



HOLLAND PATENT CENTRAL SCHOOL

2020-2021 REOPENING SAFETY PLAN

**HOLLAND PATENT CENTRAL SCHOOL
WILL PROVIDE A SAFE, CARING, POSITIVE
ENVIRONMENT WHERE ALL STUDENTS
CAN ACHIEVE THEIR MAXIMUM INNATE
POTENTIAL AND ACQUIRE THE SKILLS,
ATTITUDES, AND ABILITIES NECESSARY TO
SUCCEED IN AN EVER-CHANGING WORLD.**



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**Holland Patent Central School District
COVID-19 Reopening Safety Plan
Staff and Students Return to Schools**

Introduction

The Holland Patent Central School District has created a comprehensive Reopening Plan for the 2020-21 school year. The plan will serve as a guide to safely reopen our schools and provide a learning environment in which our students, staff and families feel safe. While educating the students of our community is our top priority, the health and safety of our students, staff and families is also crucial to a productive and positive learning environment. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of our decision making as we continue to make decisions for our students, staff, and our community. The process of creating a reopening plan began in the spring and continued throughout the summer seeking feedback from all district stakeholders through surveys, virtual and in-person meetings, to determine how to improve our program to the meet the needs of our students, staff and community. The information gathered from our teachers, families, students, administration, transportation, facilities, nursing staff, transportation, maintenance, food service, Oneida-Herkimer-Madison BOCES and the Department of Health was vital in not only helping us evaluate our current program, but also in creating a plan to return in the fall. The plan incorporates feedback, which includes but is not limited to increased daily interactions, a combination of in-person and live instruction, as well as a daily and consistent schedule.

Utilizing the feedback from district stakeholders and the guidelines issued by the Department of Health, the New York State Education Department and the Center for Disease, Control and Prevention a plan was created to guide our reopening of schools. The plan is modeled on the structure found in the “Recovering, Rebuilding and Renewing the Spirit of New York State Schools” provided by the New York State Education Department. Revisions to the plan will be made based on the most current and updated information provided by applicable federal, state and local health and governmental entities.

Communication

Communication District-wide

To ensure the District complies with communication requirements, the Holland Patent Central School District will do the following:

- Post signage throughout the buildings to remind students, staff and visitors to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Provide consistent communication for employees, visitors, and parents/guardians with a consistent means to provide updated information and translated through multiple means
- This will be accomplished through:
 - Traditional media outlets
 - District website
 - School Messenger System
 - Online training
 - Correspondence (letters) to homes
 - Facebook
 - Community Meetings

Monthly communication will provide information on the following topics:

- Who to contact with questions, concerns or suggestions.
- The facts as we currently know them (NYSDOH, CDC)
- The importance of social distancing, use of PPE and monitoring symptoms of COVID-19 and when to stay home
- Encourage and implement social distancing in bathrooms, break rooms, hallways, etc.
- Practice proper hand hygiene. The use of hand sanitizer is allowed but hand washing with soap and water for at least 20 seconds is still more effective. Hand sanitizer works best on clean hands.
- Encourage and practice proper respiratory etiquette (i.e. coughing or sneezing into your elbow if a tissue is not available)
 - Encouraging personal responsibility for yourself and your work area;
 - Educate the school community on COVID-19 related procedures, including but not limited to:
 - How to properly wear and dispose of a face mask/respirator
 - Complete daily screenings
 - Proper hygiene

Health and Safety

Daily Screening

To comply with Department of Health requirements, procedures will be implemented to ensure the daily screening, including temperature checks, of all employees, students and visitors for the HPCSD.

Employees

A digital format will be utilized to screen employees prior to leaving from home for work in an effort to minimize staff congregating when arriving at work and to prevent employees who may be experiencing symptoms from entering the workplace. The digital submission will require employees to answer the following questions:

- Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has had symptoms of COVID-19?
- Have you tested positive through a diagnostic test for COVID-19 in the past 14 days?
- Have you experienced any symptoms of COVID-19, including a temperature of greater than 100.0° F in the past 14 days?
- Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days?
- Employees will also be asked to take their own temperature at home and answer the question: Is your temperature greater than 100.0° F?

Any employee who responds affirmatively to any of the 5 questions will be required to stay home and contact their supervisor to notify them of the reason. Return to work will be in accordance with *Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure* issued by the NYS Department of Health. Employees who are unable to complete the digital survey will be required to go directly to the nurse's office in one of the four buildings upon arriving at work to have their temperature checked and answer the screening questions.

Any employee who responds affirmatively to any of the 5 questions while at work will be required to leave work immediately. The employee shall notify their supervisor as soon as possible. Return to work will be in accordance with *Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure* issued by the NYS Department of Health.

Visitors

In an effort to minimize the number of non-employee adults to the campus, HPCSD will limit visitors to its facilities to the extent possible. Individuals will be encouraged to consider the reason for their visit and when possible conduct their business via email, telephone, video or other remote means. When visitors do enter HPCSD facilities they will be required to have their temperature checked and answer the screening questions asked of employees.

Visitors who answer any of the screening questions affirmatively or whose temperature is greater than 100.0 F will not be allowed to enter the building beyond the screening point.

Student Daily Screenings All students must have completed a daily electronic screening survey each day before boarding the bus or being dropped off at school. Parents/guardian(s) must monitor students' symptoms, answer screening questions, and/or monitor their temperatures and submit the survey before coming to school. The digital submission will require answers to the following questions:

- Has the student 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 had symptoms of COVID-19?
- Has the student tested positive through a diagnostic test for COVID-19 in the past 14 days?
- Has the student experienced any symptoms of COVID-19, including a temperature of greater than 100.0° F in the past 14 days?
- Has the student traveled internationally or from a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days?
- Is the student's body temperature greater than 100.0° F?

If the answer is yes to anyone of these questions, please keep your child home from school and contact your family physician and notify the nurses'/attendance office. Surveys must be completed by 7:00 for MS & HS; 8:00 for HPE & GWF. Screening will be completed at school for those who do not have a survey completed at home. If student answers yes to any question or displays temperature over 100.0°F, he or she will be escorted to isolation room while maintaining social distancing, and parent will be contacted to pick up from school.

Refusing to Comply with Screening Procedures

Any individuals, including students, who refuse screening, they will not be allowed to enter the building.

Management of Ill Students & Staff

Students & staff with symptoms of illness must be sent to the health office. The nurse will assess each individual.

If Students or Staff become Ill with Symptoms of COVID-19 at School

HPCSD will follow 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, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law. The director of school health services, or other health professionals acting upon direction or referral of such director, 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.

School staff must immediately report any illness of students or staff to the school nurse or other designated school staff. Such reports will be made in compliance with FERPA, and Education Law 2-d. If nurses choose to go to classrooms to make assessments of students, this also will be done in a manner that protects the student's confidentiality. If there are several students waiting to see the school nurse, arrangements will be made to have students wait at least 6 feet apart. School nurses and other school health professionals assessing or providing care to ill students and staff will follow transmission- based precautions which includes the use of appropriate PPE (see section on PPE).

Students suspected of having COVID-19 awaiting transport home by the parent/guardian must 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.

HPCSD will comply with CDC and NYSDOH recommendations, close off areas used by a sick person and not use these areas until after cleaning and disinfection has occurred and wait at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible. We will 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.

HPCSD will refer to “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” for current 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 will continue.

HPCSD will have a separate room available for all sick individuals when possible, if not possible, at least a 6-foot distance between ill students and other persons will be maintained. If they cannot be isolated in a separate room from others, a facemask (e.g., cloth or surgical mask) will be provided 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. HPCSD will follow the following procedures:

- Students will 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 a local clinic or urgent care center.
- Symptomatic students will be advised to 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 has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, severe abdominal pain, bluish lips or face, the nurse or staff member will call 911 and notify the operator that the person may have COVID-19.

- Nurses will be 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. Schools 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

If a student or staff reports having tested positive for COVID-19, school administrators or his/her designee will notify the Oneida County Department of Health to determine what steps are needed for the school community.

Return to School After Illness

HPCSD will follow 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 has 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 will 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).
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

COVID-19 Testing

HPCSD will comply with CDC guidance and 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 will be determined by a healthcare provider or the local department of health.

Contact Tracing

Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus. HPCSD will cooperate with state and local health department contact tracing. To assist public health departments in knowing who may have had contact at school with a confirmed case HPCSD will:

- keep accurate attendance records of students and staff members.
- ensure student schedules are up to date.
- keep a log of any visitors which includes date, time and where in the school they visited.
- assist 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.

Confidentiality will be maintained as required by federal and state laws and regulations. HPCSD 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.

Tracing

If an employee tests positive for COVID-19, HPCSD will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

- Workers that test positive shall report such information to their direct supervisor.
- The direct supervisor shall report this information to the Superintendent of Schools.
- The Superintendent or his designee will communicate such information to the Oneida County Department of Health.

Oneida County Health Department Contact Information

NAME: Phyllis Ellis

PHONE: 315-798-5220

EMAIL: pellis@ocgov.net

If employees are experiencing COVID-19 symptoms they are asked to call the Superintendent and notify him. He will ask if they intend to be tested for COVID-19 based on the symptoms they have. Seeking a diagnosis is necessary to be eligible for emergency sick leave benefits under FMLA.

If an employee calls the Superintendent and states that they have tested positive for the COVID-19 virus the following steps will be taken:

- The Superintendent will ask if they will be contacting the county Department of Health and ask if they give permission for us to contact the county Department of Health.

If they object, note it, but the District will still contact the county Department of Health.

Employees at high risk

HPCSD will have conversations with employees if they express concerns and discuss accommodations the District can implement to address the particular health concern. Some people may be at higher risk of severe illness. This includes older adults (65 years and older) and people of any age with serious underlying medical conditions. By using strategies that help prevent the spread of COVID-19 in the workplace, HPCSD will help protect all employees, including those at higher risk.

These strategies include:

- Implementing telework and other social distancing practices
- Actively encouraging employees to stay home when sick
- Promoting hand washing
- Providing supplies and appropriate Personal Protective Equipment (PPE) for cleaning and disinfecting workspaces
- In workplaces where it's not possible to eliminate face-to-face contact, assign higher risk employees work tasks that allow them to maintain a 6-foot distance from others, if feasible
- Employees must provide a note from their healthcare provider when they are sick and instead allow them to inform their supervisors or employee health services when they have conditions that put them at higher risk for diseases.

Training

Educational material such as signage and videos will be utilized at HPCSD. Videos made available by the Safe Schools service provided by Utica National Insurance Group and others created by the OHM BOCES Safety Office will be presented to staff and students.

Specific areas of training to be addressed will include:

- General COVID-19 Awareness
- Proper Hand and Respiratory Hygiene
- Proper Wear and Care of Face Coverings
- Operating Procedures and PPE Awareness
- Proper COVID -19 Social Etiquette
- N-95 Respiratory Protection Training
- COVID-19 Proper Cleaning Awareness
- Exposure Control Training

Hand Hygiene

Proper hygiene plays a crucial role in containing the spread of COVID-19. The HPCSD will take promote the following practices in support of proper hand hygiene:

- Wash hands often with soap and water for at least 20 seconds, especially after blowing noses, coughing, or sneezing, or having been in a public place
- Use hand sanitizer dispensers, in accordance with FCNYS 2020 Section 5705.5, that contains at least 60% ethanol or 70% isopropyl alcohol, if soap and water are not available.

Additionally, staff, students and visitors will:

- Wash hands or use 60% ethanol or 70% isopropyl alcohol hand sanitizer after putting on or taking off the face covering
- Wash your hands frequently with soap and water or use 60% ethanol or 70% isopropyl alcohol hand sanitizer
- Practice hand hygiene protocols at all times but especially while on District premises
- Signs will be posted throughout all buildings for staff and students
- Allot times in classroom schedules to wash hands before and after where applicable.
 - Students will utilize classroom (where applicable) and bathroom sinks to wash hands one at a time
 - After washing hands, student will line up maintaining social distance
 - Upon return to classroom, students will wash hands in classroom (where applicable) and bathroom sinks one at a time

Social/Physical Distancing

To ensure employees, students and visitors comply with physical distancing requirements, the Holland Patent Central School District will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance.
- Any time any individuals are less than 6 ft. apart from one another, acceptable face coverings must be worn.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
- Social distancing markers using tape or signs that denote 6 ft. of spacing will be posted in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations, reception areas)
- In-person gatherings will be limited as much as possible and use tele- or video-conferencing whenever possible
- Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Designated areas for pick-ups and deliveries, limiting contact to the extent possible will be established.

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

- Custodial and Maintenance Work
- Bus Maintenance and Repairs
- Food Preparation and Distribution

Measures implemented to ensure the safety of staff, students and visitors:

- Hybrid models and various modes of instruction will be implemented to allow of maximum social distancing and is based on classroom and bus capacities
- Work spaces, classrooms, offices, etc. will be reconfigured to allow for maximum social distancing
- Ensure adequate Personal Protective Equipment (PPE) is on-hand and available to all staff, students and visitors
- Any time personnel are less than 6 ft. apart from one another, personnel must wear appropriate face coverings
- Wash hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% ethanol or 70% isopropyl alcohol
- Large group activities should be evaluated and if social distancing is not possible, activities shall be canceled or postponed

Office Areas

- For those who can work remotely, continue to do so
- Establish additional shifts to reduce the number of employees in the worksite at one time
- Stagger start and end times greater than normal when possible (while still ensuring safe operations), to eliminate employees from congregating during the shift change-over, and from overcrowding at entrances and exits
- Reduce requiring large amounts of people to be in one area
- Encourage staff not to linger or socialize in common areas
- Eliminate reception seating areas and request that visitors phone ahead or install polycarbonate partitions at the reception area
- Review floor plans and remove or reconfigure seats, furniture and workstations as needed to preserve recommended physical distancing in accordance with guidelines
- Reconfigure workstations so that employees do not face each other, or establish partitions if facing each other cannot be avoided
- Encourage employees to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible
- If in-person meetings are essential, limit meetings to 10 people or less depending on local, state, and federal guidelines.

Conference Rooms

- Limit in-person meetings (refer to NYS guidance), if virtual meetings are not feasible
- Conduct in person meetings in a quick manner
- Practice social distancing among participants
- Discourage lingering and socializing before and after meetings

Break, Lunch and Copier Rooms

- Temporarily replace amenities that are handled with high contact frequency, such as water coolers, coffee makers, and bulk snacks and replace them with alternatives.

- Communal meals will not be provided and food will not be available in common areas where employees may congregate.
- Stagger lunch breaks to minimize occupancy in break rooms and allow for social distancing.
- Copier must be disinfected by user after each use

Elevator Use

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

Wear and Care of Face Coverings/Masks

Face covering/masks shall be worn by all building occupants (including on buses) unless precluded by medical conditions (documentation may be required). While on District premises, students, staff and visitors must have in their possession a face covering/mask at all times. The face covering must be in place before having any close contact and all the while having close contact with any other person. Close contact is defined as within six feet of another person (common hallways, restrooms or other areas)

- Cloth or disposable face coverings will be provided by the District
- Disposable face coverings will not be laundered but disposed of properly
- Face covering care will be the responsibility of the employee
- Staff, students and visitors may wear their own cloth face covering or face covering/mask

When wearing it, it must cover your nose and mouth completely

- Fit snugly but comfortably against the side of the face
- Fully cover the mouth and nose
- Be secured with ties, elastic or ear loops
- Include multiple layers of fabric
- Allow for breathing without significant restriction
- Be able to be laundered and machine dried without damage or change to shape

Face Covering/masks should be washed daily. Washing face coverings in a washing machine and drying in a dryer is recommended to properly clean a face covering.

- If face covering/masks are hand washed prepare a bleach solution of 4 teaspoons household bleach per quart of room temperature water. Soak the face covering for 5 minutes. Rinse the face covering thoroughly with cool water. Air dry, in direct sunlight, when possible. Wash hands for 30 seconds after washing the mask.
- Face coverings must be completely dry before wearing.
- Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands for 30 seconds immediately after removing the mask. Be sure not to touch the outside of the mask when removing.
- The Holland Patent Central School District will provide acceptable face coverings at no-cost if needed and have an adequate supply of coverings in case of replacement.
- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and will be properly stored or discarded.

- Training will be provided to all staff and students on the proper use of face coverings including:
 - How to Wear Face Covering Appropriately
 - How to Put on/Remove Face Covering
 - How to Properly Remove a Face Covering
 - Proper Care of Face Coverings

Wear and Care of Face Coverings/Masks For Students

Students must wear face coverings while on the bus and anytime they are not in their seats (including bathrooms). Face covering breaks will be permitted throughout the day. Students who are unable to wear a face covering due to a disability or medical condition will not be denied transportation or entrance into a building. Proper social distancing or PPE will be implemented and utilized. Students will receive training on how to wear and care for their mask

Disinfection of Contaminated Areas

To ensure the school district and its employees comply with contact tracing and disinfection requirements, HPCSD will do the following:

- In the case of an employee or student testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting the building or facility if someone is sick. (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> for most current information)
- Close off areas used by the person who is sick (school districts do not necessarily need to close operations, if they can close off affected areas)
- Wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and copier machines. Workers without close contact with the person who is sick can return to work immediately after disinfection. If more than 10 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
- Will not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Open area for use once area has been appropriately disinfected
- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.
- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs onsite that document date, time, and scope of cleaning.

School Closures

HPCSD will collaborate with the Oneida County Department of Health to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school

community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level. The Superintendent of Schools will consider closing school if absentee rates impact the ability of the school to operate safely. HPCSD may choose to modify operations prior to closing to help mitigate a rise in cases. The medical director and/or the Oneida County Department of Health will be consulted when making such decisions.

Emergency Response Protocols & Drills

The 2020-21 school year may include hybrid models of the traditional school day. Emergency response drills, including evacuation and lockdown drills, may be spread across the different student populations dependent on the day each population is present the day the drills are scheduled.

Emergency Response Protocols

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

Shelter-In-Place

- Social distancing between students and staff will be maintained
- Use of face coverings throughout will be mandated

Hold-In-Place

- Social distancing between students and staff will be maintained
- Use of face coverings throughout the event will be mandated

Evacuation

- Areas outside of the building that will allow 6 feet of separation of students and staff will be identified and communicated. The OHM BOCES safety office will assist in this planning.
- Face coverings will be worn at all times
- Staff will be instructed to bring all necessary items including additional face coverings and hand sanitizer

Lockout

- Social distancing between students and staff will be maintained

Lockdown

- If there is room to social distance without being in the line of sight , social distancing protocols will be violated in an effort to maintain safety
- Face coverings will be worn at all times
- Extra face coverings will be available in the event that a person does not have one

Facilities

Lead-in Water-Testing

The District will comply with the New York State Department of Health 2020 compliance requirements and Subpart 67-4 utilizing the Oneida-Herkimer-Madison BOCES Safety Office testing service.

Ventilation

The District will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. We have consulted with HVAC Engineers to improve our ventilation systems. All units have been cleaned and improved filters have been installed in them. The District will meet code required ventilation by natural and/or mechanical means in our building spaces.

Construction Projects

Any new construction projects planned in response to the COVID-19 emergency will be submitted to the Office of Facilities Planning for review and approval. All such projects will be labeled COVID-19 upon submission.

Drinking Fountains, Toilets & Sink Fixtures

All drinking fountains will be closed for use. The bottle refilling stations will remain operational. In order to provide for adequate social distancing in bathrooms, every other sink will be closed off for usage. This will allow for compliance with the BCNYS.

Cleaning and Disinfecting

This section outlines the process HPCSD is implementing for the continued levels of cleanliness and disinfection required to meet federal and state mandates. Daily logs are required to be completed by staff responsible for cleaning and disinfecting all areas. The HPCSD will:

- Adhere to cleaning and disinfection requirements from the Center for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain all cleaning logs on site that document date, time, and scope of cleaning.
- Conduct nightly cleaning and disinfection of the entire campus.
- More frequent cleaning/disinfecting of restrooms, common areas and high transit areas will be scheduled.
- Disinfecting supplies will be made available to all staff along with instructions for proper use should they desire to disinfect their work space more frequently.
- Disinfecting wipes will be available in common spaces, supplies permitting, (i.e. – copier rooms and breakrooms) along with signage instructing staff to wipe down equipment before and after use.
- HPCSD will utilize products identified as effective against COVID-19 and that are registered with the EPA.

Common School Specific Shared Objects and Frequently Touched Areas

Examples of some frequently touched areas in schools

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

Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects

Note: Computer keyboards are difficult to clean due to the spaces between keys and the sensitivity of its hardware to liquids. When shared, they may contribute to indirect transmission. Locations with community use computers will provide posted signs regarding proper hand hygiene before and after using the computers.

Child Nutrition Services

Every student will have full access to school meals each day. For students who are learning remotely, there will be a pick location behind our High School. In order to receive meals, arrive at the designated pick up times and you will be provided with “grab and go” meal(s) for your child(ren). The meals will include a lunch for that day and a breakfast for the following morning. This will be available every school day.

When attending in-person instruction, “grab and go” meals will be provided with choices sensitive to the various food allergies that exist.

In the elementary buildings, access to breakfast will occur as the students enter the building. They will enter the serving line in the cafeteria, get their meal and proceed to their classroom to eat at their desks. The reimbursable breakfast vending machine in the HS will remain open and available for student use. The machine will be disinfected throughout the day. Access to other vending machines such as snacks and beverages will be prohibited.

Lunch will be held in the gymnasiums, cafeterias and auditoriums and there will be assigned seats that are six feet apart, which will also include separate seating for allergies. Tables will be arranged so they are at least 6 feet apart. Students will be expected to wear masks whenever they are not in the assigned seats. The sharing of food or beverages is prohibited. Signs will be posted throughout the building discouraging the sharing of food. Tables will be arranged so they are at least 6 feet apart. Staff will have adequate PPE and cleaning supplies. The custodial staff will complete cleaning and disinfectant of tables in-between use.

Transportation

HPCSD will make every effort to maintain social distancing on all school buses, when practical. When not practical, students will sit one per seat, with the exception of siblings and those living in the same homes, and wear face coverings when in transit. Students will be expected to wear a face covering while boarding the bus and remain on the entire ride. If the student doesn't have an appropriate face covering, one will be provided for them.

Drivers will be provided with gloves and appropriate face covering that covers the mouth and nose when social distancing measures cannot be maintained. Gloves must be worn when direct contact with students must be made. Hand sanitizers are not permitted on the bus.

Transportation will continue to be provided to all Holland Patent Central School District students, including those students who attend out of District placements, non-public private, charter and parochial schools.

Density Reduction, Social Distancing, Bus Capacity

To ensure the school district and its employees comply with NYS DOH guidelines, HPCSD will do the following:

- Seat 1 student per row with all students wearing masks. This results in approximately 20 students on a 66-passenger bus
- Allow siblings or those that live in the same household to sit together
- Place floor decals or tape to indicate where students will sit and to mark six-foot distances in aisles
- Not seat students directly behind the driver
- Limit rotation of substitute drivers and aides if possible
- Provide students with face coverings before boarding the bus if they do not have one. Students will not be denied access to the bus if they do not have one.
- Bus windows will be open, to the extent possible
- Students with a disability who are not able to wear a mask will not be denied transportation

With the implementation of the DOH guidelines, bus capacity is limited. Therefore:

- Any notification of bus changes **MUST** be 3 days in advance.
- Only one address for pick-ups and drop offs are allowed. Buses cannot accommodate seats for students with multiple addresses.

Cleaning and Disinfecting

The HPCSD will follow the following protocols for the cleaning and disinfecting District transportation vehicles:

- Buses and other transportation vehicles will be cleaned and disinfected throughout the day (focus on high touch areas) and in between runs if scheduled for multiple routes.
- *Daily Cleaning*
 - All trash removed
 - Floors swept and dust mopped
 - Walls and windows cleaned

- *High Touch Surfaces*
 - Bus seats and seat backs
 - Seat belts
 - Door handles, handrails
 - Driver operator area
- Use only cleaning and disinfecting products that are approved by the EPA.
- Employees will wear appropriate PPE (disposable gloves or any other required PPE) to clean and disinfect. Hand sanitizers dispensers are located in the bus garage for use.
- Proper ventilation during cleaning will be followed. Open windows, roof hatches, and turn fans on during route operation
- Document and submit all cleanings/inspections (via trackable log)

Social Emotional Well-Being

The Holland Patent Central School District has developed a K – 12 Comprehensive Developmental School Counseling Plan that addresses many facets of the counseling program, serving the needs of over 1,300 students across four buildings. A team of certified School Counselors, in order to reflect the Commissioner’s Regulations effective July 1, 2019, will review the current plan to ensure the plan is updated to meet the needs of our students and staff. The district considers this plan a dynamic document, and is subject to revision and updates to reflect current and future needs.

The Holland Patent Central School District is forming a Counseling Advisory Council (CAC) consisting of the requisite stakeholders including parents, students, members of the Board of Education, school building and/or district leaders, community-based service providers including but not limited to, the Center for Family Life and Recovery and the Oneida-Herkimer-Madison BOCES Safety Office, teachers, certified school counselors and other pupil personnel service providers in the district including school social workers and/or school psychologists. The purpose of the CAC is to conduct a crosswalk of the Holland Patent Comprehensive Developmental School Counseling Plan and the *Recovering, Rebuilding and Renewing: The Spirit of New York’s Schools Reopening Guidance* to identify additional resources, a referral process as well as trainings/professional development required to meet the current needs of our students and staff due to COVID-19, as well as advise and support the implementation of the counseling program.

The Holland Patent Central School District will implement a Multi-Tiered System of Supports (MTSS) framework that will guide our delivery of services to all students. We will employ a three-tiered approach:

- Tier 1 – Deliver Social Emotional Learning instruction and evidence-based practices in the classroom targeted to all students.
- Tier 2 – School Counselors and/or Social Workers provide small-group or individual supports for students identified as at-risk with moderate mental health, behavioral, and/or emotional needs.
- Tier 3 – Students suffering from significant mental health, behavioral and emotional challenges may require individualized clinical interventions, counseling, and/or a referral to local community resources.

Age-appropriate screening tools will serve as a gauge for the counseling staff to inform the management of additional interventions, supports, or programs necessary to improve student mental health, behavioral and emotional issues. Additional tools and resources will be provided to classroom teachers that will help them be able to better identify the aforementioned areas of concern they may have with a specific student or students that may result in a referral to a member of the counseling staff.

Faculty and staff will be provided professional development opportunities through the district and the Holland Patent Teacher Center utilizing webinars, video conferences, and in-person presentations (when allowed) with trained professionals with a counseling or other appropriate background. Presentations by our counseling staff during building-level faculty meetings will be utilized as well. Professional learning will focus on the five competencies of social-emotional

wellness including self-awareness, self-management, social awareness, relationship skills and responsible decision making. Strategies to develop the necessary coping and resilience skills for students will be supported through focused SEL instruction that students will receive by the counseling staff and classroom teachers. Additional supports targeted to faculty and staff will be implemented through the same methods identified above.

Class Schedules

The Holland Patent Central School District is considering operating a hybrid model that will allow all students to receive in-person and remote instruction, allowing students to receive as much in-person, live instruction as possible. All students will receive instruction that is aligned with the New York State Learning Standards in every subject area. The hybrid model will provide an environment that continues to be safe for all stakeholders, as well as engaging families in a continuous and active learning partnership. Delivering the hybrid model will ensure students receive equitable, high-quality standards-based instruction which includes daily interaction with teachers in order to meet their academic needs.

General William Floyd Elementary/Holland Patent Elementary Hybrid

The General William Floyd/Holland Patent Elementary Hybrid Model will allow all students to receive in-person and remote instruction while operating on a 5-day schedule minimizing the amount of screen time. The capacity at General William Floyd Elementary/Holland Patent Elementary allows for 50% of the Pre-K – 5 population to attend at one time based on the current safety guidelines of social distancing and face coverings, therefore students will be divided into two groups, Group A and Group B. Students who opt to attend school remotely will be assigned to one of the aforementioned groups in case they change their minds and decide to attend the hybrid model.

Group A - Students in Group A will attend school in-person on Monday, Wednesday and every other Friday. When not attending school in-person students in Group A will attend class via Google Classroom/Seesaw remotely and participate in class activities via google assignments, projects and other planned instructional activities focusing on extensions from previous learning. Students who have chosen to attend 100% remotely will follow the same schedule accessing lessons from home via Google Classroom/Seesaw.

Group B – Students in Group B will attend school in-person on Tuesday, Thursday and every other Friday. When not attending school in-person students in Group B will attend class via Google Classroom/Seesaw remotely and participate in class activities via google assignments, projects and other planned instructional activities focusing on extensions from previous learning. Students who have chosen to attend 100% remotely will follow the same schedule accessing lessons from home via Google Classroom/Seesaw.

Monday	Tuesday	Wednesday	Thursday	Friday
Group A In-person	Group B In-person	Group A In-person	Group B In-person	Group A or B on alternating Fridays
Group B Remote	Group A Remote	Group B Remote	Group A On-campus	Group A or B on alternating Fridays

This hybrid model allows the Holland Patent Central School District the ability to pivot from hybrid to remote keeping the same schedule without disrupting parent/student schedules.

Holland Patent Middle School/Holland Patent High School Hybrid

The Holland Patent Middle School/Holland Patent High School Hybrid Model will allow all students to receive in-person and remote instruction while operating on a 4-day block schedule consisting of Day 1A, Day 1B, Day 2A and Day 2B. This schedule allows all students to receive instruction in-person for every subject on their schedule including labs, Physical Education, etc. The capacity at the aforementioned schools allows for 25% of the grade 6 - 12 population to attend at one time based on the current safety guidelines of social distancing and face coverings, therefore students will be divided into four groups, Group A, Group B, Group C and Group D. Students who opt to attend school remotely will be assigned to one of the aforementioned groups in case they change their minds and decide to attend the hybrid model.

Each group of students will attend school in-person on a rotating basis for four consecutive days allowing them to participate in every scheduled class in-person. On the fifth day, students will begin attending school remotely and follow their daily schedule for the next twelve instructional days via Google Meet/Zoom.

Group	In-person Learning	Remote Learning
Group A	Days 1 – 4	Days 5 - 16
Group B	Days 5 – 8	Days 1 – 4, 9 - 16
Group C	Days 9 – 12	Days 1 – 8, 13 - 16
Group D	Days 13 – 16	Days 1 - 12

*The above schedule will repeat every 16 days.

This hybrid model allows the Holland Patent Middle School and High School the ability to pivot from hybrid to remote keeping the same schedule without disrupting parent/student schedules.

Attendance and Chronic Absenteeism

Attendance

Daily student attendance is critical, especially when students are at home, during this uncommon time. Attendance records will be maintained for all instances when students are expected to be “in class” whether in the classroom or connected remotely from home. Student attendance will be guided by the Holland Patent Central School District’s Attendance Policy #6020. Though good student attendance is critical, students should always be kept home from school when they are experiencing any symptoms of illness. The following will take place daily:

- Every teacher will record attendance daily on our Student Management System whether instruction is delivered in school or remotely.
- Each school will make a phone call home to check in with students not logged in or virtually present.
- Building principals will analyze attendance weekly and implement a tiered approach to avoid potential chronic absenteeism

Chronic Absenteeism

Extensive research indicates that missing ten percent of school days tends to be the “tipping point” when student achievement declines. Chronic absence, or absenteeism, is defined as missing at least ten percent of enrolled school days, which in New York State is eighteen days per school year, or two days per month. Chronic absence includes all absences from instruction, both excused and unexcused. It is essential for school attendance policies to focus on the academic consequences of lost instructional time and for the school procedures to address absences before students fall behind in school. During these challenging times, the development of positive school relationships may be a lifeline for students disconnected from school. Although flexibility is recommended when monitoring attendance in a remote instructional model, for students who have not engaged in remote learning and school staff outreach to parents/guardians has been unsuccessful, Holland Patent will develop a tiered approach utilizing a variety of methods of reaching out to families including the following:

- Phone calls to families are often the simplest solution and provide an immediate opportunity to offer resources and assess student and family needs.
- Where families do not respond to phone calls, texting may offer a lower-stress alternative and a subsequent phone call can be arranged.
- Seeking out adults in the school who have established a connection with the student and/or family may yield improved results. Counselors, coaches, social workers, and psychologists are often logical choices, in addition to teaching staff. Social media contact or using friends to reach out can also be effective strategies.
- School Based Intervention Team will meet virtually and work collaboratively with parents to address and create a plan to address improving student chronic absenteeism
- Attendance letters will be sent on a quarterly basis to families.
- Students not in compliance with the Holland Patent Central School District’s Attendance Policy #6020 will be referred to IRT at the secondary level.

Technology & Connectivity

In support of a hybrid (in-person and remote) model of learning, high-speed internet access and computing devices for each student and staff member's exclusive use are critical. HPCSD conducted a survey including questions regarding internet and device access for students. The results of the survey facilitate the identification of all cases in which students do not have high-speed internet access and/or exclusive access to a computing device. The District's 1:1 student device initiative ensures every student has access to a device (Chromebook, iPad) to utilize in school. In support of this initiative, we are able to provide a device for all students in need have access to a device at home. All staff are provided a District-issued Chromebook to support their work in and out of classroom.

Students and staff, who are in need of student high-speed internet access at their place of residence, will continue to provide district-assigned 4G LTE Wi-Fi hotspots. These devices are configured to route all traffic through the District's internet filtering infrastructure, as well as to limit connections to only those devices provided by the school district; connection of personally owned devices is not facilitated.

HPCSD will continue to implement our 1:1 device program for students for the 2020-2021 school year and ensure all students have high-speed internet access with district-assigned 4G LTE Wi-Fi hotspots. In support of this initiative, all students are able to participate in learning and demonstrate mastery of Learning Standards in hybrid (in-person and remote) and/or remote learning models. In the event students are not able to be provided district-assigned devices and/or 4G LTE Wi-Fi hotspots due to parent/guardian demand and/or other circumstances beyond the District's control, participation in learning and demonstration of mastery of Learning Standards will be facilitated through paper learning materials and/or assessments.

All HPCSD students are provided with District issued-devices to ensure equitable access. Devices were issued to those in need in March. Those students who do not have District-issued devices will be provided devices in August.

Teaching and Learning

The Holland Patent Central School District reopening plan includes a continuity of learning plan for the 2020-2021 school year. The reopening plan prepares the district for in-person, remote, and hybrid models of instruction.

- In-person learning is an approach where all students physically return to school in September following health and safety guidelines provided by New York State Education Department and Department of Health. This platform will be utilized when there has been successful virus containment or low-levels of COVID-19 transmission.
- Remote learning is an approach where students do not physically attend school but learn through synchronous and asynchronous instruction using a remote platform providing an opportunity for students and teachers to remain connected and engaged with instruction while learning from their homes. This platform will be utilized when there are high levels of virus spread and widespread transmission of COVID-19.
- Hybrid learning is an approach where students engage in a combination of in-person and remote learning utilizing a cohort approach. This platform will be utilized when there is moderate virus spread and higher levels of COVID-19 transmission.

Regardless of the mode of instruction, the Holland Patent Central School District assures that the educational program offered is aligned to the New York State Learning Standards in every subject area. Instruction will be driven by the current prioritized curriculum maps, pacing charts, and calendars, as well as curricular units and materials. There will be direct, live interaction between teachers and students daily whether in-person or utilizing technology platforms such as Google Classroom, Zoom, BUZZ, Seesaw to monitor student work, optimize social interaction, conduct small groups, check for understanding, monitor completion of assigned tasks and listen to feedback from the students about their learning. In addition, teachers will provide daily office hours to students to further monitor student progress and ensure students are learning the current material. When a student is not attending live session and/or completing assignments, the teacher will contact the student and/or parent/guardian to discuss the reason for not participating and work with stakeholders to help the student. Teachers will follow the Holland Patent Central School District tiered approach, as well as collaborate with administrators, counselors, and social workers for additional support to solve attendance and chronic absenteeism issues.

The Holland Patent Central School District will ensure that all students have equitable access to instruction whether the delivery is in-person, remote or through the hybrid model. All designated student groups will be following the same daily class schedule and structure. Students who receive support services will continue to receive those services either in-person or remotely. In addition, students will have daily access to individual teachers so they can interact and receive feedback, as well as be given support via designated office hours. Equity is also afforded to every student in the Holland Patent Central School District, as they will each be assigned their own technology device, and the district will make internet access available to families who require it. The district will continually monitor all student's ability to connect to the internet.

Methods for contacting schools and teachers will be communicated in several ways:

- District website
- District and school newsletters (printed and mailed to each home)
- Teachers' Google and SeeSaw Classrooms
- School voicemail system which is accessible to teachers and administrators remotely
- School email
- School Messenger

The Holland Patent Central School District offers a full-day universal Pre-Kindergarten Program for eighteen (18) eligible students who are selected through a random lottery process. The program follows all the UPK requirements.

Special Education

Parents will choose their preferred mode of instruction, based on the district's reopening plan, and will be provided general and special education instruction either in combination of in-person and remote learning (hybrid), or remotely, by their general and special education teachers and related service providers. Staff will collaborate with parents to provide services to the greatest extent possible, consistent with IEPs, and will document these services on the selected district forms and contact logs. BOCES and Out of District placements will also provide individual documentation. The District's FAPE form will be completed for each special education student. The District FAPE form documents the following information: what programs and services will be provided to the student; what method will be used to deliver those programs and services; how progress towards goals will be monitored, if the methodology must differ from what is written in the IEP due to COVID-19 emergency; and how program modifications and accommodations will be addressed, if the methodology must differ from what is written in the IEP due to the COVID-19 emergency.

The district will record individual documentation of parent/guardians' preferred mode of instruction, based on the district's reopening plan. The FAPE forms will include documentation of: Special Education Programs/Services being provided; Frequency and Duration; Method of Delivery; Program Goals Assessed/Progress Monitored; Program Accommodations/Test Modifications Provided. Teachers and/or service providers will document communication with parents/guardians and will maintain a record of that communication in their contact logs. Progress reports will be provided quarterly to document student's progress toward IEP goals.

Special education teachers and related service providers will communicate with parents regarding the provision of services and supports, as well as modifications and accommodations, and how those may be adjusted to reflect the setting for the students' education (i.e. in-person during hybrid vs. virtual during remote learning). Parents will receive documentation describing the provision of services in their preferred language or mode of communication.

The District continues to coordinate CSE and CPSE services. Students attending out of district programs will be provided the options those programs develop, and the district will support those models of instruction. Out of District placement and CPSE providers will document their provision of FAPE to the greatest extent possible and communicate that with the school district and CSE office, as well as parents. Providers will continue to use quarterly reporting mechanisms employed by those agencies. Providers will use the Cleartrack contact log to maintain records of parent interaction and student participation in programs. The District will work with outside providers to ensure students have necessary technology/resources to access their education.

Programs and services will be provided to the greatest extent possible based on the student's IEP and the method of delivery, including adaptations to accommodations and modifications in students' IEPs to ensure access to their education. District staff can provide technical support to students. Staff will collaborate with parents to provide services to the greatest extent possible, consistent with IEPs, and will document these services, as well as any adjustments to modifications and accommodations to ensure FAPE on the selected district forms and contact logs.

Bilingual Education and World Languages

The Holland Patent Central School District will complete the English Language Learner (ELL) identification process within 30 days of the start of the school year for all students who enrolled during the COVID-19 school closure, as well as all students who enroll during summer 2020 and during the first 20 school days of the 2020-21 school year. After this 20-day flexibility period, identification of ELLs will resume for all students within 10 school days as required by NYSED Commissioner's Regulations Part 154.

The Holland Patent Central School District will provide all ELLs with the required instructional Units of Study based on their most recent NYSESLAT testing and measured English language proficiency level. English Language Learners in grades Kindergarten through grade 5 will receive both in-person and remote instruction with their general education cohort. English Language Learners in grades 6-12 will receive in-person instruction combined with remote instruction on a rotating basis.

English Language Learner teachers will collaborate with parents to discuss their child's education in the instructional preference chosen by the parent. Parents will receive documentation and communication describing their child's education in their preferred language or mode of communication. The Holland Patent Central School District will continue to utilize translating services, as needed, to ensure parents are able to communicate with staff.

Teacher and Principal Evaluation System

Pursuant to Education Law 3012-d, the Holland Patent Central School District will fully implement the currently approved Annual Professional Performance Review (APPR) Plan for the 2020-2021 school year unless otherwise indicated. The Holland Patent APPR committee will review any required modifications and amendments will be submitted.

Certification, Incidental Teaching and Substitutive Teaching

The Holland Patent Central School District will follow Board of Education Policy #7101, Certification and Incidental Teaching which states that all employees filling positions for which certification is required shall meet certification requirements of the Commissioner of Education as implemented through the New York State Education Department Office of Teaching Initiatives. In addition, the Holland Patent Central School District will utilize SIRS 328, Staff Out of Certification Verification Report and SIRS 329, Staff Certification Report to ensure teacher certification status. In order to meet the instructional needs caused by COVID-19, the Superintendent may assign a teacher to teach a subject not covered by the teacher's certificate if no certified teacher is available. The Superintendent, upon making the assignment, will promptly apply to the Commissioner of Education for approval of the assignment, in accordance with the Commissioner's regulations. Substitute teachers may be an important resource for schools during the COVID-19 crisis, as such, the Holland Patent Central School District will follow the Board of Education Policy #8203 Substitute Teaching, which adhere to Education Law Subsections 3004 and the NYSED Commissioner's Regulations 80-5.3.



HOLLAND PATENT CENTRAL SCHOOL

2020-2021 REOPENING SAFETY PLAN

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