor and COVID Officer - Thomas J. Colabufo

Refusing to Comply with Screening Procedures

If an employee/visitor refuses screening, they will not be allowed to enter the building. Employees will be charged their paid time off/sick time for that day.

Collection of Personal Data

- Staff information regarding temperature and other health considerations will be kept confidential.
- No personal data will be tracked in our screening processes. Temperatures will be taken, but data will not be recorded in a numerical format. They may be recorded as pass/fail.

Physical Distancing

To ensure employees comply with physical distancing requirements, the Central Square Central School District will do the following:

- Ensure 6 ft. distance between personnel, unless safety or the core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
 - Standing in line (screening, bathrooms, break/lunch rooms, serving areas)
 - Hallways that cannot be designated as *one way* shall have lengthwise floor tape applied. This tape should illustrate two-way directional traffic as done with roadways. People shall travel with their right shoulder close to the wall. People should be trained not to touch the wall while walking down the hallway
 - Large group activities should be evaluated. If social/physical distancing is not possible, activities such as: trainings, meetings, plays, sporting events and concerts, shall be cancelled or postponed.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If an area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations, reception areas).
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
- Keep six (6) feet away from other persons and do not go near anyone with respiratory symptoms of cough, fever, difficulty breathing, or other flu-like illness.

- Installation of barriers and signage:
 - Areas with frequent close person to person contact will have barriers (polycarbonate glass or some other non-combustible material) installed to separate individuals, such as:
 - Front office/greeter desk
 - High capacity offices where people are closer than 6 feet apart, shall have office dividers or other non-combustible material installed to separate desk/work areas
- If staff must have person to person contact with other staff members, then follow these precautions. If contact is expected, then both persons should:
 - Wear a face covering/mask.
 - Wash hands or use hand sanitizer before and after contact.
 - People working with special needs persons should wear a face covering/mask and wash hands regularly when unexpected contact may occur.

Common situations that may not allow for 6 ft. of distance between individuals

- Custodial and Maintenance Work
- Bus Maintenance and Repairs
- Food Preparation and Distribution
- 1:1 Personal Care

Engagement with Visitors

To maintain safety as related to visitors, we will:

- Require the completion of a COVID-19 questionnaire and temperature screening.
- Follow the 6-foot social distancing mandate.
- Wear protective equipment to limit the spread of illness while on site.
- Limit nonessential visitors to all school buildings, including district offices and transportation facilities.
- Not allow outside vendors.
- Hold all parent meetings and other meetings by phone/virtual conferences whenever possible.
- Cancel all public use of school facilities.
- Avoid the use of shared writing utensils and clipboards for sign in.
- Discontinue the use of toys, magazines, and other shared items in waiting areas.
- Provide a plastic protective barrier for reception areas.
- Eliminate reception seating areas.
- Request that visitors phone ahead from the parking lot.
 - Confirm the necessity of the visit.
- Use phone calls, e-mail, mail, or video conferencing whenever possible, even if this means turning someone away at the door.

Personal Protective Equipment (PPE)

To ensure employees comply with protective equipment requirements, the CSSD will do the following:

- Provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
 - The District will determine when and where to schedule face covering/mask break(s) during the day. Social/physical distancing must be maintained throughout the break.
- Procure supplies for PPE and make them available at the entrance of each building/office/bus and classroom.

- <https://drive.google.com/drive/folders/1IbWN4jvM2fWxT5Q6MsCQ0B8ohIligKuC?usp=sharing>
- Design and set up training to all staff members on the proper use of PPE including but not limited to:
 - Video links for staff and student training on PPE
 - How to wear face covering appropriately
 - How to put on/remove face covering
 - How to properly remove a face covering
 - Proper care of face coverings
 - Proper hand washing techniques
 - Use of hand sanitizer
 - Respiratory etiquette, including covering coughs and sneezes
 - Encourage staff to stay home when sick
 - Discourage the touching of shared objects and surfaces
- <https://drive.google.com/drive/folders/1DX1ChWWecAqzQPCaISfwzxovTzyFJwVm?usp=sharing>

Personal Responsibility

Employees should take the following steps to protect themselves and others at work:

- Follow the policies and procedures of the employer related to illness, cleaning and disinfecting, work meetings and travel.
- Stay home if sick, except to get medical care.
- To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails.
- Avoid handshaking, fist bumps, high fives, etc.
- Minimize handling/sharing cash, credit cards, and mobile or electronic devices when possible.
- Avoid all non-essential travel.

Wear and Care of Face Coverings/Masks

- Face covering/masks shall be worn by all building occupants unless precluded by medical conditions (documentation will be required).
- While on district premises, you must have in your possession a face covering/mask at all times.
- You must wear it immediately when in the presence of another at all times. The face covering absolutely must be in place before having any close contact and all the while you are having close contact with any other person. Close contact is defined as within six feet of another person (common hallways, restrooms or other areas).
 - Cloth or disposable face coverings will be provided by the district.
 - Disposable face covering should not be laundered but disposed of properly.
 - Employees may wear their own cloth face covering or face covering/mask.
 - Face covering care will be the responsibility of the employee.
- When wearing a mask, it must:
 - Fit snugly but comfortably against the side of the face,
 - Fully cover the mouth and nose,
 - Be secured with ties, elastic or ear loops,
 - Allow for breathing without significant restriction, and
 - Be able to be laundered and machine dried daily without damage or change to shape
- The District will determine when and where to schedule face covering/mask break(s) during the day. Social/physical distancing must be maintained throughout the break.

How do you safely sterilize/clean a cloth face covering?

- Washing face coverings in a washing machine and drying in a dryer is recommended to properly clean a face covering.
- If face covering/masks are hand washed, prepare a bleach solution of 4 teaspoons household bleach per quart of room temperature water. Soak the face covering for 5 minutes. Rinse the face covering thoroughly with cool water. Air dry, in direct sunlight, when possible. Wash hands for 30 seconds after washing the mask.
- Face coverings must be completely dry before wearing.

How do you safely remove a used cloth face covering?

- Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands for 30 seconds immediately after removing the mask.
- Be sure not to touch the outside of the mask when removing.
- Training will be posted on our website.

Hand hygiene

- Wash hands often with soap and water for at least 20 seconds, especially after blowing noses, coughing, or sneezing, or having been in a public place.
- Use hand sanitizer.
- Training will be posted on our website.

Building Spaces

All staff moving from building to building must sign in at each building.

The CSSD has made the following adjustments:

General Office Area

- For those who can work remotely, we continue to have them do so as practicable.
- We have established flexed shifts to reduce the number of employees in the worksite at one time.
- Stagger shift start and end times greater than normal when possible (while still ensuring safe operations), to eliminate employees from congregating during the shift change-over, and from overcrowding at entrances and exits.
- We have reduced/adjusted tasks requiring large amounts of people to be in one area.
- Signage requires staff not to linger or socialize in common areas.
- We have eliminated reception seating areas and request that visitors phone ahead and have installed a plastic partition at the reception area.
- Reviewed floor plans and removed or reconfigured seats, furniture and workstations as needed to preserve recommended physical distancing in accordance with guidelines.
- Reconfigured workstations so that employees do not face each other, or establish partitions if facing each other cannot be avoided.
- Employees are encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.
- If in-person meetings are essential, consider limiting meetings to 10 people or less

depending on local, state, and federal guidelines.

- Created corridors where employees can enter the facility if in person screening is utilized
 - Have multiple lines and entrances if possible to reduce crowding
 - Placed markings (whether in tape or otherwise) on the ground in the corridor to demarcate six (6)-foot lengths to provide for greater social distancing by employees while in line

Conference Rooms

- Limit in-person meetings (refer to NYS guidance), if virtual meetings are not feasible.
- If meetings are to occur in person, they should be conducted in a quick manner.
- Practice social distancing among participants.
- Lingering and socializing before and after meetings should be discouraged.

Break Rooms and Lunch Rooms

- Reduce amenities that are handled with high contact frequency, such as water coolers, coffee makers, and bulk snacks and replace them with alternatives.
- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate.
- Stagger lunch breaks to minimize occupancy in break rooms and allow for social distancing.
- Congregating in kitchen areas should be discouraged.
- Sanitation wipes and hand sanitizer are in each area with signage to encourage cleaning after each use.

Copier Rooms/Areas

- Congregating in copier rooms/areas will be discouraged.
- Sanitation wipes and hand sanitizer are at each machine area with signage to encourage cleaning after each use.

Elevator Use

- Encourage one person in an elevator at a time.
- Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

Hallways

- Place directional movement (signage)
 - Follow all signage related to traffic flow in the hallways.
 - Walk on the right side with your right shoulder toward the wall.
 - Where lines may form, place floor markings every 6 feet.

Classrooms

- Teachers may be responsible for general cleaning within the classrooms and will be provided with appropriate cleaning supplies.
- Keep cleaning supplies out of reach of children.
- Schedule (at least daily) cleaning and disinfecting of touched surfaces during the regular school day. Cleaning and disinfecting should include frequently touched surfaces (PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies) between uses. Consider scheduling this task late morning and early afternoon, ensuring adequate contact time for the disinfection.

- In order to facilitate cleaning and disinfection, classroom materials will be removed to the greatest extent possible.
- Trained Custodial staff should be responsible for heavier cleaning and disinfecting within classrooms.

Entry Points into the Building

- We will eliminate pen and paper sign-in/sign-out sheets. Have hand sanitizer available if signing children in or out on an electronic device. In as many cases as possible we will use the digital tool, *PickMyKid* to facilitate non in-person sign out of students. A single staff person/monitor will be responsible for signing students in and out.
- Hand sanitizer dispensers will be near entry doors and other high-traffic areas.
- Visitor entrance will be minimal however, Student/Visitor Screening will take place prior to entrance. Individuals who have a fever of 100°F or above or other signs of illness should not be admitted to a district building.
- Signage is posted on entry doors that reviews the protocols for all that enter the facility.

Objects

Examples of some frequently touched areas in schools

- Classroom desks and chairs
- Lunchroom tables and chairs
- Door handles and push plates
- Handrails
- Kitchen and bathroom faucets
- Light switches
- Handles on equipment (e.g., athletic equipment)
- Buttons on vending machines and elevators
- Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- Bus seats and handrails
- Water coolers
- Coffee makers
- Shared Small Kitchen Appliances
- Refrigerator Handles
- Vending Machines
- Copiers

Sanitation materials will be available in each area for individual use. Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects.

Hygiene and Cleaning

To ensure employees comply with hygiene and cleaning requirements, Central Square Central School District will do the following:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs onsite that document date, time, and scope of cleaning.
 - Paul Brissette, Director of Facilities will maintain the log and house it in his office.
- Provide and maintain hand hygiene stations for personnel, including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer.
- Post signs on how to stop the spread of COVID-19, proper hand washing technique, promote everyday protective measures, and the proper wearing of a face covering.
- Conduct regular cleaning and disinfection daily or more frequently as needed, along with frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas.
- Staff will consider this a handbook with required information for guidance and training. It will also be available digitally.

Contact Tracing and Disinfection of Contaminated Areas

Public Health Officials assume the task of contract tracing, once notified. Public Health Officials will be notified by the COVID officer and Superintendent of Schools, Thomas J. Colabufo.

To ensure the school district and its employees comply with contact tracing and disinfection requirements, the Central Square Central School District will do the following:

- Have a plan for cleaning, disinfection, and notifying Public Health in the event of a positive case.
- In the case of an employee testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting our building and facilities if someone is sick.

Mental Health

Central Square school district will be using tools from the toolkit provided within the guidance document, Reunite, Renew, and Thrive: Social and Emotional Learning Roadmap for Reopening School. To ensure intentional inclusion of social emotional learning we will be putting systems in place to support CASEL's five core social and emotional competencies: self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.

Professional development will be provided to staff prior to the start of school, during a Superintendent conference day.

All staff will participate in a SEL 101 Presentation.

<https://drive.google.com/file/d/1dmuAi-Kiyhkgf0DEDIJ1L5hFf1xaG8yF/view?usp=sharing>

All staff will complete a Self-care self- assessment.

Educator Resilience and Trauma-Informed Self-Care

<https://drive.google.com/file/d/1IoC6gGvkUiaolG4h9o3CJch53usol7x/view?usp=sharing>

All staff will be provided with resources on addressing their self-care needs.

Self-Care Strategies for Educators During the Coronavirus Crisis

https://drive.google.com/file/d/1JTae_OREqHX80fYppG7tFenN0ZievnK0/view?usp=sharing

All staff will participate in a break out group professional development using the Problem of Practice Protocol: Teaching During a Pandemic tool.

https://drive.google.com/file/d/1FiFq8p_0g8rUs6aJJ6eC9-taJJ4oOX9T/view?usp=sharing

These are the additional resources we will be using to support SEL.

- We will identify students in need using the Tools for Educators to Listen to and Learn from Families During COVID-19 School Closures in order to connect with families.
 - https://docs.google.com/document/d/1e1JLqNvf_yPfOgwNNObPATrSLsRAKKVQeC7viGFTAWU/edit?usp=sharing
- For outreach to families regarding attendance we will continue to use Attendance Works tools.
 - <https://www.attendanceworks.org/chronic-absence/addressing-chronic-absence/key-concepts-for-leveraging-chronic-absence-during-the-coronavirus-pandemic/>
- Counseling Plan posted on School Website: Includes our advisory counsel which is being updated with a Board of Education member and a community based service provider.
 - <https://www.cssd.org/Page/409>
- School counselors, psychologists and social workers have access to referrals for our agencies who work with our district. We partner with these agencies to support our students' mental health. We identify students and identify the most appropriate support that will benefit them based on their needs.

Support Services Directory for Staff

- https://docs.google.com/document/d/1F5A7Y-Hte9V0ghYOxN_CdfJWLC9-qf9Npo-nmNH1jXQ/edit?usp=sharing

Support services directory for students/parents

- https://docs.google.com/document/d/1EUcF-HV-iiMj_Y3GUxUjiGxRsbbLYuTlpVzos8pQtfo/edit?usp=sharing

Parent/Student referral form

- <https://docs.google.com/forms/d/1sBKK5ZWYq76VUpLV7WVpFin0FDRtxKfqTCiZXX-li6E/edit?usp=sharing>

Staff student referral form

- <https://docs.google.com/forms/d/1WBDNuZ3BmalvAKJc3kWUxvRxhgmhurYw8H1DECon9N8/edit?usp=sharing>

Mental Health Resources and contact information for what mental health supports are in place for staff who need social-emotional assistance when returning to work:

- Support services directory for staff https://docs.google.com/document/d/1F5A7Y-Hte9V0ghYOxN_CdfJWLC9-qf9Npo-nmNH1jXQ/edit?usp=sharing
- Krysten Salmonsens, LCMSW at ksalmonsens@cssd.org
- Employee Assistance Program – 315-471-1361 or www.eap.ocmboces.org

Personal Property

- Staff will maintain all personal items in a cabinet or locker in their classroom or near their classroom. Personal items not required for school should be left at home (i.e., toys, playing cards, sports equipment, personal headphones, etc.). No personal items should be placed in common or shared areas.

Students

Students must comply with all protocols related to spaces, PPE, hand hygiene, and social distancing. ALL expectations for student behavior included in the Code of Conduct remain in place as well.

Daily Screening and Posting of Signage Prior to Entering the Building

We will be posting signage on entry doors that review the screening protocols for all that enter the facility.

Daily Screening Process for Students and Students Returning to School After Diagnosis with COVID-19

- Parents/guardians should monitor students daily and take temperatures prior to arriving at the bus stop or entering a school building.
- Prior to entering the bus or school building students will be screened for a temperature at or above 100°. Students presenting with a fever or other visible symptom related to COVID 19 will not be admitted and parents will be notified and required to take the student home. Students with a fever will not be permitted to board the bus.
- The District will identify a point person that is responsible for monitoring this documented data collection.
 - Families will complete a COVID Screening Agreement form prior to students returning to school.
- While taking temperatures prior to entering school buildings/property (buses)
 - Students will remain in line 6 feet apart.
- Students should not come to school if they:
 - Have tested positive for COVID-19 or a presumed diagnosis by a physician or other healthcare provider
 - Have been in contact with a person with an actual positive COVID-19 test or presumed COVID-19 diagnosis by their healthcare provider
 - Have any of the symptoms on the COVID Screening Agreement
 - Feel sick, contact your physician or other healthcare provider to discuss your medical condition
 - Notify district administration, building principal and/or attendance office of any COVID related absence

If the answer to any of these are **YES**, the student will not be allowed to enter the building. Parents will be asked to take their child home.

If the answer is **NO**, students entering the building should be logged in (electronically or sign-in sheet) and provided a cloth face mask or covering if the student does not have one, and asked to wash or sanitize their hands prior to reporting to their designated class/area.

Assessment responses must be reviewed every day by appointed building personnel (screening monitor and school nurse). The information collected on this form will be used to determine only whether you may be infected with COVID-19. The information on this form will be maintained as confidential. Any questions should be directed to your school nurse.

If the Student Feels Sick While at School:

- Students will be isolated in a supervised area established in each building until picked up from school.
- The school nurse will contact the parent and make arrangements for immediate pick up

Collection of Personal Data

Temperatures may be taken, but data may not be recorded in a numerical format. They may be recorded as pass/fail.

School Nurses may document medical information on students who are referred to them. Confidentiality will be maintained at all times.

Refusing to Comply with Screening Procedures

If the student refuses screening they will not be allowed to enter the building or bus.

Temperature Readings

Students who register a temperature at or above 100° will not be allowed on the school bus or in the school building. Students with temperatures between 99.5° and 99.9° will be monitored throughout the school day. If the student's temperature becomes 100 degrees F, the student will be sent home and documentation will be completed.

Screening Log Example:

Screener Name: _____

Job title: _____

Reviewed by: _____

Date of Review: _____

Name (Student ID)	Date	Screening Questions Answered? (Y/N)	Allow access into building? (Y/N)

For non-COVID symptoms, please follow existing protocols for returning to school after illness. For COVID related symptoms, the student should remain home and isolate in accordance with DOH guidelines. The student may return to school earlier if a Healthcare Provider/Public Health confirms the cause of the students'

fever or other symptoms is not COVID-19 and provides appropriate documentation for the student to return to school. Refer to guidance provided by NYSDOH and/or local DOH guidance.

Positive/Suspect Cases of COVID-19

Understand that no one with symptoms associated with COVID-19 should be present at school.

Close Contact with an Infected Person

Students may have been exposed if they are within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time (15 minutes):

- Potentially exposed employees who have symptoms of COVID-19 should quarantine and follow local health department guidance and CDC recommended steps.
 - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Potentially exposed student(s), or a close contact of an infected person who does not have symptoms, should remain at home or in a comparable setting and quarantine for 14 days

All other students/parents/guardians should monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, parents/guardians should notify and follow school policy for attendance.

- Notify the Building Principal if your child develops any COVID related symptoms.

When a Student Tests Positive:

We will follow NYSDOH and Local DOH guidance.

Information will be provided to the student if they are sent home

- Healthcare locations and testing resources

In most cases, the entire facility will not need to shut down, but we will close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees/students being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible
- During this waiting period, if practicable, open outside doors and windows to increase air circulation in these areas
- The notification of a positive case should come from the local Department of Health. Follow their recommendations for contact tracing, isolation, quarantine and potential closure if different than the above information

Definitions

Quarantine - Quarantine is used to keep someone who might have been *exposed* to COVID-19 away from others. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation - Isolation is used to separate people infected with the virus (those who are *sick* with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Social/Physical Distancing - Social distancing, also called “physical distancing,” means keeping space between yourself and other people. To practice social or physical distancing: Stay at least 6 feet (about 2 arms' length) from other people.

Safety

Security Cameras and Software

We will verify that cameras are operational. They may be useful if we have to track the movement of an individual through a building that is suspected to have or has the COVID-19 virus.

Exterior Doors

We will ensure that proper signage is posted on exterior doors to inform building occupants and visitors of what needs to be considered prior to coming into the building.

Fire Code Compliance

We will maintain buildings according to all codes established from NYS & NYSED

Cleaning & Disinfecting

All operational systems within the District will be cleaned and maintained using the appropriate industry recommendations relating to COVID.

Emergency Response Protocols & Drills - COVID-19 Adapted (Evacuation Drills & Lockdown Drills)

The 2020-2021 school year may include hybrid models of the traditional school day. Emergency response drills, including evacuation and lockdown drills, may be spread across the different student populations dependent on the day each population is present the day the drills are scheduled.

Emergency Response Protocols:

- Shelter-In-Place
- Hold-In-Place
- Evacuation
- Lockout
- Lockdown

Shelter-In-Place

Identify areas that will be used for the Shelter-in-Place along with areas that cannot be used for due to certain types of environmental hazards (i.e.: high winds, tornado, etc.). Shelter-In-Place protocols will be the same with the following changes:

- Provide 6 feet of space between students and staff during the Shelter-In-Place
- Use of face coverings throughout the event may be considered
- If 6 feet between staff and students cannot be achieved, face coverings should be worn at all times during the event
- Plan to have extra face coverings on hand in the event that a person does not have one
- Listen for updates and respond accordingly

Hold-In-Place

Hold-In-Place protocols will be the same the following changes:

- Provide 6 feet of space between students and staff during the Hold-In-Place
- Use of face coverings throughout the event may be considered
- If 6 feet between people cannot be achieved, face coverings should be worn at all times during the event
- Plan to have extra face coverings on hand in the event that a person does not have one
- Listen for updates and respond accordingly

Evacuate

Evacuation protocols will be routinely the same with some minor adjustments:

- Identify areas outside of the building in advance that will allow 6 feet of separation of students and staff. Verify that students and staff will not impede emergency responders
- In effort to get all staff and students out of the building as quickly and efficiently as possible, face coverings should be worn at all times
- Plan to have extra face coverings on hand in the event that a person does not have one
- Identify, in advance, who will be holding the door to get out of the building, therefore reducing the amount of people touching the door hardware when leaving the building. Personnel that will be conducting this task may be assigned to holding the door for one or more classrooms or until confirmation that everyone has vacated the building
- As written in the established protocols, bring all necessary items needed and consider adding the following items: extra face coverings, in the event a face covering becomes unusable and hand sanitizer
- If no extra face coverings are available, instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

Lockout

Lockout protocols will be the same, besides maintaining 6 feet of space between students and staff in the area.

Lockdown

During a Lockdown, there will be a violation of the 6 foot recommendation between people. In order to protect life safety, lockdown protocols will be mostly the same process as they have been conducted in the past.

- Evaluate, in advance, if there is room to social distance without being in the line of sight
- Face coverings should be worn during the event at all times
- Plan to have extra face coverings on hand in the event that a person does not have one
- Instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

Staff Training

NYS requires employers to train all personnel on new protocols and to frequently communicate safety guidelines. Train all personnel on the precautions listed below either remotely or in person. Use appropriate social distancing and require face coverings for all participants if training is conducted in person. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

Training for Screeners

Screeners will be trained by employer identified individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate employer-provided PPE, including, at a minimum, a face covering.

Training topics for all staff and substitutes (but are not limited to)

- Proper hand washing
 - [Hand washing video](#) (1:26)
- Proper cough & sneeze etiquette
- Social Distancing
 - Provide training for faculty/staff on how to address close contact interactions with students as part of every day job tasks
- Operating procedures (various)
 - Entrance into the building
 - Cleaning procedures
 - Sick child pickup
 - Staff who are sick or suspected to be sickness
- Proper cleaning techniques
- Hazard Communication – Right-To-Know
 - Proper use of chemicals
 - No chemicals from home
 - Transfer of hand sanitizer in smaller containers
- Exposure Control Plan – with a focus on Pandemic/COVID-19
- Personal Protective Equipment - PPE
 - Update Hazard Assessment & Personal Protective Equipment (PPE) Selection Worksheet for all identified employees
 - Proper type, use, and size
 - Cleaning and sanitizing of the face covering (if applicable)
 - Provide training for staff and students on wearing, putting on, removing and discarding PPE including in the context of their current and potential duties
 - Use of face coverings (Don and DOFF; Cloth vs. Surgical)
 - [Face coverings don/doff video](#) (2:38)
 - <https://www.youtube.com/watch?v=PQxOc13DxvQ>
 - Send fact sheets home with students that provide similar education for parents
- Respirator Protection (N95) for School Nurses
 - Training provided for school nurses and other appropriate personnel

Available Training Resources

- Social/Emotional and Mental Health Support Resources
 - CiTi BOCES Professional Development Catalog
 - CSSD Employee Assistance Program
- You Tube – CDC Ad Council Videos
 - https://youtu.be/Ltl_uasz6to - Protect Yourself
 - <https://youtu.be/Dh2dCWk85Zw> - How to Protect Against the Coronavirus
- Safe Schools – Utica National <https://www.uticanational.com/safety/schools/covid-19-resources/>

- CDC Hand Washing
- Respiratory Protection
- PPE
- Coronavirus Awareness
- Coronavirus – CDC Guidelines for Making and Wearing Cloth Masks
- Coronavirus – Cleaning and Disinfecting Your Workplace
- Coronavirus – Managing Stress and Anxiety
- Coronavirus – Preparing your Household
- Coronavirus – Transitioning to a Remote Workforce

Closure Considerations

When a person has been identified (confirmed) or suspected to be COVID-19 positive, the process will include:

- Having school administrators collaborate and coordinate with local health officials to make school closure and large event cancellation decisions.
 - Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the Local DOH. Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.
 - We might need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
 - Closing off areas used by ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area. If possible, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Do not use the area(s) until cleaning and disinfection has taken place.
 - Opening outside doors and windows to increase air circulation in the area.
 - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.
 - Communicating as soon as possible with staff, parents, and students.
 - Using DOH guidance/procedures for when someone tests positive.
 - In consultation with the Local DOH, the Superintendent will consider whether school closure is warranted and period of time (prior to re-opening) based on the risk level within the specific community as determined by the Local DOH.
 - In accordance with guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff quarantine.
 - Additional close contacts at school outside of a classroom should also be quarantined at home.
 - Keeping in mind that the closing of schools could be a regional decision.
 - 7 metrics - NYS Dashboard*
 - Schools will reopen if a region is in Phase IV and the daily infection rate remains below 5% using a 14-day average.
 - Schools will close if the regional infection rate is greater than 9% using a 7-day average after August 1, 2020.
- *These metrics are established by New York State and are subject to change.

- Thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response).
- Buildings may consider closing if required cleaning products (bleach and water can be used as a cleaning product) and Personal Protective Equipment (PPE) are not available.

Instructional Plan and Schedule for Elementary Schools

Elementary will implement a combination of synchronous and asynchronous virtual instruction to students in grades K - 5.

Structure and Delivery of Instruction

- Elementary will follow a hybrid schedule AA-BB. Half of the students will attend school in person on Monday (A) and Tuesday (A), Wednesday is an all virtual day, the other half of the students will attend on Thursday (B) and Friday (B). Any day the students are not in person they will be learning virtually.
- All in-person and virtual lessons/instruction will be aligned with the New York State Learning Standards for ELA, Math, Science and Social Studies.
- UPK students will be in attendance every day with both a morning and afternoon class. Each class is 2.5 hours long.
- Pinnacle, CBO for the Integrated PreK class, will also be providing 2.5 hours of instruction to the students in that class. <https://drive.google.com/file/d/1qBW0aL1nEWo4RN6il-ZkZkNqWOqgRBpF/view?usp=sharing>
- Some students will receive 100% virtual instruction which will include both synchronous and asynchronous learning opportunities.
- In-person learning will take place from 9:00 am - 1:00 pm.
- AIS services, for those who qualify, will be provided in person and/or virtually.
- Students will participate in PE classes in person 1 day a week and virtual 1 day a week.
- Art and Music classes will be held virtually.
- Band lessons will be provided virtually.
- By creating a synchronous schedule for students to follow, this will provide the opportunity to have live direct instruction with a teacher, which could include: focused instruction, collaborative learning and independent learning. Students will be able to video and audio conference with their teacher and classmates while engaging in large group and small group sessions. The synchronous schedule includes routine scheduled times for students to interact and seek feedback and support from teachers. All instruction will be aligned to New York State Learning Standards.
- On Wednesdays, we will provide remote synchronous and/or asynchronous instruction which will include remedial and small group differentiated instruction, activities and assignments delivered through our learning management system. In addition students will have opportunities for support, interventions, enrichment and band lessons.
- Both synchronous and asynchronous instruction will be through our common learning management system called Canvas.

- Teachers will have professional development on how to use the new learning management tool and time to develop their platform to prepare for teaching remotely.
- All students will be provided a Chromebook as their tool to access the learning management system. The Chromebook has the ability for audio and video conferencing to increase interactions with teachers and peers.
- We will be surveying who those families are who do not have consistent, reliable access to high-speed internet at a sufficient level to fully participate in remote learning and will be providing them with a hot spot.
- Teachers will still be working their full contractual day. Outside of the synchronous schedule, teachers will be using that time to plan, conference with parents and students, and be provided additional training, faculty meetings, home visits, etc.

Arrival and Dismissal Procedures:

- Buses will arrive approximately at the same time, between 8:50 - 9:00.
- Students will be released from buses in a staggered manner using different entrances to allow for social distancing.
- Student drop off in the morning will be rolling in a car line.
- Student pick up in the afternoon will be rolling in a car line, using PikMyKid at all locations.
- We are working with BASCOL and the YMCA to provide before and after school care for students.

Grading

- All students will receive New York State standards based report cards three times a year.
- We will formatively assess student performance on assignments and New York State Standards while providing feedback and opportunities for reteaching and learning.
- We will continue to differentiate our instruction to support the learning of all students.
- We will design learning targets based on the New York State Standards and use summative assessments to determine students' level of performance/mastery.

Special Education Services

- Special education services and accommodations will be provided in alignment with all regulations during the instructional period. These supports may be provided in person or virtually, depending on the needs of the child.
- In-person instruction will be offered to students in a self-contained program 5 days a week from 9:00 am - 1:00 pm. If parents opt for 100% virtual, instruction will be provided using Canvas.
- Communication with students with IEP's and the parents of students with IEP's is being provided and documented by Special Education Teachers and Related Service Providers with these 4 strategies:
 - Email Communication
 - Phone Contact Logs
 - Daily Activity Logs
 - Progress Monitoring for March and June Progress Reports related to IEP Goals and Objectives

Attendance

- We will follow the attendance policy developed by the District that will include attendance credit for students in attendance during the synchronous instruction and who can be tracked for completion of the asynchronous instruction.

Social Emotional Learning and Support

- In order to develop a culture of thinking and learning, we will first build positive relationships, create a safe learning environment and a respectful supportive classroom. Teachers will have professional development/training prior to the start of school, addressing social emotional needs for themselves and their students.
- Teachers, parents and students will be provided with resources of what supports we have in the building and local agencies that are available.
- The Second Step program will be implemented in UPK and Kindergarten classrooms to start the school year. Additional Second Step kits will be purchased throughout the school year for the other grade levels.
- Students who need additional support will be identified based on concerns from the previous school year, through a referral process initiated by any adult, and an SEL screener. These will be reviewed by our Mental Health Support Team.
- Interventions will be offered to these students in the form of mentorship, counseling, check-ins, home visits, small group and/or individual skill building sessions, etc..
- We have social workers, social worker assistants, school counselors, and school psychologists who will be available daily to support our students as well.

Food Service

- Breakfast is available to all students in school on their days of attendance.
- Lunch will be available to all students in school on their days of attendance.
- Breakfast and lunches will be provided to families through the food distribution program for the days they are not in school. For more information on that program, see the District website and other weekly notifications.

Communication Plan

- All stakeholders will receive communication through our Blackboard communication system where the same message can be delivered by phone message, text and email. In addition, morning announcements will promote safety and wellness.
- Zoom meetings may take place with families throughout the year to gather feedback and share information.

Instructional Schedule

Sample Elementary Daily Schedule

Time	A	A	Wednesday	B	B
9:00 - 10:00	ELA	ELA	Virtual	ELA	ELA
10:00 - 11:00	Intervention	Intervention	Virtual	Intervention	Intervention
11:00 - 12:00	Math	Math	Virtual	Math	Math
12:00 - 1:00	PE/content/ ELA	PE/content/ ELA	Virtual	PE/content/ ELA	PE/content/ ELA

Instructional Plan and Schedule for Central Square Middle School

Central Square Middle School will implement a combination of synchronous and asynchronous virtual instruction to students in grades 6-8.

Structure and Delivery of Instruction-

- Central Square Middle School will follow a remote synchronous schedule 4 days a week, Mondays, Tuesdays, Thursdays, and Fridays. Our curriculum will follow the New York State Standards.
- Each class will be a half hour in length, 9:00-9:30, 9:35-10:05, 10:10-10:40, 10:45-11:15, 11:20-11:50, 11:55-12:25, 12:30-1:00, 1:05-1:35, 1:40-2:10.
- By creating a synchronous schedule for students to follow, they will be able to have live direct instruction with a teacher while following a gradual release of responsibility model. The teacher will present focused instruction, guided instruction, collaborative learning and independent learning. Students will be video and audio conferencing with their teacher and classmates while engaging in large group and small group sessions. The synchronous schedule includes routine scheduled times for students to interact and seek feedback and support from teachers.
- On Wednesdays, we will provide remote asynchronous instruction which will include remedial and small group differentiated instruction, activities and assignments delivered through our learning management system. In addition, students will have opportunities for support, interventions, enrichment, band and chorus lessons.
- Also on Wednesdays students that have specialized classes of 15:1 ELA, 15:1 Math, Reading S (5:1), and Reading Systems will be in school for live instruction in these classes. Students will attend for either a two or four hour window based on how many of these special classes they have. These classes will be held for an hour each. These students will also have the opportunity to be provided time for instructional support by a teaching assistant or have the possibility of working with their teacher.
- Teachers will still be working their full contractual day. Outside of the synchronous schedule, teachers will be using that time to plan, conference with parents and students, and be provided additional training, faculty meetings, home visits, etc.
- Both synchronous and asynchronous instruction will be through our common learning management system called Canvas.
- Teachers will have professional development on how to use the new learning management tool and time to develop their platform to prepare for teaching remotely.

- All students will be provided a Chromebook as their tool to access the learning management system. The Chromebook has the ability for audio and video conferencing to increase interactions with teachers and peers.
- We will survey and identify families who do not have consistent reliable access to high-speed internet at a sufficient level to fully participate in remote learning and will be providing them with a hot spot or transportation to Paul V Moore High School where they will have access to the internet and can follow the same schedule as all students. While at PVM, students will have access to school breakfast and lunch and may bring a snack from home.

Grading

- We will formatively assess student performance on assignments and New York State standards while providing feedback and opportunities for reteaching and learning.
- We will continue to differentiate our instruction to support the learning of all students.
- We will design learning targets based on the New York State standards and use summative assessments to determine students' level of performance/mastery.

Attendance

- We will follow the attendance policy developed by the District that will include attendance credit for students in attendance during the synchronous instruction and who can be tracked for completion of the asynchronous instruction.

Social Emotional Learning and Support

- In order to develop a culture of thinking and learning, we will first build positive relationships, create a safe learning environment and a respectful supportive classroom. Teachers will have professional development/training prior to the start of school, addressing social emotional needs for themselves and their students.
- Teachers, parents and students will be provided with resources of what supports we have in the building and local agencies that are available.
- Students who need additional support will be identified based on concerns from the previous school year and through a referral process initiated by any adult and reviewed by our LCSMW/ Social Worker, School Psychologists and the School Counseling Department.
- Supports will be offered to these students in the form of mentorship, counseling, check-ins, home visits, small group and/or individual skill building sessions.
- We have social workers, social worker assistants, school counselors, and school psychologists who will be available daily to support our students as well.

Special Education Services

- Special education services and accommodations will be provided in alignment with all regulations during the remote learning instructional period.
- Students who attend exceptional educational special education classes will receive those classes either in person or remotely as determined on an individual basis aligned to parent request/permission.
- Related services will be provided to students as specified on each child's IEP in person, virtually or in a hybrid format on a case by case basis as determined by the related service providers in collaboration with our families.
- Communication with students with IEP's and the parents of students with IEP's is being provided and documented by Special Education Teachers and Related Service Providers with these 4 strategies:
 - Email Communication
 - Phone Contact Logs
 - Daily Activity Logs
 - Progress Monitoring for March and June Progress Reports related to IEP Goals and Objectives

Food Service

- Food Distribution information will be made available weekly on the District Website. Students who will be accessing remote learning at PVM (CSMS and PVM Students) will have access to breakfast and lunch and may bring a snack from home.

Communication Plan

- All stakeholders will receive communication through our Blackboard communication system where the same message can be delivered by phone message, text and email.

Central Square Middle School Remote Learning Re-opening

We will continue to have middle school students learning remotely. On Mondays, Tuesdays, Thursdays, and Fridays, students will follow a **synchronous** schedule. Synchronous means students engage in course activities at a specific date/time, requiring that everyone be online for a scheduled event. They will follow the schedule that they are provided for the 9 period day. Each class is a half hour in length. On Wednesdays students will follow an **asynchronous** schedule. Asynchronous means students engage in course activities at any time, working at their own pace. Teachers will be available all day for student support.

CSMS Remote Learning Sample Student Schedule for 2020

Monday A day	Tuesday B day	Wednesdays	Thursday C day	Friday D day
Synchronous	Synchronous	Asynchronous	Synchronous	Synchronous
Period 1 9:00-9:30 <i>Math</i>	Period 1 9:00-9:30 <i>Math</i>	<p>In addition to offering time to complete assignments, the following options will be available:</p> <ul style="list-style-type: none"> - Advisement support to conference with teachers for homework help, test prep, assistance - Academic Intervention Support - Band and Vocal Lessons - Enrichment activities/workshops - Counseling support meetings <p>*Specialized classes of 15:1 ELA, 15:1 Math, Reading S, and Reading Systems will be bussed in for a 2 or 4 hour window to have an in person session with the teacher.</p>	Period 1 9:00-9:30 <i>Math</i>	Period 1 9:00-9:30 <i>Math</i>
Period 2 9:35-10:05 <i>English</i>	Period 2 9:35-10:05 <i>English</i>		Period 2 9:35-10:05 <i>English</i>	Period 2 9:35-10:05 <i>English</i>
Period 3 10:10-10:40 <i>Art</i>	Period 3 10:10-10:40 <i>Technology</i>		Period 3 10:10-10:40 <i>Art</i>	Period 3 10:10-10:40 <i>Technology</i>
Period 4 10:45-11:15 <i>Science</i>	Period 4 10:45-11:15 <i>Science</i>		Period 4 10:45-11:15 <i>Science</i>	Period 4 10:45-11:15 <i>Science</i>
Period 5 11:20-11:50 <i>Social Studies</i>	Period 5 11:20-11:50 <i>Social Studies</i>		Period 5 11:20-11:50 <i>Social Studies</i>	Period 5 11:20-11:50 <i>Social Studies</i>
Period 6 11:55-12:25 <i>Lunch</i>	Period 6 11:55-12:25 <i>Lunch</i>		Period 6 11:55-12:25 <i>Lunch</i>	Period 6 11:55-12:25 <i>Lunch</i>
Period 7 12:30-1:00 <i>Academic intervention</i>	Period 7 12:30-1:00 <i>Study Hall</i>		Period 7 12:30-1:00 <i>Academic intervention</i>	Period 7 12:30-1:00 <i>Study Hall</i>
Period 8 1:05-1:35 <i>PE</i>	Period 8 1:05-1:35 <i>FACS</i>		Period 8 1:05-1:35 <i>PE</i>	Period 8 1:05-1:35 <i>FACS</i>
Period 9 1:40-2:10 <i>Spanish</i>	Period 9 1:40-2:10 <i>Spanish</i>		Period 9 1:40-2:10 <i>Spanish</i>	Period 9 1:40-2:10 <i>Spanish</i>

Instructional Plan and Schedule for Paul V. Moore High School

Paul V. Moore High School will implement a combination of synchronous and asynchronous virtual instruction to students in grades 9-12.

Structure and Delivery of Instruction

- Paul V. Moore High School will follow a remote synchronous schedule 4 days a week, Mondays, Tuesdays, Thursdays, and Fridays. Our curriculum will follow the New York State Standards.
- Each class will be one hour in length, 9:30-10:30, 10:45-11:45, Lunch, 12:30-1:30, 1:45-2:45.
- The lesson will be 45 minutes in length and there will be a 15 minute Advisement time for academic support from the classroom teacher.
- Classes will meet twice in a 4 day cycle, with PE once in a 4 day cycle.
- By creating a synchronous schedule for students to follow, they will be able to have live direct instruction with a teacher while following a gradual release of responsibility model. The teacher will present focused instruction, guided instruction, collaborative learning and independent learning. Students will be video and audio conferencing with their teacher and classmates while engaging in large group and small group sessions. The synchronous schedule includes routine scheduled times for students to interact and seek feedback and support from teachers.
- On Wednesdays, we will provide remote asynchronous instruction which will include remedial and small group differentiated instruction, activities and assignments delivered through our learning management system. In addition, students will have opportunities for support, interventions, enrichment, band and chorus lessons.
- Both synchronous and asynchronous instruction will be through our common learning management system called Canvas.
- Teachers will have professional development on how to use the new learning management tool and time to develop their platform to prepare for teaching remotely.
- All students will be provided a Chromebook as their tool to access the learning management system. The Chromebook has the ability for audio and video conferencing to increase interactions with teachers and peers.
- We will survey and identify families who do not have consistent reliable access to high-speed internet at a sufficient level to fully participate in remote learning and will be providing them with a hot spot or transportation to Paul V Moore High School where they will have access to the internet and can follow the same schedule as all students.

While at PVM, students will have access to school breakfast and lunch and may bring a snack from home.

- Teachers will still be working their full contractual day. Outside of the synchronous schedule, teachers will be using that time to plan, conference with parents and students, and be provided additional training, faculty meetings, home visits, etc..

Grading

- We will formatively assess student performance on assignments and New York State standards while providing feedback and opportunities for reteaching and learning.
- We will continue to differentiate our instruction to support the learning of all students.
- We will design learning targets based on the New York State standards and use summative assessments to determine students' level of performance/mastery.

College Courses

- We will continue to offer courses for college credit.
- College courses will use the same synchronous and asynchronous schedule.
- We will collaborate with the colleges to ensure their requirements are being met while maintaining our remote instruction.

Vocational/CTE Courses

- Students attending vocational/CTE courses will do so in a combination of in-person and remote learning as designed and delivered by CITI BOCES.

Special Education Services

- Special education services and accommodations will be provided in alignment with all regulations during the remote learning instructional period.
- Students who attend exceptional educational special education classes will receive those classes either in person or remotely as determined on an individual basis aligned to parent request/permission.
- Related services will be provided to students as specified on each child's IEP in person, virtually or in a hybrid format on a case by case basis as determined by the related service providers in collaboration with our families.
- Communication with students with IEP's and the parents of students with IEP's is being provided and documented by Special Education Teachers and Related Service Providers with these 4 strategies:
 - Email Communication
 - Phone Contact Logs
 - Daily Activity Logs
 - Progress Monitoring for March and June Progress Reports related to IEP Goals and Objectives

Alternative Education Programs

- Students enrolled in Alternative Education programs outside of Paul V. Moore through BOCES, will have those services provided in person.

Attendance

- We will follow the attendance policy developed by the District that will include attendance credit for students in attendance during the synchronous instruction and who can be tracked for completion of the asynchronous instruction.

Social Emotional Learning and Support

- In order to develop a culture of thinking and learning, we will first build positive relationships, create a safe learning environment and a respectful supportive classroom. Teachers will have professional development/training prior to the start of school, addressing social emotional needs for themselves and their students.
- Teachers, parents and students will be provided with resources of what supports we have in the building and local agencies that are available.
- Students who need additional support will be identified based on concerns from the previous school year and through a referral process initiated by any adult and reviewed by our LCMSW/Social Worker, School Psychologists and the School Counseling Department.
- Supports will be offered to these students in the form of mentorship, counseling, check-ins, home visits, small group and/or individual skill building sessions.
- We have social workers, social worker assistants, school counselors, and school psychologists who will be available daily to support our students as well.

Food Service

- Students who are without remote access will be in attendance at school, will access breakfast and lunch while at school. Students may bring a snack from home and eat in their learning area.
- Food distribution information for all other students who qualify will be on the website.

Communication Plan

- All stakeholders will receive communication through our Blackboard communication system where the same message can be delivered by phone message, text and email. In addition, administration will continue to provide video messages addressing announcements, achievements, and information while promoting safety and wellness.

Instructional Schedule

- 4 day cycle of A, B, C, and D.
- Most classes will be on either A/C days or B/D days.

- Classes will be one hour in length and students will only have 4 classes to focus on each day.
- 1 hr class = 45min lesson and 15 minute advisement time
- On Mondays, Tuesdays, Thursdays, and Fridays, students will follow a **synchronous** schedule.
- On Wednesdays students will follow an **asynchronous** schedule. Teachers will be available all day for student support and deliver remote learning in the format of individual or small group learning for the purposes of reteaching and instructional support.

PVM Remote Learning Schedule for 2020

Monday A day	Tuesday B day	Wednesdays	Thursday C day	Friday D day
Synchronous	Synchronous	Asynchronous	Synchronous	Synchronous
Block 1 9:30-10:30 <i>Algebra</i>	Block 1 9:30-10:30 <i>English</i>	In addition to offering time to complete assignments, the following options will be available: - Advisement support to conference with teachers for homework help, test prep, assistance - Academic Intervention Support - Band and Vocal Lessons - Enrichment activities/workshops - Counseling support meetings - College &/ Career Planning	Block 1 9:30-10:30 <i>Algebra</i>	Block 1 9:30-10:30 <i>English</i>
Block 2 10:45-11:45 <i>Studio Art</i>	Block 2 10:45-11:45 <i>PE</i>		Block 2 10:45-11:45 <i>Studio Art</i>	Block 2 10:45-11:45 <i>Earth Science Lab</i>
Lunch 11:50-12:15	Lunch 11:50-12:15		Lunch 11:50-12:15	Lunch 11:50-12:15
Block 3 12:30-1:30 <i>Global Studies</i>	Block 3 12:30-1:30 <i>Study Hall (independent)</i>		Block 3 12:30-1:30 <i>Global Studies</i>	Block 3 12:30-1:30 <i>Study Hall (independent)</i>
Block 4 1:45-2:45 <i>Spanish</i>	Block 4 1:45-2:45 <i>Earth Science</i>		Block 4 1:45-2:45 <i>Spanish</i>	Block 4 1:45-2:45 <i>Earth Science</i>

****All plans are subject to change based on Executive Order, CDC or SED Guidance**

Contingent Plan for Hybrid Instruction at the Elementary Level

- Should we find that in person instruction is no longer able to take place and the need to go 100% virtual is necessary, students will have their Chromebook (1:1 devices) at home with them. Teachers will utilize the Learning Management System of Canvas to instruct their students both synchronously and asynchronously. Teachers would need to hold both small and large group virtual class sessions.

Contingent Plan for Hybrid Instruction at Secondary Level

- Should guidance on social distancing and other restrictions allow; or should we find that requests for virtual only enrollment at the secondary level reduce the number of students requiring / requesting in person instruction and that number meets the logistics and restrictions for transportation, students per classroom and available staffing, we will develop an in-person rotation for hybrid learning on a rotational schedule. To do so at this time, with our current requests for in-person we would be forced to have learners complete a much higher amount of asynchronous (on their own) learning similar to the process used last spring. It is estimated that students would have one day of in person instruction and 4 days of asynchronous learning.

Revised Instructional Plan for Elementary Schools (Effective April 30, 2021)

The changes to the original elementary instructional plan are as follows:

- All elementary students that want in-person learning will receive it 5 days per week.
- In complying with the April 9, 2021 revised NYSDOH guidance, students will be seated at least 3 feet apart from each other (see revised NYSDOH guidance above).
- The instructional day will be returning to a full day of in-person instruction from 9 AM to 3:45 PM.
- We are still providing students with the 100% remote option for the remainder of the school year.
- Students will eat lunch in the cafeteria as we will utilize approved barriers and students will be at an appropriate distance from each other while eating.
- According to the April 9, 2021 revised guidance from the NYSDOH (seen in the link above), individuals participating in activities that require projecting the voice (e.g., singing) or playing a wind instrument must be six feet apart (instead of the previously required 12 feet of separation prior to April 9, 2021) and there must be six feet of distance between the performers and the audience during performances and concerts.

Instructional Plan and Schedule for Central Square Middle School and PVM High School (Effective April 30, 2021)

The changes to the original PVH HS and CSMS instructional plan are as follows:

- All secondary students that want in-person learning will receive it 4 days per week.
- Wednesdays will remain asynchronous remote instruction for most of our secondary in-person learners, while those students that have been coming for in-person learning prior to April 30, 2021, will continue to receive in-person learning on Wednesdays.

- In complying with the April 9, 2021 revised NYSDOH guidance, students will be seated at least 3 feet apart from each other (see revised NYSDOH guidance above).
- Students will eat lunch in the cafeteria as we will utilize approved barriers and students will be at an appropriate distance from each other while eating.
- PVM High School and Central Square Middle School students will be seated in classrooms based on their cohort. This means that students that are currently AA students will not be seated closer than 6 feet from BB students. We will accomplish this by having seating BB students on one side of classrooms and AA students on the other side, separated by an open aisle no less than 6 feet wide. If an AA student contracts COVID-19, given the current quarantine guidelines that are in place, no students in the BB cohort will have to quarantine, and vice versa.
- According to the April 9, 2021 revised guidance from the NYSDOH (seen in the link above), individuals participating in activities that require projecting the voice (e.g., singing) or playing a wind instrument must be six feet apart (instead of the previously required 12 feet of separation prior to April 9, 2021) and there must be six feet of distance between the performers and the audience during performances and concerts.