

# Northeast Central School District COVID-19 Reopening Plan

The safety and health of our students, our faculty, and our staff is paramount and has been at the forefront of our planning. Our planning is designed to bring the most students back to face-to-face education as possible, while providing additional opportunities and improving upon the distance learning systems that we adopted this past spring. To allow our school district to safely reopen, there are a number of features, contingencies, and safety protocols that we must plan for and have outlined throughout our plan. We understand that the situation around COVID-19 is ever-evolving, and as a result, our plan will be forced to evolve with it. We, as a school district, cannot anticipate the way that the disease will develop, nor can we fully anticipate the way that it will affect our region. However, through careful planning, hard work, and resilience, we have put together a plan that allows our schools to have the flexibility to address these concerns. This plan has been developed over months through the input of a vast number of stakeholders including building and district administrators, board of education members, teachers, nurses, buildings and grounds staff, students, parents, and our local department of health. Their time, efforts, and dedication have been inspiring and have provided the backbone for our return this fall.

As the District worked through the various components of our reopening plan, it became evident that in order to safely provide a meaningful, impactful educational experience it would be necessary to focus on a plan that includes both in-school and distance learning. In addition, as important as the educational and safety components are to the plan, we felt it was integral to work towards a plan that provided at the very least, a minimum level of social and emotional components for the students. The District is confident that the plan provided meets or exceeds the standards set forth in guidance released by the New York State Department of Health, Center for Disease Control, New York State Regents, and New York State Education Department.

## **Guiding Safety and Health Principles**

Any and all discussions about how to safely and effectively reopen our schools requires us to understand the *how* of safely reopening. For us to safely reopen, there are four major areas that need to be considered – face coverings, social distancing, hygiene, and screening – all of which will be covered throughout the course of this planning document. As a baseline, we as a school district are required to maintain six feet of distancing in most scenarios; wear appropriate face coverings and PPE while in transit and when we cannot appropriately socially distance; we must maintain proper hand hygiene; and adhere to the CDC's and Department of Health's guidance as they relate to the cleaning and disinfection of our classrooms. We will perform screening of all staff, students, and faculty members as they enter, or prior to their entry into the building. In order for us to safely reopen, we need to be able to achieve and maintain these requirements, and throughout the course of this document, we will explain and explore the process through which we will accomplish these requirements.

The school district has designated Robert Farrier, School Business Administrator, as their COVID-19 Safety Coordinator. This individual shall be responsible for the continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

The school district has designated Raymond Castellani, Superintendent of Schools, as the primary point of contact upon the identification of a positive COVID-19 case and to be responsible for subsequent communications. This person shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians regarding the COVID-19 public health emergency and the plans being implemented in the school.

### **Educational Philosophy**

During the course of our discussions with stakeholder groups, a number of different educational models were explored and the feasibility of each model was considered based on the resources available to us, our regional health metrics, and the guidance that we received from the New York State Department of Health and New York State Education Department. As a result of these different factors, we will be focusing on a blended (hybrid) model that will provide in-person face-to-face education two times per week for all students, one day per week face-to-face instruction remotely, and two days a week of project-based distance learning. Based on the social distancing requirements put forth by New York State, our school district is capable of having a maximum capacity of 450 people, which directly affects the amount of students that we can provide face-to-face learning to at any given time. In order to promote safety, our planning will also cohort students to the extent that is practicable in order to limit the potential spread of the disease should anyone become infected.

Given the highly contagious and opportunistic nature of COVID-19, our school district will provide accommodations to individuals who are at a high risk or who live with a person who is at a high risk of complications as a result of COVID-19. Each case will be approached uniquely depending on the individual situation, but potential solutions for these vulnerable populations includes remote learning or telework, modified educational and work settings, or by providing additional PPE to individuals with underlying health conditions. In addition to this, we understand that certain student and staff populations may require modifications to social distancing or PPE based on hearing loss or impairment, receipt of language services, or because they are a young student in an early education program. In these scenarios, we may utilize specialized masks with a clear area over mouth. Additionally, we may employ lower class sizes to expand individual work spaces for students with special needs all while ensuring that any modifications would minimize COVID-19 exposure risk for students, faculty, and staff to the greatest extent possible.

The school district has given special consideration to the way that we will perform safety and emergency drills throughout the course of the school year while we are required to socially distance. We will still complete our eight evacuation drills and four lockdown drills, but the way that we conduct our drills shall be modified for the upcoming school year. Due to the hybrid nature of our school schedule, we will need to ensure all of our students receive instruction in emergency procedures and participate in drills. In order to ensure the safety of our evacuation drills, we may conduct our drills on a “staggered” schedule by having classrooms evacuate separately rather than all at once to ensure appropriate distancing. To ensure the safety of our lockdown drills we may conduct them in several different ways to enforce social distancing. We may use a “staggered” schedule with smaller numbers of students which allows us to maintain social distancing or by conducting a lockdown drill through verbal and visual instruction and providing students an opportunity to ask questions and receive answers about lockdowns. The schedule of all safety and emergency drills will be constructed to ensure that drills are

conducted on various days to allow that cohorts who attend face-to-face instruction on a limited basis still participate and are properly informed.

## **Safety and Health Procedures**

### **Face Coverings**

Prior to entering the school district, a school facility, or school grounds, staff, faculty, students, and visitors agree to wear a face covering in all required areas. The school district will remind staff, faculty, students, and visitors of this process through training, signage, verbal communication, and other means throughout the school year. During the school day, individuals will be required to wear a face covering while on the school bus, when they are entering or exiting the school building, while they are moving through the hallways or their classroom, at any time that they cannot maintain adequate and appropriate social distancing, and any other time as dictated by administration. Individuals may not be required but it is highly encouraged to wear a face covering while they are maintaining social distancing, including when they are seated in a classroom. The school district shall train all students, faculty, and staff on how to adequately put on, take off, clean, and discard PPE by conducting staff training sessions during professional development days prior to the start of the 2020-2021 school year. In addition, students will be provided an age appropriate training on the first day of school and periodically to consistently reinforce the need and importance of personal protective equipment. This training will include an explanation of what is considered appropriate PPE and will be supplemented by signage posted within classrooms and all common areas.

While the school district will encourage all staff, students, and faculty to provide their own face coverings, the school district will continue to maintain an adequate stock of disposable PPE for their emergency use or by request. In order to ensure that stock is maintained, the School Business Administrator along with the Director of Facilities will be responsible for performing weekly checks of supplies and working to order more as need dictates. The school district has worked throughout the spring and summer to supplement the stock of PPE for the upcoming school year and will continue to do so throughout the school year. The school district will also maintain a supply of disposable face coverings on each of the school buses for students who have forgotten, broken, or soiled their face coverings. Each classroom, bus, and office will maintain a supply of disposable masks to provide to staff and students in the event they do not have their own or if their mask is no longer usable. A highly proactive approach will be in place by all staff to monitor mask usage by students and other staff. Any issues related to prolonged or refusal to wear a mask should be referred to the Superintendent of Schools. The school district will also encourage students, staff, and faculty to keep a replacement mask(s) at the school district in case their initial mask fails or becomes soiled throughout the school day.

### **Social Distancing**

For our school district to maintain safe operations, we must attempt to maintain social distancing to protect against the transmission of the COVID-19 virus while on school grounds and in school facilities. To facilitate this, our school district has redesigned our classroom spaces, common areas, and other rooms throughout the buildings for appropriate social distancing. Specifically, appropriate social

distancing means six feet of space in all directions between individuals or the use of suitable physical barriers between individuals that do not adversely affect air flow, heating, cooling, ventilation, or otherwise present a health or safety risk. The only time where social distancing requirements may be relaxed in the school district is when the safety of an activity or the core activity requires a shorter distance or individuals are of the same household. To promote this type of behavior, the school district has instituted measures such as markings on the floor to illustrate traffic flow with proper social distancing and one-way traffic flow when possible, signage around the buildings highlighting the importance of social distancing, scheduling of single cohorts of students to move throughout the building at a time with staggered scheduling of lunch retrieval, and dismissal. Furthermore, the school district has evaluated smaller spaces in the school building, such as elevators, break rooms, and faculty offices, and will be limiting the use of these spaces. These identified spaces will require the use face coverings and occupancy should not exceed 50% of the maximum, unless the space is designed for use by a single occupant. In addition to the above noted changes, our school district has evaluated the feasibility of modifying existing areas of mass assembly, such as auditoriums, gymnasiums, and cafeterias, to provide additional learning spaces for students that are more easily appropriately socially distanced, although these areas will not be utilized for primary instruction will serve as alternate areas if needed.

The drop off and pick up of students is an area of focus for the need for a specific plan for social distancing.

Student Drop off (By Parents -Bus disembarkment will be detailed in the transportation section)

Webutuck Elementary School – Parent drop off of students must occur in the south parking lot of the Webutuck Elementary School. All students will enter the door at the southern end of the building and proceed to their appropriate classroom. Parents are encouraged not to exit their vehicle but if they must, a mask must be worn and proper social distancing must be observed.

Eugene Brooks Intermediate School & Webutuck High School – Parent drop off of students must occur on the eastern side of the Webutuck High School at the District Office Driveway Circle. Students will enter the southern door of the Webutuck High School and immediately proceed to their classroom following all traffic flow patterns. Parents should not exit their vehicle but if they must, they must park their vehicle in a designated parking spot, wear a mask at all times, and observe proper social distancing when out of their vehicle.

Student Pick Up

Students should stand in a social distanced line waiting for their parents to pick them up. Students must have a mask on at all times when moving about the school buildings and property.

Screening

To ensure that sick or ill students, staff, and faculty are not allowed on campus, the school district will be adopting a strict screening policy which includes temperature checks for students, faculty, and staff, daily screening questionnaires for faculty and staff, and periodic screening questionnaires for students. Although the District will limit and highly regulate visitors and contractors to the buildings, there may be

times when it necessary. The school district will also require screenings for contractors, vendors, and visitors who will be entering the school building. We will encourage all screenings to occur before individuals reach the school building or enter any school facility and that should an individual fail the screening or feel ill, then they should remain home. Furthermore, we ask that parents and guardians remain vigilant in observing their students for signs of illness and to keep them home when they are ill. If an individual wishes to enter a school building or facility, but has not been screened prior to entry, they will be required to complete an in-person screening with the school nurse and have their temperature taken prior to entry. Anyone wishing to enter the building must have required PPE. In the event they do not have all required PPE, face covering, and gloves or face shield were appropriate, the District will provide the PPE to ensure their safety and well-being.

Our district's screening process will meet all of the requirements as set forth by the state, where a temperature at or above 100 degrees Fahrenheit or a failure of the screening will result in that individual not gaining entry into the school. If the individual who fails a screening is a staff member, faculty member, or outside visitor, then they will be instructed to leave the school facility and see their health care provider. If the individual who fails a screening is a student, then they shall be taken to that building's isolation room to be assessed by the school nurse and await a parent, guardian, or emergency contact who can bring them to a health care provider for further evaluation. The isolation room shall require appropriate social distancing to be maintained, an increased cleaning and disinfection schedule from the school district's buildings and grounds staff, and constant visual supervision. We will provide all required PPE to the individual(s) who will be supervising the isolation room to ensure their safety. When an individual's parent, guardian, or emergency contact arrives at the school district to pick up their student, we will once again remind them that their student is required to be seen by a health care provider in regards to the failed screening. The school district will also instruct staff and faculty members to observe for signs of illness in others and require that symptomatic persons be sent to the school nurse or isolation room for a check-up.

The school district has worked with and remained in communication with our Dutchess County Department of Health to determine the specific return requirements of individuals who fail a screening, test positive for COVID-19 through a diagnostic test, or have come in close contact with or have been exposed to somebody who tests positive for the COVID-19 virus. After a failed screening, the school district will require, at a minimum, documentation from a health care provider of a negative COVID-19 diagnostic test result and symptom resolution. If, after a failed screening, that individual tests positive for COVID-19 from a diagnostic test, then the school district will work with our Dutchess County Department of Health to determine their minimum standards for return to the school district. In addition, the school district shall work with our Dutchess County Department of Health to determine the process for the provision or referral of diagnostic testing for students, faculty, and staff, should that become necessary. The school district has also worked with our Dutchess County Department of Health to determine what metrics will serve as early warning signs that COVID-19 cases may be increasing beyond an acceptable level, both within our schools or within the larger local community. The school district has identified Charles Davis, PhD, MSN, FNP-C, AE-C, as the individual(s) who will serve as the central point of contact and who is responsible for receiving and attesting to having reviewed all screening activities on a daily basis. This individual shall also be identified as the contact for individuals to notify if they later experience COVID-19 related symptoms during the day or have COVID-19 exposure, as noted on their questionnaire.

## Testing

If any staff member, student or visitor has a fever of 100 degrees Fahrenheit or higher, they will be not be allowed to enter any district building or in the case of a student will be isolated until a parent or guardian is able to come to pick them up. They will be referred to their health care provider for further evaluation. The staff member must present the results of a negative COVID-19 test results, in order to return to the district's facilities. The District will be in constant communication with the Dutchess County Department of Health with any suspected or confirmed cases of COVID-19. The District will follow all guidance and instructions from the Department of Health as it relates to isolation, quarantine of individuals and closure if necessary. As a general rule, any person suspected or who has a positive case must quarantine for a minimum of 14 days and provide authorization from a medical provider they are cleared to return to school facilities. In addition, any individual that had primary contact with the individual who has tested positive will also be required to quarantine for 14 days, and present a negative COVID-19 test result and/or authorization from a medical provider that they are cleared to return to school facilities. If an individual that had second contact with an individual that tested positive for COVID-19 will not be required to quarantine unless, they test positive for COVID-19 themselves.

It will be the District's policy to isolate any area of the building for a minimum of 48 hours for which a person who has tested positive COVID-19 was located, to provide for cleaning and disinfecting. There may be certain times that it will be impossible to isolate a single area and thus the school facilities may have to be closed. The closing of school facilities will be done in conjuncture with Dutchess County Department of Health and corresponding guidance.

## Symptoms of COVID-19

Symptoms of COVID-19 may appear 2-14 days after exposure and include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

## Types of COVID-19 tests

There are two different types of tests – diagnostic tests and antibody tests.

- A diagnostic test can show if you have an active coronavirus infection and should take steps to quarantine or isolate yourself from others. Currently there are two types of diagnostic tests which detect the virus – molecular tests, such as RT-PCR tests, that detect the virus's genetic material, and antigen tests that detect specific proteins on the surface of the virus.
- An antibody test looks for antibodies that are made by your immune system in response to a threat, such as a specific virus. Antibodies can help fight infections. Antibodies can take several days or weeks to develop after you have an infection and may stay in your blood for several weeks or more after recovery. Because of this, antibody tests should not be used to diagnose an active coronavirus infection. At this time researchers do not know if the presence of antibodies means that you are immune to the coronavirus in the future.

## How to be Tested for COVID-19

1. Contact your primary care physician to receive a prescription to visiting a testing site; or
2. Contact a testing site to schedule an appointment.

## Testing sites in Dutchess County

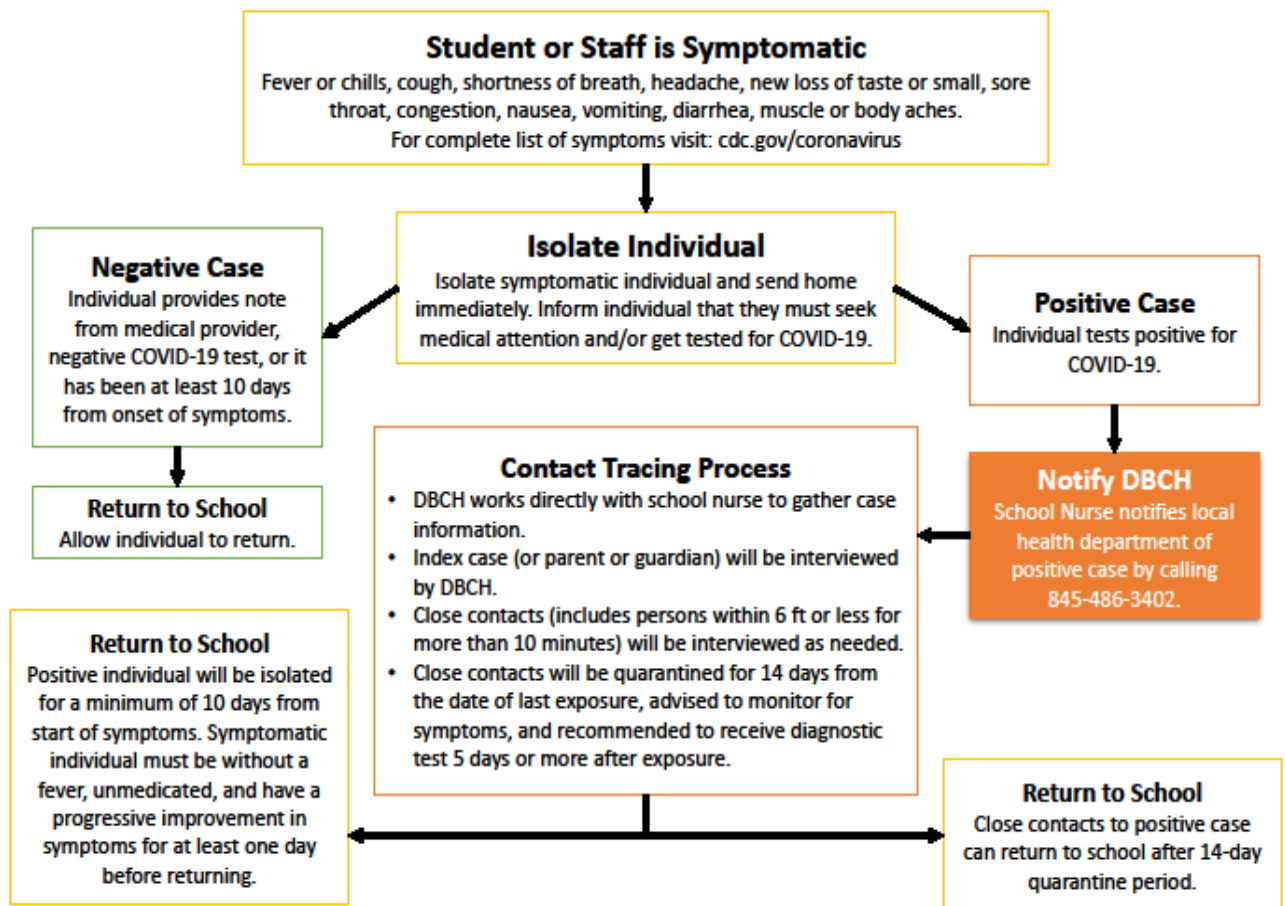
Several sites have opened in Dutchess County offering diagnostic and/or antibody testing. Including:

- CareMount Medical Group
- Emergency One Urgent Care
- MidHudson Regional Hospital
- Nuvance Health
- Pulse-MD Urgent Care
- Rite Aid Pharmacy

The most up to date list of providers offering testing and the specific criteria for testing at each site is and will be maintained on Dutchess County's website at [www.dutchessny.gov/coronavirustesting](http://www.dutchessny.gov/coronavirustesting)

Be sure to review and understand the full list of requirements for each site BEFORE visiting.

## Dutchess County Protocol for Symptomatic or Positive COVID-19 Student or Staff



### Contact Tracing

In the event the District has a staff member or student test positive for COVID-19, the District will fully cooperate with the Dutchess County Department of Health with contact tracing. All efforts will be made to provide the Contract Tracers all vital information to trace, isolate and to limit the spread of COVID-19.

The process for contract tracing in Dutchess County schools is described by the steps listed below.

1. Report the confirmed or suspected case of COVID-19 to the Dutchess County Department of Behavioral and Community Health (DBCH) Nurse or designee from school to contact DBCH by calling 845-486-3402. Please have the following case information prepared:
  - Demographic information required to begin investigation including full name, date of birth, and physical address;
  - Guardian/caregiver information including full name, phone number, and email address
  - Date of symptom(s) onset;
  - Positive test date and healthcare provider, if available;



- Name and date of birth for each household member, if known and/or obtainable;
  - Recent travel history within past 14 days and location(s);
  - Last day student was in school;
  - Names of potential contacts during 48 hours prior to symptom onset including classes, extracurricular activities; and
  - Mode of transportation to and from school during past 48 hours prior to symptom onset. As a secondary contact for case reporting and other questions, schools may call the COVID Call Center at 845-486-3555.
2. Index case (or proxy) will be interviewed by DBCH staff This is to ascertain the incubation period (14 days before the onset of symptoms or positive test) and exposure period (48 hours before symptom onset and or positive test) to elicit contacts.
  3. DBCH staff will interview contacts of index case as needed DBCH staff may require line lists with relevant contact information of potentially exposed individuals as well as clarify information based on the interview of the index. An exposure is defined by CDC guidelines. Each instance of exposure will require review and investigation by DBCH staff.
  4. DBCH to issue quarantine orders as needed Based on investigative activities those that are considered exposed will be notified to quarantine for 14 days. They will be entered into the NYS COVID-19 program and notified by NYS Contact Tracers and receive letters of quarantine. Schools may have already sent the individual home to begin the quarantine prior to the formal notice of quarantine.
  5. Schools to communicate with parents and students The school may wish to communicate the positive case via a “Dear Parent” Letter to impacted groups or the district at large.

### Hygiene, Cleaning, and Disinfection

Our school district has instituted, trained on, and follows the CDC and NYDOH guidelines on the hygiene, cleaning, and disinfection of school buildings and materials. We have developed extensive procedures and protocols for school-wide cleaning and the disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses, and all other school facilities based on the CDC guidance. We have also identified the areas of buildings that will require additional cleaning and disinfection, such as bathrooms. Throughout the course of the year, our district will maintain cleaning and disinfection logs which identify the date, time, and scope of cleaning and disinfection for those areas. We have also developed and maintained a list of commonly touched surfaces throughout the school district, with a cleaning and disinfection schedule assigned to individuals and positions for these surfaces. The District has developed comprehensive cleaning, hygiene and disinfection protocols for each building. The details of this plan can be found in Appendix II. We will also be increasing ventilation with outdoor air to the greatest extent possible based on the outdoor air temperature and the capabilities of our HVAC system. Lastly, the school district shall continue to conduct or complete the process of performing its required Lead-in-Water testing as required by NYS DOH regulation 67-4.

Our school district also understands that for us to maintain a safe and healthful school environment, we need to promote and encourage proper hand hygiene throughout the day. In order to achieve this goal, we will be installing hand hygiene stations throughout common areas of the building so that students may sanitize their hands while they are in transition and at times where they may not be able to clean their hands with soap and water throughout the school day. We will also be training students, faculty, and staff on proper hand hygiene throughout the school year and provide continued education for individuals through proper signage at all levels of the school district. Throughout the course of the school day, we will also require students, staff, and faculty to wash or sanitize their hands. The scheduled time include when they arrive first thing in the morning, prior to any meals, after any meals and other times throughout the day when needed. It is important to note that if facilities are not located within the classroom setting, then common facilities must be utilized, when feasible only one cohort should be moving in the hallway at a time to limit cross group exposure and to keep social distancing.

If at any point a COVID positive case has been determined, the classroom or the area of the building will immediately be isolated, disinfected, and cleaned. The identified area will not be utilized for a minimum of 48 hours or the time directed by the local Department of Health based on the specifics of the situation.

### Transportation

We recognize that transportation will present its own unique set of challenges for this upcoming school year and as a school district we are committing ourselves to providing a safe and healthful school environment at all phases and stages of the school day. In order for us to maintain this safety, face coverings will be required while students are entering the bus, exiting the bus, and are seated on the bus, unless a student is not physically able to wear a face covering. We will also maintain social distancing to the greatest extent possible while on the bus unless individuals are from the same household. If a student tries to enter the bus without a proper face covering they will not be denied service or entry – instead they shall be provided with a disposable face covering that is kept on the bus. Furthermore, transportation will not be denied to students with disabilities that would prevent them from wearing a mask nor will they be forced to do so during transportation.

The school district shall commit to ensuring that all buses that are used during the day are cleaned and disinfected at least daily and that all high-contact points shall be wiped down after each run. While we acknowledge that school buses cannot be equipped with hand sanitizer due to its combustible nature, and we will advise individuals to not bring personal hand sanitizer containers with them on the bus, we will ensure that hand sanitizing or hand washing stations are provided for all staff in transportation locations such as dispatch offices, employee lunch/breaks rooms, and bus garages. Furthermore, we will provide all required PPE for transportation department staff and require the use of a face covering. Should a driver, monitor, or attendant be required to have direct physical contact with a child, they will be required to wear gloves, which the school district shall provide to ensure their safety and healthfulness. These employees will also be required to complete the daily self-health screening prior to arriving at work to help ensure the safety and healthfulness of their fellow employees. Each bus will be cleaned and disinfected by District staff after each run to ensure that each new cohort is going into a cleaned and disinfected area.

If our school district is in remote session or otherwise, we will continue to maintain transportation services to nonpublic, parochial, private, charter schools, or students whose Individualized Education Program has placed them out of district to schools who are meeting and conducting in-person session education when/if the district is not.

The District will encourage parents/guardians to transport their own children to and from school when possible. District Transportation will be provided for all students- pre-kindergarten through twelfth grade and also all students who attend out of district school placements. The District will reduce the capacity of their buses from 66 passengers to 24-30 passengers to allow for social distancing. The students first on will take seats in the rear of the bus with one student per row, and alternating seat location by window and next one by aisle. When the students are exiting the bus, students in the front of the bus will exit with the students in the last seats get off the bus last.

### Extracurricular Activities

The District has made the decision to close the buildings and facilities to the public to limit the introduction of other individuals into the school environment for contact tracing purposes. The District has suspended all after school activities with the exception of Extra Help after school program.

The District is following all guidance from the New York State Public School Athletic Association and Section 9, which has all sport suspended until September 21, 2020. If in the event it has been determined to safely start interscholastic sports, the District will follow all health and safety guidelines, which include proper cleaning and disinfecting all areas after the use by separate cohort groupings. Due to the current guidelines of social distancing of twelve feet during physical activities, it is not possible to conduct these events at this time.

The District partners with the Northeast Community Center to provide an after school program with focus on academic assistance which will continue to run. The program provides an essential need for extra help for students that require it. The program will be held in a classroom that was not utilized by another cohort all day and had been previously cleaned and disinfected. All staff from the NECC will go through the District's daily screening process of completing the COVID-19 Questionnaire and having their temperature taken. All participants in the program including the teacher will be required to wear a mask at all times when social distancing of at least six feet apart is not able to be maintained.

### Food Service

Regardless of the educational model chosen by our school district and the dynamic nature with which that can change, our school district shall continue to provide school breakfast and lunch to all students who were previously receiving school meals – both on-site and remotely. While on-site, we will maintain social distancing during the course of our meals and provide food service to students by cohort in the cafeteria with the consumption of the meals taking place in the classroom. The District will provide all students on a free/reduced lunch program with breakfast and lunch. Breakfast will be provided in a “Grab and Go” format when they arrive to school and eaten in the classroom. Students will be encouraged to bring their lunch from home if they so choose and sharing of food will be **highly discouraged**. A schedule by building will be put in place to allow one cohort to proceed to the cafeteria

to retrieve their lunch and return back to the classroom. After each group, all high touch common areas in the hallway and cafeteria food line will be disinfected prior to the next group proceeding to the cafeteria. A custodian will be assigned to the lunch room and common areas during this time table to specifically focus on the cleaning and disinfecting of these areas after each group usage.

Prior to a cohort retrieving and eating lunch, scheduled time for hand washing will be allotted. This will also occur after lunch for each grouping in a scheduled time to avoid cross contacts with other groups in the hallway. Students will be provided disinfecting wipes to clean desk area before and after lunch to limit the cross contamination of items.

For students in a remote learning environment, meals will be delivered to their residence based on a predetermined schedule which will provide breakfast and lunch to students for Monday through Friday.

The District will document any dietary restrictions for each student and provide a suitable breakfast and lunch option for the student.

### Communication

Our school district affirms and attests that we have reviewed and understand all state-issued industry guidelines and will submit our plans for reopening to them. In addition to this, we will post copies of our finished plan on the school website, in conspicuous areas across school buildings and facilities such as a copy in the District Office, and each of the main offices of the schools. Throughout the course of this process, we will also develop consistent communication plans to ensure that members of the school community are kept up-to-date with all developments and changes to our plan. This process will be managed through verbal instruction, posted signage that is consistent with DOH COVID-19 signage, the maintenance of a COVID-19 page on our school website, and “all calls” to all district families. We will also develop communications for students and families about how to prepare for the upcoming school year, including specific information on the social distancing requirements, how to properly wear a face covering, and proper hand and respiratory hygiene. Throughout the course of the school year, we will continue to train students, faculty, and staff on how to follow any new COVID-19 protocols safely and correctly, including hand hygiene, proper face cover wearing, social distancing, and respiratory hygiene.

### Mental Health, Behavioral, and Emotional Support Services and Programs

Our school district shall make every effort to provide and address the mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction. Throughout the course of the school year, we will identify and support students who are having difficulty transitioning back into the school setting by providing intervention services with social workers, guidance counselors or academic teachers. During the first week of school, or long as needed, additional time will be spent to focus on the assimilation back into a school setting and to support a more rigorous distance learning format. We will also provide periodic training for faculty and staff on how to support students during and after the ongoing COVID-19 public health emergency. We will also provide information on developing coping and resilience skills for students, faculty, and staff during

trainings or through written materials.

## **Education**

### **Attendance**

The District will track attendance for all in-person and remote learning activities. The District feels that the importance of attending remote learning session is just as important as attending in-person class instruction. Therefore, attendance and participation will be closely monitored and part of the grading process.

The high importance of attendance by students during instruction is why the District has developed a monitoring plan to communicate with students and parents/guardians about a student's attendance.

The communication plan will be:

If a student misses three days in any two-week period, a teacher will contact that student's parent/guardian to check on the well-being of their student.

If student misses more than three but up to five days in any two-week period, a building principal will contact parent/guardian to check on the well-being of their student and develop a plan for attendance.

If a student misses more than five days in any two-week period, a letter will be sent home, and a parent/guardian will be contacted by their Principal and Director of Student Services to understand reasoning behind missed absences and develop a long term plan.

### **Connectivity**

The District has provided all students a device to utilize for remote/hybrid learning model. The District opted to allow students to keep these devices for the summer of 2020 to utilize for any summer work, gain greater familiarity with device, and overall comfort in using this educational tool.

The District has recognized that although providing a device to utilize is a great first step in providing the necessary tools for instruction, the challenge in some cases is the availability of internet connectivity for these students. The District's Technology Director, along with instructional staff, will continue to address these issues as they develop. The District has Kajeet devices for both Verizon and AT&T to provide to students who lack access to internet services. Additional devices or options will be developed on a case by case basis to ensure all students have access to internet. In addition, the District will utilize their food delivery routes as a means to deliver printed or hard copy instruction materials to students to supplement or replace lessons that may not be available via an electronic means.

## Learning Plans

The District examined three options in providing instruction to the students of the District, complete in-person instruction, a hybrid learning model, which would include some in-person learning along with distance learning and a totally distance learning environment. These plans were examined, discussed, and dissected by stakeholder groups that included administration, instruction staff, parents, and support staff personnel. The District conducted a parent survey to gain insight from parents from all grade levels. The results of the survey in some cases showed the broad spectrum of which is the best form of instruction and in other cases provided tremendous insight on how we need to proceed for the current school year. It was quickly determined that no plan will be perfect with each having its pros and cons but choosing a plan that provided the safest and equitable educational opportunities while meeting all required guidelines had to be the District's mission.

## **Options**

In-Person Instruction Model– This option is the most ideal in terms of instruction. However, it is not an option that is currently feasible to achieve given the following the guidelines provided by the New York State Education Department and New York State Department of Health. The inability to properly social distance students while on district transportation, classrooms, and while moving around the building creates the greatest stumbling block. The space limitation and the availability to increase these resources in the short term is not achievable to provide a safe social distanced environment for our students and staff.

Hybrid Model – This model would provide some in-person instruction for either all or some grade levels along with remote or distance learning for some or all grades. This model also includes examining a model where certain grade levels would receive in person instruction and other grades would distance learning. Space limitations to achieve a safe socially-distanced environment will dictate the configuration of this hybrid model.

Total Distance Learning Model – This model would provide all students in the District instruction through a total remote learning environment. This method was utilized from March 13 through the end of school for the 2019-2020 school year. Although we found many things to be effective in this format, learnings and improvements would be made for the 2020-2021 school year such as more structured class schedules, more face to face instruction time, and the need to be conscious of not limiting the amount of screen time for students. This model creates challenges for child care for younger students while families may be working.

The selection of the Instruction Model for 2020-2021 came with significant planning and considerations for many factors. As indicated no plan is perfect but the ultimate goal was to have a safe learning environment that provides an equitable learning experience.

## **Instruction Model for 2020-2021**

The following is the proposed instruction model for the start of the 2020-2021 school year. It must be noted that this model is the proposed model by the District, further guidance or Executive Orders by the Governor of New York may force us to change this model.

### All Students in Grades Pre K- Twelfth Grades

All students will begin the school year on September 10, 2020 with remote learning instruction. For EBIS and WHS students the remote learning schedule will be Monday, Tuesday, Thursday and Friday with a modified schedule similar to a 2-hour delay but with more time allowed for log in and log off. Students specifically in grades 7-12 will follow a Monday- A day, Tuesday- B day, Thursday- D day, Friday- E day schedule to account for classes that are held every other day such as health, PE, and science labs. WES students (pre k through 4<sup>th</sup> grade) will engage in up to two to two and half hours of online instruction each day.

Students with Disabilities in self-contained classes will come in to school for in person instruction ½ days on Monday, Tuesday, Thursday and Friday. Students with Disabilities with a co-taught, resource room, consultant teacher recommendation will come in ½ day Wednesdays. English Language Learners will also come in ½ day on Wednesday for instruction.

Wednesday will be a communication, collaboration, and check-in day for all students. This will allow students and teachers to check in with each other.

The District will transition to a hybrid learning model on October 5, 2020. Instruction for all students will be based on an AA/BB schedule, by splitting the student population of Pre-Kindergarten through Twelfth grades into two equal cohort groups. Students from the same household but different last names will be grouped together. Each grade will be grouped in smaller cohorts of 10-12 students to ensure the required social distancing when in the classroom. Students in Pre-Kindergarten through Fourth grade will have their classroom at the Webutuck Elementary School, students in Fifth grade through Eighth grade will have their classroom in Eugene Brooks Intermediate and, students in Ninth through Twelfth grade will have their classroom in the Webutuck High School. School. Smaller class sizes will allow for more focused instruction in the group which will assist assimilation from the distance learning model utilized this past spring while providing additional instruction on topics that may need to be reviewed.

The instructional model will consist of two days of in-person instructions for all students, one day of live remote learning, and two days of remote project- based learning. The two days of in-person instruction will consist of a full schedule of core, electives, and specials. The collaboration day on Wednesdays for all students will consist of live remote instruction, office hour time for teachers to work one on one with students, and time for assessments. The two days of remote independent learning will focus on practicing skills learned during the instruction period, individual project-based work utilizing learning platforms such as Seesaw, Ed Puzzle and Nearpod, along with allocated time for students to meet with teachers one on one.

## Hybrid Learning Model



**GROUP AA**



**GROUP BB**

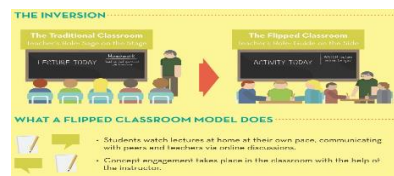
MONDAY:



TUESDAY:



WEDNESDAY:



THURSDAY:



FRIDAY:





The use of outdoor spaces will maximize our ability to safely deliver instruction while allowing for more social distancing. In addition, auxiliary spaces such as the cafeteria, auditoriums, and gymnasiums will also be utilized for cohort groups (cleaned and disinfected after each use) for instruction space.

### Special Education Students

We recognize that a remote learning environment for students who have special education needs or accommodations will not be optimal. Based on review of 504 plans and/or IEPs, review of each students' needs will take place to determine if the student can receive an equitable education through a remote learning environment or if there is a need to bring the students to school for some in-person learning in a small group setting. All Special Education Certified Teachers have not been assigned their own class but will be focused on the Individual Education Plans for the special education students. After a review of each is conducted, communication, and conversations with parents/guardians will occur to discuss the best plan of instruction for the student.

### English Language Learners

The District will follow all required guidelines in the English Language Learners (ELL) Identification Process.

It is recognized that the remote learning environment for ELL students may not be ideal. Therefore, each students' needs will be reviewed to develop the optimal learning plan which may include a combination of remote and in person instruction.

Communicating with the parents/guardians of ELL students is critical component in providing an equitable education. Therefore, the District will continue to distribute all communication in both English and Spanish, personalized outreach to families by staff, and conversations in their native language will be conducted by District Staff or with the assistance of the language translation services.

The District will 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.

### Evaluation

Our school district's plan ensures that all teachers and principals will be evaluated pursuant to our currently approved APPR plan, including any variance applications approved by the Department. All teachers in our school district shall hold valid and appropriate certificates for their teaching assignments, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or Education Law.

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **APPENDIX I**

### **Department of Health and Other Agencies Notification Protocol**

The District realizes the importance of prompt and proper notification to the Department of Health and other local and state agencies in any suspected or positive cases of COVID-19.

In the event that the District has a student or staff that has been notified of a primary or secondary contact or in the event of a positive COVID-19 testing, the District will immediately notify the Dutchess County Department of Health COVID-19 Hotline.

The District will follow all guidance of isolation, closure, and tracing provided by the Dutchess County Department of Health and other involved agencies.

In addition to the Department of Health, the District will notify the Superintendent of Dutchess County BOCES, and will cooperate with providing any needed information to the New York State Department of Education and the Center for Disease Control.

## **APPENDIX II**

### **Cleaning, Hygiene and Disinfection Protocol**

The importance of cleaning and disinfecting all areas is key to mitigating the spread of COVID-19 and other related viruses. The District has developed a comprehensive cleaning and disinfecting plan to adhere to all required guidelines.

All cleaning agents and materials used are on the required Environmental Protection Agencies approved list for use in school buildings.

#### **Common Area Spaces including high touch areas**

##### **Webutuck Elementary School**

- A custodial staff member will be assigned to continuous cleaning of all high touch areas such as door knobs, handles, and hallway wall areas during in-person classroom instruction time.
- Bathroom faucets and fixtures will be wiped continuously throughout the day with a minimum of once per hour.
- All cleaning schedules will be maintained to be provided to the Department of Health of other agencies if requested.

##### **Eugene Brooks Intermediate School**

- A custodial staff member will be assigned to continuous cleaning of all high touch areas such as door knobs, handles, and hallway wall areas during in person classroom instruction time.
- All locker rooms in the Eugene Brooks Intermediate School will be locked and not utilized.
- Bathroom faucets and fixtures will be wiped continuously throughout the day with a minimum of once per hour.
- All cleaning schedules will be maintained to be provided to the Department of Health of other agencies if requested.

##### **Webutuck High School**

- A custodial staff member will be assigned to continuous cleaning of all high touch areas such as door knobs, handles, and hallway wall during in person classroom instruction time.
- All locker rooms in the Webutuck High School will be locked and not utilized.
- Bathroom faucets and fixtures will be wiped continuously throughout the day with a minimum of once per hour.
- All cleaning schedules will be maintained to be provided to the Department of Health of other agencies if requested.

### **Classrooms**

All classrooms will be cleaned and thoroughly disinfected utilizing a disinfecting sprayer after the use by each cohort on a daily basis. For grades Seven through Twelve, cleaning stations will be located in each classroom, students will be highly encouraged to wipe down their desk and chair with disinfectant wipes or use disinfectant spray before and after their use.

The district has identified extra classrooms and auxiliary space to move cohort groups to in the event a person with a presumed or confirmed positive COVID-19 test was in a specific space that now needs to be isolated.

### **Office Space**

- All offices will be cleaned and thoroughly disinfected utilizing a disinfecting sprayer daily.
- All high touch areas such as door handles, phones, and counters will be wiped down.
- Staff should be proactive in wiping down their own areas such as computers, keyboard, mouse, phone receivers, and personal space.

### **Bus/District Transportation Vehicles**

- All buses will be cleaned and thoroughly disinfected utilizing a disinfecting sprayer after the use by each cohort after each bus run. No bus will be utilized by a new cohort unless it has been disinfected and cleaned.
- District maintenance vehicles should be properly cleaned and disinfected on a minimum of once daily or prior to a new staff member utilizing the vehicle.