

Sandy Creek Central School District



2020-2021 School Re-Opening Plan **July 31, 2020**

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DISTRICT INFORMATION

Superintendent: Kyle L. Faulkner

Contact Information:

Sandy Creek Central School District
P.O. BOX 248, 124 Salisbury Street
Sandy Creek, NY 13145
(315) 387-3445

This Sandy Creek CSD Reopening Plan that pertains to each of the following schools will be posted on the District COVID-19 webpage. The direct link to this same plan will be submitted to the NYSED Portal as part of the Reopening Survey on July 31, 2020.

Link: <https://www.sandycreekcsc.org/district/covid19>

- Sandy Creek Elementary
- Sandy Creek Middle School
- Sandy Creek High School

Other plans that are referenced in the Sandy Creek CSD Reopening Plan:

- District Continuity of Learning Plan for 2020-2021: <https://www.sandycreekcsc.org/pub/1071>
- District Counseling Plan (updated 7/2020): <https://www.sandycreekcsc.org/pub/1070>
- District Designated COVID-19 Webpage: <https://www.sandycreekcsc.org/district/covid19>

REOPENING PLAN

Sandy Creek Central School District is located on one campus. Since all programming components are coordinated by the same staff, the district-wide plan will be the same as the plans posted for each building grade level span. Reopening Plans includes the elements outlined in the [guidance released by NYS Department of Health \(DOH\) on July 13, 2020](#).

- Sandy Creek Central School District Re-Opening Plan is posted on our website COVID-19 Webpage: <https://www.sandycreekcsc.org/district/covid19> in a location that is easily located by students, parents, teachers, administrators, and other community stakeholders. It is posted on individual school websites and centrally on our main district-wide page.
- Sandy Creek Central School District includes all assurances completed by the Superintendent, Kyle L. Faulkner, and all of the elements outlined in the New York State Department of Education guidance document.

Communication/Family & Community Engagement Reopening Plan

“Recovering, Rebuilding, Renewing”

1. Plans for reopening should identify the groups of people involved and engaged throughout the planning process.

Sandy Creek CSD established a district-wide Reopening Organizational Committee (ROC) consisting of approximately 30 key stakeholders. Members of the ROC are coordinators of the key areas identified in the NYS portal plan and accompanying guidance documents. Participants included administrators, board members, students, parents, community members, alumni, union leadership, and a wide variety of both faculty and staff. ROC members also attended county-wide planning sessions when based or associated with key areas. To ensure that a wide representation of key stakeholders were heard from, the ROC also created opportunities for public discussion and feedback through surveys, forums, and the district provided question email account.

Reopening Organizational Committee (ROC) Members:

Kyle Faulkner (Superintendent)
Shelley Fitzpatrick (Business Administrator)
Timothy Filiatrault (Elementary Principal)
Amy McCormack (Director of Curriculum and Instruction)
Amy Molloy (Director of SE and MS Principal)
Kevin Seymour (High School Principal)
Andy Ridgeway (Director of Facilities)
Chris Grieco (Director of Technology)
Robin Cashel (Transportation Supervisor)
Tracy Sullivan (Cook/Manager)
Tanya VanOrnum (Guidance)
Brandie Norton (SCTA President)
Kathy Towles (Support Staff Representative)
Dorothy Hovey (Support Staff Representative)
Fred Baird (School Resource Officer)
Teira Norton (Elementary Teacher)
Michelle Shirley (HS Teacher)
Thomas Artini (MS Teacher)
Kim Manfredi - SE Chair
Samantha Keeseey (MS/HS Nurse)
Elizabeth Cranker (ES Nurse)
Michael Stevens (Athletic Director)
Whitney Oak (Psychologist)
Buffy Peterson (Social Worker)
Teresa Crast (Community Member and alumni)
Andrea Harris (Parent)
John Shelmidine (Board President)
Terry Eggleston (Student)
Elsa Graf (Student)

2. The school and/or district developed a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

As part of the District’s Communication Plan, in response to the feedback we received from our Reopening Surveys of both Parents/Guardians and Staff, we have established multiple methods of communication to ensure opportunities for all stakeholders to ask questions and share concerns. These methods include district email address accessible to all key stakeholders, parent/guardian forums held virtually, and ongoing automated calls to inform the community about these available methods. Additionally, the district will utilize the CiTi BOCES PR Department and social media to share these communication opportunities in regards to reopening.

Public Communications

To ensure regular and informational communications with the public, Sandy Creek Central School District will implement the following methods of communication:

Communication Method	Responsible Party
Local TV, radio and newspapers	Administration – Kyle L. Faulkner & Shelley Fitzpatrick
District Designated COVID-19 Webpage: https://www.sandycreeksd.org/district/covid19	Administrative Team
Social media platforms	Administrative Team/CiTi BOCES Public Relations Specialist
Prominent signage in buildings to promote health & safety guidelines that follow NYSDOH and CDC guidance: <ul style="list-style-type: none"> ● Printed signs ● Digital signage ● Vinyl decals on floors, as needed 	Administrative Team
Parent/Guardian Virtual Forums, Meetings, Webinars	Administrative Team

Parents/Guardians and Students

All public communications methods outlined above may be utilized by Sandy Creek Central School District in addition to:

Communication Method	Responsible Party
School Messenger	Superintendent
Administrative team will be implementing an additional parent/family communication app (compliant with Ed Law 2-D) before the beginning of the 2020-2021 school year.	Building Principals and instructional staff
Emails to parents/guardians	Administration/Teachers/Counselors
Letters sent home from Administration	Administration/Communications
Google Meetings with parents/guardians	Administration/Teachers
Phone calls to parents/guardians	Administration/Counselors/Teachers
Instructional Videos	Administration/Teachers/Counselors

All District Staff

All communications methods outlined above may be utilized by Sandy Creek Central School District, in addition to:

Communication Method	Responsible Party	Frequency
Sandy Creek Central School District all-staff email list	Administrators/Support Staff	Weekly or as needed
Newsletters, print and digital	Communications/Administrators	Monthly
SchoolMessenger	Superintendent	As needed
Direct supervisor communications - phone calls and texts	Sandy Creek Central School District Supervising Staff	As needed
Letters home, if necessary	Sandy Creek Central School District Administration Members	As needed
Staff meetings	Sandy Creek Central School District Administration Members	As needed

3. The school and/or district will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

Our Extended School Year for students, is run by CiTi BOCES at Sandy Creek, with our Sandy Creek staff. We provided an opportunity for our students to learn on-site with proper socially distancing safeguards put in place. On days students were not on-site students were offered virtual learning by our staff. Our Sandy Creek staff was provided COVID-19 safety training that reviewed proper protocols and guidelines from the CDC and the NYS Department of Health. The Director of Special Education at Sandy Creek in conjunction with the CSE Chairperson reached out to Sandy Creek parents via letter and phone calls to explain the guidelines regarding ESY.

In preparation for the 2020-2021 school year, all staff will receive training on the opening day currently scheduled for September 2, 2020. This training is currently scheduled onsite, but will be provided virtually if needed.

CiTi BOCES Public Relations Department has created training videos for staff and students on COVID-19 protocols to use across the county. These trainings include but are not limited to hand hygiene, proper face covering, social distancing, and respiratory hygiene. These pre-recorded trainings will be utilized as follows:

- Opening day training for all staff to preview these videos whether in-person or virtually on September 2, 2020
- Videos will be posted on the District Designated COVID-19 Webpage and shared with families and community members. This information will be mailed home before school reopens.

- For the first week of school (whether in-person, remote, or hybrid model), the training videos will be shown daily to students on campus or remotely through approved learning platforms. As part of this introduction, building principals will meet virtually with all classrooms and/or visit in-person classrooms to explain the importance of all COVID-19 related training and answer questions.
- Nurses, along with Student Health Center Staff, will also send home updates and/or consult with the district on additional training needed.

4. The school and/or district will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained. [CDC: K-12 Schools and Child Care Programs FAQs](#) [DOH: Interim Guidance for In-Person Instruction at PreK to 12 Schools](#)

In anticipation of needed signage, the Business Administrator has ordered signs from CiTi BOCES that are aligned with this information and other districts across the county.

Signage has already been posted throughout the district in highly visible locations (offices, hallways, classrooms, near hand-sanitizing stations, and restrooms. Signage includes the following:

- Stay home if sick.
- Cover nose and mouth with an acceptable face covering when unable to maintain social distance from others.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of, or exposure to, COVID-19, and how one should do so.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

5. Additionally, Sandy Creek Central School District provides copies of this document in the language(s) spoken at home among families and throughout the school community (NA). Written plans are also accessible to those with visual and/or hearing impairments.

At this point in time, the Sandy Creek Central School District does not have any families requesting documentation in alternate languages. In the event that this document or signage is needed in alternate languages, please contact Amy McCormack (Director of Curriculum and Instruction).

6. Additional Considerations for Effective Communications and Family Engagement

Sandy Creek Central School District provides regular updates about safety, scheduling, and all other information families should be aware of on the Sandy Creek Central School District website. Families can also provide feedback at any time by emailing questions and concerns to reopeningquestions@sccs.cnyric.org.

Sandy Creek Central School District also has a COVID-19 hotline which you can access by calling (315) 387-3445 and asking to speak to someone about COVID-19.

Questions regarding COVID-19 can be directed to the following individuals:

Sandy Creek COVID-19 Communication		
	District Contacts	Phone Number
Parents/Legal Guardians, Students, and Staff	Medical Questions: Elizabeth Cranker (Elementary Nurse) and Samantha Keeseey (Middle and High School Nurse)	(315) 387-3445 Ext. 1510
	Timothy Filiatrault, Elementary Principal	
	Amy Molloy, Middle School Principal	
	Kevin Seymour, High School Principal	
	Amy McCormack, Director of Curriculum & Instruction	

If any of the district contacts listed above are unable to answer questions, the inquiries will be forwarded to Kyle Faulkner, Superintendent/Designated Communications Coordinator or Shelley Fitzpatrick, School Business Administrator.

Up to the minute information about COVID-19 can be found on our District Designated COVID-19 Webpage: <https://www.sandycreekcscd.org/district/covid19>

All other concerns can be directed to our school safety officer, Andrew Ridgeway.

- The safety coordinator can answer questions regarding COVID-19 from:
 - Students
 - Faculty
 - Staff
 - Parents/Legal guardians

Health & Safety

1. Each school and/or district reopening plan must review and consider the number of students and staff allowed to return in person.

If districts and schools are permitted to resume in-person, the maximum number of staff and students permitted on campus at the same time will be subject to the most current executive orders in place.

These factors will be considered when determining resumption of in person instruction:

- Ability to maintain appropriate social distancing or face coverings
- PPE and face covering availability;
- Availability of safe transportation
- Local hospital capacity – consult your local department of health.

2. Each school and/or district reopening plan must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) in developing their reopening plan and identify those that participated in the reopening plans.

Sandy Creek CSD established a district-wide Reopening Organizational Committee (ROC) consisting of approximately 30 key stakeholders. Members of the ROC are coordinators of the key areas identified in the NYS portal plan and accompanying guidance documents. The steering members of the ROC started meeting on July 13, 2020 to determine membership and next steps. Members of this initial team also attended countywide meetings to potentially align reopening practices and interpreting guidance. Following the same work group structure as the NYSED Task Force, we, like nearby districts, broke into the work groups represented by the blue header lines in this table. Several other states had published guidance documents, so we analyzed those extensively to get a better idea of what would be required in our plan. Participants included administrators, board members, students, parents, community members, alumni, union leadership, and a wide variety of both faculty and staff.

Reopening Organizational Committee (ROC) Members:

Kyle Faulkner (Superintendent)	Shelley Fitzpatrick (Business Administrator)
Timothy Filiatrault (Elementary Principal Instruction)	Amy McCormack (Dir of Curriculum and Instruction)
Amy Molloy (Dir of SE and MS Principal)	Kevin Seymour (High School Principal)
Andy Ridgeway (Director of Facilities)	Chris Grieco (Director of Technology)
Robin Cashel (Transportation Supervisor)	Tracy Sullivan (Cook/Manager)
Tanya VanOrnum (Guidance Counselor)	Brandie Norton (SCTA President)
Kathy Towles (Support Staff Representative)	Dorothy Hovey (Support Staff Representative)
Fred Baird (School Resource Officer)	Teira Norton (Elementary Teacher)
Michelle Shirley (HS Teacher)	Thomas Artini (MS Teacher)
Kim Manfredi - SE Chair	Samantha Keeseey (MS/HS Nurse)
Elizabeth Cranker (ES Nurse)	Michael Stevens (Athletic Director)
Whitney Oak (Psychologist)	Buffy Peterson (Social Worker)
Teresa Crast (Community Member and alumni)	Andrea Harris (Parent)
John Shelmidine (Board President)	Terry Eggleston (Student)
Elsa Graf (Student)	

Timeline:

July 13, 2020 – July 16, 2020: Administration and Directors from the reopening team worked together on creating the following reopening surveys:

- Parent/Guardian Reopening Survey
- Staff Reopening Survey

Surveys were deployed on July 16, 2020 through the district website and social media. Staff survey included questions to determine if staff members would be interested in serving on a reopening committee regarding the 2019-2020 remote instructional period and how to improve this model for reopening.

July 17, 2020: Reopening email account was established to gather questions from parents, guardians, staff, students, and community on reopening.

July 20, 2020: List of additional key stakeholder roles was established based on the required parts of the plan after assurances were posted in NYS portal for the reopening committee. These additional representatives include but are not limited to:

- Board Member Representation
- Community Representation
- Nursing/health staff
- Parents
- Sandy Creek Teacher Association Representatives for Elementary, Middle and High School
- Sandy Creek Non-instructional Staff Association Representation
- School Resource Office
- Students

July 20, 2020:

- All key stakeholders were contacted in regards to plan and role of committee members
- Meeting date was set for a virtual meeting on July 24, 2020

July 22, 2020: Teacher representatives from each building met with the collective administrative team to share plan mandates, survey results to date, and other information so that discussion and feedback could be infused in the potential plan. This opportunity also allowed in-depth discussion and feedback.

- The Reopening Organizational Committee met from 9-10:30 virtually. This session was recorded to allow for review if needed. Agenda included an overview of plan components, sharing of teacher feedback compiled from the meeting on July 22nd, and open discussion.

July 22, 2020: Families (25% of students) who had not responded to the online parent/guardian reopening survey were mailed a written copy, along with a postage paid envelope.

July 25, 2020: Meeting with the Health Center Director Liaison (ConnexCare)/School Physician to coordinate School-based Health Center services and supports for the 2020-2021 school year.

July 27, 2020: Middle and High School Parent/Guardian and Community online forum held to provide overview, gather feedback, and answer questions in regards to reopening.

July 28, 2020: High school teachers met in-person and remotely to collaborate to develop plans to provide remote and hybrid instruction to students.

July 29, 2020: Teacher representatives from meeting on July 22 held a follow up session to continue planning for individual building instructional needs.

July 29, 2020: Elementary School Parent/Guardian and Community online forum held to provide overview, gather feedback, and answer questions in regards to reopening.

July 31, 2020: Reopening Organizational Committee met again to review the plan before submission to required parties.

3. Each school and/or district reopening plan must include a communications plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

Sandy Creek Central School District utilized the Sandy Creek Central School District communication plan identified in the Communication/Family Engagement Section of this document. As part of this same District Communications Plan, in response to the feedback we received from our Reopening Surveys, we will continue to communicate reopening updates and other relevant information with all stakeholders at least once per week. The District will continue to communicate through social media, automated calls, email, and the district webpage.

In preparation for the 2020-2021 school year, all staff will receive training on the opening day currently scheduled for September 2, 2020. This training is currently scheduled onsite, but will be provided virtually if needed.

CiTi BOCES Public Relations Department has created training videos for staff and students on COVID-19 protocols to use across the county. These trainings include but are not limited to hand hygiene, proper face covering, social distancing, and respiratory hygiene. These pre-recorded trainings will be utilized as follows:

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- For the first week of school (whether in-person, remote, or hybrid model), the training videos will be shown daily to students on campus or remotely through approved learning platforms. As part of this introduction, building principals will meet virtually with all classrooms and/or visit in-person classrooms to explain the importance of all COVID-19 related training and answer questions.
- Nurses, along with Student Health Center Staff, will also send home updates and/or consult with the district on additional training needed.

4. Each school and/or district reopening plan has a written protocol developed in collaboration with the district or school’s director of school health services to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.

In order to have the most accurate and up-to-date guidance regarding protocols or actions to be taken to prevent the spread of illness in school, district administration and nurses will continue with the Oswego County Health Department and ConnexCare School-Based Health Center (SBHC) professionals to formalize proper procedures. Dr. Megan Pecha, Supervising Physician of the ConnexCare SBHC, has provided protocols for the Sandy Creek CSD. Please see Appendix A of this document, “ConnexCare Suggested Daily COVID-19 Protocols,” for this information.

Daily Health & Temperature Screenings

5. Sandy Creek Central School District has a protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.

Protocol:

Staff will be required to complete the screening questions below that will be collected via the computer.

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19
- Tested positive through a diagnostic test for COVID-19 in the past 14 days
- Has experienced any symptoms of COVID-19, including a temperature of and/or greater than 100.0°F, in the past 14 days
- Has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

When staff log in, the school management page opens up as a reminder that this form must be completed at the beginning of each day. A positive response to any of the screening questions will require the individual to leave campus. All staff and faculty members will be screened daily for temperature prior to entering the building. This

questionnaire is electronic so results are automatically collected and shared with the district office. This same questionnaire will be available as needed for periodic use with students through device deployment at appropriate grade levels.

All students will be screened prior to entering the school building when an in-person or hybrid instructional model is in place. Students accessing district transportation will have their temperature taken before entering the bus. Students being dropped off by parents will be screened before entering the school building.

To share appropriate screening results (such as clear/not clear or pass/fail) with appropriate district personnel, an automated system (iPad) will be in place so that screening results can be kept in a confidential manner.

6. Sandy Creek Central School District requires that ill students and staff be assessed by the school nurse and all ill students and staff will be sent home for follow up with a healthcare provider.

In order to have the most accurate and up-to-date guidance regarding protocols or actions to be taken to prevent the spread of illness in school, district administration and nurses will continue with the Oswego County Health Department and ConnexCare School-Based Health Center (SBHC) professionals to formalize proper procedures. Dr. Megan Pecha, Supervising Physician of the ConnexCare SBHC, has provided protocols for the Sandy Creek CSD. Please see Appendix A of this document, "ConnexCare Suggested Daily COVID-19 Protocols," for this information.

7. Sandy Creek Central School District requires all students or staff with a temperature, signs of illness, and/or a positive response to the Sandy Creek Central School District questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.

There will be dedicated isolation rooms where staff and students will be sent in the event that they exhibit signs or symptoms of Covid-19. There will be an isolation room near exits and entrances in both the elementary, and middle and high schools.

8. Sandy Creek Central School District requires all visitors, guests, contractors, and vendors entering the school to follow all Sandy Creek Central School District health screening guidelines.

All visitors, guests, contractors, and vendors entering the school will be screened with an accompanied temperature check. They will be required to review and sign off on adhering to all the social distancing regulations at Sandy Creek Central School. This information will be submitted electronically, along with confirming that a visitor understands the protocols that must be followed.

9. Each school and/or district reopening plan has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.

Sandy Creek Central School District will provide instructions for parents/guardians to observe for signs of illness in their child that require staying home from school. This information will be sent home with students and posted to the District COVID-19 webpage (<https://www.sandycreekcisd.org/district/covid19>).

10. Each school and/or district reopening plan has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.

Sandy Creek Central School District has written protocol and will provide appropriate signage to instruct staff and students in correct hand and respiratory hygiene. This information will be sent home with students and posted to the District COVID-19 webpage.

Hand Hygiene Plan

Sandy Creek Central School District built in staggered hand washing times for students and staff. We have also increased hand hygiene to include:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method;
- Use of alcohol-based hand sanitizers (60% alcohol or greater)
 - every classroom and office
 - dispensing pedestals at all entry points
 - strategically placed in hallways throughout the building
- We provide hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able;
- We have signage near hand sanitizer indicating visibly soiled hands should be washed with soap and water; and
- Any staff or students unable to use hand sanitizer are permitted to wash their hands with soap and water.

Sandy Creek Central School District provides the following:

- Facilities and supplies for hand washing including soap and water;
- Paper towels and touch free paper towel dispensers where feasible, air dryers have been removed and disabled from all buildings;
- No-touch trash cans;
- Alcohol-based hand sanitizers with at least 60% alcohol or disinfectant hand wipes;
- Time in the schedule to allow for frequent hand washing; and
- Promotion of proper hand washing before meals, after recess or physical education, before and after removing PPE, and other times, as appropriate.

All students and staff should wash hands, as follows:

- Upon entering the building and each classroom;
- After using shared objects or surfaces (e.g. electronic devices, musical instruments, writing utensils, tools, toys, desks or table tops);

- Before and after snacks and lunch;
- After using the bathroom;
- After helping a student with toileting;
- After sneezing, wiping or blowing nose, or coughing into hands;
- Upon coming in from outdoors; and
- Anytime hands are visibly soiled.

Respiratory Hygiene Plan

- All students and staff should cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. Sandy Creek Central School District provides tissues in each classroom and common areas.
- No touch/floor pedal trash receptacles are available in each room and common area.
- If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands.
- Students and staff should always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

11. Each school and/or district reopening plan has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.

Sandy Creek Central School District defines social distancing as keeping a six foot space between yourself and others. Sandy Creek Central School District has ensured that student groupings are as static as possible by having the same group/cohort of students stay together when possible. The steps our district is taking are listed below:

Social distancing reminders are posted throughout entryways and exits, hallways, classrooms, buses, and offices.

- Appropriate social distancing will be modeled and expected between individuals while in school facilities and on school grounds, inclusive of students, faculty, and staff, unless safety or the core activity (e.g., instruction, moving equipment, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household.
- A distance of twelve feet in all directions will be maintained between individuals while participating in activities that require projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in gym classes).
- The size of groups/cohorts of students are determined by the number of students who can be in each classroom while maintaining 6 feet social distancing.
- We implemented the following stagger arrival plan:
 - Buses will arrive at staggered time to ensure minimum congestion at entry points (K-5 Elementary Main Office Entrance, Gr. 6-8 District Office Entrance, and Gr. 9-12 Math Entrance)

- All students will immediately proceed to their assigned classrooms upon arrival.
- District Drop off plan:
 - Gr. 7-12 hybrid model will reduce numbers for drop off.
 - K-5 Elementary Parking Lot Entrance, 6-12 Side Ramp Area Entrance (near gymnasium)
 - All students will immediately proceed to their assigned classrooms upon arrival.
- Reduce in-school movement where possible:
 - Elementary students will remain with their cohort for the majority of the day. When traveling, students will wear masks and follow social distancing guidelines.
 - Middle and high school students following a hybrid model will wear masks and follow distancing guidelines as they transition from class to class. Students will follow one directional hallways where appropriate.
- Staggered Special Area Teachers Plan
 - To ensure Special Areas classes are staggered, building schedules have been created (included in Continuity of Learning Plan for 2020-2021).
- Staggered Restroom Plan
 - Elementary students
 - K-2 - bathrooms are located in classrooms
 - Gr. 3-5 classrooms will only allow one student at a time to utilize the restroom. Restrooms will be cleaned regularly throughout the day.
 - Middle and high school teachers will allow only one student at a time to utilize the restroom. Restrooms will be cleaned regularly throughout the day.
- Sandy Creek Central School District has turned desks to face the same direction in all rooms, including staff members.
- Sandy Creek Central School District will keep individual student belongings separated and limit use of shared supplies to one group of students, clean between use by cohorts of students;
- Utilize to every extent possible digital options

Restricted Areas

Sandy Creek Central School District restricts the use of classrooms and other places where students, faculty, and staff gather (e.g., lockers, cubbies, entryways, hallways), so that individuals can be socially distanced. Proper signage is posted. We are limiting gathering in small spaces (e.g., elevators, faculty offices) by more than one individual at a time, unless all individuals in such space are wearing acceptable face coverings;

We have ensured that a distance of twelve feet in all directions is maintained between individuals while participating in activities that require projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity.

We are canceling concerts, homecoming dance, open house, and all extracurricular activities until further notice. Whenever possible, the district will provide a virtual approach to cancelled activities.

We are limiting visitors. Only expected essential workers will be allowed onsite without a daily appointment.

12. Each school and/or district reopening plan has written protocol detailing how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.

Accommodations for staff and students at high risk or live with a person at high risk will be made on an individual basis as needed. Documentation for such accommodations will need to be provided to Shelley Fitzpatrick (Business Administrator) as per the law. Flexibility in work location/assignment will be provided to the extent possible. For students, remote learning may be an option if unable to attend in-person classes due to medical concerns.

Sandy Creek Central School District provides accommodations to students in the school community that are medically vulnerable or high-risk groups.

- For families with special needs or students who are medically fragile and may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/ guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. Please contact Kim Manfredi, CSE Chair, so we can coordinate accommodations for your child.

The CSE Chair will coordinate with:

- School health services personnel
 - Special education personnel
 - Pupil personnel services and
 - Administration
- If you are choosing to not send your child to school, we will provide remote instruction. For more information regarding instructional models available, please see the Sandy Creek <https://www.sandycreeksd.org/pub/1071> Administration will also be providing individual student schedules prior to the beginning of the 2020-2021 school year.

13. Each school and/or district reopening plan has a written protocol requiring all employees, adult visitors, and students to wear a face covering whenever social distancing cannot be maintained.

Signage is posted reminding all staff, students, and visitors to wear appropriate face coverings whenever social distancing is not possible. Face coverings will not be required during meal times, but social distancing will be required during these times. All individuals

in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance; and for this reason, individuals – including students – must wear face coverings in common areas, such as entrances/exits, lobbies, and when traveling around the school.

Responsible Parties must train all students, faculty, and staff on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. This training should be extended to contractors and vendors, if the Responsible Parties will be supplying the contractors and vendors with PPE.

Sandy Creek Central School District follows OSHA COVID-19 guidance for its employees along with the guidance put forth by the CDC in partnership with our local health department.

Sandy Creek Central School District is ensuring we have adequate supplies of PPE by working through cooperative purchases through our BOCES and collaborating with our local health department.

Sandy Creek Central School District requires all individuals in school facilities and on school grounds to put on a face covering if another person unexpectedly cannot socially distance. All students and staff members must wear cloth face coverings:

- Whenever they are within 6 feet of someone
- In hallways, entrances and exits;
- In restrooms; and
- In other congregate settings, including on the buses.

Sandy Creek Central School District provides acceptable face covering to employees (and students if they forget their own) and we have an adequate supply in case of need for replacement per NYS Governor's Executive Order 202.16.

Sandy Creek Central School District does allow employees to wear their own acceptable face covering. For employees with healthcare provider documentation stating they are not medically able to tolerate face covering, will not be required to do so.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school.

- Since the needs of each class and grade level are different, teachers and administrators will create a mask break schedule when necessary. Most classrooms are currently small enough that students will already be socially distanced during instruction.

Face coverings should not be placed on:

- Children younger than 2 years old;
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction;
- Anyone who has trouble breathing or is unconscious; or
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

Sandy Creek Central School District provides instructions as posted on District Designated COVID-19 Page, onsite signage throughout campus, daily announcements (virtual and/or classroom visitations), and at all utilized entrances to all students, parents/guardians and staff, contractors and vendors on:

- The proper way to wear face coverings;
- Washing hands before putting on and after removing their face covering;
- Proper way to discard disposable face coverings;
- The importance of routine cleaning of reusable face coverings; and
- Face coverings are for individual use only and should not be shared.
- Students and staff may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the staff member.

14. Each school and/or district reopening plan has a plan for obtaining and maintaining adequate supplies of face coverings for school staff, students who forget their masks.

The District will have a supply of masks available for staff and students who do not have one. Health professionals will be provided PPE, and an extra supply of masks and PPE will be ordered for when current supplies run low.

Face coverings should be cleaned or replaced after use and must not be shared. Students and parents/legal guardians should take responsibility for maintaining their face coverings. Recommendations will be shared with families as part of COVID-19 protocols. Please consult CDC guidance for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning.

Sandy Creek Central School District is ensuring we have adequate supplies of PPE by working through cooperative purchases through our CiTi BOCES and collaborating with our local health department.

15. Each school and/or district reopening plan has written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school.

In order to have the most accurate and up-to-date guidance regarding protocols or actions to be taken to prevent the spread of illness in school, district administration and nurses will continue with the Oswego County Health Department and ConnexCare School-Based Health Center (SBHC) professionals to formalize proper procedures. Dr. Megan Pecha, Supervising Physician of the ConnexCare SBHC, has provided protocols for the Sandy Creek CSD. Please see Appendix A of this document, "ConnexCare Suggested Daily COVID-19 Protocols," for this information.

In the event of a confirmed case of COVID-19 in the school, the Department of Health will be informed, and the infectious disease protocol will be implemented as noted in the District's Safety Plan.

Sandy Creek Central School District requires students and staff with symptoms of illness must be sent to the designated isolation room. Elizabeth Cranker (Elementary), RN or Samantha Keesey (MS/HS), RN are available to assess individuals.

If a school nurse is not available, building administrators will have to isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider. This student will remain in an isolation room until parents can be notified and provide transportation home.

Sandy Creek Central School District follows Education Law § 906, which provides whenever a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately.

Effective February 1, 2020, the 2019-Novel Coronavirus was added to the Public Health Law as a significant threat to the public health, and the NYS Commissioner of Health designated 2019-Novel Coronavirus as a communicable disease under 10 NYCRR Section 2.1 direction, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.

Sandy Creek Central School District requires school staff immediately report any illness of students or staff to the School Nurse or Administration in the absence of a School Nurse. Such reports are made in compliance with FERPA, and Education Law 2-d.

Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet.

Sandy Creek Central School District will take the following steps:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.

- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- Sandy Creek Central School District refers to the DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" for information on "close and proximate" contacts
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.
- If a separate room is not available, Sandy Creek Central School District will ensure that person keeps at least a 6-foot distance between ill students. If they cannot be isolated in a separate room from others, we will provide a facemask (e.g., cloth or surgical mask) to the student if the ill person can tolerate wearing it and does not have difficulty breathing,

To prevent the possible transmission of the virus to others while waiting for transportation home. The following steps will be taken:

- Students should be escorted from isolation area to the parent/guardian;
- The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with the school based health center, a local clinic or urgent care center;
- Symptomatic students or staff members will follow CDC's Stay Home When You Are Sick guidance unless otherwise directed by a healthcare provider or the local department of health.
- If the student or staff member has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, bluish lips or face, Sandy Creek Central School District will call 911 and notify the operator that the person may have COVID-19;
- Sandy Creek Central School District staff is aware of the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19 which is a serious condition associated with COVID-19 in children and youth. A School Nurse or Administrator will notify the parent/guardian if their child shows any of the following symptoms and recommend the child be referred for immediate follow up with a healthcare provider:
 - Fever
 - Abdominal pain
 - Vomiting
 - Diarrhea
 - Neck pain
 - Rash
 - Bloodshot eyes
 - Feeling extra tired

School Resource Officer, Nurse, or an Administrator will call for emergency transport (911) following district policies, for any student showing any of these emergency warning signs of MIS-C or other concerning signs:

- trouble breathing
- pain or pressure in the chest that does not go away
- new confusion
- inability to wake or stay awake
- bluish lips or face
- severe abdominal pain

If a student or staff member reports having tested positive for COVID-19, A School Nurse or Administrator will notify the local health department to determine what steps are needed for the school community.

Return to School after Illness

In order to have the most accurate and up-to-date guidance regarding protocols for return to school after illness if there is a confirmed case of COVID-19, district administration and nurses are working with the Oswego County Health Department to formalize proper procedures. Once these procedures are established and shared with the Superintendent, we will post these documents on the district designated COVID-19 webpage and share with all faculty and staff. Additionally, the district houses a School-Based Health Center (SBHC). The district administration and nurses will continue to coordinate with the SBHC staff to align these protocols for enrolled students.

As we await this guidance from the Oswego County Health Department, please be aware that current practices and protocols may change, including information in this plan. When updated guidance from the Oswego County Health Department is received by the district, the District COVID-19 Communication Director, Kyle L. Faulkner, will post this information on the District COVID-19 webpage, along with notifying parents/guardians through the School Messenger System.

Sandy Creek Central School District follows CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school.
- If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:
- It has been at least ten days since the individual first had symptoms;

- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

COVID-19 Testing

Sandy Creek Central School District complies with CDC guidance and we do not conduct COVID-19 testing or require testing or antibody testing of students or staff members. The decision of whether a test needs to be conducted should be determined by a healthcare provider or the local department of health.

The Oswego County Health Department, along with the ConnexCare Health Center staff working at the SBHC, are collecting this information for the students and families enrolled at the Sandy Creek Central School District. Once this list of approved testing sites and locations is established and shared with the Superintendent, we will post this information on the district designated COVID-19 webpage and share with all faculty and staff.

Contact Tracing

Sandy Creek Central School District cooperates with state and local health department contact tracing. We assist public health departments in knowing who may have had contact at school with a confirmed case by:

- Keeping accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Keeping a log of any visitors which includes date, time and where in the school they visited; and
- Assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.
- Maintaining confidentiality as required by federal and state laws and regulations.

School Administration will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

16. Each school and/or district reopening plan has written protocol that complies with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.

In order to have the most accurate and up-to-date guidance regarding protocols or actions to be taken to prevent the spread of illness in school, district administration and nurses will continue with the Oswego County Health Department and ConnexCare School-Based Health Center (SBHC) professionals to formalize proper procedures. Dr. Megan Pecha, Supervising Physician of the ConnexCare SBHC, has provided protocols for the

Sandy Creek CSD. Please see Appendix A of this document, “ConnexCare Suggested Daily COVID-19 Protocols,” for this information.

Sandy Creek Central School District collaborates with our local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

Sandy Creek Central School District administrators will consider closing school if absentee rates impact the ability of the school to operate safely. Sandy Creek Central School District may choose to modify operations prior to closing to help mitigate a rise in cases. Sandy Creek Central School District will consult our medical director and/or the local department of health when making such decisions.

17. Each school and/or district reopening plan has written protocol to clean and disinfect schools following CDC guidance.

Routine cleaning will take place daily with deep cleaning occurring on off days between cohorts if a hybrid model is implemented. In addition, the District will follow the [“Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,”](#) and the [CDC guidance on “Cleaning and Disinfecting Public Spaces, Workplaces, Schools, Businesses and Homes.”](#)

- Cleaning schedules and logs will be maintained and reviewed by the Director of Facilities.

Sandy Creek Central School District follows the CDC provides Reopening Guidance for Cleaning and Disinfection with specific guidance for schools along with the Cleaning and Disinfection Decision Tool to aid in determining what level of cleaning and/or disinfection is necessary.

Sandy Creek Central School District cleaning includes classrooms, hallways, offices, restrooms, cafeterias, libraries, playgrounds, and busses.

To help with cleaning and disinfection Sandy Creek Central School District will perform the following:

- Keep accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Perform normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure;
- Provide disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19.
- Provide frequent disinfection of surfaces and objects touched by multiple people;
- We will keep all disinfectants out of the reach of children;

Schedule of cleaning and disinfection frequency:

Location	Schedule	Other
Elementary classrooms and high touch surfaces	Staff will use implemented instructional schedules at each building dependent on the instructional model to develop cleaning schedules and determine frequency.	Guidance will drive the creation of this building schedule based on cohort usage of locations, meal requirements, and other mandated cleanings.
Middle School classrooms and high touch surfaces	High touch areas will be cleaned between each class period where students transition. Cleaning staff will use class schedules to determine when rooms can be cleaned. All rooms will be cleaned nightly.	Guidance will drive the creation of this building schedule based on cohort usage of locations, meal requirements, and other mandated cleanings.
High School classrooms and high touch surfaces	High touch areas will be cleaned between each class period where students transition. Cleaning staff will use class schedules to determine when rooms can be cleaned. All rooms will be cleaned nightly.	Guidance will drive the creation of this building schedule based on cohort usage of locations, meal requirements, and other mandated cleanings.

- Sandy Creek Central School District will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.

The district cleaning plans will include considerations regarding the safety of custodial staff and other people who are carrying out the cleaning or disinfection.

Sandy Creek Central School District will clean high touch surfaces frequently throughout the day. Examples of high touch surfaces include:

- Tables;
- Doorknobs;
- Light switches;
- Countertops;
- Handles;
- Desks;
- Phones;
- Keyboards and tablets;
- Toilets and restrooms; and
- Faucets and sinks.

Students will not be present when disinfectants are in use and will not participate in cleaning and/or disinfection activities.

Sandy Creek schedule for cleaning and/or changing heating/air system filters is the following:

- Elementary - 3 times each year
- Middle/High School - 2 times each year

The District maintains that the school buildings offer more than the recommended amount of outdoor air through classroom univents and school building ventilation systems. The District is using state of the art MERV filters and all large hair handlers have ultra violet lights (disinfectant against COVID-19). Opening of doors and windows for additional ventilation will defeat the purpose of the ventilation system. Also the District has multiple allergan students that would be directly affected should bees/pollen be introduced to the classroom.

The only time that students share wind musical instruments at Sandy Creek CSD is when they forget their own instrument at home. If an instrument is borrowed for this reason, the instrument is only used by one student and cleaned at the end of each day.

Sandy Creek Central School District cleans playgrounds per CDC guidance:

- High touch surfaces made of plastic or metal, such as grab bars and railings will be cleaned routinely as per manufacturer's directions.
- Shared athletic/gym equipment (e.g., balls, protective gear) will be cleaned between use per manufacturer's directions.

School Health Office Cleaning

School health office cleaning must occur after each use of:

- Cots;
- Bathroom; and
- Health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) should be cleaned following manufacturer's directions.

Disposable items should be used as much as possible including:

- Disposable pillow protectors; or
- Disposable thermometers, or disposable thermometer sheaths or probes, and disposable otoscope specula.

18. Each school and/or district reopening plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons

The Sandy Creek CSD is located on one campus. Administration responsible for planning safety drills will coordinate and conduct drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering by classroom, minimizes contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose; and if schools re-open with a “hybrid” in-person model, such as one where students attend school alternate school weeks to reduce the occupancy of the school building, schools must be certain that all students are receiving instruction in emergency procedures, and participating in drills. Modifications to Lockdown Drills may include, but are not limited to:

- Conduct lockdown drill in classroom setting while maintaining social distancing and using masks;
- Conducting lockdown drills on a “staggered” schedule with smaller numbers of students present to maintain social distancing, however schools must be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person; and
- Conduct lockdown drills in the classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.

Students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

19. Each school and/or district reopening plan has a written plan for district/school run before and aftercare programs (or, for charter schools, as required by the school’s charter).

The District does not currently have any before and aftercare programs. If a program is required at a later date, the ROC team will reconvene to create such a plan.

20. Each school and/or district reopening plan must designate a COVID-19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.

Kyle Faulkner, Superintendent of Schools is the designated Sandy Creek CSD COVID-19 Safety Coordinator who will comply with all responsibilities.

Facilities

1. Each school and/or district reopening plan which include changes or additions to facilities must comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to OFP.

The District Reopening Plan does not have any changes or additions to the facilities. Programming changes are in place to allow for smaller classroom student numbers:

- K-6 daily in-person model
 - Additional sections added to balance student numbers with existing support staff
- Gr. 7-12 hybrid
 - Grade levels are split into cohorts to allow for lower numbers when in-person.

2. Each school and/or district reopening plan must ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.

The District is on schedule for a Visual Inspection only this year. The Director of Facilities is currently in the process of scheduling a Visual Inspection for the Sandy Creek Central School District (one campus) to ensure that the district is in compliance.

3. Each school and/or district reopening plan must provide provisions to conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4.

Once the district reopens, the Sandy Creek Director of Facilities will coordinate and conduct lead testing as required by NYS DOH regulation 67-4.

4. Each school and/or district reopening plan must ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations are in accordance with FCNYS 2020 Section 5705.5.

The District has installed alcohol-based hand-rub dispensers in all required locations. In addition the district has installed/placed on stands additional dispensers for improved hand sanitizing.

5. Each school and/or district reopening plan which includes the installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation will ensure the submission of detailed floor plans to OFP for review.

N/A The District (one campus) is not utilizing or installing dividers in any area of congregation.

6. Each school and/or district reopening plan must ensure that all new building construction and temporary quarter projects will be submitted to OFP for a full code review.

N/A The District has no new construction or temporary quarter projects.

7. Each school and/or district reopening plan which includes new facilities for leasing must provide a plan to consult with OFP for a preliminary evaluation.

N/A The Sandy Creek Central School District (one campus) is not using or leasing any new facilities.

8. Each school and/or district reopening plan which includes the temporary or permanent use of Tents must provide plans adhering to the BCNYS.

N/A The District (one campus) is not using tents temporarily or permanently.

9. Each school and/or district reopening plan must ensure that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS.

N/A The District (one campus) is not making any changes to the existing number of toilet or sink fixtures.

10. Each school and/or district reopening plan must ensure that each building provides one drinking fountain per one hundred occupants or provide a written plan for a reasonable alternate source of drinking water.

The Director of Facilities has unhooked and capped all bubblers (drinking fountains). In the place of drinking fountains, students will use bottle fill fountains with cups to satisfy this requirement.

11. Each school and/or district reopening plan must provide written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designed.

Mechanical: The District maintains that the school buildings offer more than the recommended amount of outdoor air through classroom univents and school building ventilation systems. The District is using state of the art MERV 13 filters and all large hair handlers have ultra violet lights (disinfectant against COVID-19). Opening of doors and windows for additional ventilation will defeat the purpose of the ventilation system. Also the District has multiple allergan students that would be directly affected should bees/pollen be introduced to the classroom.

12. Each school and/or district reopening plan must ensure that all project submissions only dedicated to "COVID-19 Reopening" will be labeled as such.

N/A The District is not submitting any COVID-19 Reopening projects.

13. Each school and/or district reopening plan which includes the use of plastic separators must comply with the 2020 BCNYS Section 2606.

Plastic (Poly-Carbonate) separators installed in the nurses' office comply with the 2020 BCNYS Section 2606 requirement.

Child Nutrition

1. Each school and/or district reopening plan must provide all students enrolled in the SFA with access to school meals each school day. This must include students in attendance at school and students learning remotely.

Sandy Creek Central School District plan for child nutrition includes:

- Students in attendance at school will be provided breakfast and lunch when in-person
- Students learning remotely will have access to a designated meal pickup location
- Meets all applicable health and safety guidelines
 - The District Food Safety Plan based on Process Approach to Hazard Analysis Critical Control Point (HACCP) is currently approved and meets all applicable health and safety guidelines.
- Includes measures to protect students with food allergies if providing meals in spaces outside the cafeteria
 - As part of the District Food Safety Plan, protections are in place, such as labels and menu adjustments, to protect students with food allergies if providing meals in spaces outside of the cafeteria and/or school.
- Includes protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.
 - In addition to posted signage throughout campus, along with scheduled student training (both remotely and in-person), the District Food Safety Plan includes protocols and procedures regarding appropriate hygiene and dangers of sharing food.
 - To further discourage the sharing of food, no share bins will be available. All wrapped foods will also be put in a bin and discarded.
- Includes protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.
 - K-5 students will eat breakfast and lunch with their small cohorts in classrooms to allow for social distancing and safety.
 - Gr. 6-12 will eat breakfast with their small cohorts in classrooms to allow for social distancing and safety.

- Gr. 6-12 students will be socially distanced and eat staggered lunches between the elementary and MS/HS cafeterias. These groups are scheduled to eat in staggered times with their hybrid cohorts so that a 15 minute cleaning block is scheduled in between lunches. All tables will be cleaned and sanitized after each meal.
- Ensures compliance with Child Nutrition Program requirements.
 - The District Food Safety Plan is based on Process Approach to Hazard Analysis Critical Control Point (HACCP) is currently approved and meets all applicable health and safety guidelines. All meals have the five components and will be in Child Nutrition Program range requirements.
- Includes protocols that describe communication with families through multiple means in the languages spoken by families.
 - At this point in time, the District does not have any families requesting documentation in alternate languages. In the event that documentation, such as this plan, is needed in alternate languages, please contact Amy McCormack (Director of Curriculum and Instruction).

2. Each school and/or district reopening plan must address all applicable health and safety guidelines.

The District Food Safety Plan based on Process Approach to Hazard Analysis Critical Control Point (HACCP) is currently approved and meets all applicable health and safety guidelines.

- Adequate disposable masks and aprons (PPE) are provided in the breakroom and at handwashing stations.
- All surfaces will be cleaned and sanitized after each use.

3. Each school and/or district reopening plan includes measures to protect students with food allergies if providing meals in spaces outside the cafeteria.

The District Cafeteria Cook/Manager provides allergy labeled meals so that teachers are aware when meals are consumed by students on site in spaces outside of the cafeteria.

4. Each school and/or district reopening plan must include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.

As part of the reopening process, students and staff (both in-person, hybrid, and remote) will be trained on protocols and procedures for how students will perform hand hygiene before and after eating. The training schedule, along with resources (inclusive of signage), are included in the Communication/Family & Community Engagement part of this reopening plan.

To further discourage the sharing of food, no share bins will be available. All uneaten foods will also be put in a bin and discarded immediately after service. Additional signage will also be displayed about the dangers of sharing food.

5. Each school and/or district reopening plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.

Meals consumed in the classroom:

- All desks will be wiped down with approved cleaning fluids/sanitizers before meals are served and after meals are consumed.

Meals consumed in the cafeterias:

- Cafeteria tables will be cleaned/sanitized before the first meal service and after each meal service or cohort.

6. Each school and/or district reopening plan must ensure compliance with Child Nutrition Program requirements (if the school is its own SFA – for charter schools that are part of a district’s SFA, the plan must ensure communication with the district regarding food serve requirements).

All meals are and will remain in compliance with Child Nutrition Program requirements. Daily production records will be kept and maintained for each meal.

7. Each school and/or district reopening plan must include protocols that describe communication with families through multiple means in the languages spoken by families.

At this point in time, the Sandy Creek Central School District does not have any families requesting documentation in alternate languages. In the event that documentation, such as this plan, is needed in alternate languages, please contact Amy McCormack (Director of Curriculum and Instruction).

8. Each school and/or district reopening plan must require that students social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.

All students (regardless of classroom or cafeteria location) will be seated 6” apart at all times while consuming food or beverages.

Transportation

1. Each school and/or district reopening plan must ensure all buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers will be cleaned/disinfected once a day.

All buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers will be cleaned/disinfected at least once a day. The District is planning to disinfect after each run.

2. Each school and/or district reopening plan ensures high contact spots must be wiped down after each a.m. and p.m. run depending upon the disinfection/cleaning schedule.

The district reopening plan is that high contact areas will be wiped down after each run.

3. Each school and/or district reopening plan must ensure school buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.

All school buses will NOT be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.

4. Each school and/or district reopening plan must ensure that school bus drivers, monitors and attendants do not carry personal bottles of hand sanitizer with them on school buses.

The district reopening plan is that all school bus drivers, monitors and attendants will NOT carry personal bottles of hand sanitizer with them on school buses.

5. Each school and/or district reopening plan will require that school bus drivers, monitors, attendants and mechanics must wear a face covering along with optional face shield.

All employees including bus drivers, monitors, attendants and mechanics will wear a face covering at all times. In addition, the employee may wear a face shield if they so choose.

6. Each school and/or district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

The first refresher course for ALL transportation staff will include training on the proper use of personal protective equipment and the signs and symptoms of COVID-19. Remaining refreshers throughout the school year will also include an update on COVID-19 and requirements.

7. Each school and/or district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing.

All Transportation staff will be trained on the proper use of social distancing. All staff will be training initially as part of the opening day on September 2, 2020. Additional refreshers will be provided periodically to all staff.

8. Each school and/or district reopening plan requires that transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses.

All Transportation staff will be given the proper personal protective equipment inclusive of masks and gloves.

9. Each school and/or district reopening plan ensures hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.

All transportation locations including offices, break room and garage area will have hand sanitizer provided. The district will abide by NYS Fire law for placement of such sanitizer.

10. Each school and/or district reopening plan requires that drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

All transportation staff that has direct physical contact with students must wear gloves.

11. Each school and/or district reopening plan requires that school bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID-19 before arriving to work.

All Transportation employees must perform a self-health assessment for symptoms of COVID-19 before arriving to work. The District has an on-line application for each employee to record their self-health assessment. The application notifies immediate supervisor as well as administration of deviant answers to the COVID-19 questions,

12. Each school and/or district reopening plan requires that students must wear a mask on a school bus if they are physically able.

All students must wear a mask on a school bus if they are physically able. Those that are not able will be socially distanced from other occupants.

13. Each school and/or district reopening plan ensures that students who do not have a mask will NOT be denied transportation.

Students who do not have a mask and are physically able will be provided with a mask from the transportation staff.

14. Each school and/or district reopening plan requires that students who do not have masks must be provided one by the district.

Students who do not have a mask and are physically able will be provided with a mask from the transportation staff.

15. Each school and/or district reopening plan ensures that students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.

Students who are not physically able to wear a mask will be provided with transportation and will not be forced to wear a mask.

16. Each school and/or district reopening plan requires students to be trained and provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

All students will be trained and provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID-19 and social distancing. As part of the reopening process, students and staff (both in-person, hybrid, and remote) will be trained on protocols and procedures for proper use of PPE and signs and symptoms of COVID-19. The training schedule, along with resources, are included in the Communication/Family & Community Engagement part of this reopening plan.

17. Each school and/or district reopening plan requires that students will be trained and provided periodic reminders on the proper use of social distancing.

All students will be trained and provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID-19 and social distancing. As part of the reopening process, students and staff (both in-person, hybrid, and remote) will be trained on the proper use of social distancing. The training schedule, along with resources, are included in the Communication/Family & Community Engagement part of this reopening plan.

18. Each school and/or district reopening plan requires that if the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Program have placed them out of district whose schools are meeting in conducting in- person session education when/if the district is not.

Transportation will be provided for all students attending nonpublic, parochial, private, charter schools or students whose Individualized Education Program has placed them out of district whose schools are meeting in conducting in-person session education when/if the district is not.

Social Emotional Well-Being

1. Each school and district ensures that district-wide and building-level comprehensive developmental school counseling program plans, developed under the direction of certified school counselor(s), are reviewed and updated to meet current needs.

In an effort to meet the needs of our students, staff and community, our Comprehensive District Counseling Plan has been revised to acknowledge the changes brought on by the regulations developed as a result of Covid-19. The interactions with students, staff members, and the community has changed, so it was necessary to adjust our efforts.

2. Each school and/or district establishes an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, or school's board, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists, to inform the comprehensive developmental school counseling program plan.

Planning team consists of the following members:

Kyle Faulkner, Superintendent
Kevin Seymour, High School Principal
Amy Molloy, Middle School Principal
Tim Filiatrault, Elementary School Principal
Danielle James, School Counselor 6-12
Tanya VanOrnum, LMHC, School Counselor 6-12
Buffy Peterson, School Social Worker K-5
Whitney Oak, School Psychologist K-5
Dave Minney, School Psychologist 6-12

This group of individuals collaborated virtually to update the existing Comprehensive District Counseling plan to address the concerns that have arisen based on Covid-19.

3. Each school and/or district reopening plan addresses how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.

The Comprehensive District Counseling Plan uses a tiered approach to mental health, behavior, and emotional support for grades K-12.

Tier 1: School Counseling Comprehensive Services for all Students

Tier 2: Intentional and Specific Curriculum, Small Groups and Individual Planning

Tier 3: Responsive Targeted Small Group and Individual Support

Tier 4: Responsive Specialized Interventions

Through this tiered process we will provide resources and referrals to address behavioral, mental health, and emotional supports for all of our students. The Comprehensive District Counseling Plan at <https://www.sandycreekcisd.org/pub/1070> provides detailed information on the various types of interventions to be used to support our students' social and emotional well-being.

4. Each school and/or district reopening plan addresses professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty, and staff.

In preparation for the 2020-2021 school year, all staff will receive training on the opening day currently scheduled for September 2, 2020. This training is currently scheduled onsite, but will be provided virtually if needed. CiTi BOCES Public Relations Department has created training videos for staff and students on COVID-19 protocols to use across the county. These trainings include but are not limited to hand hygiene, proper face covering, social distancing, and respiratory hygiene. These pre-recorded trainings will be utilized as follows:

- Opening day training for all staff to preview these videos whether in-person or virtually on September 2, 2020. Opportunities at follow-up building faculty meetings on opening day (whether onsite or virtual) will also provide an opportunity for faculty and staff to discuss how to utilize the CiTi provided COVID-19 resources with students during the following week.
- Videos will be posted on the District Designated COVID-19 Webpage and shared with families and community members. This information will be mailed home before school reopens.
- For the first week of school (whether in-person, remote, or hybrid model), the training videos will be shown daily to students on campus or remotely through approved learning platforms. As part of this introduction, building principals will meet virtually with all classrooms and/or visit in-person classrooms to explain the importance of all COVID-19 related training and answer questions.
- Nurses, along with Student Health Center Staff, will also send home updates and/or consult with the district on additional training needed.

To ensure that need professional development is identified and in place for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty, and staff, the district will have the following mechanisms in place:

- Survey staff directly through Google forms at certain checkpoints
- Staff can contact building principal, supervisor, Business Administrator, or Director of Curriculum and Instruction directly with requests
- Monitor needs through monthly faculty and/or CDEP meetings

School Schedules

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

For the purpose of this question, the schedules below reflect only the modes of instruction in place for the beginning of the 2020-2021 school year for each school building. For more details and examples of all other instructional model schedules that may be implemented due to individual student needs and/or based on NYS mandates, please see the Sandy Creek Continuity of Learning Plan for 2020-2021:

<https://www.sandycreekcisd.org/pub/1071>.

Based on recent guidance provided by NYSED, NYS, and parent/guardian survey information, the Sandy Creek Central School District plans to do the following if regulations or directives do not change before September.

Instructional Model:

- K-6 In-person daily model (along with providing fully remote instruction to those parents unable to or not ready to have students return to an onsite educational model)
- School day will begin at 8 AM and end at 1:30 PM for in-person students
- Students learning remotely will receive instruction following the remote learning schedule below.

Daily in-person schedule for K-5:

Time	<i>4th grade (example)</i>
8:00-8:30	arrival, breakfast, attendance
8:30-9:30	Math
9:45-10:30	Special PE Mon Music- Tuesday Art- Wednesday Tech- Thursday
10:35-11:35	ELA
11:30-12:00	Lunch
12:05-12:45	Science/Social Studies
12:50- 1:25	Intervention

1:30	Student Dismissal
1:30-3:30	Planning and online remote learning support (office hours)

Elementary Remote Learning Schedule for students unable or not ready to return to the district for in-person instruction:

K-2 typical daily schedule for small group of remote learners:

Daily	Delivery of Instruction
8:30 - 12:30	Depending on grade level approach and schedule, students might be accessing learning through the following but not limited to: <ul style="list-style-type: none"> prerecorded instruction, completing class tasks, accessing special area content when possible, instructional software with reports monitored by teachers, and/or other instructional supports
1:30 - 2:00	Direct Science/SS Instruction - Learning Platform
2:00 - 2:30	Direct ELA Instruction - Learning Platform
2:30 - 3:00	Direct Math Instruction - Learning Platform

Students will receive class content (online/digital or materials that have already been sent home) before direct learning.

Gr. 3-5 typical schedule for small group of remote learners:

Time:	Days:	Delivery of Instruction
8:30 - 12:30	Daily	Depending on grade level approach and schedule, students might be accessing learning through the following but not limited to: <ul style="list-style-type: none"> prerecorded instruction, completing class tasks, accessing special area content when possible, instructional software with reports monitored by teachers, and/or other instructional supports
2:00 - 3:00	Monday & Wednesday	Direct ELA/Social Studies Instruction - Learning Platform Instructional support/office hours

2:00 - 3:00	Tuesday & Thursday	Direct Math/Science Instruction - Learning Platform Instructional support/office hours
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Students will receive class content (online/digital or materials that have already been sent home) before direct learning. Two teachers will work with all remote learners during these sessions.

Grades 7-12

Instructional Model:

- Gr. 7-12 Hybrid Model (along with providing fully remote instruction to those parents unable to not ready to have students return to an onsite educational model)
- School day will begin at 8 AM and ends at 1:30 PM for in-person students
- Students learning remotely will receive content and access teacher office hours from 1:30 - 3:30

Example:

Hybrid Model - Whenever possible, students in the same family (regardless of last name) will be grouped together so attending on the same in-person days.

Grade 7	Cohort A (half of the grade) Last Name: A-L	Cohort B (half of the grade) Last Name: M-Z
In-district	Mondays & Wednesdays	Tuesday & Thursdays
Remote	Tuesdays, Thursdays & Fridays	Mondays, Wednesdays & Fridays

Schedule for Gr. 6 In-person Daily and Gr. 7-12 Hybrid

Time	6th	Time	7th/8th	Time	9-12 Lunch A	Time	9-12 Lunch B
8:00-8:30	Breakfast/AIS / COMET	8:00-8:30	Breakfast/AIS / COMET	8:00-8:30	Breakfast/ AIS/ COMET	8:00-8:30	Breakfast/ AIS/ COMET
8:30-9:00	Period 1	8:30-9:00	Period 1	8:30-9:00	Period 1	8:30-9:00	Period 1
9:05-9:35	Period 2	9:05-9:35	Period 2	9:05-9:35	Period 2	9:05-9:35	Period 2
9:40-10:10	Period 3	9:40-10:10	Period 3	9:40-10:10	Period 3	9:40-10:10	Period 3
10:15-10:35	Lunch	10:15-10:45	Period 4	10:15-10:45	Period 4	10:15-10:45	Period 4
10:40-11:10	Period 4	10:50-11:10	Lunch	10:50-11:20	Period 6	10:50-11:20	Period 6

11:15-11:45	Period 5	11:15-11:45	Period 5	11:25-11:45	Lunch	11:25-11:55	Period 5
11:50-11:20	Period 6	11:50-12:20	Period 6	11:50-12:20	Period 5	12:00-12:20	Lunch
12:25-12:55	Period 7	12:25-12:55	Period 7	12:25-12:55	Period 7	12:25-12:55	Period 7
1:00-1:30	Period 8	1:00-1:30	Period 8	1:00-1:30	Period 8	1:00-1:30	Period 8
1:30	Dismissal	1:30	Dismissal	1:30	Dismissal	1:30	Dismissal

Students who are accessing a full remote -
6th Grade

- **Remote Instruction Monday-Friday**

8:30-1:30 Monday-Friday

Students will be working independently on assignments from the previous' days instruction and or assignments related to the schedule for instruction that day.

Direct Instruction from teacher 1:30-3:05 M-F

A Day Schedule

Social Studies 1:15-1:45
 Reading 1:50-2:20
 Math 2:25-3:05

B Day Schedule

English 1:15-1:45
 Special Education/Specials 1:50-2:20
 Science 2:25-3:05

- **In the event we must return to ALL remote instruction, we will follow the M-F schedule from 8:30-1:30. 1:30-3:05 staff will be available for office hours to support students as needed and will also be attending team meetings.**

7th Grade

- **Remote Instruction: 7th Grade Remote Schedule**

8:30-1:30 Monday-Thursday

Students will be working independently on assignments from the previous' days' instruction and or assignments related to the schedule for instruction that day.

Direct Instruction from teacher 1:30-3:30 Monday-Thursday

A Day Schedule

English 1:30-2:00
 Social Studies 2:00-2:30
 Technologies: 2:30-3:00

B Day Schedule

Science 1:30-2:00
 Math: 2:00-2:30
 Reading 2:30-3:00

Spanish and Special Ed.-3:00-3:30

7th Grade Specials: 3:00-3:30

Friday, students will follow their 8:30-1:30 class schedule as all 7-12 learners will be remote.

8th Grade

- **8th Grade Remote Instruction** for at home learners will follow the schedule listed below:
- **Remote Instruction: 8th Grade Remote Schedule**

8:30-1:30 Monday-Thursday

Students will be working independently on assignments from the previous days' instruction and or assignments related to the schedule for instruction that day.

Direct Instruction from teacher 1:30-3:30 Monday-Thursday

A Day Schedule

English 1:30 - 2:00
 Social Studies 2:00 - 2:30
 Health 2:30-3:00
 8th Grade Specials 3 - 3:30

B Day Schedule

Science 1:30 - 2:00
 Special Ed/Spanish 2 - 2:30
 Math 2:30 - 3:00
 PE 3 - 3:30

Friday, students will follow their 8:30-1:30 class schedule as all 7-12 learners will be remote.

In the event that the entire district goes remote, all staff and students will follow their 8-1:30 schedule for instruction. 1:30-3:05 will be available office hours for teachers to teach, re-teach, or provide any support necessary.

Ex. 11th Grade

Time	9-12 Lunch B
8:00-8:30	Breakfast/ AIS/ COMET
8:30-9:00	Spanish 112
9:05-9:35	College Algebra
9:40-10:10	Physics Lab/Break
10:15-10:45	Adv Draw Paint

10:50-11:20	Physics
11:25-11:55	English 11
12:00-12:20	Lunch
12:25-12:55	Social Studies
1:00-1:30	PE/Break
1:30	Dismissal

Attendance & Chronic Absenteeism

1. Each school and/or district reopening plan must describe a mechanism to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.

The Sandy Creek ROC team has developed mechanisms to collect daily attendance data for each of the three instruction models.

- In-person Model - Teachers will take attendance daily of the students through the student management system, SchoolTool.
- Remote Model: Teachers will take daily attendance through the use of a Google Sheet by class. This information will be uploaded daily into SchoolTool.
- Hybrid Model: When students are in school, the teacher will take daily attendance using SchoolTool and a Google Sheet when the students are not in the building.

To combat chronic absenteeism for all three instructional models, the district is currently working with the Harvard Proving Ground Team, along with other nearby rural schools, to implement district specific interventions. For the 2020-2021 school year, the Sandy Creek School District will be implementing a Personalized Digital Intervention in addition to current school policies and procedures.

Technology & Connectivity

1. Each school and/or district reopening plan must include information on how the school/district will have knowledge of the level of access to devices and high-speed internet all students and teachers have in their places of residence.

On July 16, 2020, a parent/guardian survey was deployed. This survey collected specific student information, along with access to the internet information for each household. If a residence responded with a “no” to the access question, the contact was asked to provide the following information:

- Address of Residence
- Cell Service
- Internet Provider at that location
- Barriers to the access

For families that did not respond to the survey posted on social media and district website, a written version of the survey, along with a postage paid envelope, was mailed to each of the remaining families on July 24th. This information will be compiled and updated in preparation for reopening. If written responses are not received, designated staff will contact parents to collect internet information.

All students K-12 will have a 1:1 device assigned to them for the 2020-2021 school year.

- K & 1 - iPad
- Gr. 2-12 - Chromebooks

2. Each school and/or district reopening plan must include information on how the school or district, to the extent practicable, will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.

All students K-12 will have a 1:1 device assigned to them for the 2020-2021 school year.

- K & 1 - iPad
- Gr. 2-12 - Chromebooks

The district office staff will continue to collect remaining internet access for families that did not complete the parent/guardian reopening survey deployed on July 16, 2020. Once the district has exact numbers of enrolled students without internet access and has investigated the barriers, we will work directly with families to provide support in accessing internet services.

The district is currently exploring the following options:

- Bringing students (hybrid model) in on their remote learning days to access internet when access cannot be provided in the home
- Working with local town offices to try to provide internet access for school downloads from their parking lots.
- Also investigating the possibilities of providing internet signal through bus radio communication towers.
- If cost is a barrier, contact other internet providers to determine if affordable cost is available at the residence
- Provide mini Wi-Fi if all other options have been exhausted

3. Each school and/or district reopening plan must include information on how the school or district will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models,

especially if all students do not yet have sufficient access to devices and/or high-speed internet.

In order to provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models (especially if students do not have sufficient access to devices and/or high-speed internet), the district is exploring the following options:

- Bringing students (hybrid model) in on their remote learning days to access internet when access cannot be provided in the home
- Using a jump drive or other device with school content so students can load learning content directly to the device without need for internet access
- If entirely remote, district will provide locations where Wi-Fi is available for student without internet in the home to access

Teaching & Learning

1. Each school and/or district reopening plan includes a continuity of learning plan for the 2020-2021 school year. Such a plan must prepare for in-person, remote, and hybrid models of instruction.

Members of the Sandy Creek Reopening Organization Committee (ROC) have used the guidance from NYSED, along with parent/guardian survey results and teacher feedback to create a continuity of learning plan for the 2020-2021 school year. This plan includes preparation needed for in-person, remote, and hybrid models of instruction. This plan is based on instruction that is aligned with the outcomes in the New York State Learning Standards. Instruction is aligned to the academic program and includes regular and substantive interaction with an appropriately certified teacher regardless of the delivery method (e.g., in person, remote or hybrid). The Sandy Creek Continuity of Learning plan will be posted on the district website, along with this reopening plan. The plan includes clear communication for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology.

Sandy Creek CSD Continuity of Learning Plan for 2020-2021:
<https://www.sandycreekcsd.org/pub/1071>

2. Each school and/or district reopening plan includes an educational program that is aligned to the New York State Learning Standards (or, for charter schools, the standards set forth in the school's charter) regardless if instruction is delivered in-person, remotely or in a hybrid model.

As part of the Sandy Creek CSD Continuity of Learning Plan for 2020-2021, the instructional team has identified a primary objective of ensuring that all programming is aligned with current New York State Learning Standards

- Providing daily New York State Learning standards-based instruction to our

students that will both maintain skills and promote academic growth by introducing new content, along with addressing existing gaps

To ensure that the district accomplishes this priority objective, along with NYSED requirements, the administrative team has created the Sandy Creek CSD Teaching and Learning Evaluation Tool as part of the Sandy Creek CSD Continuity of Learning Plan (Page 32). This checklist will allow the Reopening and CDEP Committees, along with instructional staff, the ability to quickly identify and monitor needs in regards to requirements and other key areas.

3. Each school and/or district reopening plan provides for a program that includes regular substantive interaction between teachers and students whether delivered in-person, remotely or through a hybrid model of instruction.

To ensure that the district supports instructional staff in plan and provides opportunities for regular substantive interaction, along with other priority NYSED requirements, the administrative team has created the Sandy Creek CSD Teaching and Learning Evaluation Tool (<https://www.sandycreekcsc.org/pub/1071>). This checklist will allow the Reopening and CDEP Committees, along with instructional staff, the ability to quickly identify and monitor needs in regards to embedding regular substantive interaction between teachers and students into all three models.

4. Equity must be at the heart of all school instructional decisions. All instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities must be aligned with State standards (or, for charter schools, the standards set forth in the school's charter) and include routine scheduled times for students to/interact and seek feedback and support/from their teachers.

The primary goal of the Sandy Creek Reopening Committee and instructional staff is to support on-going learning through all models provided. In order to accomplish this, we have identified providing clear opportunities for equitable instruction for all students regardless of instructional model as the first objective.

- Clear opportunities for equitable instruction for all students
- Providing daily standards-based instruction to our students that will both maintain skills and promote academic growth by introducing new content, along with addressing existing gaps
- Ensuring continuity of learning and daily interaction whether fully remote, in-person or a combination of both remote and in-person (hybrid model)
- Clearly communicating with students and families as part of all models
- Providing feedback to students as part of all models.

To ensure that the district monitors equity of instruction regardless of model, along with NYSED requirements, the administrative team has created the Sandy Creek CSD Teaching and Learning Evaluation Tool that is included in the Continuity of Learning Plan for 2020-2021 (Page 32): <https://www.sandycreekcsc.org/pub/1071>. This checklist will allow

the Reopening and CDEP Committees, along with instructional staff, the ability to quickly identify and monitor needs in regards to the following key areas:

- Identify and address existing gaps due to remote 2019-2020 instruction
- Delivery of instruction to ensure continuity for the 2020-2021 school year
- Ensure equity of instruction for all students as part of all three instructional models

5. Schools must create a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information needs to be accessible to all, available in multiple languages based on district or charter school need, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone).

To ensure that students and their families can contact the school and teachers with instructional questions at any point, the following table of contacts will be included with this plan, along with the Sandy Creek CSD Continuity of Learning Plan for 2020-2021.

Sandy Creek Contacts of Communication		
Sandy Creek Staff Directory	If you know the name of your child's teachers, you can access the Sandy Creek Staff Directory at any time to access email addresses at the following link: Staff Directory	
Technology Office - technical assistance	Student Help Desk Link: https://students.sandycreekcsd.org/ OR (315) 387-3445 Ext. 1949	
Additional Contacts to support all instructional models		
District Contacts	Email	Phone Number
Timothy Filiatrault, Elementary Principal	timothy.filiatrault@sccs.cnyric.org	(315) 387-3445 (Directory)
Elementary Office: Elizabeth McKenzie	emckenzi@sccs.cnyric.org	
Amy Molloy, Middle School Principal	amy.molloy@sccs.cnyric.org	
Kim Manfredi, CSE Chairperson	kmanfred@sccs.cnyric.org	
Kevin Seymour, High School Principal	kevin.seymour@sccs.cnyric.org	
Middle and High School Office: Julie Hemingway	julie.hemingway@sccs.cnyric.org	

Amy McCormack, Director of Curriculum & Instruction	ahowardm@sccs.cnyric.org	
Robin Cashel, Director of Transportation	rcashel@sccs.cnyric.org	
Michael Stevens, Athletic Coordinator	mstevens@sccs.cnyric.org	
Danielle James, School Counselor	djames@sccs.cnyric.org	
Tanya VanOrnum, LMHC School Counselor	tvanornu@sccs.cnyric.org	
Buffy Peterson, School Social Worker	bpeterso@sccs.cnyric.org	

Special Education - Required Notices

1. Each school and/or district reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, addresses the provision of free appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.

To best support students with disabilities, the following approach is in place:

When providing instruction across all three instructional models (in-person, remote, or hybrid), the overarching goal is to ensure that our special education population is receiving Free Appropriate Public Education (FAPE). In regards to Special Education services directly, the directive has been to provide the accommodations that we can give within reason to our students, with the understanding that it is impossible to provide all of them based on the elected mode of instruction.

The three ways the New York State Education Department (NYSED) has expressed this should be happening is by incorporating the following into each of the three instructional models:

1. giving students access to the general education curriculum
2. giving students the opportunity to work on IEP goals
3. create a contingency plan will be developed for each student, in addition to their IEP or 504

2. Each school and/or district reopening plan addresses how it will document the programs and services offered and provided to students with disabilities as well as communications with parents.

Sandy Creek CSD will address these three instructional modes to provide reasonable accommodations and modifications that will work with all learning platforms, to ensure that IEPs and 504's are being implemented with fidelity.

The following directives have been given to our case managers for IEP's and 504's:

- create a contingency plan that will be attached to each student's IEP or 504 for each student and contact all parents (document attempts and conversations) to explain which accommodations/modifications/services will be provided during this time, and how parents can expect to see that delivery based on the mode of instruction (in-person, remote, hybrid)
- meet either in-person or remotely (depending on current instructional model) with grade level teams as much as possible to determine accommodations/modifications for assignments
- if Internet access is not accessible, the District will be providing families with hotspots.
- there will also be a room provided in the building Monday-Thursday, that can host students who need Internet or technical support

3. Each school and/or district reopening plan addresses meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.

Each child's contingency plan requires that students' case manager contact the parent and student prior to the beginning of the school year to review the contingency plan in conjunction with the IEP or 504 plan and answer any questions that a parent or student may have. The CSE Chairperson and Director of Special Education will review all contingency plans in conjunction with their IEP or 504 to ensure that all accommodations/modifications and services can be implemented with fidelity and to the greatest extent possible.

4. Each school and/or district reopening plan addresses collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on/individualized education programs/(IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

There has been ongoing collaboration with service providers throughout the summer in anticipation of a decision to be made on whether pre-k will be in session this year or not based on staffing and transportation constraints.

5. Each school and/or district reopening plan must ensure access to the necessary accommodations, modifications, supplementary aids and services, and

technology (including assistive technology) to meet the unique disability related needs of students.

The creation of contingency plans prior to the start of the school year will allow us to ensure that we can meet the needs of each student, including whatever aids, services, technology and assistive technology they individually require implemented with fidelity and to the greatest extent possible. Special Education Teachers have also been directed to contact parents of each of their students prior to the start of the school year.

Our classroom teachers and paraprofessionals will also be utilized to assist with providing modifications and accommodations as needed.

Bilingual Education & World Languages - Required Notices

1. Each qualifying school and/or district reopening plan which reopens using in-person or hybrid instruction must complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

The Sandy Creek Central School District is located on one campus. Each qualifying school and/or district using in-person or hybrid instruction as part of reopening will complete the ELL identification process described below 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 of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

As part of the Sandy Creek enrollment process, the Home Language Questionnaire (HLQ) is included with registration materials. The registrar will immediately notify the Director of Curriculum and Instruction, ESOL teacher, building principal, and CSE Coordinator (if a student enrolls with an IEP or identified disability) of the possible need for a formal interview. If the language spoken at home is other than English or the student's native language is other than English, the ESOL teacher will conduct a formal interview (along with conducting a review of student's abilities or work samples) with the student, along with a qualified interpreter/translator of the language or mode of communication that the student and parent/guardian best understands.

If registration occurs during a time period when the ESOL teacher is not available, the Director of Curriculum and Instruction (certified English/Literacy and SBL/District) will conduct a formal interview (along with conducting a review of student's abilities or work samples) with the student, along with a qualified interpreter/translator of the language or mode of communication that the student and parent/guardian best understands. If the Language Proficiency Team (LPT) consisting of the ESOL teacher, Director of Curriculum and Instruction, building principal, and/or CSE Coordinator (if student enrolls with IEP)

determines that the child speaks a language other than English, or speaks little or no English, the ESOL teacher administers the New York State Identification Test for English Language Learners (NYSITELL).

The Director of Curriculum and Instruction will provide test and answer sheets from Regional Information Center (RIC), along with processing the answer sheets through local RIC to access student reports.

2. Each school and/or district reopening plan must provide required instructional Units of Study (or, for charter schools, the applicable program outlined in the school's charter) to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction. [Units of Study and Staff Requirements: ENL \(K-8\)](#) [Units of Study and Staffing Requirements: ENL \(9-12\)](#) [Additional Units of Study and Staff Requirements for TBE](#) Former ELLs at the Commanding level of proficiency within two years of exiting ELL status are to continue receiving Former ELL services in the form of Integrated ENL or other Former ELL services approved by the Commissioner under Part 154-2.3(h) during in-person or hybrid learning.

The Sandy Creek Central School District currently employs a full-time ESOL teacher who is also certified in literacy. Since the Sandy Creek CSD is on one campus and has less than 1% ELL, the ESOL teacher is able to provide required Units of Study to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.

3. Each school and/or district reopening plan must ensure the maintenance of regular communication with parents/guardians of ELLs to ensure that they are engaged in their children's education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication (e.g. text, automated calls, Whats App, emails...). [Parent Engagement Resources from OBE WL](#)

At this point in time, the Sandy Creek Central School District does not have any families requesting documentation in alternate languages. In the event that an ELL enrolls that has a preferred language other than English, the Director of Curriculum and Instruction, Amy McCormack (Director of Curriculum and Instruction), will coordinate translation services for signage, all parent communication, and other resources as required.

Teacher & Principal Evaluation System - Required Notices

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

As part of the annual planning process, the administrative team updates the district APPR tracker. Building level administrators are assigned to evaluate teachers as part of the approved APPR. Due to the size of the district and other barriers, the Superintendent plans to submit the Independent Evaluator Hardship Waiver for the 2020-2021 school year.

The district superintendent will also ensure that all principals are evaluated pursuant to the LEA's currently approved APPR plan.

Certification, Incidental Teaching, & Substitute Teaching - Required Notices

1. Each school and/or district reopening plan must ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or Education Law.

The Sandy Creek Central School District Administrative team will continue to ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations or Education Law through the following:

- Annual completion of BEDS Data by designated staff
- Access to the Teach system and updates in regards to employed teachers and certification staff by district office staff
 - Teachers are notified with advance notice.
 - If support is needed such as CTLE hours or other documentation, teachers are directed to contact the Director of Curriculum and Instruction for assistance.
- Administrative team also reviews each teacher's area of certification when developing an annual instructional schedule for each building.

Appendix A

ConnexCare Covid-19 Suggested Daily Protocols

Prepared by Dr. Megan Pecha-Supervising Physician of the SBHC Program

SUGGESTED DAILY PROTOCOLS TO PREVENT SPREAD OF ILLNESS IN SCHOOL FOR STUDENTS AND STAFF MEMBERS:

- All Students should have temperature checks prior to entering the school building (before boarding the bus or upon arrival to school if transported by parent). If a student has a temperature of 100.0F or higher, they should be prohibited from boarding the bus or attending school that day.
- Temperature checks prior to entering the building should be done while the child is still in the car if possible. If not, there should be a line formed where each person is 6 feet apart from the next, wearing a mask, and not clustered in groups or congregating.
- All staff members should also have temperature checks prior to entering the building (whether self-monitoring or through school resources). If staff members have any positive symptoms of illness, or temperature 100.0F or greater, they should stay/return home and should see their healthcare provider.
- All people should wear masks while on the bus, while in line to enter the building, when moving throughout the hallways of the building, and when not in spaces where they can appropriately social distance.
- Parents, guardians, and those who are not students and/or school personnel, should be discouraged from entering the school unless completely necessary. If deemed imperative that they do enter, they should also be temperature checked and screened for symptoms prior to entrance. If symptoms of illness are present, or if they have a temperature over 100.0F, they should be prohibited from entering. If screening is negative and they do enter, they should wear a mask at all times while in the school.
- There should be proper personnel/equipment in the area where visitors check in to facilitate this screening before entrance into building is allowed. There also needs to be an area where parents can safely wait while picking up their child (in their car or outside if feasible while child is escorted out to them, or masked in socially distanced indoor waiting area if parent is afebrile/asymptomatic).

- Universal screening for subjective symptoms in students prior to boarding of the bus or arrival to school is not recommended, as it is in adults.

IF A STUDENT OR STAFF MEMBER BECOMES ILL WHILE IN SCHOOL:

- If a student or staff member develops any of the following while in school:
 - Temperature 100.0 F or higher when taken by mouth
 - Sore throat
 - NEW uncontrolled cough
 - Pain or pressure in the chest that does not go away
 - Shortness of breath
 - Bluish lips or face
 - Diarrhea
 - Vomiting
 - New confusion
 - Severe Lethargy/inability to stay awake

They must be masked and brought to the Isolation Room if unable to immediately leave the building. There also must be appropriate social distancing of 6 feet while in the isolation room. Staff members should leave school and go home and see their healthcare providers. Students can be evaluated by the SBHC if enrolled, and then sent home.

- If a student has other symptoms that are lower yield for COVID-19 such as:
 - Headache
 - Mild abdominal Pain
 - Rash
 - Mild nasal congestion
 - Earache
 - Pain on Urination
 - Joint Aches or Pains
 - Pink Eye

They should be sent to School Nurse for further evaluation and plan.

- It is discouraged for any nebulizer treatments to be given in the nurses' office or school based health center as this causes respiratory droplets to be aerosolized and virus to be more easily spread. Asthmatic students can use a spacer and inhaler in the nurses' office for exacerbation of symptoms.
- It is discouraged that children or staff members with Asthma that are having acute exacerbations attend school/work, due to the overlap in symptoms between this and COVID-19 as well as inability to treat with nebulizer.
- The school based health center will see well patients, chronic follow ups, and patients with non- communicable acute issues separately from those with acute infectious symptoms in

a staggered manor. Students will be called from their classrooms, the nurses' office, or the Isolation room when it is clear that cross-contamination between well and sick people will not occur. There needs to be flexibility and communication regarding timing of children being sent to the School Based Health Center for this reason. Additionally, staff members and parents should be encouraged to call first before entering the school based health center to be sure it is a safe time to enter. Walk-ins are not encouraged due to space limitations and inability to separate well from sick if many people arrive at once.

- If the SBHC does COVID testing, this will be for enrolled students only. Non-enrolled students and staff members will need to see their own health care providers with whom they are established due to risk of exposure, lack of space, timing of well/sick appointments, and availability of PPE.

STUDENTS AND STAFF MEMBERS WITH CLOSE CONTACT/EXPOSURE TO SOMEONE WITH COVID-19:

- If a student or staff member has had close contact to someone with confirmed COVID-19 (within 6 feet of an infected person for at least 15 minutes), they should be isolated and sent home. The DOH should be notified.
- If a student or staff member has had exposure to someone currently being quarantined for possible COVID-19 (within 6 feet for at least 15 minutes), the DOH should be notified for further management and input.
- Schools should not be expected to screen students or staff members to identify cases of COVID- 19, but should report to the DOH any known confirmed cases of students or staff members with COVID-19. The DOH will then perform contact tracing to limit the spread of the virus.
- If a student or staff member has direct exposure to a known COVID + person, they will have to self-quarantine for 14 days after the date of exposure.
- If a student or staff member has traveled to an area or state that is reporting high numbers of COVID cases, they must follow New York state guidelines regarding quarantine.

RETURN TO SCHOOL AFTER ILLNESS NOT DIAGNOSED AS COVID-19:

- If a student has been ill with infectious symptoms, but has not been exposed to a known COVID case, has not been exposed to a person being quarantined for possible COVID, has not traveled to an endemic area, and the community transmission is low (as described in the Community Mitigation Framework), they can return to school *without seeing a healthcare provider*:
 - When there is no fever for at least 24 hours without use of fever reducing medication

AND

 - In accordance to existing school illness management policy for common

childhood illnesses seen in school (these should be reviewed and strictly adhered to).

- If a student has been ill with infectious symptoms and has been exposed to COVID-19, has been exposed to a person being quarantined for possible COVID-19, has traveled to an endemic area, or community transmission is high, they can return to school *after seeing a healthcare provider*:
 - When there is no fever without use of fever reducing medication
 - They have felt well for 24 hours

OR

 - They have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school.

- If a staff member has been ill with infectious symptoms, they can return to school *after seeing a healthcare provider*:
 - When there is no fever without use of fever reducing medication
 - They have felt well for 24 hours

OR

 - They have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school.

RETURN TO SCHOOL/WORK AFTER KNOWN OR SUSPECTED COVID-19 ILLNESS:

- If a student or staff member is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms, or if a student or staff member does not see a healthcare provider when required as above, they should stay home until:
 - It has been at least 10 days since the individual first had symptoms

AND

 - It has been at least 3 days since the individual has had a fever (without using fever reducing medications)*

AND

 - It has been at least 3 days since the individual's symptoms improved including cough and shortness of breath*

- If a student or staff member is diagnosed with COVID-19 and is immunocompromised or has severe illness they should stay home 20 days since the individual first had symptoms and are 3 days fever and symptom free as above.

- Schools should not request COVID test results before returning to work or school

**Of note- the CDC has changed this recommendation from "72 hours since fever and/or symptoms" to "24 hours since fever or symptoms." This has not been*

changed by the NYS Department of Health or NYSED yet.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>