

In-School Instruction

Condensed Version of the State Document

Face Coverings--

- Face coverings are worn by all staff whenever they are within six feet of students or other staff.
- We will provide staff with an acceptable face covering (if needed) and will have an adequate supply of coverings in case a replacement is needed.
- Students will need to wear face coverings upon boarding the school bus and will be able to remove them once they are in the classroom.
- Students must wear face coverings anytime they are in the hallway and cannot social distance.
- Face coverings should not be used by anyone who is unable to medically tolerate such covering, including students where such covering would impair their health or mental health

Handwashing--

- Hand sanitizing stations will be placed at each building entry door, the cafeteria and in each classroom.
- All students must wash or sanitize hands as they enter the building and classrooms
- We will provide information to staff and students on proper handwashing techniques.
- We will reinforce proper hand hygiene and cough/sneeze covering among all students and staff.
- We will provide and maintain adequate supplies to support healthy hand and respiratory hygiene, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older students who can safely use hand sanitizer), paper towels, tissues, and lined trash receptacles.

Cleaning--

- We will adhere to hygiene, cleaning and disinfection requirements from the CDC and NYSDOH and maintain logs on site that document date, time, and scope of cleaning. We will frequently disinfect touched surfaces within the school at least daily (e.g., equipment, door handles, sink handles, drinking fountains) and shared objects (e.g., games, art supplies) between uses.
- We will ensure ventilation systems operate properly and will increase circulation of outdoor air as much as possible (such as by opening windows and doors), unless they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to students using the facility.

- Before the school bus run, all seats and handrails will be cleaned by the school bus driver.
- The school bus will again be cleaned mid-day and disinfected by a custodian.
- At the end of the day and after each school bus run, the school bus will be sanitized using a fogging machine.
- All classrooms will be sanitized by a fogging machine mid-day and the end of the day after a thorough cleaning.
- We will stagger use between student groups in the gym, music rooms, locker rooms and the cafeteria and clean and disinfect in between use in the gym, music rooms, locker rooms and the cafeteria.
- Each cafeteria table will be cleaned after each student use and lunch period.
- Nurse's office will be cleaned at least twice during the school day.
- Front entry and main office will be cleaned twice during the school day.
- All bathrooms will be cleaned after each change of classes.
- Water fountains will be cleaned every hour
- Stair handrails and classroom door handles will be cleaned at the beginning of each class period

Water Fountains—

- We have purchased new water fountains with bottle refill spouts.
- Each student will be provided a new water bottle the first day of school to be used throughout the day.

Social distancing--

- We will ensure at least six feet of distance between chairs, classroom desks, and tables, unless safety or core function of the activity (e.g., instruction) requires a shorter distance. However, any time that staff are less than six feet from one another or students, they must wear acceptable face coverings.
- We will limit maximum student group size to 12 in any specific area (e.g. classroom) at any given time, as feasible.
- We will post social distancing markers using tape or signs that denote six feet of spacing in commonly used and other applicable areas.
- We will stagger arrival and drop-off times or locations for school bus drop off, or put in place protocols to limit close contact with parents or guardians and other individuals as much as possible.

Visitors—

- We will restrict nonessential visitors, volunteers, and extra-curricular activities.
- Visitors/Guests will be contained in the front entry.
- A table will be set up for anything that needs to be dropped off for a student.
- There will be no classroom visitors/guests.

School Bus—

- School bus routes will be adjusted to minimize the number of students to ensure the maintenance of social distancing.
- At the end of the day and each school bus run, the bus will be sanitized using a fogging machine.
- Before the school bus run, all seats and handrails will be cleaned by the school bus driver
- Students will sit two to a seat, unless grouped with family members.
- The first student will sit at the back of the bus, students following will gradually sit towards the front.
- Students will exit the school bus from the front to the back.

Classrooms—

- We will space seating/desks to at least six feet apart. Desks will be in the same direction and students will sit on only one side of tables, spaced apart in classrooms where there are tables.
- Classroom doors will remain open...thus eliminating the door handles being touched by every student
- Each elementary grade will have two classroom spaces to limit the size of the students together in one space.
- The classrooms should have no more than 12 students in a classroom.
- Classroom desks will be cleaned mid-day while the students are at lunch.
- All classrooms will be sanitized by a fogging machine at the end of the day after a thorough cleaning.

Large spaces—

- We will stagger use between student groups and clean and disinfect in between use.
- Each cafeteria table will be cleaned after each student use.
- Only a certain number of students will be seated at each table based on the 6 feet rule.
- We will provide individually plated meals to avoid sharing of food.
- All areas (gym, cafeteria) will be sanitized by a fogging machine at the end of the day after a thorough cleaning.

Supplies---

- We will limit sharing of personal items, objects, and equipment.
- Each student will carry their own supplies (pencils, pens, markers, art supplies, etc.)
- We will ensure adequate supplies to minimize sharing of high-touch materials to the extent possible or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
- Each student will be issued a Chromebook and power cord.
- Each student's belongings will be separated from others' and in individually labeled containers to ensure they are taken home and cleaned and disinfected regularly, as possible.

Instruction---

- PreK-12: The first day of school is Tuesday, September 8th in the building
- Each teacher will create a packet containing two days of work that a student can complete in the event of an unexpected building closure. This will be provided to the students within the first week of reopening. The work should be skill-based work.
- Each student will be provided a Chromebook and power cord for home/school use.
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Students and Staff Sickness--

- We have developed a plan for when a staff or student becomes sick.
- If a student/staff is symptomatic when entering campus or during the school day the following will occur: Students/Staff who develop symptoms of illness will be separated from others right away, isolated in an area in the nurse's office through which others do not enter or pass. If more than one student/staff is in an isolation area, ensure physical distancing.
- A parent will be called to take the students to their healthcare provider.
- Staff will stay home if they are sick and parents are encouraged to keep sick students home.
- We will monitor staff and students throughout the day for signs of illness.
- Each staff member and all students will complete a health screening assessment (e.g. questionnaire, temperature check) before they begin each day, asking about (1) COVID-19 symptoms in past 14 days, (2) positive diagnostic COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days.

- We will require staff and parents/guardians – and encourage students – to immediately disclose if and when their or their student's responses to any of the aforementioned questions changes, such as if they begin to experience symptoms.
- We will prohibit any staff or student who screens positive for any of the above criteria (i.e., symptoms, test, or close contact) to enter the school. They will be sent home with instructions to contact their healthcare provider for assessment and testing.

Documenting--

- We will use a daily screening questionnaire via a Google Doc, to ensure the monitoring of completion by parents, staff and students
- Parents will complete the questionnaire at home each morning.
- Staff will complete the questionnaire upon entry to the school building at the main entrance. Staff must complete a log in/out each time they leave the building during the school day.
- We will maintain a continuous log of every person, including employees and students, who may have close contact with other individuals at the school.
- Logs will contain contact information, such that all contacts may be identified, traced and notified in the event an individual is diagnosed with COVID-19.
- We will monitor staff absenteeism and have a roster of trained back-up staff.
- We will monitor health clinic traffic through school nurse and other health care providers who monitor the types of illnesses and symptoms among students.
- Karen Hinkley, the school nurse, be responsible for responding to COVID-19 concerns.
- We will assist staff and students with adopting supportive coping and stress reduction practices.